

**PART E –CONTRACT**

This Contract is entered into as of the Effective Date (defined as the date approved by the Board and executed by the Chairman) between Polk County, a political subdivision of the State of Florida, hereinafter known as the "County", and Architectural Sheet Metal, Inc. their successors, executors, administrators and assigns, hereinafter referred to as the "Contractor".

WITNESSETH: Whereas the Contractor agrees with the County, for the consideration herein mentioned, and at their own proper cost and expense, to perform all the Work and furnish all the material, equipment, supplies and labor necessary to carry out this agreement in the manner and to the fullest extent as set forth in the attached Bid documents, being hereby made as such a binding part of this Contract as if written word for word herein, and whereas the Contractor has furnished satisfactory Bond and has complied with insurance requirements of the Specifications in Bid # 23-318, Zone C.

NOW THEREFORE, the County and the Contractor do hereby agree as follows:

Article 1. Scope of Work: The Contractor shall perform in accordance with the attached Bid Documents, all the items of Work at the unit prices or lump sum price as listed in the Contractor's Bid Submittal.

Article 2. Contract Price: The Contract price includes the total bid price of \$ 706,850.00 plus the Allowance Work amount of \$ 35,342.00 the total sum being \$ 742,192.00. This total contract price shall be reduced by the unused amount of the allowance, if such Work is not completed.

Article 3. Plans and Specifications: The plans and specifications, and other Bid Documents upon which the unit or lump sum prices in the Contractor's Bid Submittal are based, are hereby made a part of this Contract by reference thereto; and are hereby attached hereto.

Article 4 Time of Beginning and Completion: The Contractor agrees to begin Work within 10 calendar days after issuance of a Notice to Proceed by the Procurement Division. The Contractor will complete all Work necessary to reach Beneficial Occupancy within 60 calendar days from the Start Date memorialized within the Notice

to Proceed. The Certificate of Substantial Completion shall be executed once Beneficial Occupancy has been reached. The County and the Contractor agree the balance of all Work to be performed after execution of the Certificate of Substantial Completion shall be complete within 30 days from the date noted on the Certificate of Substantial Completion and shall be evidenced by execution of the Certificate of Final Completion. The Certificate of Final Completion shall be executed by both parties once all Work has been performed and all close out paperwork submitted and processed by the County. Total days for this project are 90 days. The allowance time for this project is 13 days.

Article 5. Payment for Quantities: Payment for those items requiring payment on a unit price basis will be made for the actual unit quantities, as provided for in the Technical Specifications.

Article 6. Partial Payments: Payment will be made to the Contractor for the Contract Work actually performed by the Contractor (during the previous calendar month) and approved by the County subject, however, to retention by the County of an amount equal to five percent (5%) of the payment in accordance with F. S. 218.735.

Article 7. Final Acceptance and Payment: Upon completion of the Work or as soon thereafter as practicable, the County and Professional shall make a final inspection and, if appropriate, acceptance of the Work, after which Contractor shall prepare a final estimate of all Work completed under this Contract. Payment therefore of the balance due shall be made in accordance with the Contract provisions. Payment on the final estimate shall include the full amount for the Work completed, based on the unit prices or lump sum of this Contract, subject, however, to the deduction of any payments already made under this Contract to the Contractor.

Article 8. Contract Documents: The Contractor and Polk County Procurement shall each obtain a photocopy of this Contract once it is executed. This original Contract shall be retained by the Clerk of Courts, County Comptroller once it is executed.

IN WITNESS THEREOF, the parties hereto have executed this Contract.

ATTEST: STACY M. BUTTERFIELD, CLERK

COUNTY: POLK COUNTY, a political subdivision of the State of Florida

BY: \_\_\_\_\_  
DEPUTY CLERK

BY: \_\_\_\_\_  
W.C. BRASWELL, CHAIRMAN BOARD OF COUNTY COMMISSIONERS

DATE SIGNED BY CHAIRMAN \_\_\_\_\_

Reviewed as to form and legal sufficiency

Jandra B. How 1/8/24

County Attorney's Office

Date

ATTEST:

Jandra Oliver  
Corporate Secretary

CONTRACTOR: ARCHITECTURAL SHEET METAL, INC.

BY: [Signature]  
Authorized Corporate Officer or Individual  
TIM STEPHENS

(Printed or Typed Name of Signer)

VICE PRESIDENT  
(Printed or Typed Title of Signer)

1801 PREMIER ROW, ORLANDO, FL 32809  
(Business Address of Contractor)

407-855-7183  
(Telephone Number)

SEAL

ACKNOWLEDGEMENT OF FIRM IF A LIMITED LIABILITY COMPANY

STATE OF \_\_\_\_\_ County OF \_\_\_\_\_

The foregoing instruments was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ (Date) by \_\_\_\_\_ (Name of officer or agent) as \_\_\_\_\_ (title of officer or agent) of the Company on behalf of the Company, pursuant to the powers conferred upon him/her by the Company. 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 \_\_\_\_\_ (Date) \_\_\_\_\_ (Official Notary Signature and Notary Seal) \_\_\_\_\_ (Name of Notary typed, printed or stamped)

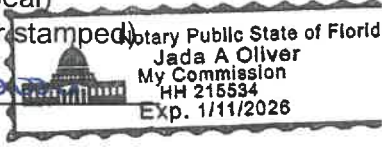
Commission Number \_\_\_\_\_ Commission Expiration Date \_\_\_\_\_

ACKNOWLEDGEMENT OF FIRM, IF A CORPORATION

STATE OF FLORIDA County OF ORANGE

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this 3-Jan-2024 (Date) by Tim Sedros (Name of officer or agent) as Vice President (title of officer or agent) of the Corporation on behalf of the Corporation, pursuant to the powers conferred upon him/her 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 3-Jan-2024 (Date) \_\_\_\_\_ (Official Notary Signature and Notary Seal) Jada A. Oliver (Name of Notary typed, printed or stamped)

Commission Number HH215534 Commission Expiration Date 1/11/2026



ACKNOWLEDGEMENT OF FIRM, IF AN INDIVIDUAL

STATE OF \_\_\_\_\_ County OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ (Date) By \_\_\_\_\_ (Name of 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 in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ (Date)

\_\_\_\_\_ (Official Notary Signature and Notary Seal) \_\_\_\_\_ (Name of Notary typed, printed or stamped)

Commission Number \_\_\_\_\_ Commission Expiration Date \_\_\_\_\_



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### Detail by Entity Name

Florida Profit Corporation  
 ARCHITECTURAL SHEET METAL, INC.

**Filing Information**

**Document Number** P93000033818  
**FEI/EIN Number** 59-3178660  
**Date Filed** 05/06/1993  
**Effective Date** 05/03/1993  
**State** FL  
**Status** ACTIVE  
**Last Event** AMENDMENT  
**Event Date Filed** 08/16/2021  
**Event Effective Date** NONE

**Principal Address**

1801 PREMIER ROW  
 ORLANDO, FL 32809

Changed: 10/10/2016

**Mailing Address**

1801 PREMIER ROW  
 ORLANDO, FL 32809

Changed: 10/10/2016

**Registered Agent Name & Address**

LEONARD, MATTHEW LEE  
 1801 PREMIER ROW  
 ORLANDO, FL 32809

Name Changed: 11/08/2019

Address Changed: 04/30/2017

**Officer/Director Detail**

**Name & Address**

Title P

Leonard, MATTHEW L  
 1801 PREMIER ROW  
 ORLANDO, FL 32809

**Title VP**

STEPHENS, TIMOTHY  
 1801 PREMIER ROW  
 ORLANDO, FL 32809

**Annual Reports**

Report Year	Filed Date
2022	01/28/2022
2023	02/07/2023
2023	04/13/2023

**Document Images**

<a href="#">04/13/2023 - AMENDED ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/07/2023 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/28/2022 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">08/16/2021 - Amendment</a>	<a href="#">View image in PDF format</a>



Ron DeSantis, Governor

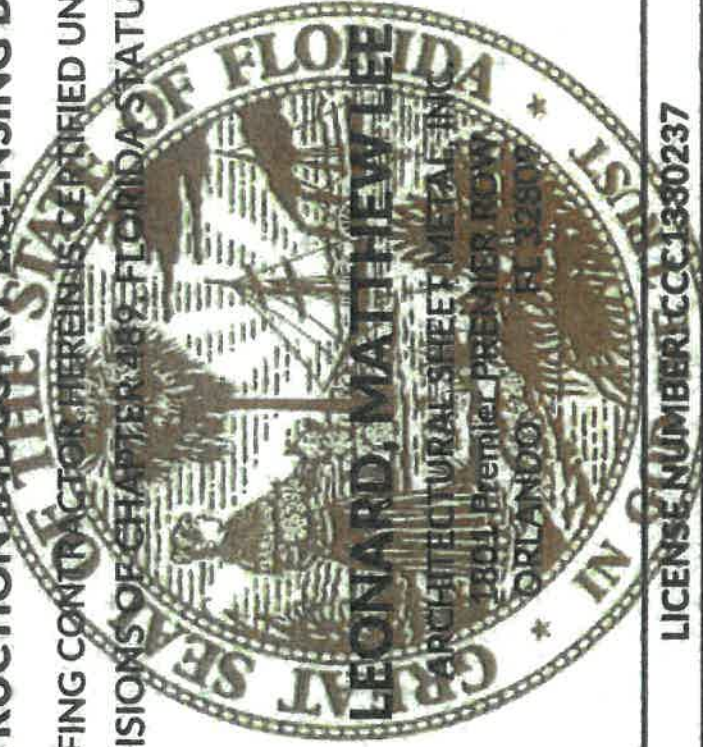
Melanie S. Griffin, Secretary



STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE ROOFING CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES



LICENSE NUMBER: CC1380237

EXPIRATION DATE: AUGUST 31, 2024

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



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THE OFFICIAL SITE OF THE FLORIDA DEPARTMENT OF BUSINESS & PROFESSIONAL REGULATION



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**LICENSEE DETAILS**

1:42:26 PM 1/2/2024

**Licensee Information**

Name:	<b>LEONARD, MATTHEW LEE (Primary Name) ARCHITECTURAL SHEET METAL, INC. (DBA Name)</b>
Main Address:	<b>1801 Premier PREMIER ROW ORLANDO Florida 32809</b>
County:	<b>ORANGE</b>

**License Information**

License Type:	<b>Certified Roofing Contractor</b>
Rank:	<b>Cert Roofing</b>
License Number:	<b>CCC1330237</b>
Status:	<b>Current,Active</b>
Licensure Date:	<b>06/18/2013</b>
Expires:	<b>08/31/2024</b>

**Special Qualifications      Qualification Effective**

<b>Construction Business</b>	<b>06/18/2013</b>
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**Alternate Names**

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- [View Related License Information](#)
- [View License Complaint](#)

2601 Blair Stone Road, Tallahassee FL 32399 :: Email: [Customer Contact Center](#) :: Customer Contact Center: 850.487.1395

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Under Florida law, email addresses are public records. If you do not want your email address released in response to a public-records request, do not send electronic mail to this entity. Instead, contact the office by phone or by traditional mail. If you have any questions, please contact 850.487.1395. \*Pursuant to Section 455.275(1), Florida Statutes, effective October 1, 2012, licensees licensed under Chapter 455, F.S. must provide the Department with an email address if they have one. The emails provided may be used for official communication with the licensee. However email addresses are public record. If you do not wish to supply a personal address, please provide the Department with an email address which can be made available to the public. Please see our [Chapter 455](#) page to determine if you are affected by this change.



www.altersurety.com

January 4, 2024

Polk County  
330 W. Church Street  
Bartow, FL 33830

**RE: Architectural Sheet Metal, Inc.**  
**Project: BID #23-318, FRS/EMS Protective Measure - Metal Roofs**  
**Bond No. SUR0008876**

To Whom It May Concern:

We have executed the enclosed bonds on behalf of the above captioned contractor in favor of the Polk County. Please note that we have not dated the bonds or the Power of Attorney. The copy of the contract we received was not dated and as the bonds follow the contract they should not be dated prior to the contract.

Please accept this letter as authorization to date the enclosed Performance bond(s), Payment bond(s), and the attached Power of Attorney for the captioned project. Please date these items concurrently with the contract date and fax a copy to our office at 305-328-4838 or email [patricia@altersurety.com](mailto:patricia@altersurety.com) **so that we can activate the bond coverage.**

Please do not hesitate to contact our office should you have any questions in this regard. Thank you.

Yours truly,  
Frankenmuth Insurance Company

David T. Satine,  
Attorney-in-Fact

**EXHIBIT II: PERFORMANCE BOND**

**FRONT PAGE  
F.S. CHAPTER 255.05**

BOND NO.: SUR0008876

CONTRACTOR NAME: Architectural Sheet Metal, Inc.

CONTRACTOR ADDRESS: 1801 Premier Row, Orlando, FL 32809

CONTRACTOR PHONE NO: (407) 855-7183

SURETY COMPANY: Frankenmuth Insurance Company  
One Mutual Avenue  
Frankenmuth, MI 48787-0001

OWNER NAME: Polk County, a political subdivision of the State of Florida  
OWNER ADDRESS: 330 W. Church St  
Bartow, FL 33830  
OWNER PHONE NO: (863) 534-6757

OBLIGEE NAME: (if  
contracting entity is different  
from the owner, the contracting  
public entity) \_\_\_\_\_

OBLIGEE ADDRESS: \_\_\_\_\_

OBLIGEE PHONE NO: \_\_\_\_\_

BOND AMOUNT: \$ 742,192.00

CONTRACT NUMBER: Bid 23-318, Zone C

GENERAL DESCRIPTION  
OF PROJECT: FRS/EMS Protective Measures - Metal Roofs  
\_\_\_\_\_  
\_\_\_\_\_

PROJECT LOCATION: Polk County, Florida

EXHIBIT II (cont'd): PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: That Architectural Sheet Metal, Inc., as Principal, and Frankenmuth Insurance Company, as Surety, located at

One Mutual Avenue, Frankenmuth, MI 48787-0001 (Business Address) are held and firmly bound unto Polk County, a political subdivision of the State of Florida, as Obligee, in the sum of Dollars (\$ 742,192.00) in lawful currency of the United States, for the payment whereof we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS BOND is that if the Principal:

1. Promptly, faithfully, efficiently and fully performs all work, services, duties and obligations set forth and described in that certain purchase order dated \_\_\_\_\_, 20\_\_ (the "Purchase Order") between Principal and Obligee for performance of providing protective measure – Metal Roof, at the times and in the manner proscribed in the Purchase Order; and
2. Pays Obligee all losses, damages (liquidated or actual), expenses, costs, and attorney's fees, including, without limitation, costs and attorney's fees on appeal, that Obligee sustains resulting directly or indirectly from any breach or default by Principal under the Purchase Order; and
3. Performs the guarantee of all work and materials furnished under the Purchase Order for the time specified therein; and
4. Satisfies all claims and demands incurred under the Purchase Order, and fully indemnifies and holds harmless the Obligee from all costs and damages which it may suffer by reason or failure to do so;

then the Surety shall have no obligation under this Performance Bond.

In the event that the Principal shall fail to perform any of the terms, covenants and conditions of the Purchase Order during the period in which this Performance Bond is in effect, the Surety shall remain liable to the Obligee for all such loss or damage (including reasonable attorney's fees and costs and attorney's fees on appeal) resulting from any failure to perform up to the amount of the sum stated above.

In the event that the Surety fails to fulfill its obligations under this Performance Bond, then the Surety shall also indemnify and hold the Obligee harmless from any and all loss, damage, cost and expense, including reasonable attorney's fees and costs for all trial and appellate proceedings, resulting directly or indirectly from the Surety's failure to fulfill its obligations hereunder. This paragraph shall survive the termination or cancellation of this Performance Bond.

The Surety, for value received, hereby stipulates and agrees that its obligations hereunder shall be direct and immediate and not conditional or contingent upon the Obligee's pursuit of its remedies against Principal, shall remain in full force and effect

notwithstanding (i) amendments or modifications to the Purchase Order entered into by Obligee and Principal without the Surety's knowledge or consent (ii) waivers of compliance with or any default under the Purchase Order granted by Obligee to Principal without the Surety's knowledge or consent, or (iii) the discharge of Principal from its obligations under the Purchase Order as a result of any proceeding initiated under the Bankruptcy code of 1978, as the same may be amended, or any similar state or federal law, or any limitation of the liability of Principal or its estate as a result of any proceeding.

Any changes in or under the Purchase Order and compliance or non-compliance with any formalities connected with the Purchase Order or the changes shall not affect Surety's obligation under this Performance Bond. The Principal shall notify the Surety of all such changes.

Reference is hereby made to Section 255.05, Florida Statutes, and to the notice and time limitation provisions thereof.

IN WITNESS WHEREOF, this instrument is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

PRINCIPAL: Architectural Sheet Metal, Inc.

Witness: Jada Oliver

BY: [Signature] (SEAL)

Authorized Signature (Principal)

Printed Name: TIM STEPHENS

Witness: [Signature]

Title of Person Signing VICE PRESIDENT

Above: \_\_\_\_\_

ATTEST: As Per Attached Power of Attorney

SURETY: Frankenmuth Insurance Company

Witness: Patricia K. Skelton

Printed Name: [Signature]

(SEAL) Patricia K. Skelton

Attorney in Fact David T. Satine

Witness: \_\_\_\_\_

Printed Name David T. Satine

Business Address One Mutual Avenue, Frankenmuth, Mi 48787-0001

NOTE: Date of the Performance Bond must not be prior to date of Purchase Order. If Contractor is Partnership, all partners should execute Bond.

Important: Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida. Attach a certified copy of Power-of-Attorney appointing individual Attorney-in-Fact for execution of Performance Bond on behalf of Surety.

**EXHIBIT III: PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENTS: That Architectural Sheet Metal, Inc., as Principal, and Frankenmuth Insurance Company, as Surety, located at \_\_\_\_\_  
One Mutual Avenue, Frankenmuth, MI 48787-0001

(Business Address) are held and firmly bound unto Polk County, a political subdivision of the State of Florida, as Obligee in the sum of

Seven Hundred Forty-two Thousand One Hundred Ninety-two Dollars (\$ 742,192.00 ) in lawful currency of the United States, for the payment whereof we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS BOND is that if the Principal:

1. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided under and in accordance with that certain purchase order dated \_\_\_\_\_, 20\_\_ (the "Purchase Order") between Principal and Obligee for;

FRS/EMS Protective Measures - Metal Roofs

then the Surety shall have no obligation under this Payment Bond.

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

In the event that the Principal shall fail to promptly make payment to any claimant as described above during the period in which this Payment Bond is in effect, the Surety shall remain liable to the Obligee for all such loss or damage (including reasonable attorney's fees and costs and attorney's fees on appeal) resulting from any such failure up to the amount of the sum stated above.

In the event that the Surety fails to fulfill its obligations under this Payment Bond, then the Surety shall also indemnify and hold the Obligee harmless from any and all loss, damage, cost and expense, including reasonable attorney's fees and costs for all trial and appellate proceedings, resulting directly or indirectly from the Surety's failure to fulfill its obligations hereunder. This paragraph shall survive the termination or cancellation of this Payment Bond.

The Surety, for value received, hereby stipulates and agrees that its obligations hereunder shall be direct and immediate and not conditional or contingent upon the Obligee's pursuit of its remedies against Principal, shall remain in full force and effect notwithstanding (i) amendments or modifications to the Purchase Order entered into by Obligee and Principal without the Surety's knowledge or consent (ii) waivers of compliance with or any default under the Purchase Order granted by Obligee to Principal without the Surety's knowledge or consent, or (iii) the discharge of Principal from its obligations under the Purchase Order as a result of any proceeding initiated under the Bankruptcy code of 1978, as the same may be amended, or any similar state or federal law, or any limitation of the liability of Principal or its estate as a result of any proceeding.

Any changes in or under the Purchase Order and compliance or non-compliance with any formalities connected with the Purchase Order or the changes does not affect Surety's obligation under this Payment Bond. The Principal shall notify the Surety of all such changes.

Reference is hereby made to Section 255.05, Florida Statutes, and to the notice and time limitation provisions thereof.

IN WITNESS WHEREOF, this instrument is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST: \_\_\_\_\_ PRINCIPAL: Architectural Sheet Metal, Inc.

Witness Judith A. Oliver BY: [Signature] (SEAL)  
Authorized Signature (Principal)

Witness [Signature] Printed Name TIM STEPHENS  
VICE PRESIDENT  
Title of Person Signing Above

ATTEST: As Per Attached Power of Attorney SURETY: Frankenmuth Insurance Company

Witness Patricia K. Skelton Printed Name David T. Satine  
Patricia K. Skelton Attorney in Fact David T. Satine  
Witness (SEAL) [Signature]

Printed Name \_\_\_\_\_  
Business Address One Mutual Avenue, Frankenmuth, MI 48787-0001

NOTE: Date of the Payment Bond must not be prior to date of Purchase Order. If Contractor is Partnership, all partners should execute Bond.

Important: Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida. Attach a certified copy of Power-of-Attorney appointing individual Attorney-in-Fact for execution of Payment Bond on behalf of Surety.

FRANKENMUTH INSURANCE COMPANY

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, that Frankenmuth Insurance Company (the "Company"), a corporation duly organized and existing under the laws of the State of Michigan, having its principal office at 1 Mutual Avenue, Frankenmuth, Michigan 48787, does hereby nominate, constitute and appoint:

Warren M. Alter, Jonathan A. Bursevich, David T. Satine, Dawn Auspitz

Their true and lawful attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal, acknowledge and deliver any and all bonds, contracts and undertakings of suretyship, with the exception of Financial Guaranty Insurance, provided, however, that the penal sum of any one such instrument shall not exceed the sum of:

Fifty Million and 00/100 Dollars (\$50,000,000)

This Power of Attorney is granted pursuant to the following Resolution duly adopted at a meeting of the Board of Directors of Frankenmuth Insurance Company:

"RESOLVED, that the President, Senior Vice President or Vice President and each of them under their respective designations, hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer of the Company, qualifying the attorney(s) named in the given power of attorney, to execute on behalf of, and acknowledge as the act and deed of Frankenmuth Insurance Company on all bonds, contracts and undertakings of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 15th day of December, 2022.



Frankenmuth Insurance Company
By: Frederick A. Edmond, Jr.,
President and Chief Executive Officer

Sworn to before me, a Notary Public in the State of Michigan, by Frederick A. Edmond, Jr., to me personally known to be the individual and officer described in, and who executed the preceding instrument, deposed and said the Corporate Seal and his signature as Officer were affixed and subscribed to said instrument by the authority of the Company.

IN TESTIMONY WHEREOF, I have set my hand, and affixed my Official Seal this 15th day of December, 2022.

Susan L. Fresorger (Seal)
Susan L. Fresorger, Notary Public
Saginaw County, State of Michigan
My Commission Expires: April 3, 2028



I, the undersigned, Executive Vice President of Frankenmuth Insurance Company, do hereby certify that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and is in full force and effect as of this date.

IN WITNESS WHEREOF, I have set my hand and affixed the Seal of the Company, this \_\_\_ day of \_\_\_

Andrew H. Knudsen, Executive Vice President,
Chief Operating Officer and Secretary

ALL CORRESPONDENCE RELATED TO BOND VALIDATION AND/OR A CLAIM SHOULD BE DIRECTED TO
VP SURETY, 701 U.S. ROUTE ONE, SUITE 1, YARMOUTH, ME 04096

**Shirah, Tabatha**

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**Subject:** FW: ARCHITECTURAL SHEET METAL /LOW BID /POLK COUNTY / 23-312, FRS/EMS PROTECTIVE MEASURES /METAL ROOFS, ZONE C/\$742,192.00  
**Attachments:** 0-X Exhibit XXI – Scrutinized Companies Certification Form\_ASM EXEC.pdf; 0-X Exhibit XXIV - Employment Eligibility Certification\_ASM EXEC.pdf; 0-Exhibit VIA Subcontractor List\_Complete.pdf; 0-Final P&P Bond Package\_surety exec.pdf

**From:** Doreen Shearin <[doreen@altersurety.com](mailto:doreen@altersurety.com)>  
**Sent:** Thursday, January 4, 2024 12:06 PM  
**To:** Jada Oliver <[jada@asmfl.com](mailto:jada@asmfl.com)>  
**Cc:** Tim Stephens <[tim@asmfl.com](mailto:tim@asmfl.com)>; David Satine <[david@altersurety.com](mailto:david@altersurety.com)>; Patricia K. Skelton <[patricia@altersurety.com](mailto:patricia@altersurety.com)>  
**Subject:** FW: ARCHITECTURAL SHEET METAL /LOW BID /POLK COUNTY / 23-312, FRS/EMS PROTECTIVE MEASURES /METAL ROOFS, ZONE C/\$742,192.00

Hi Jada:

Please see email below from the bonding company confirming the bid approval. The P & P bonds have been approved.

Also, I see on the bond forms, the date of the Performance Bond must not be prior to date of Purchase Order.

Can we put a cover letter allowing Polk County to date the bonds concurrent with the Purchase order.

Thank you for your assistance.

*Doreen Shearin*  
*Client Relations Manager*



**Alter Surety Group, Inc.**  
5979 NW 151<sup>st</sup> Street, Suite 202  
Miami Lakes, FL. 33014  
**Office:** (786) 220-4575  
**Fax:** (305) 328-4838  
**E-Mail:** [doreen@altersurety.com](mailto:doreen@altersurety.com)  
**Website:** [www.altersurety.com](http://www.altersurety.com)  
**"YOU BUILD IT, WE BOND IT"**

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**From:** Cheryl Torrao <[Cheryl.Torrao@fmins.com](mailto:Cheryl.Torrao@fmins.com)>  
**Sent:** Thursday, January 4, 2024 11:51 AM  
**To:** Doreen Shearin <[doreen@altersurety.com](mailto:doreen@altersurety.com)>  
**Cc:** Parker Eades <[Parker.Eades@fmins.com](mailto:Parker.Eades@fmins.com)>; Kathleen Adie <[Kathleen.Adie@fmins.com](mailto:Kathleen.Adie@fmins.com)>; David Satine <[david@altersurety.com](mailto:david@altersurety.com)>; Patricia K. Skelton <[patricia@altersurety.com](mailto:patricia@altersurety.com)>  
**Subject:** RE: ARCHITECTURAL SHEET METAL /LOW BID /POLK COUNTY / 23-312, FRS/EMS PROTECTIVE MEASURES /METAL ROOFS, ZONE C/\$742,192.00

**CAUTION:** This email originated from outside of the organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Doreen

The bid for \$66,202.50 for 5% of the bid was approved. In addition, the final bond is approved as well.

Thanks,

**Cheryl Torrao**

Surety | SE Regional Director II  
Tampa, FL | [www.fmins.com](http://www.fmins.com)

P 704.421.7007 | F 989.652.4930 | M 404.798.0001  
[cheryl.torrao@fmins.com](mailto:cheryl.torrao@fmins.com)

Frankenmuth Surety, A Division of Frankenmuth Insurance

**From:** Shirah, Tabatha  
**Sent:** Thursday, January 4, 2024 9:27 AM  
**To:** Mike Gulla <[MGulla@asmfl.com](mailto:MGulla@asmfl.com)>  
**Cc:** Sims, Michele <[MicheleSims@polk-county.net](mailto:MicheleSims@polk-county.net)>  
**Subject:** RE: Bid 23-312, FRS/EMS Protective Measures - Metal Roofs, Zone C  
**Importance:** High

**Mike, I'm going to follow up with a phone call but we're missing multiple documents, please see highlighted documents below that were not in the envelop this morning:**

~~X Part E – Contract~~

~~X Exhibit I – The Bid Bond submitted with your bid submittal is an electronic copy, please provide your original Bid Bond for our files. Additionally, an email from the bonding company stating the actual dollar amount of \$66,202.50 for the 5% of your bid to meet the bid requirements.~~

~~X Exhibit II - Performance Bond -The bond must be from a bonding company licensed to do business in the State of Florida and must meet all conditions of Florida Statute 255.05. The bond amount must be for the total contract price which includes the allowance.~~

**X Exhibit III – Payment Bond - The bond must be from a bonding company licensed to do business in the State of Florida and must meet all conditions of Florida Statute 255.05. The bond amount must be for the total contract price which includes the allowance.**

~~X Exhibit IV – Non-Collusion Affidavit of Prime Bidder~~

**X Exhibit V - Non-Collusion Affidavit of Subcontractor - for every subcontractor listed).**

~~X Exhibit VI – Affidavit of Percentage of Work~~

**X Exhibit VI-A - Subcontractor List – Excel Document is included.**

**X Exhibit VI-B - Good Faith Effort Documentation**

~~X Exhibit VIII – Equal Employment Opportunity~~

~~X Exhibit IX – Drug-Free Workplace~~

~~X Exhibit X – Safety Requirements/Regulation Form~~

~~X Exhibit XVIII – Certificate of Compliance~~

~~X Exhibit XIX – Certification Immigration Laws~~

**X Exhibit XXI – Scrutinized Companies Certification Form (Form was not Attested)**

~~X Exhibit XXII – Certifications Regarding Debarment, Suspension, Proposed Debarment and Other Responsibility Matters~~

~~X Exhibit XXIII – Certification Regarding Lobbying~~

**X Exhibit XXIV - Employment Eligibility Certification**

~~X Updated Polk County Local Business Tax Receipt~~

~~X Certificate of Insurance~~

*Tabatha Shirah*

Procurement Analyst

Polk County Board of County Commissioners

330 W Church Street

Bartow, FL 33831-9005

Ph: (863) 534-5935

[tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net) [www.polk-county.net](http://www.polk-county.net)

**EXHIBIT I: BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we Architectural Sheet Metal, Inc. (hereinafter called the Principal) and Frankenmuth Insurance Company (hereinafter called the Surety), a Corporation chartered and existing under the Laws of the State of Michigan, and authorized to do business in the State of Florida, are held and firmly bound unto Polk County, a political subdivision of the State of Florida, in the full and just sum of Five Percent of Amount Bid dollars (\$ 5% of Amount Bid ) good and lawful money of the United States of America, to be paid upon demand of the County, to which payment will and truly be made, we bind ourselves, our heirs, executors, administrators, successors, and assigned jointly and severally and firmly by these presents.

WHEREAS, the Principal is about to submit, or has submitted to the County, a Bid Submittal for the purpose of BID #23-318, FRS/EMS Protective Measure - Metal Roofs


NOW THEREFORE, the conditions of this obligation are such if the Bid Submittal is accepted and recommended for award of a contract, the Principal shall, execute a satisfactory contract documents including an executed Public Construction Bond payable to County, in the amount of 100 percent (100%) of the total Contract Price, in form and with surety satisfactory to said County, then this obligation to be void, otherwise to be and remaining full force and virtue in law, and the surety shall, upon failure of the Principal to comply with any or all of the foregoing requirements, immediately pay to the aforesaid County, upon demand, the amount of this Bond, in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

In the event the numerical expression is omitted or expressed as less than five percent (5%) of the total bid price, this figure shall be assumed to be erroneously stated and this bid bond shall be binding upon the Principal and Surety in the amount of five percent (5%) of the total bid price.

IN TESTIMONY THEREOF, the Principal and Surety have caused these presents to be duly signed and sealed this 5th day of June 2023 .

ATTEST:

PRINCIPAL: Architectural Sheet Metal, Inc.

  
\_\_\_\_\_  
Witness

BY:  (SEAL)  
\_\_\_\_\_  
Authorized Signature (Principal)

Jada A. Oliver  
\_\_\_\_\_  
Witness

Matthew Leonard  
\_\_\_\_\_  
Printed Name

President  
\_\_\_\_\_  
Title of Person Signing Above

ATTEST: As per attached power of attorney

SURETY: Frankenmuth Insurance Company

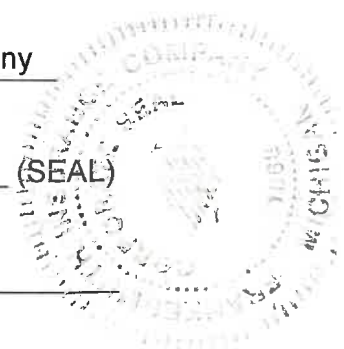
  
\_\_\_\_\_  
Witness Dawn Auspitz

BY:  (SEAL)  
\_\_\_\_\_  
Attorney in Fact

  
\_\_\_\_\_  
Witness Lynn Dowling

Warren M. Alter, Attorney-in-Fact  
\_\_\_\_\_  
Printed Name

One Mutual Avenue  
Frankenmuth, MI 48787-0001  
\_\_\_\_\_  
Business Address



NOTES:

1. Write in the dollar amount of the bond which must be at least five percent (5%) of the amount Bid included in the Submittal.
2. All bonds signed by an agent must be accompanied by a certified copy of such agent's authority to act.

Attorneys-in-fact who sign Bid Bonds or Contract Bonds must file with each bond a certified and effectively dated copy of their power of attorney.

**FRANKENMUTH INSURANCE COMPANY**

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS**, that Frankenmuth Insurance Company (the "Company"), a corporation duly organized and existing under the laws of the State of Michigan, having its principal office at 1 Mutual Avenue, Frankenmuth, Michigan 48787, does hereby nominate, constitute and appoint:

Warren M. Alter, Jonathan A. Bursevich, David T. Satine, Dawn Auspitz

Their true and lawful attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal, acknowledge and deliver any and all bonds, contracts and undertakings of suretyship, with the exception of Financial Guaranty Insurance, provided, however, that the penal sum of any one such instrument shall not exceed the sum of:

**Fifty Million and 00/100 Dollars (\$50,000,000)**

This Power of Attorney is granted pursuant to the following Resolution duly adopted at a meeting of the Board of Directors of Frankenmuth Insurance Company:

**"RESOLVED**, that the President, Senior Vice President or Vice President and each of them under their respective designations, hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer of the Company, qualifying the attorney(s) named in the given power of attorney, to execute on behalf of, and acknowledge as the act and deed of Frankenmuth Insurance Company on all bonds, contracts and undertakings of suretyship, and to affix the corporate seal thereto."

**IN WITNESS WHEREOF**, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 15th day of December, 2022.



**Frankenmuth Insurance Company**

By Frederick A. Edmond, Jr.  
Frederick A. Edmond, Jr.,  
President and Chief Executive Officer

STATE OF MICHIGAN )  
COUNTY OF SAGINAW ) ss:

Sworn to before me, a Notary Public in the State of Michigan, by Frederick A. Edmond, Jr., to me personally known to be the individual and officer described in, and who executed the preceding instrument, deposed and said the Corporate Seal and his signature were affixed and subscribed to said instrument by the authority of the Company.

**IN TESTIMONY WHEREOF**, I have set my hand, and affixed my Official Seal this 15th day of December, 2022.

Susan L. Fresorger (Seal)  
Susan L. Fresorger, Notary Public  
Saginaw County, State of Michigan  
My Commission Expires: April 3, 2028



I, the undersigned, Executive Vice President of Frankenmuth Insurance Company, do hereby certify that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and is in full force and effect as of this date.

**IN WITNESS WHEREOF**, I have set my hand and affixed the Seal of the Company, this 5th day of June, 2023

Andrew H. Knudsen  
Andrew H. Knudsen, Executive Vice President,  
Chief Operating Officer and Secretary

**ALL CORRESPONDENCE RELATED TO BOND VALIDATION AND/OR A CLAIM SHOULD BE DIRECTED TO  
VP SURETY, 701 U.S. ROUTE ONE, SUITE 1, YARMOUTH, ME 04096**



Frankenmuth Insurance Company  
Ansur America Insurance Company  
Patriot Life Insurance Company  
Patriot Insurance Company

SURETY BOND SEAL ADDENDUM  
Frankenmuth Insurance Company

Due to logistical issues associated with the use of traditional seals during the COVID-19 pandemic, Frankenmuth Insurance Company has authorized its Attorneys-in-Fact to affix Frankenmuth Insurance Company's corporate seal to any bond executed on behalf of Frankenmuth Insurance Company, by any such Attorney-in-Fact, by attaching this Addendum to said bond.

Through December 31, 2023, to the extent this Addendum is attached to a bond that is executed on behalf of Frankenmuth Insurance Company, by its Attorney-in-Fact, Frankenmuth Insurance Company, hereby agrees that the seal below shall be deemed affixed to said bond to the same extent as if its raised corporate seal was physically affixed to the face of the bond.

Dated this 5<sup>th</sup> day of June, 2023.



Sign:   
Attorney-in-fact Warren M. Alter

# AM Best Rating Services

## Frankenmuth Insurance Company

BestLink 

AMB #: 000402 NAIC #: 13986 FEIN #: 380555290

### Domiciliary Address

One Mutual Avenue  
Frankenmuth, Michigan 48787-0001

[United States](#)

Web: [www.fmins.com](http://www.fmins.com)

Phone: 989-652-6121

Fax: 989-652-4064

AM Best Rating Unit: [AMB #: 018496 - Frankenmuth Insurance Group](#)

Assigned to insurance companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.



View additional [news, reports and products](#) for this company.

Based on AM Best's analysis, [045500 - Frankenmuth Mutual Holding Company](#) is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of [operating insurance entities](#) in this structure.

### Best's Credit Ratings

#### Financial Strength View Definition

Rating (Rating Category):	A (Excellent)
Affiliation Code:	p (Pooled)
Outlook (or Implication):	Stable
Action:	Affirmed
Effective Date:	June 07, 2023
Initial Rating Date:	June 30, 1941

#### Long-Term Issuer Credit View Definition

Rating (Rating Category):	a+ (Excellent)
Outlook (or Implication):	Stable
Action:	Affirmed
Effective Date:	June 07, 2023
Initial Rating Date:	June 14, 2007

#### Financial Size Category View Definition

Financial Size Category: XI (USD 750 Million to Less than 1.00 Billion)

#### Best's Credit Rating Analyst

Rating Office: A.M. Best Rating Services, Inc.

Financial Analyst: Thomas Keelan

Director: Erik Miller

Note: See the Disclosure information Form or Press Release below for the office and analyst at the time of the rating event.

#### Disclosure Information

##### Disclosure Information Form

View AM Best's [Rating Disclosure Form](#)

View AM Best's [Rating Review Form](#)

## Frankenmuth Insurance Company <sup>11</sup>

(NAIC #13986)

BUSINESS ADDRESS: One Mutual Avenue, Frankenmuth, MI 48787 - 0001.

PHONE: (989) 652-6121.

UNDERWRITING LIMITATION b/: \$80,013,000.

SURETY LICENSES c/f: AL, AZ, AR, CO, CT, DE, DC, FL, GA, ID, IL, IN, IA, KS, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, ND, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY.

INCORPORATED IN: Michigan.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/28/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Frank H. Furman, Inc. 1314 East Atlantic Blvd. P. O. Box 1927 Pompano Beach FL 33061		<b>CONTACT NAME:</b> Griseldys Acosta <b>PHONE (A/C, No, Ext):</b> (954) 943-5050 <b>E-MAIL ADDRESS:</b> gris@furmaninsurance.com <b>FAX (A/C, No):</b> (954) 942-6310	
<b>INSURED</b> Architectural Sheet Metal Inc 1801 Premier Row Orlando FL 32809		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> National Fire Ins of Hartford	<b>NAIC #</b> 20478
		<b>INSURER B:</b> National Fire Ins Of Hartford (zx)	20478
		<b>INSURER C:</b> Continental Insurance Co	35289
		<b>INSURER D:</b> American Cas Co Of Reading Pa (zx)	20427
		<b>INSURER E:</b> AGCS Marine Insurance Co	22837
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER: 23-24 MASTER W/O ENDS** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			6056684627	5/1/2023	5/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP/AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			6056684594	5/1/2023	5/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$ 10,000
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			6072143482	5/1/2023	5/1/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	6056684613	5/1/2023	5/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
E	<b>INLAND MARINE</b>			SML93062036	5/1/2023	5/1/2024	LEASED/RENTED EQUIPMENT \$200,000 INSTALLATION FLOATER \$100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: CCC055589 and CBC036426  
Subject: Bid 23-318, FRS/EMS Protective Measures - Metal Roofs Recommendation of Award Le

<b>CERTIFICATE HOLDER</b> (863) 534-5922 tabathashirah@polk-county.net  Polk County, a political subdivision of the State of Florida 330 W Church Street Bartow, FL 33831	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Tina Mangum/ACG
---	---

# AM Best Rating Services

## National Fire Insurance Company of Hartford

BestLink  AMB #: 002129 NAIC #: 20478 FEIN #: 060464510

**Administrative Office**  
151 North Franklin Street  
Chicago, Illinois 60606  
[United States](#)

**Web:** [www.cna.com](http://www.cna.com)

**Phone:** 312-822-5000

[View Additional Address Information](#)

**AM Best Rating Unit:** [AMB #: 018313 - CNA Insurance Companies](#)

Assigned to insurance companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.



View additional [news, reports and products](#) for this company.

Based on AM Best's analysis, [050177 - Loews Corporation](#) is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of [operating insurance entities](#) in this structure.

### Best's Credit Ratings

#### Financial Strength View Definition

**Rating (Rating Category):** A (Excellent)  
**Affiliation Code:** g (Group)  
**Outlook (or Implication):** Stable  
**Action:** Affirmed  
**Effective Date:** December 15, 2023  
**Initial Rating Date:** December 31, 1907

#### Best's Credit Rating Analyst

**Rating Office:** A.M. Best Rating Services, Inc.  
**Senior Financial Analyst:** Elizabeth Blamble  
**Director:** Alan Murray  
**Note:** See the Disclosure information Form or Press Release below for the office and analyst at the time of the rating event.

#### Long-Term Issuer Credit View Definition

**Rating (Rating Category):** a+ (Excellent)  
**Outlook (or Implication):** Stable  
**Action:** Affirmed  
**Effective Date:** December 15, 2023  
**Initial Rating Date:** June 21, 2005

#### Disclosure Information

##### Disclosure Information Form

View AM Best's [Rating Disclosure Form](#)

##### Press Release

[AM Best Affirms Credit Ratings of CNA Financial Corporation and Its Subsidiaries](#)  
December 15, 2023

#### Financial Size Category View Definition

**Financial Size Category:** XV (Greater than or Equal to USD 2.00 Billion)

# AM Best Rating Services

## The Continental Insurance Company

BestLink  AMB #: 002118 NAIC #: 35289 FEIN #: 135010440

**Administrative Office**  
151 North Franklin Street  
Chicago, Illinois 60606  
[United States](#)

**Web:** [www.cna.com](http://www.cna.com)

**Phone:** 312-822-5000

[View Additional Address Information](#)

**AM Best Rating Unit:** [AMB #: 018313 - CNA Insurance Companies](#)

Assigned to insurance companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.



View additional [news, reports and products](#) for this company.

Based on AM Best's analysis, [050177 - Loews Corporation](#) is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of [operating insurance entities](#) in this structure.

### Best's Credit Ratings

#### Financial Strength View Definition

**Rating (Rating Category):** A (Excellent)  
**Affiliation Code:** g (Group)  
**Outlook (or Implication):** Stable  
**Action:** Affirmed  
**Effective Date:** December 15, 2023  
**Initial Rating Date:** December 31, 1907

#### Long-Term Issuer Credit View Definition

**Rating (Rating Category):** a+ (Excellent)  
**Outlook (or Implication):** Stable  
**Action:** Affirmed  
**Effective Date:** December 15, 2023  
**Initial Rating Date:** June 21, 2005

#### Financial Size Category View Definition

**Financial Size Category:** XV (Greater than or Equal to USD 2.00 Billion)

#### Best's Credit Rating Analyst

**Rating Office:** A.M. Best Rating Services, Inc.  
**Senior Financial Analyst:** Elizabeth Blamble  
**Director:** Alan Murray

**Note:** See the Disclosure information Form or Press Release below for the office and analyst at the time of the rating event.

#### Disclosure Information

##### Disclosure Information Form

View AM Best's [Rating Disclosure Form](#)

##### Press Release

[AM Best Affirms Credit Ratings of CNA Financial Corporation and Its Subsidiaries](#)  
December 15, 2023

# AM Best Rating Services

## American Casualty Company of Reading, Pennsylvania

BestLink  AMB #: 002127 NAIC #: 20427 FEIN #: 230342560

### Administrative Office

151 North Franklin Street  
Chicago, Illinois 60606  
[United States](#)

**Web:** [www.cna.com](http://www.cna.com)

**Phone:** 312-822-5000

**Fax:** 312-822-6419

[View Additional Address Information](#)

**AM Best Rating Unit:** [AMB #: 018313 - CNA Insurance Companies](#)

Assigned to insurance companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.



View additional [news, reports and products](#) for this company.

Based on AM Best's analysis, [050177 - Loews Corporation](#) is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of [operating insurance entities](#) in this structure.

### Best's Credit Ratings

#### Financial Strength View Definition

<b>Rating (Rating Category):</b>	A (Excellent)
<b>Affiliation Code:</b>	g (Group)
<b>Outlook (or Implication):</b>	Stable
<b>Action:</b>	Affirmed
<b>Effective Date:</b>	December 15, 2023
<b>Initial Rating Date:</b>	June 30, 1922

#### Best's Credit Rating Analyst

**Rating Office:** A.M. Best Rating Services, Inc.  
**Senior Financial Analyst:** Elizabeth Blamble  
**Director:** Alan Murray  
*Note: See the Disclosure information Form or Press Release below for the office and analyst at the time of the rating event.*

#### Long-Term Issuer Credit View Definition

<b>Rating (Rating Category):</b>	a+ (Excellent)
<b>Outlook (or Implication):</b>	Stable
<b>Action:</b>	Affirmed
<b>Effective Date:</b>	December 15, 2023
<b>Initial Rating Date:</b>	June 21, 2005

#### Disclosure Information

##### Disclosure Information Form

View AM Best's [Rating Disclosure Form](#)

##### Press Release

[AM Best Affirms Credit Ratings of CNA Financial Corporation and Its Subsidiaries](#)  
December 15, 2023

#### Financial Size Category View Definition

**Financial Size Category:** XV (Greater than or Equal to USD 2.00 Billion)

# AM Best Rating Services

## AGCS Marine Insurance Company

BestLink 

AMB #: 002268 NAIC #: 22837 FEIN #: 366033855

### Domiciliary Address

225 W. Washington Street Suite 1800

Chicago, Illinois 60606-3484

[United States](#)

Web: [www.agcs.allianz.com](http://www.agcs.allianz.com)

Phone: 888-466-7883

Fax: 312-641-3797

AM Best Rating Unit: [AMB #: 085014 - Allianz SE](#)

Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.



View additional [news, reports and products](#) for this company.

Based on AM Best's analysis, [085449 - Allianz SE](#) is the **AMB Ultimate Parent** and identifies the topmost entity of the corporate structure. View a list of [operating insurance entities](#) in this structure.

### Best's Credit Ratings

#### Financial Strength View Definition

Rating (Rating Category):	A+ (Superior)
Affiliation Code:	g (Group)
Outlook (or Implication):	Stable
Action:	Affirmed
Effective Date:	March 08, 2023
Initial Rating Date:	June 30, 1962

#### Long-Term Issuer Credit View Definition

Rating (Rating Category):	aa (Superior)
Outlook (or Implication):	Stable
Action:	Affirmed
Effective Date:	March 08, 2023
Initial Rating Date:	July 22, 2005

#### Financial Size Category View Definition

Financial Size Category: XV (Greater than or Equal to USD 2.00 Billion)

#### Best's Credit Rating Analyst

Rating Office: A.M. Best Rating Services, Inc.

Associate Director : Raymond Thomson, CPCU, ARe, ARM

*Note: See the Disclosure Information Form or Press Release below for the office and analyst at the time of the rating event.*

#### Disclosure Information

##### Disclosure Information Form

View AM Best's [Rating Disclosure Form](#)

##### Press Release

[AM Best Affirms Credit Ratings of Allianz SE and Its Rated Subsidiaries](#)

March 08, 2023

View AM Best's [Rating Review Form](#)

**EXHIBIT IV: NON-COLLUSION AFFIDAVIT OF PRIME BIDDER**

State of FLORIDA )  
SS

County of ORANGE )

TIM STEPHENS, being first duly sworn, deposes and says that:

1. They are VICE PRESIDENT of ARCHITECTURAL SHEET METAL, INC. the Bidder that has submitted the attached Bid;
2. They are fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstance respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidders nor any of their officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion of communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid of any other Bidder, or to fix any overhead, profit or cost element of the Bid Price or the Bid Price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Polk County, a political subdivision of the State of Florida (County) or any person interested in the proposed Contract; and
5. 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 Bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

STATE OF FLORIDA

COUNTY OF ORANGE

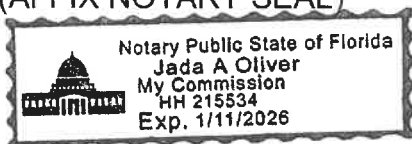
The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 3 day of JANUARY, 2024, by TIM STEPHENS (name) as VICE PRESIDENT (title of officer) of ARCHITECTURAL SHEET METAL, INC. (entity name), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: Jada A. Oliver

Printed Name of Notary Public: Jada A. Oliver

Notary Commission Number and Expiration: HH 215534 1/11/2026

(AFFIX NOTARY SEAL)



**Exhibit VI-A  
Subcontractor List**

Work Activity	Firm performing work	Caucasian, Male	%	Caucasian, Female	%	African American	%	Hispanic American	%	Asian Pacific American	%	Native American	%	Asian Indian American	%	Total	% of Total
Mobilization / Gen Con	Architectural Sheet Metal Inc. ( Self-Perform	\$ 49,667.15	100%													\$ 49,667.15	7.03%
Eng Submittals	Architectural Sheet Metal Inc. ( Self-Perform	\$ 26,656.00	100%													\$ 26,656.00	3.77%
Equipment	Architectural Sheet Metal Inc. ( Self-Perform	\$ 36,536.40	100%													\$ 36,536.40	5.17%
Labor	Architectural Sheet Metal Inc. ( Self-Perform	\$ 262,788.03	100%													\$ 262,788.03	37.18%
Material	Architectural Sheet Metal Inc. ( Self-Perform	\$ 279,266.07	100%													\$ 279,266.07	39.51%
Warranties / Bonds	Architectural Sheet Metal Inc. ( Self-Perform	\$ 51,936.35	100%													\$ 51,936.35	7.35%
	Architectural Sheet Metal Inc. ( Self-Perform		0%													\$ -	0.00%

SubTotals	\$ 706,850.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 706,850.00	100.00%
Allowance	\$ 35,342.00															\$ 35,342.00	
<b>TOTAL</b>																\$ 742,192.00	

**EXHIBT XVIII: CERTIFICATE OF COMPLIANCE**

In accordance with Florida Statutes, Chapter 440, the General Contractor hereby states that for projects \$250,000.00 or more, all subcontractors employed to work have workers' compensation insurance in place.

Bid # 23-318

ARCHITECTURAL SHEET METAL, INC  
Contractor

  
Signature

T.M. STEPHENS  
Printed Name of Signer

1-3-24  
Date

**Part C – BID SHEETS AND ACKNOWLEDGEMENT FORM (Lump Sum)**

NAME OF PROJECT: BID 23-318, FRS/EMS Protective Measure – Metal Roofs

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Bid Submittal as principal or principals is or are named herein and that no other person that herein mentioned has any interest in this Submittal or in the Contract to be entered into; that this Submittal is made without any connection with any other person, company or parties making a Bid Submittal; and that the Submittal is, in all respects, fair and made in good faith, without collusion or fraud.

The bidder further declares that they have examined the site of the Work and informed themselves fully in regard to all conditions pertaining to the place where the work is to be done; that they have examined the Plans and Specifications for Work and Contractual Documents relative thereto; that they have read all special provisions furnished prior to the opening of Bids; and that they have satisfied themselves relative to the work to be performed.

The Bidder proposes and agrees, if this Bid Submittal is accepted, to contract with the County in the form of Contract specified; and to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the Work.

ALL THE FOLLOWING REQUESTED INFORMATION MUST BE  
HEREUPON GIVEN FOR THIS BID SUBMITTAL TO BE  
CONSIDERED BY THE COUNTY

**1. BID PRICE (Zone A+B+C)**      \$ 1,324,050.00

WRITTEN AMOUNT (SPELL OUT)      One Million Three Hundred Twenty-Four Thousand Fifty DOLLARS

Zero CENTS

(lump sum price for completing all required work in strict accordance with the requirements specified in the Bid Package)

**2. CONTRACT TIME TO COMPLETION OF THIS PROJECT**      90 CALENDAR DAYS FOR FINAL COMPLETION

NAME OF BIDDER      Architectural Sheet Metal Inc.

(Type or printed firm, corporation, business or individual)

Bid Items  
 Polk County Facilities Management  
 FRS/EMS Protective Measure – Metal Roofs  
**Zone A**

ID #	Station	Location	Dollar Amount
1	Auburndale (Station 16)	310 3 <sup>rd</sup> St., Auburndale, FL 33823	\$ 81,000.00
2	Gibsonia (Station 22)	5201 Cornell St., Lakeland, FL 33810	\$ 81,000.00
3	Lake Alfred (Station 360)	300 N. Seminole Ave., Lake Alfred, FL 33850.	\$ 81,000.00
4	Lakeland Lime St. (Station 32)	1255 E. Lime St., Lakeland, FL 33801	\$ 102,000.00
5	Lakeland S. FL (Station 34)	3822 S. Florida Ave., Lakeland, FL 33813	\$ 81,000.00
6	Lakeland Seth McKeel (Station 31)	1800 W. Parker St., Lakeland, FL 33815	\$ 81,000.00
7	Providence (Station 6)	8936 US Highway 98 N., Lakeland Flo 33809	\$ 110,100
<b>Zone A-Lump Sum Price for item 1 thru 7</b>			<b>\$ 617,200.00</b>

What Percentage of the Total Lump Sum listed above represents Contractors Profit  
 % 25

Contractor Name: Architectural Sheet Metal Inc.

**Bid Items**  
**Polk County Facilities Management**  
**FRS/EMS Protective Measure – Metal Roofs**  
**Zone B**

ID #	Station	Location	Dollar Amount
1	Bartow (Station 9)	1450 Pinehurst St., Bartow, FL 33830	NA \$
2	Fire Rescue HQ	1295 Brice Blvd., Bartow, FL 33830	NA \$
3	Ft. Meade (Station 10)	1235 9 <sup>th</sup> St. NE., Ft. Meade, FL 33841	NA \$
4	Medulla (Camp David) (Station 2)	2523 Ewell Rd., Lakeland, FL 33813	NA \$
5	Medulla (Station n/a)	4525 Ewell Rd., 4525 Ewell Rd., Lakeland, FL 33811	NA \$
6	Mulberry (Station 15)	300 Kid Ellis Rd., Mulberry, FL 33860	NA \$
7	Willow Oak (Station 8)	4210 Willis Rd., Mulberry, FL 33860	NA \$
<b>Zone B-Lump Sum Price for item 1 thru 7</b>			\$ NA - No Bid

What Percentage of the Total Lump Sum listed above represents Contractors Profit  
 % NA

Contractor Name: Architectural Sheet Metal Inc.

Bid Items  
 Polk County Facilities Management  
 FRS/EMS Protective Measure – Metal Roofs  
**Zone C**

ID #	Station	Location	Dollar Amount
1	Babson Park (Station 1)	714 N. Scenic Highway, Bason Park, FL 33827	\$ 43,900.00
2	Cypress Gardens (Station 1)	2101 Register Road SE, Winter Haven, FL 33884	\$ 195,300.00
3	Haines City (Station 30)	901 Ledwith Ave., Haines City, FL 33844	\$ 84,200.00
4	Indian Lake Estates (Station 27)	6221 Hogan Lane, Indian Lake Estates, FL 33855	\$ 110,300.00
5	Lake Hamilton (Station 3)	75 S. Broadway, Lake Hamilton, FL 33838	\$ 61,100.00
6	W. Lake Wales (Station 11)	2029 FL 60 , Lake Wales, FL 33859	\$ 82,750.00
7	Winter Haven (Station 29)	229 Ave D. NW, Winter Haven, FL 33881	129,300.00
	<b>Lump Sum Price for item 1 thru 7</b>		\$ 706,850.00

What Percentage of the Total Lump Sum listed above represents  
 Contractors Profit % 25

Contractor Name: Architectural Sheet Metal Inc.

**Bid Items**  
**Polk County Facilities Management**  
**FRS/EMS Protective Measure – Metal Roofs**  
**Grand Total of Zone A+B+C**

ID #	Station	Dollar Amount
1	Total Zone A	617,200.00
2	Total Zone B	NA - No Bid
3	Total Zone C	706,850.00
<b>Grand Total of Zones A + B + C</b>		1,324,050.00

What Percentage of the Total Lump Sum listed above represents Contractors Profit  
 % 25

Contractor Name: Architectural Sheet Metal Inc.

## EXHIBIT I: BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we Architectural Sheet Metal, Inc (hereinafter called the Principal) and Frankenmuth Insurance Company (hereinafter called the Surety), a Corporation chartered and existing under the Laws of the State of Michigan, and authorized to do business in the State of Florida, are held and firmly bound unto Polk County, a political subdivision of the State of Florida, in the full and just sum of Five Perent of Amount Bid dollars (\$5% of Amount Bid) good and lawful money of the United States of America, to be paid upon demand of the County, to which payment will and truly be made, we bind ourselves, our heirs, executors, administrators, successors, and assigned jointly and severally and firmly by these presents.

WHEREAS, the Principal is about to submit, or has submitted to the County, a Bid Submittal for the purpose of BID #23-318, FRS/EMS Protective Measure - Metal Roofs

NOW THEREFORE, the conditions of this obligation are such if the Bid Submittal is accepted and recommended for award of a contract, the Principal shall, execute a satisfactory contract documents including an executed Public Construction Bond payable to County, in the amount of 100 percent (100%) of the total Contract Price, in form and with surety satisfactory to said County, then this obligation to be void, otherwise to be and remaining full force and virtue in law, and the surety shall, upon failure of the Principal to comply with any or all of the foregoing requirements, immediately pay to the aforesaid County, upon demand, the amount of this Bond, in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

In the event the numerical expression is omitted or expressed as less than five percent (5%) of the total bid price, this figure shall be assumed to be erroneously stated and this bid bond shall be binding upon the Principal and Surety in the amount of five percent (5%) of the total bid price.

IN TESTIMONY THEREOF, the Principal and Surety have caused these presents to be duly signed and sealed this 5th day of June 2023.

ATTEST:

PRINCIPAL: Architectural Sheet Metal, Inc.

[Signature]

Witness

[Signature]

Witness

BY: [Signature] (SEAL)  
Authorized Signature (Principal)

MATT LEONARD  
Printed Name

PRESIDENT  
Title of Person Signing Above

ATTEST: As per attached power of attorney

SURETY: Frankenmuth Insurance Company

[Signature]  
Witness Dawn Auspitz

Witness Dawn Auspitz

[Signature]  
Witness Lynn Dowling

Witness Lynn Dowling

[Signature] Printed Name

BY: [Signature] (SEAL)  
Attorney in Fact

Warren M. Alter, Attorney-in-Fact

Printed Name

One Mutual Avenue  
Frankenmuth, MI 48787-0001

Business Address



NOTES:

1. Write in the dollar amount of the bond which must be at least five percent (5%) of the amount Bid included in the Submittal.
2. All bonds signed by an agent must be accompanied by a certified copy of such agent's authority to act.

Attorneys-in-fact who sign Bid Bonds or Contract Bonds must file with each bond a certified and effectively dated copy of their power of attorney.

FRANKENMUTH INSURANCE COMPANY

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS, that Frankenmuth Insurance Company (the "Company"), a corporation duly organized and existing under the laws of the State of Michigan, having its principal office at 1 Mutual Avenue, Frankenmuth, Michigan 48787, does hereby nominate, constitute and appoint:

Warren M. Alter, Jonathan A. Bursevich, David T. Satine, Dawn Auspitz

Their true and lawful attorney(s)-in-fact, each in their separate capacity if more than one is named above, to make, execute, seal, acknowledge and deliver any and all bonds, contracts and undertakings of suretyship, with the exception of Financial Guaranty Insurance, provided, however, that the penal sum of any one such instrument shall not exceed the sum of:

Fifty Million and 00/100 Dollars (\$50,000,000)

This Power of Attorney is granted pursuant to the following Resolution duly adopted at a meeting of the Board of Directors of Frankenmuth Insurance Company:

"RESOLVED, that the President, Senior Vice President or Vice President and each of them under their respective designations, hereby is authorized to execute powers of attorney, and such authority can be executed by use of facsimile signature, which may be attested or acknowledged by any officer of the Company, qualifying the attorney(s) named in the given power of attorney, to execute on behalf of, and acknowledge as the act and deed of Frankenmuth Insurance Company on all bonds, contracts and undertakings of suretyship, and to affix the corporate seal thereto."

IN WITNESS WHEREOF, the Company has caused these presents to be signed and attested by its appropriate officers and its corporate seal hereunto affixed this 15th day of December, 2022.



Frankenmuth Insurance Company
By Frederick A. Edmond, Jr.,
President and Chief Executive Officer

Sworn to before me, a Notary Public in the State of Michigan, by Frederick A. Edmond, Jr., to me personally known to be the individual and officer described in, and who executed the preceding instrument, deposed and said the Corporate Seal and his signature or Officer were affixed and subscribed to said instrument by the authority of the Company.

IN TESTIMONY WHEREOF, I have set my hand, and affixed my Official Seal this 15th day of December, 2022.

Susan L. Fresorger (Seal)
Susan L. Fresorger, Notary Public
Saginaw County, State of Michigan
My Commission Expires: April 3, 2028



I, the undersigned, Executive Vice President of Frankenmuth Insurance Company, do hereby certify that the foregoing is a true, correct and complete copy of the original Power of Attorney; that said Power of Attorney has not been revoked or rescinded and is in full force and effect as of this date.

IN WITNESS WHEREOF, I have set my hand and affixed the Seal of the Company, this 5th day of June, 2023.

Andrew H. Knudsen
Andrew H. Knudsen, Executive Vice President,
Chief Operating Officer and Secretary

ALL CORRESPONDENCE RELATED TO BOND VALIDATION AND/OR A CLAIM SHOULD BE DIRECTED TO
VP SURETY, 701 U.S. ROUTE ONE, SUITE 1, YARMOUTH, ME 04096



Frankenmuth Insurance Company  
Ansur America Insurance Company  
Patriot Life Insurance Company  
Patriot Insurance Company

**SURETY BOND SEAL ADDENDUM**  
Frankenmuth Insurance Company

Due to logistical issues associated with the use of traditional seals during the COVID-19 pandemic, Frankenmuth Insurance Company has authorized its Attorneys-in-Fact to affix Frankenmuth Insurance Company's, corporate seal to any bond executed on behalf of Frankenmuth Insurance Company, by any such Attorney-in-Fact, by attaching this Addendum to said bond.

Through December 31, 2023, to the extent this Addendum is attached to a bond that is executed on behalf of Frankenmuth Insurance Company, by its Attorney-in-Fact, Frankenmuth Insurance Company, hereby agrees that the seal below shall be deemed affixed to said bond to the same extent as if its raised corporate seal was physically affixed to the face of the bond.

Dated this 5<sup>th</sup> day of June, 2023.



Sign: \_\_\_\_\_  
Attorney-in-fact Warren M. Alter

**CONTRACTOR'S LICENSE NUMBER**

CC1330237  
State Certification Number

**(Copy of License Attached)**

MATTHEW LEE LEONARD  
Individual's Name (Print or Type)

**Polk County Registration Number**

235085

MICHAEL LEE LEONARD  
Individual's Name (Print or Type)

**Polk County Business Receipt Tax (Business License)**

Architectural Sheet Metal Inc.  
Company Name (Print or Type)

**ADDENDUM RECEIPT**

Bidder shall acknowledge below the receipt of any and all Addenda, if any, to the Plans and Specifications, listing the Addenda by number and date.

Addendum No. 1 / 2

Date 4/4/2023 / 4/25/2023

Addendum No. 3 / 4

Date 5/16/2023 / 5/18/2023


Addendum No. 5

Date 5/26/2023

We understand all requirements and state that as a legitimate bidder we will comply with all the stipulations included in the bid package.

Submittal Date 6/7/2023  
(Bid Receiving Date)

BIDDER: Architectural Sheet Metal Inc.

BY:   
(Authorized Signature - in ink)

Michael A. Gulla  
(Printed Name of Signer)

Estimator  
(Printed Title of Signer)

1801 Premier Row

Orlando

FL

32809

Address

City

State

Zip  
Code

407-855-7183

Telephone Number

Email Address mgulla@asmfl.com

**ACKNOWLEDGEMENT OF CONTRACTOR, IF A CORPORATION**

STATE OF FLORIDA COUNTY OF DRANUE The foregoing instrument was acknowledged before me by means of  physical presence or \_\_\_\_\_ online notarization this 7 day of June 2023, by Tim Stephens (name) as VP title of officer) of Architectural meet metal(entity name), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: Jada A. Oliver  
Printed Name of Notary Public: Jada A. Oliver

Notary Commission Number and Expiration: HH 215534 Exp. 1/11/2026

(AFFIX NOTARY SEAL)



**ACKNOWLEDGEMENT OF CONTRACTOR, IF A LIMITED LIABILITY COMPANY**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_ The foregoing instrument was acknowledged before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization this \_\_\_\_\_ day of \_\_\_\_\_ 2023, by \_\_\_\_\_ (name) as \_\_\_\_\_ (title of officer) of the Company, pursuant to the powers conferred \_\_\_\_\_ (entity name), on behalf of the company, who \_\_\_\_\_ is personally known to me or \_\_\_\_\_ has produced \_\_\_\_\_ as identification.

Notary Public Signature: \_\_\_\_\_  
Printed Name of Notary Public: \_\_\_\_\_  
Notary Commission Number and Expiration: \_\_\_\_\_

(AFFIX NOTARY SEAL)

**ACKNOWLEDGEMENT OF FIRM, IF AN INDIVIDUAL**

STATE OF \_\_\_\_\_ County OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ (Date) By \_\_\_\_\_ (Name of 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 in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ (Date) \_\_\_\_\_ (Official Notary Signature and Notary Seal) \_\_\_\_\_ (Name of Notary typed, printed or stamped)

Commission Number \_\_\_\_\_ Commission Expiration Date \_\_\_\_\_



**EXHIBIT VI: AFFIDAVIT OF PERCENTAGE OF WORK**

Bid # 23-318

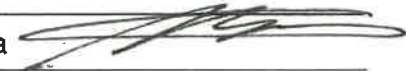
By signing below, the bidder:

- Is certifying that they will be performing, with their own organization, the percentage of work required under the Supplemental Conditions of the contract documents for Bid # 23-318
- Understands that during Bid Analysis they will be required to submit a spreadsheet (Exhibit VI-A) listing the complete breakdown of the bid price submitted by area of work. The list must include the division of work being performed, the name of the contractor performing that area of work, the WMBE classification of the contractor, the dollar amount of the work, and the percentage of the total bid price for each division of work. An updated copy will be required at contract close-out, detailing exact dollar figures paid to each subcontractor performing work under this contract.
- Acknowledges that no changes to sub-contractors used will be allowed after submittal unless otherwise approved by the Procurement Director. Any prime contractor that defaults on this requirement may be suspended as allowed within the Procurement Procedures.
- If the percentage of work proposed to be completed by the prime is not equal to, or more than, the amount required, the bid will be considered to be non-responsive.

Bidder must sign and have notarized:

The undersigned Bidder hereby certifies that they fully understand the provisions as stated above and will comply.

Dated this 7 day of June, 2023  
Name of Firm Architectural Sheet Metal, Inc

By Michael A. Gulla   
Estimator

Title of Person Signing \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 7 day of June, 2023, by Michael Gulla (name) as Estimator (title of officer) of Architectural Sheet Metal (entity name), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: Jada A. Oliver

Printed Name of Notary Public: Jada A. Oliver

Notary Commission Number and Expiration: HH 215534 Exp 1/11/2026

(AFFIX NOTARY SEAL)



**EXHIBIT VII: TRENCH SAFETY ACT COMPLIANCE**

General:

1. The Contractor shall comply with the Florida Trench Safety Act (90-96), Laws of FL.) Effective October 1, 1990.
2. The Contractor(s) performing trench safety excavation on this Contract shall comply with the Occupational Safety and Health Administration's (OSHA) trench excavation safety standards, 29 CFR's 1926.650, Subpart P, including all subsequent revisions or updates to these standards as adopted by the Department of Labor and Employment Security (DLES).
3. By submission of his bid and subsequent execution of this Contract, the Contractor certifies that all trench excavation done within his control shall be accomplished in strict adherence with OSHA trench safety standards contacted 29 CFR's 1926.650, Subpart P, including all subsequent revisions or updates to these standards as adopted by the Department of Labor and Employment Security.
4. The Contractor also agrees that he has obtained or will obtain identical certification from his proposed Subcontractors that will perform trench excavation prior to award of the subcontracts and that he will retain such certifications in his files for a period of not less than three years following final acceptance.
5. The Contractor shall consider all available geotechnical information in his design of the trench excavation safety system.
6. Inspections may be conducted by the County and the County's Safety Officer. Serious deficiencies will be corrected on the spot or the job may be closed. Imminent danger citing will result in the immediate cessation of work. Work will resume when the danger is corrected.
7. Bidder acknowledges that included in the various items of the proposal and in the Total Bid Price are costs for complying with the Florida Trench Safety Act (90-96), Laws of FL) effective October 1, 1990. The bidder further identifies the costs to be summarized as follows:

Trench Safety Measure (Description)	Units of Measure (LF, SY)	Unit (QTY)	Unit Cost	Extended Cost
A. NA	NA	NA	\$ NA	\$ NA
B. _____	_____	_____	\$ _____	\$ _____
C. _____	_____	_____	\$ _____	\$ _____
D. _____	_____	_____	\$ _____	\$ _____
Total				\$ _____

Failure to complete the above may result in the bid being declared non-responsive.

**EXHIBIT VIII: EQUAL EMPLOYMENT OPPORTUNITY**

Polk County, a political subdivision of the State of Florida (County), is an Equal Opportunity/Affirmative Action Employer.

Pursuant to Executive Order 11246 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.

We are committed to equal opportunity employment effort and expect firms that do business with the County to have a vigorous affirmative action program.

**CERTIFICATION BY PROPOSED PRIME 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 Bidder 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 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.


Contractor's Name: Architectural Sheet Metal, Inc.

Address: 1801 Premier Row Orlando, Florida 32809

- 
1. Bidder has participated in a previous contract or subcontract, subject to the Equal Opportunity Clause:  
YES X NO
  2. Compliance Reports were required to be filed in connection with such Contract or subcontract:  
YES X NO
  3. Bidder has filed all compliance reports due under applicable instructions:  
YES X NO
  4. If answer to Item 3 is No, please explain in detail on reverse side of this certification.  
YES X NO

The Bidder certifies that they do not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not permit their employees to perform their services at any location under their control where segregated facilities are maintained. The Bidder certifies further that they will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they will not permit their employees to perform their services at any location under their control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this Bid. As used in this certification, the term (segregated facilities" means any waiting rooms, work areas, restrooms, washrooms, restaurants, other eating areas, time clocks, locker rooms, storage areas, dressing areas, parking lots, drinking fountains, recreation/entertainment areas, transportation and housing facilities provided for employees which are segregate by explicit directive or are, in fact, segregated on the basis of race, color, religion or national origin, because of habit, local custom or otherwise. The Bidder agrees that (except where they have obtained identical certification from proposed subcontractors for specific time periods) they will obtain identical certification from proposed Subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provision of the Equal Opportunity clause; and that they will retain such certifications in their files.

Certification – The information above is true and complete to the best of my knowledge and belief. (A willfully false statement is punishable by law – U.S. Code, Title 18, Section 1001.)

\_\_\_\_\_  
Architectural Sheet Metal, Inc.  
Printed Name  
VP  
\_\_\_\_\_  
Title  
  
\_\_\_\_\_  
Signature  
June 7, 2023  
\_\_\_\_\_  
Date

**EXHIBIT IX: DRUG-FREE WORKPLACE FORM**

The undersigned Bidder in accordance with Florida Statute 287.087 hereby certifies that Architectural Sheet Metal, Inc. does: (Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business’s policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (a).
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 1892 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee’s community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

  
Bidders Signature

June 7, 2023  
Date

**EXHIBIT X: SAFETY REQUIREMENTS/REGULATIONS FORM**

Bidder must sign and have notarized:

The undersigned Bidder hereby certifies that they fully understand the safety requirements/regulation provisions as stated in General Conditions 7.11 and will comply.

Dated this 7 Day of June 2023

Name of Firm: Architectural Sheet Metal, Inc.

By: VP [Signature]  
Title of Person Signing

This foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 7 day of June, 2023, by Tim Johnson (name) as VP (title of officer) of Architectural Sheet Metal (entity name), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: Jada A. Oliver

Printed Name of Notary Public: Jada A. Oliver

Notary Commission Number and Expiration: HH215534 Exp 1/11/2026

(AFFIX NOTARY SEAL)




**EXHIBT XVIII: CERTIFICATE OF COMPLIANCE**

In accordance with Florida Statutes, Chapter 440, the General Contractor hereby states that for projects \$250,000.00 or more, all subcontractors employed to work have workers' compensation insurance in place.

Bid # 23-318

Architectural Sheet Metal, Inc.  
Contractor

  
Signature

Tim STEPHENS  
Printed Name of Signer

June 7, 2023  
Date

**EXHIBIT XIX: CERTIFICATION IMMIGRATION LAWS**

Bid 23-318, FRS/EMS PROTECTIVE MEASURE – METAL ROOFS

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 A(E) {SECTION 274A(E) OF THE IMMIGRATION AND NATIONALITY ACT ("INA")}.

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(E) OF THE INA. SUCH VIOLATION OF THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN 274A(E) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.

BIDDER ATTEST THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: Architectural Sheet Metal, Inc.

Signature: [Handwritten Signature]

Title: VP

Date: June 7, 2023

State of: FLORIDA

County of: ORANGE

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 7 day of June, 2023, by Tim Stephens (name) as VP (title of officer) of Architectural Sheet Metal (entity name), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: Jada A. Oliver

Printed Name of Notary Public: Jada A. Oliver

Notary Commission Number and Expiration: HH215534 Exp 1/11/2026

(AFFIX NOTARY SEAL)



**EXHIBIT XXI: SCRUTINIZED COMPANIES CERTIFICATION FORM**  
(Florida Statutes, Section 287.135)

SOLICITATION NO.: Bid:23-318

PROJECT NAME: FRS/EMS Protective Measure – Metal Roofs

The undersigned, as Tim STEPHENS VP of  
Architectural Sheet Metal, Inc. (the "Contractor"), a Florida corporation, hereby certifies the  
following to Polk County, a political subdivision of the State of Florida, by and on  
behalf of the Contractor in accordance with the requirements of Section 287.135,  
Florida Statutes:

- i. The Contractor is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Contractor engaged in a boycott of Israel, nor was the Contractor on such List or engaged in such a boycott at the time it submitted its bid to the County with respect to the Contract.
- ii. Additionally, if the value of the goods or services acquired under the Contract are greater than or equal to One Million Dollars (\$1,000,000), then the Contractor further certifies to the County as follows:
  - a. the Contractor is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and
  - b. the Contractor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and
  - c. the Contractor is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
  - d. the Contractor was not on any of the Lists referenced in this subsection (ii), nor engaged in business operations in Cuba or Syria when it submitted its bid to the County with respect to the Contract.
- iii. The Contractor is fully aware of the penalties that may be imposed upon the Contractor for submitting a false certification to the County regarding the foregoing matters.
- iv. The Contractor hereby acknowledges that, in addition to any other termination rights stated in the Contract, the County may immediately terminate the Contract upon the occurrence of any of the following events:
  - a. the Contractor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection (i) above, or the Contractor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel; or
  - b. the Contractor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection (ii)

above, or the Contractor is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Contract are greater than or equal to One Million Dollars (\$1,000,000).

ATTEST:

ARCHITECTURAL SHEETMETAL, INC  
a FLORIDA CORPORATION

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

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

PRINTED NAME: TIM STEPHENS PRINTED NAME: \_\_\_\_\_

Its: VP \_\_\_\_\_

Its: \_\_\_\_\_

**EXHIBIT XXII: CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS**

For all awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities, the Offeror must complete and sign the following:

The Offeror certifies, to the best of its knowledge and belief, that-

(1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by Polk County, a political subdivision of the State of Florida (the "County"). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Florida Division Emergency Management, the County, and the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

SIGNATURE:  \_\_\_\_\_

COMPANY NAME: Architectural Sheet Metal, Inc.

DATE: June 7, 2023

**EXHIBIT XXIII: APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned TIM STEPHENS certifies, to the best of his or her knowledge, that: (Contractor)

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, Architectural Sheet Metal, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official



Name and Title of Contractor's Authorized Official

TIM STEPHENS VP

Date

6-7-23

April 4, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA**

**ADDENDUM #1**

**Bid 23-318, FRS/EMS Protective Measure – Roof Replacement**

---

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

---

Contained within this addendum: Changes

**Carlos Baez**

Carlos Baez

Senior Procurement Analyst

Procurement Division

---

**This Addendum sheet should be signed and submitted with your Bid submittal. This is the only acknowledgment required.**

---

Signature:



Printed Name:

Michael A. Gulla

Title:

Estimator

Company:

Architectural Sheet Metal, Inc.

---

April 25, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA**

**ADDENDUM #2**

**Bid 23-318 FRS/EMS Protective Measure – Metal Roofs**

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This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

---

Contained within this addendum: Clarifications

**Carlos Baez**

Carlos Baez

Senior Procurement Analyst

Procurement Division

---

**This Addendum sheet should be signed and submitted with your Bid submittal. This is the only acknowledgment required.**

---

Signature:



Printed Name:

Michael A. Gulla

Title:

Estimator

Company:

Architectural Sheet Metal, Inc.

---

May 16, 2023

## **POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA**

### **ADDENDUM #3**

#### **Bid 23-318 FRS/EMS Protective Measure – Metal Roofs**

---

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

---

Contained within this addendum: Time extension.

The Bid Receiving Date has been extended one (1) week. The revised Receiving Date is Wednesday, May 24, 2023, prior to 2:00 p.m.

Addendum #4 will follow with product clarifications.

#### **Carlos Baez**

Carlos Baez

Senior Procurement Analyst

Procurement Division

---

**This Addendum sheet should be signed and submitted with your Bid submittal. This is the only acknowledgment required.**

---

Signature:



Printed Name:

Michael A. Gulla

Title:

Estimator

Company:

Architectural Sheet Metal, Inc.

---

+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
Meeting ID: 863 8906 8059  
Find your local number: <https://us02web.zoom.us/j/kmDx4RC86>

Join by SIP  
[86389068059@zoomcrc.com](mailto:86389068059@zoomcrc.com)

The deadline for questions has been extended to Tuesday, May 30, 2023, by 4:00 p.m.

The Bid Receiving Date has been extended one (1) week. The revised Receiving Date is Wednesday, June 7, 2023, prior to 2:00 p.

**Carlos Baez**  
Carlos Baez  
Senior Procurement Analyst  
Procurement Division

---

**This Addendum sheet should be signed and submitted with your Bid submittal. This is the only acknowledgment required.**

---

Signature:



Printed Name:

Michael A. Gulla

Title:

Estimator

Company:

Architectural Sheet Metal, Inc.

May 26, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA**

**ADDENDUM #5  
Bid 23-318 FRS/EMS Protective Measure – Metal Roofs**

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

Contained within this addendum: Revision, Question & Answer and Clarification.

Any further communication for Bid 23-318 must be addressed to Tabatha Shirah at [tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net).

**Tabatha Shirah**

Tabatha Shirah  
Procurement Analyst  
Procurement Division

**This Addendum sheet should be signed and submitted with your Bid submittal. This is the only acknowledgment required.**

Signature:



Printed Name:

Michael A. Gulla

Title:

Estimator

Company:

Architectural Sheet Metal, Inc.

**EXHIBIT IV: NON-COLLUSION AFFIDAVIT OF PRIME BIDDER**

State of FLORIDA)  
SS

County of ORANGE)

Michael A. Gulla, being first duly sworn, deposes and says

that:

1. They are Estimator of Architectural Sheet Metal, Inc, the Bidder that has submitted the attached Bid;
2. They are fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstance respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidders nor any of their officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion of communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid of any other Bidder, or to fix any overhead, profit or cost element of the Bid Price or the Bid Price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Polk County, a political subdivision of the State of Florida (County) or any person interested in the proposed Contract; and
5. 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 Bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

STATE OF FLORIDA

COUNTY OF ORANGE

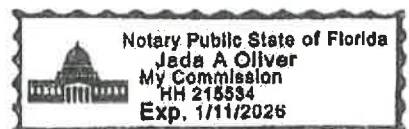
The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 7 day of June, 2023, by Michael Gulla (name) as Estimator (title of officer) of Architectural Sheet Metal (entity name), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: Jada A. Oliver

Printed Name of Notary Public: Jada A. Oliver

Notary Commission Number and Expiration: HH 215534 Exp. 1/11/2025

(AFFIX NOTARY SEAL)



Ron DeSantis, Governor

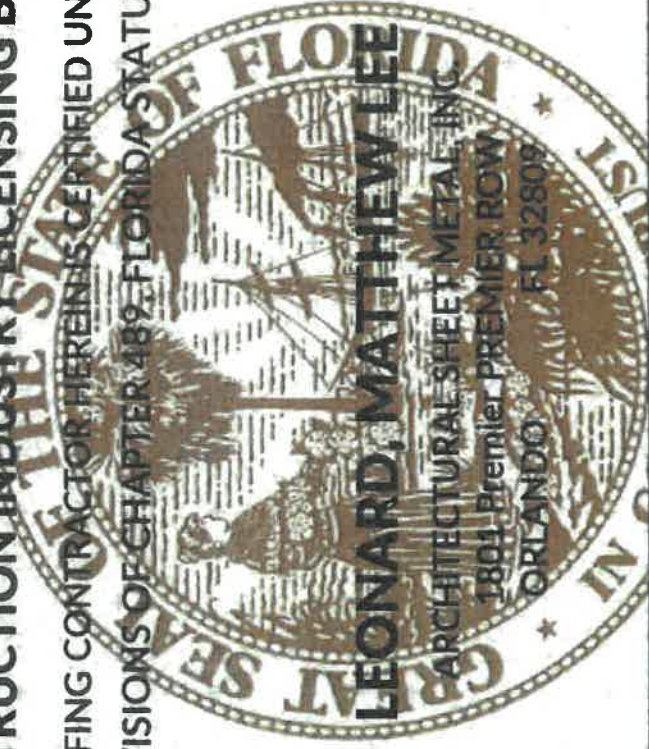
Melanie S. Griffin, Secretary



STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

CONSTRUCTION INDUSTRY LICENSING BOARD

THE ROOFING CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES



LICENSE NUMBER CCC1380237

EXPIRATION DATE: AUGUST 31, 2024

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BERRIDGE MANUFACTURING COMPANY  
6515 Fratt Rd, San Antonio, TX 78218  
800-669-0009 | [www.berridge.com](http://www.berridge.com)

Mr. Mike Leonard  
Architectural Sheet Metal, Inc.

Architectural Sheet Metal Inc. is a licensee of Berridge Manufacturing Company and as such is qualified to provide the highest quality and broadest range of products offered by the Berridge Total Program. These products include:

1. On-site roll forming of architectural and structural standing seam roof panels in continuous length.
2. Premium quality Kynar 500 finish coil and flat sheet material for roofing panels and flashings.
3. The widest variety of factory fabricated architectural and structural panels, shingle, and tile systems for roofs, facades mansards, ceilings, equipment screens, soffit and walls.
4. Complete light-gauge cold-formed framing member systems for retrofit roofing slope buildup, equipment screens, mansards, etc.

This Berridge licensee is fully supported by product material, finish and watertightness warranty service from material suppliers and Berridge Manufacturing Company. You are assured of the highest quality product and workmanship when you deal with a Berridge licensee. Berridge approves Architectural Sheet Metal Inc. to install the Berridge metal roofing systems. All details and technical recommendations shall conform to the Berridge Technical Manual (and the Berridge Manufacturer's Watertightness Warranty Program, if applicable).

Sincerely,  
Berridge Manufacturing Company

David J. Doyle  
Vice President, Marketing

ELECTRICAL CONSTRUCTION EQUIPMENT  
DIRECTORY

396 LIGHTNING PROTECTION (OVGR)

Lightning Protection Installation (OWAY)—Continued

GATEWAY ENERGY INC SUITE C 19022 SKY PARK CIR, IRVINE CA 92614	E208524
GILES ELECTRIC CO INC 1700 S SEGRAVE ST, SOUTH DAYTONA FL 32119	E130999
GODWIN LIGHTNING INC 3522 W 77TH TERR, OVERLAND PARK KS 66204	E198713
GORDON'S ELECTRIC & HEATING INC 214 SE EMIGRANT, PENDELTON OR 97051	E165155
GORMAN LIGHTNING PROTECTION, DIV OF DON GORMAN ELECTRIC L I C 324 PALOMINO ST, SANTA FE NM 87505	E216126
GREAT LAKES ELECTRICAL CONTRACTING INC N1540 HWY 22, ARLINGTON WI 53911	E203565
GREAT WESTERN ELECTRICAL CONTRACTORS INC 3300 GIRARD NE, ALBUQUERQUE NM 87107	E136992
GUARDIAN EQUIPMENT CO 44375 GRAND RIVER AVE, MO91 MI 48335	E91508
H & P LIGHTNING PROTECTION INC 2212 N PALARIX ST, PENSACOLA FL 32534	E87858
H R ALLEN INC 2675 BOURK ST, CHARLESTON HEIGHTS SC 29405	E109485
HANDLERS LIGHTNING SAFETY SYSTEMS RTE 3 JACOBS LN, WADING RIVER NY 11792	E139834
HARGER LIGHTNING PROTECTION INC 301 ZIEGLER DR, GRAYSLAKE IL 60890	E84673
HARLAN ELECTRIC CO INC 401 ALLED DR, NASHVILLE TN 37211	E182827
HAROLD E NUYTER INC 9500 ROSEBUD LN, SACRAMENTO CA 95841	E167124
HARRY F BOTOLA & SON INC 300 F MAIN ST, MIDDLETOWN NY 13464	E199418
HART & ASSOCIATES INC 22 E JACKSON ST, PHOENIX AZ 85004	E104704
HATZEL & BUEHLER INC 123 QUINCY CT, HOPELAWN NJ 08061	E205566
HAZZARD ELECTRICAL CONTRACTORS INC 1 AMERICAN LEGION BLDG P O BOX 252, LEWES DE 19558	E126432
HEARY BROS LIGHTNING PROTECTION CO INC 1124 MOORE RD, SPRINGVILLE NY 13141	E84872
HELMING BROTHERS INC PO BOX 183, JASPER IN 45747	E182398
HICKS ELECTRICAL CO INC 6921 BURNCOMBE RD, SHREVEPORT LA 71129	E180053
HLP SYSTEMS INC 426 MURKIN AVE, LIBERTYVILLE IL 60948	E136173
HOBBS-CRUMP INC 7748 NIAGARA AVE P O BOX 59305, BIRMINGHAM AL 35259	E104632
HOWARD W FENCE INC N HWY 31 W PO BOX 2965, ELIZABETHTOWN KY 42021	E88698

LIGHTNING PROTECTION (OVGR)

Lightning Protection Installation (OWAY)—Continued

HUTTON ELECTRIC CO INC 1306 W STATE ST, BRISTOL TN 37620	E182066
INDEPENDENT PROTECTION CO INC 1603-89 S MAIN ST PO BOX 537, COSHEEN IN 46024	E84730
INSIGHT SYSTEMS 101 N U S HWY 27, CLEMONT FL 34711	E184026
INTER-COUNTY ELECTRIC INC 700 CENTRAL AVE E, FARMINGDALE NY 11735	E215533
INTERMOUNTAIN ELECTRIC INC 602 S LIPAN ST, DENVER CO 80223	E84774
INTERNATIONAL CHIMNEY CORP 55 S LONG ST, BUFFALO NY 14211	E83802
INTERSTATE LIGHTNING PROTECTION & EQUIPMENT CO 6700 NEW STRICKLAND LN, RALEIGH NC 27603	E122623
J & G LIGHTNING PROTECTION INC 201 COURTNEY DR, VERONA PA 15147	E140341
J & S ELECTRIC CO INC SUITE 201 501 BURANK SE, ALBUQUERQUE NM 87123	E87874
J P DALY & SONS INC 85-A BROOK AVE, DEER PARK NY 11759	E193460
J T SCHNEIDER CO SUITE 22 400 LAZELLE RD, COLUMBUS OH 43200	E200705
JACK & ANDY'S LIGHTNING PROTECTION 1000 FT MASON DR, EUSTIS FL 32726	E165475
JAKARIS TOOL CORP 236 GLASGOW ST PO BOX 224, CLYDE NY 14033	E215799
JAMISON ELECTRIC CO INC 1345 ALGOMA RD, CALLAWAY VA 22007	E186824
JARRETT ELECTRIC CO INC 202 22ND ST, ROANOKE VA 24017	E199479
JASPER THOMPSON LIGHTNING PROTECTION SUITE C27 600 N THACKER AVE, KISSIMEE FL 32041	E143542
JENKINS & ASSOCIATES INC 1122 ROSTER AVE, NASHVILLE TN 37209	E84977
JOE R JONES CONSTRUCTION INC 1772 RANGER HWY, WEATHERFORD TX 76085	E193511
JOHN HAMILTON LIGHTNING ROD SYSTEMS 3445 JAMES MADISON HWY, HAYMARKET VA 24049	E145112
JOHNSON ELECTRIC LTD 2730 LININDUSTRIAL DR, MONTROSE CO 81401	E167661
JUAN F GARCIA INC RD 24, KM 67 CAMARONES, GUAYNABO PR 00971	E134655
KANSAS CITY ELECTRICAL CONSTRUCTION CO 514 E TENTH AVE, NORTH KANSAS CITY MO 64116	E119373
KENNY ELECTRIC SERVICE INC 595 QUINCY ST, DENVER CO 80224	E192700
KNIGHT ELECTRIC CORP 510 W WILSON, GALLUP NM 87301	E206672



LOOK FOR THE UL MARK ON PRODUCT

THIS IS OUR UL NUMBER  
E 143542



**OWAY.E143542  
Lightning Protection System Installations**

[Page Bottom](#)

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**Lightning Protection System Installations**

[See General Information for Lightning Protection System Installations](#)

**JASPER THOMPSON LIGHTNING PROTECTION**  
2567 HAM BROWN RD  
KISSIMMEE, FL 34746 USA

E143542

**Phone:** 4079324219  
**Fax:** 4079323972

**Last Updated** on 2013-02-19

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# The Lightning Protection Institute

Harvard, Illinois

This is to certify that  
**Jasper Thompson**  
being qualified by experience and found upon examination  
given April twenty second  
nineteen hundred and eighty six  
at Orlando, Florida  
to possess advanced knowledge and expert abilities, is an

**LPI Master Installer**

of lightning protection systems.

Attest this seventh day of May  
nineteen hundred and eighty six.



*Marvin M. Frydenlund*

Managing Director

*Herbert L. ...*

of the Board of Directors



CERTIFICATION NO. 871  
EXPIRATION DATE: 6-30-20

**JASPER THOMPSON**

LPI CERTIFIED MASTER INSTALLER

ATTEST: HAROLD VANSICKLE III, Executive Director  
LIGHTNING PROTECTION INSTITUTE, Maryville, MO



## RECENTLY COMPLETED PROJECTS – LAST 3 YEARS

### 1. GOAA STC PARKING GARAGE #52031

- **Description:** Install new insulation, cover board, and Berridge Double-Lock Zee-Lock over new parking garage canopies. Install large internal welded aluminum gutters.
- **Address:** 11140 Canal Road, Orlando, FL 32827
- **Date Completed:** 03/12/2021
- **Contact:** Jason Padavich, Turner Kiewit Joint Venture
- **Contact Phone & Email:** (510) 459-8598 / [jpadavich@tcco.com](mailto:jpadavich@tcco.com)
- **Subcontractors:** N/A

### 2. FRANK B. SMITH ROOF REPLACEMENT #52034

- **Description:** Demo existing shingle roof, then install new Berridge Cee-Lock roof panels.
- **Address:** 1290 S. Golfview, Bartow, FL 33830
- **Date Completed:** 05/28/2021
- **Contact:** William Cantwell, Polk County
- **Contact Phone & Email:** (863) 534-5528 / [williamcantwell@polk-county.net](mailto:williamcantwell@polk-county.net)
- **Subcontractors:** N/A

### 3. KATHLEEN FIRE STATION #52035

- **Description:** New Polk County fire station with insulation, cover board, and Berridge Double-Lock Zee-Lock roof system along with Berridge L-Panel soffits and gutters.
- **Address:** 6750 Kathleen Rd., Lakeland, FL 33810
- **Date Completed:** 09/15/2021
- **Contact:** Brad Nordquist, CORE Construction
- **Contact Phone & Email:** (941) 400-5154 / [bradnordquist@coreconstruction.com](mailto:bradnordquist@coreconstruction.com)
- **Subcontractors:** N/A

### 4. ORANGE COUNTY PUBLIC WORKS BLDG 7 #52105

- **Description:** Removal of the existing radius metal roof, then install new cover board and radius standing seam Berridge Double-Lock Zee-Lock panel system.
- **Address:** 4200 S. John Young Parkway, Orlando FL 32829
- **Date Completed:** 01/31/2022
- **Contact:** Steve Corrow, Gomez Construction
- **Contact Phone & Email:** (407) 618-4696 / [scorrow@gomezconstruction.com](mailto:scorrow@gomezconstruction.com)
- **Subcontractors:** N/A

### 5. VILLAGES HS CAMPUS #52120

- **Description:** New High School with multiple buildings getting roof insulation, cover board, and Berridge Double-Lock Zee-Lock roof panels. Berridge L-panel soffits, gutters, and down spouts.
- **Address:** 2210 Dr. Randy McDaniel Way, The Villages, FL 32163
- **Date Completed:** June 2023
- **Contact:** Sheila White, Wharton-Smith
- **Contact Phone & Email:** (407) 321-8410 / [slwhite@whartonsmith.com](mailto:slwhite@whartonsmith.com)
- **Subcontractors:** N/A

## **JUAN GAMEZ**

### **PROFESSIONAL SUMMARY:**

Experienced professional with a strong background in architectural sheet metal and roofing industry and a proven track record of success in both field installation and management roles. Possesses a total of 16 years of experience in the industry, with 7 years dedicated to field installation and 6 years focused on managerial responsibilities.

### **EXPERIENCE:**

#### ***Field Installation Manager***

Architectural Sheet Metal, Inc., Orlando, FL USA – Project Manager | 2006-2012, 2017 - Present

Successfully oversee and coordinate field installation projects, ensuring efficient and timely completion.

Managed a team of technicians, providing guidance and support to ensure high-quality workmanship.

Collaborate with clients, architects, and other stakeholders to ensure project specifications are met.

Monitor project budgets, expenses, and timelines, implementing necessary adjustments to maintain profitability.

#### ***Field Technician***

Architectural Sheet Metal, Inc., Orlando, FL USA – Installer | 2000 - 2002

Installed architectural sheet metal components on various construction projects.

Demonstrated expertise in reading blueprints and executing precise measurements for accurate installation.

Collaborated with team members to troubleshoot and resolve any on-site issues efficiently.

Adhered to strict safety protocols to maintain a safe work environment for the team and contractors.

**Additional job Experience:**

**1. Frank B. Smith**

Installation of architectural sheet metal components on commercial buildings.

Thorough project planning and coordination, ensuring timely and accurate installations.

Collaborated with team members to achieve project goals and maintain high-quality standards.

**2. Kathleen Fire Station**

Installed and maintained sheet metal roofing and ventilation systems for the fire station.

Conducted regular inspections and installation to ensure optimal functionality and safety.

Worked collaboratively with other construction trades to ensure seamless project completion.

**3. Oscar J Pope BLDG 4**

Installation of architectural sheet metal components on the roofing system for Building 4. Oversaw production and ensured system was installed accurately and in a timely manner. Assisted with on-site challenges and achieved project goals.

**4. Osceola County Health Department**

Installed architectural sheet metal components for the renovation of the health department building.

Followed detailed blueprints and specifications to achieve accurate installations.

Collaborated with other contractors to ensure efficient coordination and project success.

**5. Sheriff Training Classroom**

Installed sheet metal roofing systems for the sheriff training classroom and service center.

Worked in compliance with safety regulations and project requirements.

Assisted in the troubleshooting and resolution of on-site challenges to maintain project progress.

Education:

**Skills:**

- Architectural sheet metal installation
- Project management
- Team leadership and supervision
- Blueprint reading and interpretation
- Excellent problem-solving abilities
- Strong communication and interpersonal skills



# TRANSMITTAL

1801 PREMIER ROW  
ORLANDO, FL 32809  
PH:(407) 855-7183 / FX:(407) 855-0632

**TO:** Polk County Procurement Division  
ATTN: Tabatha Shirah  
330 West Church Street  
Bartow, FL 33830  
[tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net)

**Date:** 01/03/2024

**ASM Job #52320**

**Re:** FRS/EMS Protective Measures – Zone C

WE ARE SENDING YOU  Attached  Under separate cover  
THE FOLLOWING ITEMS:

Via: Hand Delivery on 01/04/2024

Qty	Date	Description
-----	------	-------------

1	NA	One (1) set of contract documents executed by Architectural Sheet Metal, Inc., including the Bid Bond
1	NA	Certificate of Insurance

REMARKS:

For your use.

Signed: Jada Oliver

**EXHIBIT VI: AFFIDAVIT OF PERCENTAGE OF WORK**

Bid # 23-318

By signing below, the bidder:

- Is certifying that they will be performing, with their own organization, the percentage of work required under the Supplemental Conditions of the contract documents for Bid # 23-318
- Understands that during Bid Analysis they will be required to submit a spreadsheet (Exhibit VI-A) listing the complete breakdown of the bid price submitted by area of work. The list must include the division of work being performed, the name of the contractor performing that area of work, the WMBE classification of the contractor, the dollar amount of the work, and the percentage of the total bid price for each division of work. An updated copy will be required at contract close-out, detailing exact dollar figures paid to each subcontractor performing work under this contract.
- Acknowledges that no changes to sub-contractors used will be allowed after submittal unless otherwise approved by the Procurement Director. Any prime contractor that defaults on this requirement may be suspended as allowed within the Procurement Procedures.
- If the percentage of work proposed to be completed by the prime is not equal to, or more than, the amount required, the bid will be considered to be non-responsive.

Bidder must sign and have notarized:

The undersigned Bidder hereby certifies that they fully understand the provisions as stated above and will comply.

Dated this 3 day of JANUARY, 2024

Name of Firm ARCHITECTURAL SHEET METAL, INC.

By [Signature]

TIM STEPHENS, Vice President

Title of Person Signing

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 3 day of JANUARY, 2024, by

Tim Stephens (name) as Vice President (title of officer) of

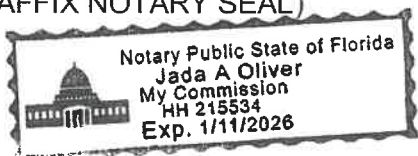
Architectural Sheet Metal, Inc. (entity name), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: Jada A. Oliver

Printed Name of Notary Public: Jada A. Oliver

Notary Commission Number and Expiration: HH215534, 1/11/2026

(AFFIX NOTARY SEAL)



**EXHIBIT VIII: EQUAL EMPLOYMENT OPPORTUNITY**

Polk County, a political subdivision of the State of Florida (County), is an Equal Opportunity/Affirmative Action Employer.

Pursuant to Executive Order 11246 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.

We are committed to equal opportunity employment effort and expect firms that do business with the County to have a vigorous affirmative action program.

**CERTIFICATION BY PROPOSED PRIME 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 Bidder 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 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.

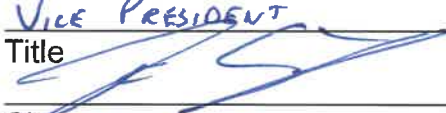
Contractor's Name: ARCHITECTURAL SHEET METAL

Address: 1801 PREMIER ROW, ORLANDO FL 32809

- 
1. Bidder 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 ✓
  3. Bidder has filed all compliance reports due under applicable instructions:  
YES ✓ NO \_\_\_\_\_
  4. If answer to Item 3 is No, please explain in detail on reverse side of this certification.  
YES \_\_\_\_\_ NO \_\_\_\_\_

The Bidder certifies that they do not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not permit their employees to perform their services at any location under their control where segregated facilities are maintained. The Bidder certifies further that they will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they will not permit their employees to perform their services at any location under their control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this Bid. As used in this certification, the term (segregated facilities” means any waiting rooms, work areas, restrooms, washrooms, restaurants, other eating areas, time clocks, locker rooms, storage areas, dressing areas, parking lots, drinking fountains, recreation/entertainment areas, transportation and housing facilities provided for employees which are segregate by explicit directive or are, in fact, segregated on the basis of race, color, religion or national origin, because of habit, local custom or otherwise. The Bidder agrees that (except where they have obtained identical certification from proposed subcontractors for specific time periods) they will obtain identical certification from proposed Subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provision of the Equal Opportunity clause; and that they will retain such certifications in their files.

Certification – The information above is true and complete to the best of my knowledge and belief. (A willfully false statement is punishable by law – U.S. Code, Title 18, Section 1001.)


TIM STEPHENS  
Printed Name  
VICE PRESIDENT  
Title  
  
Signature  
1-3-24  
Date

**EXHIBIT IX: DRUG-FREE WORKPLACE FORM**

The undersigned Bidder in accordance with Florida Statute 287.087 hereby certifies that ARCHITECTURAL SHEET METAL, INC does:  
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (a).
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 1892 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

  
\_\_\_\_\_  
Bidders Signature

1-3-24  
\_\_\_\_\_  
Date

**EXHIBIT X: SAFETY REQUIREMENTS/REGULATIONS FORM**

Bidder must sign and have notarized:

The undersigned Bidder hereby certifies that they fully understand the safety requirements/regulation provisions as stated in General Conditions 7.11 and will comply.

Dated this 3 Day of JANUARY 2024

Name of Firm: ARCHITECTURAL SHEET METAL

By: [Signature] VICE PRESIDENT  
Title of Person Signing

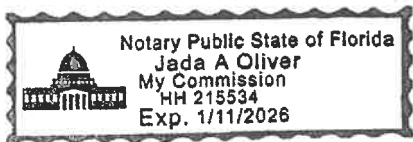
This foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 3 day of January, 2024, by Tim Stephens (name) as Vice President (title of officer) of Architectural Sheet Metal, Inc. (entity name), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: Jada A Oliver

Printed Name of Notary Public: Jada A. Oliver

Notary Commission Number and Expiration: HH215534, 1/11/2026

(AFFIX NOTARY SEAL)



**EXHIBIT XIX: CERTIFICATION IMMIGRATION LAWS**

Bid 23-318, FRS/EMS PROTECTIVE MEASURE – METAL ROOFS

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 A(E) {SECTION 274A(E) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”)}

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(E) OF THE INA. SUCH VIOLATION OF THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN 274A(E) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.

BIDDER ATTEST THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: ARCHITECTURAL SHEET METAL, INC.

Signature: [Signature]

Title: VICE PRESIDENT

Date: 1-3-24

State of: FLORIDA

County of: ORANGE

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 3 day of January, 2023<sup>1</sup> by Tim Scens (name) as vice president (title of officer) of Architectural Sheet Metal, Inc. (entity name), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: Jada A. Oliver

Printed Name of Notary Public: Jada A. Oliver

Notary Commission Number and Expiration: HH215534, 1/11/2026

(AFFIX NOTARY SEAL)



**EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY)  
CERTIFICATION**

(Florida Statutes, Section 448.095)

PROJECT NAME: FILS/EMS Protective Measures Zone C

The undersigned, as an authorized officer of the contractor identified below (the "Contractor"), having full knowledge of the statements contained herein, hereby certifies to Polk County, a political subdivision of the State of Florida (the "County"), by and on behalf of the Contractor in accordance with the requirements of Section 448.095, Florida Statutes, as related to the contract entered into by and between the Contractor and the County on or about the date hereof, whereby the Contractor will provide labor, supplies, or services to the County in exchange for salary, wages, or other remuneration (the "Contract"), as follows:

1. Unless otherwise defined herein, terms used in this Certification which are defined in Section 448.095, Florida Statutes, as may be amended from time to time, shall have the meaning ascribed in said statute.

2. Pursuant to Section 448.095(5), Florida Statutes, the Contractor, and any subcontractor under the Contract, must register with and use the E-Verify system to verify the work authorization status of all new employees of the Contractor or subcontractor. The Contractor acknowledges and agrees that (i) the County and the Contractor may not enter into the Contract, and the Contractor may not enter into any subcontracts thereunder, unless each party to the Contract, and each party to any subcontracts thereunder, registers with and uses the E-Verify system; and (ii) use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this Certification and Section 448.095, Fla. Stat., is an express condition of the Contract, and the County may treat a failure to comply as a material breach of the Contract.

3. By entering into the Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Contractor, the Contractor may not be

E-Verify Certification Continued...

awarded a public contract for a period of 1 year after the date of termination. The Contractor shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this 3 day of January, 2024.

ATTEST: CONTRACTOR:

By:



PRINTED NAME: TIM STEPHENS

Its: VICE PRESIDENT

By:



PRINTED NAME: MIGUEL GULLA

Its: ESTIMATOR

**EXHIBIT XXI: SCRUTINIZED COMPANIES CERTIFICATION FORM**  
(Florida Statutes, Section 287.135)

SOLICITATION NO.: Bid:23-318

PROJECT NAME: FRS/EMS Protective Measure – Metal Roofs

The undersigned, as Vice President of ~~Architectural Metal Metal~~ (the "Contractor"), a Florida corporation, hereby certifies the following to Polk County, a political subdivision of the State of Florida, by and on behalf of the Contractor in accordance with the requirements of Section 287.135, Florida Statutes:

- i. The Contractor is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Contractor engaged in a boycott of Israel, nor was the Contractor on such List or engaged in such a boycott at the time it submitted its bid to the County with respect to the Contract.
- ii. Additionally, if the value of the goods or services acquired under the Contract are greater than or equal to One Million Dollars (\$1,000,000), then the Contractor further certifies to the County as follows:
  - a. the Contractor is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and
  - b. the Contractor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and
  - c. the Contractor is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
  - d. the Contractor was not on any of the Lists referenced in this subsection (ii), nor engaged in business operations in Cuba or Syria when it submitted its bid to the County with respect to the Contract.
- iii. The Contractor is fully aware of the penalties that may be imposed upon the Contractor for submitting a false certification to the County regarding the foregoing matters.
- iv. The Contractor hereby acknowledges that, in addition to any other termination rights stated in the Contract, the County may immediately terminate the Contract upon the occurrence of any of the following events:
  - a. the Contractor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection (i) above, or the Contractor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel; or
  - b. the Contractor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection (ii)

above, or the Contractor is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Contract are greater than or equal to One Million Dollars (\$1,000,000).

ATTEST:

Architectural Sheet metal, FNE

a FERRIDA CORPORATION

By:



By:



PRINTED NAME: TIM STEPHENS

PRINTED NAME: CHARLES GULLA

Its: VICE PRESIDENT

Its: ESTIMATOR

**EXHIBIT XXII: CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS**

For all awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities, the Offeror must complete and sign the following:

The Offeror certifies, to the best of its knowledge and belief, that-

(1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by Polk County, a political subdivision of the State of Florida (the "County"). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Florida Division Emergency Management, the County, and the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

SIGNATURE: \_\_\_\_\_

COMPANY NAME: ARCHITECTURAL SHEET METAL, INC.

DATE: 1-3-24

**EXHIBIT XXIII: APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned ARCHITECTURAL SHEET METAL, INC. certifies, to the best of his or her knowledge, that: (Contractor)

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, ARCHITECTURAL SHEET METAL, INC., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official



Name and Title of Contractor's Authorized Official TIM STEVENS VICE PRESIDENT

Date 1-3-21

**POLK COUNTY LOCAL BUSINESS TAX APPLICATION FORM**

**ACCOUNT NO. 235085**

**CLASS: B+**

**PAYMENT DUE BY: 09/30/2023**

<b>OWNER NAME</b>	<b>LOCATION</b>	
<b>MATTHEW LEE LEONARD</b>	<b>POLK COUNTY POLK COUNTY</b>	
<b>BUSINESS NAME AND MAILING ADDRESS</b>	<b>CODE</b>	<b>ACTIVITY TYPE</b>
<b>ARCHITECTURAL SHEET METAL INC</b> ARCHITECTURAL SHEET METAL INC 1801 PREMIER ROW ORLANDO, FL 32809	<b>230250 230080</b>	<b>CONTRACTOR ROOFING CONTRACTOR BUILDING</b>

**SIGN HERE**

**matthew@asmfl.com**

SIGNATURE INDICATES APPLICANT READ AND UNDERSTANDS THE APPLICATION AFFIDAVIT ON THE BACK OF THE FORM AND AFFIRMS THE INFORMATION PROVIDED IS TRUE AND CORRECT.

**AMOUNT DUE: 57.75**

**PAID - 1637092 07/10/2023 OPY**

**OLP 57.75 ARCHITECTURAL SHEET METAL INC**

**For Your Information: What You Need To Know About Tangible Personal Property**

Every individual or firm doing business and located in Polk County is also subject to the tangible personal property requirement.

An initial tangible personal property tax return is required to be filed with the Polk County Property Appraiser's Office by April 1st of the year after the business opens. The initial return is required if the business owns or leases any personal property, without regard to the value of that personal property. In subsequent years, however, no return is required unless the combined value of all business equipment is more than 25,000 dollars.

To file an initial tangible personal property tax return or for additional information, visit Polk County Property Appraiser's Office website, polkpa.org.

**POLK COUNTY LOCAL BUSINESS TAX RECEIPT**

**ACCOUNT NO. 235085**

**CLASS: B+**

**EXPIRES: 09/30/2024**

<b>OWNER NAME</b>	<b>LOCATION</b>	
<b>MATTHEW LEE LEONARD</b>	<b>POLK COUNTY POLK COUNTY</b>	
<b>BUSINESS NAME AND MAILING ADDRESS</b>	<b>CODE</b>	<b>ACTIVITY TYPE</b>
<b>ARCHITECTURAL SHEET METAL INC</b> ARCHITECTURAL SHEET METAL INC 1801 PREMIER ROW ORLANDO, FL 32809	<b>230250 230080</b>	<b>CONTRACTOR ROOFING CONTRACTOR BUILDING</b>

**PROFESSIONAL LICENSE (IF APPLICABLE)**

**OFFICE OF JOE G. TEDDER, CFC \* TAX COLLECTOR**

THIS POLK COUNTY LOCAL BUSINESS TAX RECEIPT MUST BE CONSPICUOUSLY DISPLAYED AT THE BUSINESS LOCATION

**PAID - 1637092 07/10/2023 OPY**

**OLP 57.75 ARCHITECTURAL SHEET METAL INC**

**POLK COUNTY,  
A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA  
BIDDING, CONTRACT DOCUMENTS AND SPECIFICATIONS FOR:  
FRS/EMS PROTECTIVE MEASURE – METAL ROOFS**

BID FILE NO: #23-318

County Project: 5700065

ISSUE DATE:

PROCUREMENT DIVISION  
330 W CHURCH ST, RM 150  
DRAWER AS05, P.O. BOX 9005  
BARTOW, FLORIDA 33830/33831-9005  
Website: [www.polk-county.net](http://www.polk-county.net)  
Senior Procurement Analyst: Carlos Baez  
E-Mail: [carlosbaez@polk-county.net](mailto:carlosbaez@polk-county.net)  
Main Number: (863) 534-6757  
Fax: (863) 534-6789

## BID REGISTRATION

**You MUST register using this form in order to receive notice of any addenda to these documents. Please fax the completed form to the Procurement Division as soon as possible. It is the vendor's responsibility to verify if addenda have been issued.**

Bid Number and Title      23-318, FRS/EMS Protective Measure – Metal Roofs

Description                      Furnish all labor, materials, supervision, and equipment necessary to provide protection to twenty-five (25) FRS/EMS existing building roofs, located in Polk County, Florida. This project is funded through the Hazard Mitigation Grant Program (HGMP) DR-4337-0423-R, as approved by the Florida Division of Emergency Management (FDEM) and the Federal Emergency Management Agency (FEMA) in accordance with plan sheets and project manual outlined in the bid documents.

Receiving Period:              Wednesday, May 17, 2023, Prior to 2:00p.m.

Bid Opening:                      Wednesday, May 17, 2023, 2:00p.m.

Special Instructions:              A MANDATORY pre-bid will be held Wednesday, April 19, 2023, 10:00 a.m. in the Procurement Division conference room, located at 330 W. Church St, Room 150, Bartow, FL 33830. An Optional site visit will be schedule if needed. An authorized representative or agent of the Bidder must be present at this meeting, as evidenced by their signature on the meeting's sign-in sheet, or the Bidder's Submittal will be considered non-responsive.

This form is for bid registration only. Please scroll down for additional information.

**BIDDER REGISTRATION  
EMAIL THIS FORM BACK IMMEDIATELY TO  
PROCUREMENT@POLK-COUNTY.NET**

Carefully complete this form and mail or fax it to the Procurement Division. You must submit one form for each bid that you are registering for.

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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**PART A – BIDDING REQUIREMENTS  
INVITATION FOR BID**

NAME OF BID: FRS/EMS Protective Measure – Metal Roofs
BID NUMBER: 23-318 PUBLIC CONSTRUCTION BOND IS REQUIRED
PRE-BID CONFERENCE: A MANDATORY pre-bid will be held Wednesday, April 19, 2023, 1:00 p.m. in the Procurement Division conference room, located at 330 W. Church St, Room 150, Bartow, FL 33830. An optional site visit will be schedule if needed
BID DUE/DATE/TIME: Wednesday, May 17, 2023, PRIOR TO 2:00P.M.
DATE/TIME OF BID OPENING: Wednesday, May 17, 2023, AT 2:00 P.M. Or As Soon As Possible Thereafter
PLACE OF BID OPENING: PROCUREMENT DIVISION, 330 WEST CHURCH STREET, ROOM 150, BARTOW, FLORIDA 33830
DEADLINE FOR QUESTIONS FROM BIDDERS: Friday May 5, 2023

**INSTRUCTION TO BIDDERS**

1.0 Bids

- 1.1 Supplementary Conditions, Special Conditions, Plans, Drawings, Instructions to Bidders, the Conditions of the Contract, Exhibits, the Bid Submittal, Technical Specifications, any resulting addenda issued, and the Contract together therein identified constitute the entire “bid package” and upon award shall constitute the Contract Documents concerning this present bid matter.
- 1.2 The Bid Submittal must be submitted in a sealed envelope or electronically. The face of the envelope should state the Bid Title and Bid Number, the name of the company submitting the bid and the date and time of the bid opening. Bidders are not required to return the Instructions to Bidders, Conditions of the Contract or Contract with their Bid Submittal, unless specified elsewhere in this Bid Package.
- 1.3 The following documents, collectively, comprise the “Bid Submittal” which, when tendered, on or before the Bid due date and time, must include:
  - Part C – Bid Sheets and Acknowledgement Form,
    - With the manual signature of an authorized representative of the company or their designee,

- Bid prices must be entered on the Part C – Bid Sheets and Acknowledgement Form (no other bid submittals will be accepted),
  - Exhibit I, Bid Bond.
  - Exhibit IV, Non-Collusion Affidavit of Prime Bidder.
  - Exhibit VI, Affidavit of Percentage of Work (this requirement does not include Exhibit VIA and Exhibit VIB).
  - All additional information requested as a “must” item in any Addendum.
  - All corrections made by the Bidder to the Bid Sheets and Acknowledgement Form should be acknowledged by written initials of the authorized representative signing the Bid Submittal or their designee. Should a price correction not be acknowledged, lowest price will prevail.
  - One original copy of the complete Bid Submittal must be tendered.
- 1.4 All additional requested information and Exhibits must be submitted within a reasonable period of time if chosen as the apparent low, responsive and responsible bidder during the Bid Analysis phase.
- These items include:
    - Exhibit II, Public Performance Bond
    - Exhibit III, Payment of Bond
    - Exhibit V, Non-Collusion Affidavit of Subcontractor
    - Exhibit VI-A, Subcontractor List
    - Exhibit VI-B, Good Faith Effort Documentation
    - Exhibit VII, Trench Safety Act Compliance
    - Exhibit VIII, Equal Employment Opportunity
    - Exhibit IX, Drug-Free Work Place Form
    - Exhibit X, Safety Requirements/Regulations
    - Exhibit XVIII, Certificate of Compliance
    - Exhibit XIX, Affidavit Certification Immigration Laws
    - Exhibit XXI, Scrutinized Companies Certification
    - Exhibit XXII Certification Regarding Debarment, Suspension, Proposed Debarment, and other Responsibility Matters
    - Exhibit XXIII Certification Regarding Lobbying
    - Any items called for in the Supplementary Conditions
- 1.5 All prices quoted are to be F.O.B. job site in Polk County, Florida. Bid amount shall be inclusive of all costs. Nothing herein shall prohibit the County from deleting line items and purchasing said items directly from a supplier if it is determined that there is sufficient sales tax savings to make purchasing by the County practical.
- 1.6 It is the Bidder’s responsibility to ensure their bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by telegram, telephone, email or facsimile are not acceptable. The bid opening shall be public, on the date

and time specified under Invitation for Bid. Bid tabulations may be downloaded from the County's web site. Each Bidder must execute their bid with their full name, and title and give their address, fax, telephone and email address. In cases where a firm or corporation submits a bid submittal, the bid submittal shall be signed with the full name of each member of the firm, or the name of the officer of the corporation authorized by its by-laws, in addition to the address of such firm or corporation and such officer.

- 1.7 The Bidder is solely responsible for reading and completely understanding the requirements of the Contract Documents. The bid opening time will be scrupulously observed. Under no circumstances will Bid Submittals delivered after the delivery time specified be considered. Late Bid Submittals shall not be accepted.
- 1.8 Bid Submittals may be withdrawn by notifying the County, in writing, at any time prior to the deadline for bid submittal. After the deadline, the bids become a record of the County and will not be returned to the Bidder unless the bid is cancelled. It is the responsibility of the Bidder to make a written request for return of the Bid Submittal after notification of cancellation. Absent this written request, the County shall destroy the submittal. Negligence on the part of the Bidder in preparing their Bid Submittal confers no right of withdrawal or modification of their Bid Submittal after such Bid Submittal has been opened by County Staff at the appointed time and place. Bid Submittals and any bid security shall be in force for a period of not less than ninety (90) calendar days after the bid opening time.
- 1.9 At the time and place specified for the opening of Bid Submittals (see above), every Bid Submittal properly delivered within the time specified for receiving Bid Submittals will be opened and publicly read aloud, irrespective of any irregularities found therein. Bidders and other persons interested may be present or represented.
- 1.10 Attorneys-in-fact who sign bonds or other surety instruments must attach with each bond or surety instrument an effective and certified power of attorney.
- 1.11 The Bidder assumes responsibility to examine the site of the Work and become familiar with the form of Submittal, Drawings, Specifications, any Addenda issued thereto and all other forms of Contractual Documents pertaining to the proposed Work. The submission of the bid shall be sufficient to establish the presumption that the Bidder has investigated the site of the Work and is satisfied as to all conditions to be encountered, the character, quantity and quality of the work to be performed and materials furnished in the completion thereof. No pleas of ignorance of conditions or difficulties that may be encountered in the execution of the Work pursuant to this bid package as a result of failure to make necessary and reasonable

examinations and investigations will be accepted as an excuse for any failure or omission on the part of the successful Bidder to fulfill, in every detail, all of the requirements of the Contract Documents; nor will they be accepted as a basis for any claims whatsoever for extra compensation or for any extension of time. Prior to the time specified for receiving bid submittals any interpretation or modifications of the proposed Contract documents will be made only by Addendum. The County will send a courtesy notification when addenda are issued to each person to whom attended a mandatory or non-mandatory pre-bid meeting, if applicable; and/or submitted Bidder Registration. It is the sole responsibility of the Bidders to check the County's website at <https://www.polk-county.net/procurement/bids> "Notice of Bids" to ensure that all available information, addenda, has been received prior to submitting a bid. The County shall not be responsible for oral instructions.

- 1.12 The Bid Bond shall be for 5% of the amount bid and shall be submitted with the Bid Submittal. The Public Construction Bond shall be for 100% of the amount bid and, if called out in the contract, the allowance amount; and shall be submitted to Procurement along with the executed contract documents as outlined under section 11.0, Approval of Contract. The Bid Bond and Public Construction Bond shall be executed by a surety authorized to do business in the State of Florida and as named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by the Audit Staff, Bureau of Government Financial Operations, U.S. Treasury Department and A.M. Best rated A VIII or better. All bonds signed by an agent must be accompanied by a certified copy of authority to act and indicate that they are licensed to do business in the State of Florida.
  - 1.13 Unless exempt under Florida Statute, Bidder should furnish a copy of either their State of Florida Contractor Certification or their Florida Registration showing they are licensed in Polk County with its Bid Submittal. The Certification or Registration must be current and effective as of the Bid Submittal date and must be maintained throughout the life of the contract.
- 2.0 Pre-Qualifications
- 2.1 When a mandatory pre-bid meeting is specified, all Bidders must register prior to the conclusion of the meeting. Failure to do so will disqualify the firm from bidding. If there is a mandatory site visit, the Bidder must initial the registration sheet prior to completion of the visit to the site. An authorized representative or agent of the Bidder must be present at this meeting, as evidenced by their signature on the meeting's registration sheet, or the Bidder's Submittal will be considered non-responsive.
  - 2.2 It is the Bidder's responsibility to ensure that they comply with the above requirements.

### 3.0 Joint Venture

If a Joint Venture is contemplated, the Joint Venture Agreement between the parties must be submitted with the bid and the bid must be submitted in the name of the Joint Venture. Otherwise, the bid will be considered non-responsive.

### 4.0 Bid Errors

Where Bid Submittals have erasures or corrections, each erasure or correction should be acknowledged by written initials of the authorized representative signing the Bid Submittal or their designee. The County reserves the right to reject any Bid Submittal with such erasures or corrections where the accuracy or intent of said Bid Submittal as corrected cannot be determined by County staff. In the case of unit price contracts, if an error is committed in the extension of an item, the unit price as shown in the Bid Submittal will govern. The County staff will verify the extension of the unit prices to verify the correct amount. The County's figures shall prevail.

### 5.0 No Bid

Should the bidder decide there is no interest in bidding, they should return the "Statement of No Bid".

### 6.0 Discounts

Discounts shall not be considered in determining the lowest net cost for bid evaluation purposes.

### 7.0 Material and Construction

All material, equipment and construction furnished shall be new and shall be of good quality, workmanship and material. If silent in specifications, then the most acceptable industry-standard product shall be furnished and installed.

### 8.0 Conflict of Interest

The award hereunder is subject to the provisions of Florida Statutes, Chapter 112. All Bidders must disclose with their bid the name of any officer, director or agent who is also an employee of the County or any of their agencies. All Bidders must disclose the name of any County employee who owns, directly or indirectly, any interest of any amount in the Bidder's firm or any of their branches.

### 9.0 Assignment of Contract

Bidder may not make any assignment of the resulting Contract between parties, in whole or in part, without prior written authorization as may be given at the sole discretion of the County.

## 10.0 Recommendation of Bid Award/Rejection of Bids

- 10.1 A bid may be recommended for award by the Procurement Director to the lowest responsive and responsible Bidder, provided that Bidder's bid submittal is considered (within the sole discretion of said Procurement Director) reasonable, in the best interest of County to recommend, and no bid protest has been filed. Unless otherwise noted, the basis of recommendation will either be the Base Bid, the Base Bid plus all alternates or any combination thereof, whichever is in the best interest of the County or may be determined by the availability of funds. Should the basis of award be the Base Bid plus selected alternates, the priority of the selection of those alternates will be set forth in the Supplementary Conditions if applicable. The successful Bidder to whom a bid is recommended for award will be so notified by County staff. The Procurement Director, however, at their sole discretion, reserves the right to reject any and all bid submittals or to waive any informality concerning the bid submittal whenever such rejection or waiver is in the best interest of the County. The Procurement Director, likewise, reserves the right to reject the bid submittal of any Bidder who has previously failed to perform properly or to complete on time, contracts of a similar nature; or who is not in a position to perform the contract; or who has habitually and without just cause neglected the payment of bills or otherwise disregarded its obligations to subcontractors, materialmen or employees.
- 10.2 As part of the recommendation of award by the Procurement Director, any actual bidder or proposed bidder who is allegedly aggrieved in connection with the solicitation or pending recommendation of award of a contract may protest to the Procurement Director, in accordance with the Procurement Policies and Procedures Manual. The procedures are available at the Polk County Procurement Division at (863) 534-6757. Any person who wishes to file a protest regarding the recommendation of award may do so by submitting a non-refundable cashier's check in the amount of \$1,000.00 with their initial protest. Failure to follow the bid protest procedure requirements with the time frames prescribed herein as established by Polk County, Florida, shall constitute a waiver of your protest and any resulting claims. If no protests are received, the Procurement Director will work with the Procurement Analyst assigned to this bid to coordinate that the contract documents are executed by the recommended Bidder and placed on a Board agenda for approval by the Board and execution by the Chairman of the Board.

## 11.0 Approval of Contract

The recommended Bidder will be required to execute the contract documents as outlined in the bid package including, the Public Construction Bond, all signed exhibits and other required information stated in the supplemental conditions or any addendums. The executed documents should be returned to Procurement within 10 working days of the documents being sent by Procurement to the Bidder for execution. After the

executed documents are received back by Procurement they will be given to the County Attorney's Office for approval to be added to a Board agenda for Board approval and execution by the Chairman of the Board.

**All contracts are subject to final approval of the Polk County Board of County Commissioners. Persons or firms which incur expenses or change position in anticipation of a contract prior to the Board's approval do so at their own risk.**

#### 12.0 Security Forfeiture

If after Bidder's receipt of a notice of recommendation for award the successful Bidder refuses or otherwise neglects to execute and deliver the required Contract documents, including the Public Construction Bond, all signed exhibits, required insurance documents and other required information stated in the supplemental conditions or addendums within a reasonable time, the amount of the Bidder's bid security (Bid Bond) may be forfeited and the award rescinded if such action is deemed to be in the best interests of the County. The Procurement Director will make the determination of "a reasonable time". It is recommended that the executed contract documents be returned to Procurement within 10 working days of the documents being sent by Procurement to the recommended Bidder for execution. No plea of mistake in the bid or misunderstanding of the conditions of forfeiture shall be available to the Bidder for the recovery of their bid security or as a defense to any action based upon the neglect or refusal to execute the required agreement or furnish the required bonds and insurance certification.

#### 13.0 Laws, Codes and Regulations

The Bidder shall familiarize itself and comply with all Federal, State, County and City laws, codes, ordinances or regulations controlling the action or operation of those engaged in the Work, or affecting materials or methods used, and govern itself in accordance with them. If the Bidder observes that there are conflicts between the Drawings and Specifications or between any other documents, they shall promptly notify the County in writing. Failure of the Bidder to notify the County of these variances shall not provide relief for compliance to the document as may be interpreted by the County. The Bidder shall hold harmless, to the fullest extent permitted by Florida Law, the County and all of its officers, agents or servants against any claims or liability arising from, or based upon the violations of any such laws, by-laws, ordinances, regulations, orders or decrees, whether by itself or their employees.

#### 14.0 Safety Requirements/Regulations

- 14.1 All Bidders are required to submit with their Bid Submittal, Exhibit X, Safety Requirements/Regulations which states that if the firm falls under the Occupational Health and Safety Administration (OSHA) Regulations, as interpreted by OSHA, the successful contractor will be able to provide, at the

request of the County, a copy of their OSHA 300 Log for the past three (3) years, a copy of the Workers Compensation Modification Rate; a copy of the Contractor's Safety and Health Program, and a copy of the Contractor's Drug Free Workplace Program. Any questions regarding the compliance with this provision shall be directed to Polk County Safety and Loss Control Coordinator, Risk Management Division, (863) 534-5267.

- 14.2 The Bidder is hereby notified that if awarded the bid and it involves work such as maintenance, repair, turnaround, renovation, construction or engineering on chlorine disinfection facilities or other covered process(es) must be able to provide, at the request of the County, the following items for review: OSHA 300 Log for past five (5) years, current safety program, training program and experience with other related processes. Documented evidence showing compliance with confined space entry, lockout/tagout, emergency response and safe work is required. All contract workers must comply with the facility's safe work practices and controls outlined in the facility safety manual and operating procedures.
- 14.3 The Bidder is hereby notified that if awarded the bid they shall be responsible for maintenance of traffic within the limits of the project for the duration of the construction period, including any temporary suspensions of the Work. The Contractor shall construct and maintain detours and provide facilities for access to residences, businesses, etc., along the project. The contractor shall furnish, install and maintain traffic control and safety devices during construction, furnish and install work zone pavement markings for maintenance of traffic in construction areas, and provide any other special requirements for safe and expeditious movement of traffic specified on the plans. Maintenance of Traffic includes all facilities, devices and operations as required for safety and convenience of the public within the work zone. Refer to Florida Department of Transportation's (FDOT) latest edition of the Standard Specifications for Road and Bridge Construction and the latest version of the Manual on Uniform Traffic Control Devices (MUTCD) for the minimum national standard for traffic control for highway construction, maintenance, and utility operation.

#### 15.0 Liquidated Damages

Bidders are hereby advised that if the Contract documents so indicate, a reasonable amount for liquidated damages may be assessed for Contractor's failure to meet stated specifications, schedule, or other relevant issues as determined by the County. Information regarding the composition of liquidated damages can be found in the Supplementary Conditions. The liquidated damages are not intended as a penalty.

## 16.0 Standard Basis for Bidding

Where a particular system, product or material is specified by name, it shall be considered as a standard basis for bidding and as the most satisfactory for its particular purpose. Where two or more products, materials or manufacturers are specified by name, each shall be considered as a predetermined equal and acceptable for its particular purpose; and the bidder may use any of the listed items within their bid.

## 17.0 Preconstruction Conference

After the Board has approved the Bidder's executed contract and prior to the start of construction, a joint meeting may be held with representatives of the successful Bidder, the County and other invited parties or government agencies which may be affected by or have jurisdiction over the Work.

## 18.0 Florida Public Entity Crime Statute

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 or 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 Contractor 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. [(Florida Statutes Section 287.012(11)(16), Section 287.058, Section 287.133, paragraph (2)(a)] By submitting this bid, bidder hereby certifies that they have complied with said statute.

19.0 Preference for Drug-Free Workplace-*Omitted intentionally, not applicable with Federal funding.*

## 20.0 Requirement to list Subcontractors

The successful Contractor shall provide a list of all proposed subcontractors, other persons or entities (including those who are to furnish materials or equipment fabricated to a special design), the associated costs, and company classification on Exhibit VI-A, Subcontractor List, upon request by Procurement Staff. Exhibit VI-A may be requested during the bid analysis and again at the project close-out. The list must contain all subcontracted areas of work including those areas of work being self-performed. The total of work noted on this list must match the bid amount stated on Part C, Bid Submittal.

In addition, the successful Contractor should provide documentation reflecting their "Good Faith Effort" in securing the services of minority owned businesses for any

appropriate subcontracted areas of work. This documentation shall be noted on Exhibit VI-B, Good Faith Effort, and shall be provided upon request by Procurement Staff.

#### 21.0 Women/Minority Business Enterprise Outreach (WMBE's)

The County hereby notifies all Bidders that W/MBE's are to be afforded a full opportunity to participate in any bid by the County and will not be subject to discrimination on the basis of race, color, sex or national origin. The County asks that Bidders make good faith efforts to use qualified W/MBE subcontractors in preparing their bid. The W/MBE's must be identified as such on the subcontractors list. Bidders are encouraged to contact the Supplier Diversity Office, at (863) 534-5959 for assistance. If a Bidder makes a good faith effort to find and utilize qualified W/MBE subcontractors, but is not successful, they have fulfilled the Good Faith Effort required. Good Faith Effort shall be described as the effort put forth by bidders on construction bids to solicit prices from women/ minority contractors.

#### 22.0 Equal Opportunity for Contractors and Subcontractors

Pursuant to U.S. Executive Order 11246, as amended, you are advised that under the provisions of government contracting, and in accordance with the Executive Order, contractors and subcontractors are obliged to take affirmative action to provide equal opportunity without regard to race, creed, color, national origin, age or sex.

#### 23.0 Additions/Revision/Deletions

Additions, revisions or deletions to the general conditions, specifications or bid price sheets by a Bidder that change the intent of the bid will cause the bid to be non-responsive and the bid will not be considered. The Procurement Director shall be the sole judge as to whether or not any addition, revision, or deletion changes the intent of the bid.

#### 24.0 Unit Prices

Unless otherwise stated in this document unit prices will be utilized to adjust the total compensation due the successful Bidder based on actual quantities provided as part of the Work and verified by the County. Significant changes in quantities, including deletion of any particular item are possible. Negotiation of unit prices shall not be allowed except under conditions of Force Majeure, where those conditions are sufficiently documented to the full satisfaction of the County. No other claim to negotiate unit prices will be considered.

#### 25.0 Code of Ethics

If any bidder violates or is a party to a violation of the code of ethics of the County or the State of Florida, with respect to this bid, such bidder may be disqualified from

performing the work described in this bid or from furnishing the goods or services for which the bid is submitted and shall be further disqualified from bidding on any future bids for work, goods, or services for the County.

#### 26.0 Questions

All questions must be submitted in writing and addressed to the appropriate person in the Procurement Division by the specified date and time as listed on page 8. The bid cover sheet provides the name of the Procurement Division contact person, as well as their phone number, fax number and e-mail address.

#### 27.0 Bid Protest

Procedures for filing a protest may be obtained from the County's Procurement Division. Failure to follow the bid protest procedure requirements within the time frames prescribed herein as established by the County shall constitute a waiver of the Bidder's right to protest and any resulting claims.

28.0 Local Preference *Omitted intentionally, not applicable with Federal funding.*

29.0 Vendor Preference- *Omitted intentionally, not applicable with Federal funding.*

**Bid Submittal instructions**

Respondents must submit one (1) original copy of the bid submittal prior to 2:00 p.m. on the bid receiving date. Bids must be submitted in a “sealed” parcel or electronically through Polk County’s secure website, Kiteworks. Bids will be publicly opened at 2:00 p.m. on receiving date.

**Sealed Parcel Submittal:**

If you are submitting a sealed parcel bid, please cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Be sure to include the name of the company submitting the bid where requested.

<b>Sealed Bid. DO NOT OPEN</b>	
<b>Sealed Bid Number</b>	23-318
<b>Bid Title</b>	FRS/EMS Protective Measure – Metal Roofs
<b>Due Date/Time:</b>	Wednesday, May 17, 2023, prior to 2:00 pm
<b>Submitted by:</b>	
<b>Deliver To:</b>	Polk County Procurement Division 330 West Church Street, Room 150, Bartow, Florida 33830

Sealed parcel bids may be mailed, express mailed or hand delivered. It is the Bidders responsibility to ensure their package is delivered to the Procurement Division prior to 2:00 p.m. on the Receiving date and time referenced above. Bids delivered at 2:00 p.m. or later will not be accepted.

**Electronic Bid Submittal:**

If you are interested in submitting your bid electronically bidders may do so via the County’s secure electronic submittal website, Kiteworks. Bidders must email [carlosbaez@polk-county.net](mailto:carlosbaez@polk-county.net) at least 48 hours prior to bid opening to receive a link to upload their submittal. Please only upload your documents as a PDF or Excel file for bid sheets. Please use the naming conventions for your files as follows:

For PDF documents “Bid 23-318 – Title of Document”

For Excel Bid Sheets “Bid 23-318 – Bid Sheet”

For more instructions, a video tutorial has been produced to further explain the electronic solicitation submittal process. It can be found by clicking here for Bid Submittals: [https://youtu.be/vkn\\_7AHgioE](https://youtu.be/vkn_7AHgioE). If you need assistance accessing this website due to ADA or any other reason, please email Carlos Baez at [carlosbaez@polk-county.net](mailto:carlosbaez@polk-county.net).

Procurement recommends that bidders submitting electronically double check the documents submitted into Kiteworks to ensure all requested information and bid sheet have been uploaded. Failure to upload the completed bid sheet will result in the bid submittal being deemed nonresponsive.

## PART B – CONDITIONS OF CONTRACT

### GENERAL CONDITIONS

#### ARTICLE 1 – CONTRACT DOCUMENTS

1.0 The Contract Documents comprise the entire contract between the County and the Contractor.

#### ARTICLE 2 – DEFINITIONS

2.0 Whenever used in any of the Contract Documents, the following meaning shall be given to the terms herein

2.1 The term “**Addendum**” or “**Addenda**” means any changes, revisions or clarifications of the Contract Documents which have been duly issued by the County to prospective Bidders prior to the time of receiving Bids.

2.2 The term “**Allowance Authorization Release**” means the written pre-approval forms signed by the County Manager or their designee for all allowance work.

2.3 The term “**Allowance Work**” means work that may not have been in the specifications and is deemed by the County to be necessary.

2.4 The term “**Application for Payment**” means the pay request accepted by the Professional and the County which is to be used by the Contractor in requesting progress or final payments that is accompanied by such supporting documentation as is required by the Contract Documents.

2.5 The term “**Bid Submittal**” means the offer or submittal of the Bidder submitted on the prescribed form setting forth the price(s) for the Work to be performed.

2.6 The term “**Bonds**” means the Bid and Public Construction Bond and other instruments of security furnished by the Contractor and its Surety in accordance with the Contract Documents.

2.7 The term “**Change Order**” means any change that requires the County’s approval and either includes a change in the work or a change in the Contract Time.

2.8 The term “**Construction Change Directive**” means any change initiated by the County where a change order has not been agreed to between the County and the Contractor.

2.9 The term “**Contract**” means the Contract executed by the County and the Contractor.

2.10 The term “**Contractor**” means the person, firm or corporation entering into the Contract with the County to construct and install the improvements embraced in this Contract.

- 2.11 The term “**Contractor Certification of Disbursement of Previous Progress Payments to Subcontractors and Suppliers**” means the form that the Contractor must execute and submit with each Application for Payment certifying that the Contractor has paid all Subcontractors and Suppliers their respective pro rata share of all previous payments (to include payments of retainage) that the County has made to Contractor for Work that has been satisfactorily completed.
- 2.12 The term “**Contract Documents**” means and shall include the following: Special Conditions, Plans, Drawings, Relocation Schedule Permits, Instruction to Bidders, General Conditions, Exhibits, Supplementary Conditions, Technical Reports, Technical Specifications, Bid Submittal, Bid and Public Construction Bonds, all Addenda issued by the County, Certificates of Insurance, Permits, Notice of Award, Allowance Authorization Release Form, Change Order Form, Substantial Completion Form and Final Completion Form duly delivered after execution of Contract.
- 2.13 The term “**Contract Time**”, unless otherwise provided, means the period of time including adjustments by Change Order, allotted in the Contract Documents for substantial completion of the work.
- 2.14 The term “**County**” means Polk County, a political subdivision of the State of Florida, and its authorized designees, agents or employees.
- 2.15 The term “**Day**” may be either a working day or a calendar day as defined in the bid documents. When the Contract Time is specified as calendar days, workdays will be established in the supplementary conditions. Workdays are defined as those days of the week and hours of the day that the Contractor may perform the scope of work defined in the Bid Document. If a workday day shall fall on a County Holiday that day shall be omitted from the computation of days for Contract Time. County Holidays are: New Year’s Day, Martin Luther King Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving day, the Friday following Thanksgiving Day, Christmas Eve and Christmas Day, all as adopted by the Board of County Commissioners.
- 2.16 The term “**Drawings**” means the Drawings or plans listed in Part F.
- 2.17 The term “**Effective Date of the Contract**” means the date on which the contract has been approved by the Board and executed by the Chairman of the Board.
- 2.18 The term “**Field Order**” means a written direction to the Contractor from the Professional that modifies Drawings and Specifications without changing Contract Price or Contract Time.
- 2.19 The term “**Free on Board**” (FOB) means the cost of the goods including the shipment to the job site.
- 2.20 The term “**Good Faith Efforts**” means documented efforts to secure the participation of women and/or minority-owned subcontractors utilizing available resources to assist Bidder.

2.21 The term “**Lump Sum**” means that portion of the total contract amount that is fixed as a result of the amount of the bid submitted by the Contractor. If there is no “Allowance for Work” this amount is the total Contract amount. If there is an “Allowance for Work” then the bid price and the amount of the “Allowance for Work” becomes the total Contract amount.

2.22 The term “**Not to Exceed**” means that portion of the total Contract amount described as “Allowance for Work” that along with the amount of the bid submitted by the Contractor becomes the total Contract amount. Changes in the Work submitted by the Contractor that are eligible and approved for funding from the “Allowance for Work” shall not exceed the amount provided a “Allowance for Work” either in a single request or cumulative during the performance of the Work.

2.23 The term “**Notice of Award**” means the written notice issued by the County to the successful bidder.

2.24 The term “**Notice to Proceed**” means a written notice issued by the Procurement Division to the Contractor fixing the date on which the Contract Time will commence and the Contractor shall start to perform the obligations under the Contract Documents, unless otherwise specified in the Notice to Proceed. The actual Start Date shall be within ten (10) days of Notice to Proceed date or when all applicable permits have been secured, unless otherwise stated.

2.25 The term “**Professional**” means the architectural/engineering firm or individual retained by the County or in-house designated person designated to perform the design and/or resident engineering services for the Work. The Professional can also serve as the Project Manager.

2.26 The term “**Project Area**” means the area within which are the specified Contract Limits of the improvements contemplated to be constructed in whole or in part under this Contract.

2.27 The term “**Project Manager**” means the Polk County representative in charge, employed by the County, for the purpose of directing or being in charge of the work embraced in this Contract.

2.28 The term “**Procurement Director**” means the Director of Polk County Procurement Division or their authorized representatives.

2.29 The term “**Start Date**” means the date of commencement of the work.

2.30 The term “**Subcontractor**” means a person or entity who has a direct contract with the Contractor to perform a portion of the Work, to include a person or entity who provides equipment to support completion of the Work under an equipment-rental agreement.

2.31 The term “**Supplier**” means a person or entity that furnishes materials or equipment that is incorporated into the Work or that is stockpiled within the Project Area or a nearby vicinity for which the County has made partial payment.

2.32 The term “**Technical Reports**” means the reports issued by the County or the Project Manager consisting of written technical material such as soil reports.

2.33 The term “**Work**” means the entire completed construction or the various separately identifiable parts thereof required to be furnished under the Contract Documents. Work includes and is the result of performing or furnishing labor; furnishing and incorporating material and equipment in the construction; performing or furnishing services; and furnishing documents, all as required by the Contract Documents.

### **ARTICLE 3 – PRELIMINARY MATTERS**

#### **3.1 Delivery of Bonds**

3.1.1 When the **Contractor** delivers the executed Contract to the **County**, the **Contractor** shall also deliver to the **County** such Bonds and insurance as may be required in accordance with these Contract Documents.

#### **3.2 Copies of Documents**

3.2.1 After the award of the Contract, the **County** shall furnish the **Contractor**, one set of Contract Documents for execution of the work.

#### **3.3 Commencement of Contract Time; Notice to Proceed**

3.3.1 The Contract Time shall commence as established in the Notice to Proceed. A Notice to Proceed may be given at any time after the execution of the Contract by the Chairman of the Board of County Commissioners and after a pre-construction meeting, if applicable.

#### **3.4 Starting the Work**

3.4.1 The **Contractor** shall begin the Work on the start date established. No work shall be done prior to the date on which the Contract Time commences. Any work performed by the **Contractor** prior to the date on which Contract Time commences shall be at the sole risk of the **Contractor**.

#### **3.5 Before Starting Construction**

3.5.1 Before undertaking each part of the Work, the **Contractor** shall carefully study and compare the Contract Documents; check and verify pertinent figures shown thereon and all applicable field measurements. The **Contractor** shall promptly report, in writing, to the **Professional** and the **County** any conflict, error, ambiguity or discrepancy which the **Contractor** may discover and shall obtain a written interpretation or clarification

from the **Professional** before proceeding with any Work affected thereby. The **Contractor** shall be liable to the **County** for failure to report any conflict, error, ambiguity or discrepancy in the Contract Documents, if the **Contractor** knew or reasonably should have known thereof.

3.5.2 Prior to the Notice to Proceed (unless otherwise specified in the General Requirements), the **Contractor** shall submit to the **Professional** and the County for review and ultimate approval the following:

3.5.2.1. a preliminary schedule of the required shop drawings and submittals which will list each required submittal and the times for submitting, reviewing and processing such submittal.

3.5.2.2 a preliminary schedule of values for all of the Work which will include quantities and prices of items aggregating the Contract Price. The schedule of values should subdivide the Work into component parts in sufficient detail to serve as the basis for progress payments during construction with sufficient breakdown of lump sum prices to identify items of work. Such amounts will include an appropriate amount of overhead and profit applicable to each item of work. A copy of the schedule of values, with the appropriate bid number and the appropriate W/MBE classification in accordance with Section 16.1.2. shall be sent to the Procurement Division, 330 West Church Street, Bartow, Florida 33830.

3.5.2.3. A construction schedule acceptable to the **Professional** and the **County** that clearly shows in graphic form the Work from start to finish describing in sufficient detail the minor and major tasks that in the course of their completion or the failure thereof will impact the Contractor's ability to complete the Work within the contract time. This schedule shall be updated and accompany every application for payment submitted. Should the updated schedule show any portion of the Work to be behind, the Contractor shall submit with the updated schedule a detailed recovery plan. This updated construction schedule shall be reviewed and approved by the **Professional** or the **County** at the time of a construction progress meeting that coincides with the submission of the progress application for payment. Failure to submit this recovery plan with the updated schedule will cause the application for payment to be rejected until such time the recovery plan is submitted.

3.5.3 Prior to the effective date of the Contract, the **Contractor** shall deliver to the **County**, with copies to each additional insured identified in the Supplementary Conditions, an original certificate of insurance (and other evidence of insurance which the **County** may reasonably request) which the **Contractor** is required to purchase and maintain in accordance with Article 6.

3.5.4 Before any Work at the site is started, a conference attended by the **Contractor**, **Project Manager**, **Procurement Representative**, **Professional** and others as

appropriate will be held to establish a working understanding among the parties as to the Work and to discuss the schedules referred to in 3.5.2, procedures for handling shop drawings and other submittals, processing applications for payment and maintaining required records. Unless otherwise provided in the Contract Documents, the schedules submitted in accordance with 3.5.2, the **Contractor** shall have an additional ten (10) calendar days to make corrections and adjustments and to complete and resubmit the schedules. No progress payment shall be made to the **Contractor** until the schedules are submitted to and deemed acceptable by the **Professional** as providing an orderly progression of the Work to completion within any specified Milestones and the Contract Time; but such acceptance will neither impose on the **Professional** responsibility for the sequencing, scheduling or progress of the Work nor interfere with or relieve the **Contractor** from the **Contractor's** full responsibility. The **Contractor's** schedule of shop drawings and submittals will be acceptable to the **Professional** as providing a workable arrangement for reviewing and processing the required Submittals. The **Contractor's** schedule of values shall be approved by the **Professional** and the **County** as to form and substance.

3.5.5 The **Contractor**, in addition to preparing an initially acceptable schedule, shall be responsible for maintaining the schedule, including updating the schedule. Schedule updates shall include progression of work as compared to scheduled progress of work. **SCHEDULE UPDATES MUST ACCOMPANY EACH PAY REQUEST.**

#### **ARTICLE 4 – CONTRACT DOCUMENTS, GOVERNING LAW AND VENUE, INTENT, DISCREPANCIES, AMENDING AND REUSE**

##### **4.1 Precedence**

4.1.1 The Contract Documents comprise the entire agreement between the **County** and the **Contractor** concerning the Work. The Contract Documents are complementary; what is called for by one is as binding as if called for by all. The Contract Documents will be construed in accordance with the Laws of the State of Florida; Venue shall be Polk County.

4.1.2 It is the intent of the Contract Documents to describe a functionally complete Project (or part thereof) to be constructed in accordance with the Contract Documents. Any work, material or equipment that may reasonably be inferred from the Contract Documents or from prevailing custom or trade usage as being required to produce the intended result will be furnished and performed whether or not specifically called for. When words or phrases which have a well-known technical or construction industry or trade meaning are used to describe the Work, material or equipment, such words or phrases shall be interpreted in accordance with that meaning. Clarifications and interpretations of the drawings and specifications shall be issued by the **Professional**.

4.1.3 Except as otherwise specifically stated in the Contract Documents or as may be provided by amendment or supplement thereto issued by one of the methods indicated

in 4.3.1 or 4.3.2, the provisions of the Contract Documents shall take precedence in resolving any conflict, error, ambiguity or discrepancy between the provisions of the Contract Documents and the provisions of any such standard, specification, manual, code or instruction (whether or not specifically incorporated by reference in the Contract Documents) and the provisions of any such Laws or Regulations applicable to the performance of the Work (unless such an interpretation of the provisions of the Contract Documents would result in violation of such Law or Regulation).

4.1.4 Reference to standards, specifications, manuals or codes of any technical society, organization or associations, or to the Laws or Regulations of any governmental authority, whether such reference be specific or by implication, shall mean the latest standard, version, specification, manual, code or Laws or Regulations in effect at the time of opening of Bids (or on the Effective Date of the Agreement if there were no Bids), except as may be otherwise specifically stated in the Contract Documents.

## **4.2 Conflicts**

4.2.1 If, during the performance of the Work, the **Contractor** discovers any conflict, error, ambiguity or discrepancy within the Contract Documents or between the Contract Documents and any provision of any such Law or Regulation applicable to the performance of the Work or of any such standard, specification, manual or code or of any instruction of any Supplier referred to in 7.2, the **Contractor** shall report it to the **Professional and Project Manager** in writing at once; and the **Contractor** shall not proceed with the Work affected thereby (except in an emergency as authorized by 7.13) until an amendment or supplement to the Contract Documents has been issued by one of the methods indicated in 4.3.1 or 4.3.2; however, the **Contractor** shall not be liable to the **County** for failure to report any such conflict, error, ambiguity or discrepancy unless the **Contractor** knew or reasonably should have known.

4.2.2 No provision of any such standard, specification, manual, code or instruction shall be effective to change the duties and responsibilities of the **County, Contractor or Professional**, or any of their subcontractors, Contractors, agents or employees from those set forth in the Contract Documents, nor shall it be effective to assign to the **County, Professional** or any of the **Professional's** Contractors, agents or employees any duty or authority to supervise or direct the furnishing or performance of the Work or any duty or authority to undertake responsibility inconsistent with the provisions of 10.7.1 or any other provision of the Contract Documents.

## **4.3 Amending**

4.3.1 The Contract Documents may be amended to provide for additions, deletions and revisions to the Work by a Change Order or an Allowance Authorization.

4.3.2 In addition, the requirements of the Contract Documents may be supplemented and **minor** variations and deviations in the Work may be authorized by a Field Order or the **Professional's** written interpretation or clarification.

#### 4.4 Reuse of Documents

4.4.1 The **Contractor**, any Subcontractor, Supplier or other person or organization performing or furnishing any of the Work under a direct or indirect contract with the **County** shall not have or acquire any title to or ownership rights in any of the Drawings, Specifications or other documents (or copies of any thereof) prepared by or bearing the seal of the **Professional** or the **Professional's** Contractor; and shall not reuse any of such Drawings, Specifications, other documents or copies on extensions of the Project or any other project without written consent of the **County** and specific written verification or adaption by the **Professional**.

### ARTICLE 5 – PROJECT CONDITIONS

#### 5.1 Availability of Lands

5.1.1 The **County** shall furnish, as indicated in the Contract Documents, the lands upon which the Work is to be performed, rights-of-way and easements for access thereto, and such other lands which are designated for the use of the **Contractor**. Upon reasonable written request, the **County** shall furnish the **Contractor** with a correct statement of record legal title and legal description of the lands upon which the Work is to be performed. The **County** shall identify any encumbrances or restrictions not of general application, but specifically related to use of lands so furnished with which the **Contractor** will have to comply in performing the Work. Necessary easements or rights-of-way will be obtained and expenses will be borne by the **County**. If the **Contractor** and the **County** are unable to agree on entitlement to or the amount or extent of any adjustments in the Contract Price or the Contract Time as a result of any delay in the **County's** furnishing these lands, rights-of-way or easements, the **Contractor** may make a claim therefore as provided in Articles 12 and 13. The **Contractor** shall provide for all additional lands and access, which includes access by **County** personnel thereto that may be required for temporary construction facilities or storage of material and equipment.

#### 5.2 Subsurface and Physical Conditions

5.2.1 Reference is made to the Supplementary Conditions for identification of those reports of exploration and tests of subsurface conditions at or contiguous to the site that have been utilized in preparing the Contract Documents.

#### 5.3 Limited Reliance by Contractor Authorized Technical Data

5.3.1 The **Contractor** may rely upon the general accuracy of the "technical data" contained in reports and drawings provided by the **County**. Such "technical data" is

identified in the Supplemental Conditions. Except for said reliance on such “technical data,” the **Contractor** may not rely upon or make any claim against the **County**, **Professional** or any of the **Professional’s** Contractors with respect to:

5.3.1.1 the completeness of these reports and drawings for the **Contractor’s** purposes, including, but not limited to, any aspects of the means, methods, techniques, sequences and procedures of construction to be employed by the **Contractor** and safety precautions and programs incident thereto; or

5.3.1.2 other data, interpretations, opinions and information contained in said reports or shown or indicated in said drawings; or

5.3.1.3 any **Contractor** interpretation of or conclusion drawn from any “technical data” or any such data, interpretations, opinions or information.

#### **5.4 Unknown or Concealed Conditions**

5.4.1 If conditions are encountered, excluding existing utilities, at the site which are (1) subsurface or otherwise concealed physical conditions which differ materially from those indicated in the Contract Documents or (2) unknown physical conditions of an unusual nature, which differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities of the character provided for in the Contract Documents, then the **Contractor** shall give the **County** notice, through the **Professional**, immediately before conditions are disturbed and in no event no later than 24 hours after first observance of the conditions.

5.4.2 The **Project Manager** and the **Professional** shall promptly investigate such conditions and, if they differ materially and cause an increase or decrease in the **Contractor’s** cost of, or time required for, performance of any part of the Work, the **Project Manager** and the **Professional** shall recommend an equitable adjustment in the Contract Price or Contract Time, or both. If the **Project Manager** and the **Professional** determine that the conditions at the site are not materially different from those indicated in the Contract Documents or are not materially different from those ordinarily found and that no change in the terms of the Contract is justified, the **Professional** shall notify the **Contractor** of the determination in writing. The Work shall be performed after the **Professional** provides direction.

#### **5.5 Physical Conditions – Underground Facilities**

5.5.1 The information and data shown or indicated in the Contract Documents with respect to existing Underground Facilities at or contiguous to the site is based on information and data furnished to the **County** or the **Professional** by the owners of such Underground Facilities or by others. Unless it is otherwise expressly provided in the Supplementary Conditions:

5.5.1.1 The **County** and the **Professional** shall not be responsible for the accuracy or completeness of any such information or data; and

5.5.1.2 The cost of the following will be included in the Contract Price and the **Contractor** shall have full responsibility for (i) reviewing and checking all such information and data; (ii) locating all Underground Facilities shown or indicated in the Contract Documents; (iii) coordination of the Work with the owners of such Underground Facilities during construction; and (iv) the safety and protection of all such Underground Facilities as provided in 7.11 and repairing any damage resulting from the Work.

5.5.2 If an Underground Facility is uncovered or revealed at or continuant to the site which was not shown or indicated in the Contract Documents, the **Contractor** shall, promptly after becoming aware of and before further disturbing conditions affected by or performing any Work in connection therewith (except in an emergency as required by 7.13), identify the owner of such Underground Facility and give written notice to that owner and to the **County** through the **Professional**. The **Project Manager** and the **Professional** will promptly review the Underground Facility and determine the extent, if any, to which a change is required in the Contract Documents to reflect and document the consequences of the existence of the Underground Facility. If the **Project Manager** concludes that a change in the Contract Documents is required, a Change Order will be issued as provided in Article 11 to reflect and document such consequences. During such time, the **Contractor** shall be responsible for the safety and protection of such Underground Facility as provided in 7.11. The **Contractor** shall be allowed an increase in the Contract Price or an extension of the Contract Time, or both, to the extent that they are attributable to the existence of any Underground Facility that was not shown or indicated in the Contract Documents and that the **Contractor** did not know of and could not reasonably have been expected to be aware of or to have anticipated. If the **County** and the **Contractor** are unable to agree on entitlement to or the amount or length of any such adjustment in Contract Price or Contract Time, the **Contractor** may make a claim therefore as provided in Articles 12 and 13. However, the **County** and the **Professional** shall not be liable to the **Contractor** for any claims, costs, losses or damages incurred or sustained by the **Contractor** on or in connection with any other project or anticipated project.

## 5.6 Reference Points

5.6.1 The **County** shall provide the **Contractor** surveys to establish reference points for construction, which in the **County's** judgment are necessary to enable the **Contractor** to proceed with the Work. The **Contractor** shall be responsible for laying out the Work; shall protect and preserve the established reference points; and shall make no changes or relocation without the prior written approval of the **County**. The **Contractor** shall report to the **Professional** whenever any reference point is lost or destroyed or requires relocation of such reference points by professionally qualified personnel.

## **5.7 Asbestos, PCBs, Petroleum, Hazardous Waste or Radioactive Material**

5.7.1 The **County** shall be responsible for any Asbestos, PCBs, Petroleum, Hazardous Waste or Radioactive material or any hazardous material uncovered or revealed at the site which was not shown or indicated in drawings or specifications or identified in the Contract Documents to be within the scope of the Work and which may present a substantial danger to persons or property exposed thereto in connection with the Work at the site. The **County** shall not be responsible for any such material brought to the site by the **Contractor**, Subcontractor, Suppliers or anyone else for whom the **Contractor** is responsible.

5.7.2 The **Contractor** shall immediately: (i) stop all work in connection with such hazardous condition and in any area affected thereby (except in an emergency as required by 7.13); and (ii) notify the **County** and the **Professional** (and thereafter confirm such notice in writing). The **County** shall promptly consult with the **Professional** concerning the necessity for the **County** to retain a qualified expert to evaluate such hazardous condition or take corrective action, if any. The **Contractor** shall not be required to resume Work in connection with such hazardous condition or in any such affected area until after the **County** has obtained any required permits related thereto and delivered to the **Contractor** special written notice (i) specifying that such condition and any affected area is or has been rendered safe for the resumption of work; or (ii) specifying any special conditions under which such Work may be resumed safely.

If the **County** and the **Contractor** cannot agree as to entitlement to or the amount or extent of an adjustment, if any, in Contract Price or Contract Time as a result of such work stoppage or such special conditions under which Work is agreed by the **Contractor** to be resumed, either party may make a claim therefore as provided in Articles 12 and 13.

5.7.3 If, after receipt of such special written notice, the **Contractor** does not agree to resume such work based on a reasonable belief it is unsafe, or does not agree to resume such work under such special conditions, then the **Contractor** may order such portion of the work that is in connection with such hazardous conditions or in such affected area to be deleted from the Work. If the **County** and the **Contractor** cannot agree as to entitlement to or the amount or extent of an adjustment, if any, in Contract Price or Contract Time as a result of deleting such portion of the Work, then either party may make a claim therefore as provided in Articles 12 and 13. The **County** may have such deleted portion of the Work performed by the **County's** own forces or others in accordance with Article 8.

5.7.4 The provisions of 5.2 and 5.5 are not intended to apply to Asbestos, PCBs, Petroleum, Hazardous Waste or Radioactive Material uncovered or revealed at the site.

## Article 6 - BONDS, INSURANCE, INDEMNIFICATION

### 6.1 Public Construction Bond and Other Bonds

6.1.1 The **Contractor** shall furnish a Public Construction Bond, unless otherwise stated in the Invitation for Bid, in an amount equal to the amount recommended for award and, if called out in the contract, the allowance amount, as security for the faithful performance and payment of all the **Contractor's** obligations under the Contract Documents. This Bond shall remain in effect at least until one year after the date when final payment becomes due, except as otherwise provided by Laws or Regulations or by the Contract Documents. The **Contractor** shall also furnish such other Bonds as are required by the Supplementary Conditions. All Bonds shall be in the form prescribed by the Contract Documents except as otherwise provided by Laws or Regulations, and shall be executed by such sureties as are named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by the Audit Staff, Bureau of Government Financial Operations, U.S. Treasury Department and A.M. Best rated AVIII or better.

6.1.2 The **Contractor** shall be required to furnish additional coverage for added work. The surety is required to increase the amount of the bond in the same amount of one or more change orders.

6.1.3 The bonds required by the Contract Documents to be purchased and maintained by the **Contractor** shall be obtained from a surety that is duly licensed or authorized in the State of Florida to issue bond for the limits and coverages so required. All bonds signed by an agent must be accompanied by a certify copy of authority to act. Such surety shall also meet such additional requirements and qualifications as may be provided in the Supplementary conditions.

6.1.4 If the surety on any bond furnished by the **Contractor** is declared bankrupt, becomes insolvent, its right to do business is terminated in any state or it ceases to meet the requirements of 6.1.1, the **Contractor** shall within ten (10) work days thereafter substitute another bond and surety, both of which must be acceptable to the **County**.

### 6.2 Certificates of Insurance

6.2.1 All insurance required by the Contract Documents to be purchased and maintained by the **Contractor** shall be obtained from an insurance company that is duly licensed or authorized in the State of Florida to issue insurance policies for the limits and coverages so required. Such insurance companies shall also meet such additional requirements and qualifications as may be provided in the Supplementary Conditions.

6.2.2 The **Contractor** shall deliver to the **County**, with copies to each additional insured identified in 6.3.1, certificates of insurance (and other evidence of insurance requested by the **County** or any other additional insured) which the **Contractor** is required to purchase and maintain in accordance with 6.3.1.

**6.3 Contractor’s Liability Insurance**

6.3.1 The **Contractor** shall purchase and maintain such liability and other insurance as is appropriate for the work being performed and furnished and will provide protection from claims set forth below which may arise out of or result from **Contractor’s** performance and furnishing of the Work and the **Contractor’s** other obligations under the Contract documents, whether it is to be performed or furnished by the **Contractor**, Subcontractor, Supplier or anyone for whose acts any of them may be liable. The **Contractor** shall purchase and maintain in force during the contract period with an insurer licensed to do business in the State of Florida; rated “A” or better by A.M. Best Rating Company for Class VIII financial size category, and acceptable to the **County** the following insurances. The limits of liability for the insurance shall provide coverage for not less than the following amounts or greater where required by Laws and Regulations.

- a. Workers’ Compensation Insurance providing statutory benefits, including those that may be required by any applicable federal statute:

Admitted in Florida	Yes
Employer’s Liability	\$100,000
All States Endorsement	Statutory
USL & H Endorsement	Statutory
Voluntary Compensation	Statutory

- b. Commercial General Liability Insurance, naming the **County** (Owner) as an additional insured and/or Owner Protective Liability, when required by the County’s Risk Manager, Contractual, Products and Completed Operations Liability coverage on an occurrence policy form in limits not less than those listed and deductible amounts not to exceed \$25,000.

Aggregate Combined:	<u>\$2,000,000</u>
Each Occurrence:	<u>\$1,000,000</u>
M&C/CGL	\$ _____
Broad Form CGL	<u>\$1,000,000</u>

Contractual Liability	<u>\$1,000,000</u>
Products	<u>\$</u>
Completed Operations	<u>\$1,000,000</u>
Personal Injury	<u>\$</u>
Independent Contractors	<u>\$</u>
XCU Property Damage Excel	<u>\$</u>
Excess Liability	<u>\$</u>

Regarding Completed Operations Liability: Continue coverage in force for two (2) years after **County's** acceptance of the project.

- c. Automobile Liability Insurance. Coverage shall be maintained by the **Contractor** as to the ownership, maintenance and use of all of its owned, non-owned, leased or hired vehicles with limits of not less than:

Bodily Injury & Property Damage Liability     \$1,000,000  
 Combined Single Limit Each Accident

These policies will provide that:

- 1) The insurer(s) waive their rights of subrogation in favor of the **County**, their officials, employees, agents and Contractors for Workers' Compensation and General Liability.
- 2) The **County**, a political subdivision of the State of Florida, shall be named as an additional insured with respect to liability arising from the work performed for the County by the Contractor (as defined by the scope of this bid and subsequent contract) for Automotive and General Liability policies of insurance. This should be stated on Certificate(s) of Insurance and subsequently endorsed into the policies. Renewal notices to be sent to the Procurement Division.
- 3) The **Contractor** shall not be given Notice to proceed under this contract until it has obtained all the insurance required by the Contract Documents and such insurance has been approved by the **County**. The original insurance certificates shall be given to:

Polk County, a political subdivision of the State of Florida  
 P.O. Box 9005, Drawer AS05  
 Bartow, Florida 33830

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

6.3.2 Notwithstanding any other provision of these documents to the contrary, the **Contractor** shall not provide Builder's Risk or Architects' and Engineers' Professional Liability Insurance unless specially requested by the **County**. The **County** has Builder's Risk coverage and will provide the **Contractor** with appropriate Certificate of Insurance upon request. The County's Builder's Risk policy does not insure the **Contractor's** tools, machinery or equipment that is stored at the job site. If the **Contractor** is required to store tools, machinery or equipment at the job site, the **Contractor** should provide insurance in the form of an equipment floater for the **Contractor's** tools and equipment. The **County** should be named as an additional insured on the **Contractor's** policy, with an appropriate waiver of subrogation as to any claims the **Contractor** or the **Contractor's** insurer may have against the **County** arising from the storage of the **Contractor's** tools and equipment.

6.3.3 The **Contractor** shall not allow a Subcontractor to work on a project without either Subcontractor carrying their own Workers' Compensation and Liability insurance or the **Contractor** covering the Subcontractor under their policies. The policy is the same for each succeeding sub-tier contractor. The **County** may request proof of such coverage for any Subcontractor at any time during the project.

6.3.4 Any additional insurance, if required, will be called out in the Supplementary Conditions.

#### **6.4 Receipt and Application of Insurance Proceeds**

6.4.1 Any insured loss under the policies of insurance required by this agreement will be adjusted with the **County** and made payable to the **County** as fiduciary for the insured as their interest may appear. The **County** shall account for all money received and shall distribute it in accordance with such agreement as the parties in interest may reach. If no other special agreement is reached, the damaged work shall be repaired or replaced; the money so received applied on account thereof; and the work and cost thereof covered by an appropriate change order or written amendment as determined by the **County**.

6.4.2 The **County** as fiduciary has the power to adjust and settle any loss with the insurers. If such objection is made, the **County** as fiduciary shall make settlement with the insurers in accordance with such agreement as the parties and interests may reach. If no such agreement among the parties and interests is reached, the **County** as fiduciary shall adjust and settle the loss with the insurers.

#### **6.5 Indemnification**

6.5.1 The **Contractor** shall indemnify, defend (by counsel reasonably acceptable to County) and hold harmless the County and its employees and agents from and against

all liabilities, claims, suits, demands, damages, losses and expenses, including attorney fees, including, but not limited to or resulting from the performance of its Work, provided that any such liability, claim, suit, demand, damage, loss or expenses (a) is attributable to bodily injury, personal injury, sickness, disease or death or injury to or destruction of tangible property, including the loss of use resulting therefrom; and (b) is caused in whole or in part by an act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, whether or not it is caused in whole or in part by the negligence or other fault of a party indemnified hereunder.

6.5.2 In any and all claims against the **County** or any of its agents or employees by any employee of the **Contractor**, any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, the indemnification obligation under the previous paragraph shall not be limited in any way as to the amount or type of damages, compensations or benefits payable by or for the **Contractor** or any Subcontractor under workers' compensation acts, disability benefit acts or other employee benefit acts.

6.5.3 The **Contractor** shall indemnify and hold harmless the **County** and anyone directly or indirectly employed by it from and against all claims, suits, demands, damages, losses or expenses (including attorney fees) arising out of any infringement of patent or copyrights held by others; and shall defend all such claims in connection with any alleged infringement of such rights.

## **ARTICLE 7 – CONTRACTOR'S RESPONSIBILITIES**

### **7.1 Supervision and Superintendence**

7.1.1 The **Contractor** shall provide at all times when the Work is being executed a competent superintendent to supervise and direct the Work in accordance with the Contract Documents. Prior to the commencement of the Work the **Contractor** shall provide a resume of the superintendent that will be assigned the responsibility to supervise the Work. If in the judgment of the **County** the proposed superintendent lacks the experience, skills and expertise to competently and efficiently supervise and direct the Work, then the **County** may require the **Contractor** to assign a different superintendent and the **Contractor** will be required to submit the resume of the replacement for the same consideration as before. The **Contractor** shall be solely responsible for the means, methods, techniques, sequences and procedures of construction, but the **Contractor** shall not be responsible for the negligence of others in the design or specifications of a specific means, method, technique, sequence or procedure of construction which is shown or indicated in and expressly required by the Contract Documents. The **Contractor** shall be responsible to see that the completed Work complies accurately with the Contract Documents.

7.1.2 The **Contractor** shall keep on the Work at all times during its progress a competent resident superintendent, who shall not be replaced without written notice to

the **County**, through the **Professional**, except under extraordinary circumstances. The superintendent will be the **Contractor's** representative at the site and shall have authority to act on behalf of the **Contractor**. All communications to the superintendent shall be as binding as if given to the **Contractor**.

## **7.2 Labor, Material and Equipment**

7.2.1 The **Contractor** shall provide and pay for competent, suitable, qualified personnel to survey and lay out the Work and perform construction as required by the Contract Documents. The **Contractor** shall at all times maintain good discipline and order on the site.

7.2.2 The **Contractor** shall furnish and pay for all material, equipment, labor, transportation, construction equipment machinery, tools, appliances, fuel, power, light, heat, telephone, water facilities, sanitary facilities, all other facilities and all other incidentals whether temporary or permanent necessary for the execution, testing, initial operation, and completion of the Work as required by the Contract Documents.

7.2.3 All material and equipment shall be new and of good quality, except as otherwise provided in the Contract Documents. If required by the **Professional**, the **Contractor** shall furnish satisfactory evidence as to the kind and quality of material and equipment.

7.2.4 All material and equipment shall be applied, installed, connected, erected, used, cleaned and conditioned in accordance with the instructions of the applicable manufacturer, fabricator or processor, except as otherwise provided in the Contract Documents.

## **7.3 Substitute Material or Equipment**

7.3.1 If the **Contractor** wishes to furnish or use a proposed substitute after the award of the Contract, it shall within thirty (30) calendar days after Notice to Proceed make written application to the **Professional** and the **Project Manager** for consideration of such substitute, certifying in writing that the proposed substitute: will perform adequately the duties imposed by the general design; be similar and of equal substance or quality to that specified; and be suited to the same use and capable of performing the same function as that specified. No substitute shall be ordered or installed without the prior written approval of the **Professional**. The application shall also contain an itemized estimate of all costs that may result directly or indirectly from acceptance of such substitute, including costs of redesign, delays, maintenance and claims of other contractors affected by the resulting change, all of which shall be considered by the **Project Manager** and the **Professional** in evaluating the proposed substitute. Approval of any change in costs or schedule as a result of acceptance of the substitute by the Professional shall be by Change Order.

7.3.2 This paragraph applies to any cost reduction proposal (hereinafter referred to as a Value Engineering Change Proposal or VECP) initiated and developed by the **Contractor** for the purpose of refining the Contract Documents so as to contribute to design cost effectiveness or significantly improve the quality of the end result. VECPs must result in savings without impairing essential functions and characteristics such as safety, service, life, reliability, economy of operation, ease of maintenance, aesthetics and necessary standard design features. The **Contractor** must state that they are submitting a VECP proposal. The VECP shall be submitted to the **County** through the **Professional**. The **County** reserves the right to reject, at their discretion, any VECP submittal. As a minimum, the following information shall be submitted by the Contractor with each VECP:

- 1) A description of the difference between the existing contract requirement and the proposed change;
- 2) The comparative advantages and disadvantages; and
- 3) Separate detailed cost estimates for both the existing contract requirement and the proposed change.

If a VECP is approved by the **County**, the **Contractor** may be entitled to share in the savings up to fifty percent (50%).

#### **7.4 Concerning Subcontractors**

7.4.1 The **Contractor** shall be fully responsible for all acts and omissions of their Subcontractors and of persons directly or indirectly employed by them and of persons for whose acts any of them may be liable to the same extent as if they were employed by the **Contractor**. Nothing in the Contract Documents shall create any contractual relationship between any Subcontractor and the **County** or any obligation on the part of the **County** to pay or to see to the payment of any monies due any Subcontractor, except as may otherwise be required by law. The **County** may furnish to any Subcontractor, to the extent practical, evidence of amounts paid to the **Contractor** for specific Work done.

7.4.2 The **Contractor** shall identify and provide information on Subcontractors, Suppliers and other persons or organizations which shall be used by the **Contractor**, in accordance with requirements of the Contract Documents.

7.4.3 The divisions and sections of the Specifications and the identifications of any Drawings shall not control the **Contractor** in dividing work among Subcontractor or delineating the Work to be performed by any specific trade.

7.4.4 The **Contractor** agrees to bind specifically every Subcontractor to the applicable terms and conditions of the Contract Documents, including but not limited to the General Conditions and Supplementary Conditions, for the benefit of the **County**.

7.4.5 All Work performed for the **Contractor** by a Subcontractor shall be pursuant to an appropriate written agreement between the **Contractor** and the Subcontractor which shall contain provisions that waive all rights the contracting parties may have against one another for damages caused by fire or other perils covered by insurance, except such rights as they may have to the proceeds of such insurance held by the **County** as trustee. The **Contractor** shall pay each Subcontractor an appropriate amount, determined by the value of the Work, of any insurance monies received by the **Contractor** under this insurance.

## 7.5 Patent Fees and Royalties

7.5.1. The **Contractor** shall pay all license fees and royalties and assume all costs incident to the use of any invention, design, process or device which is the subject of patent rights or copyrights held by others. The **Contractor** shall indemnify and hold harmless the **County** and its employees and agents from and against all claims, costs, losses and damages arising out of or resulting from any infringement of patent rights or copyrights incident to the use in the performance of the Work or resulting from the incorporation in the Work of any invention, design, process, product or device not specified in the Contract Documents.

## 7.6 Permits

7.6.1 The **Contractor** shall obtain and pay for all construction permits, licenses, governmental charges, inspection fees and all public utility charges which are applicable and necessary for the execution of the Work. All permit costs and public utility charges shall not be included in the base bid. Permit fees, if any, will be reimbursed to the **Contractor** on a separate invoice. Permits, if any, that are provided and paid for by the **County**, are listed in the Supplementary Conditions. Any delays associated with the permitting process will be considered for time extensions only; however, no damages or additional compensation for delay will be allowed.

## 7.7 Laws and Regulations

7.7.1 The **Contractor** shall give all notices and comply with all laws, ordinances, rules and regulations applicable to the Work. If the **Contractor** observes that any of the Contract Documents are contradictory to such laws, rules and regulations, it will notify the Professional promptly in writing. Any necessary changes shall then be adjusted by an appropriate Change Order. If the **Contractor** performs any Work that they know or should have known to be contrary to such laws, ordinances, rules and regulations and without such notice to the Professional, the **Contractor** shall bear all related costs.

## **7.8 Taxes**

7.8.1 The **Contractor** shall pay all sales, consumer, use and other similar taxes required to be paid by the **Contractor** in accordance with the Laws and Regulations of the place of the project which are applicable during the performance of the Work.

## **7.9 Use of Premises**

7.9.1 The **Contractor** shall confine their equipment, storage of material, storage of equipment and the operations of their workers to the areas permitted by law, ordinances, permits or the requirements of the Contract Documents. The **Contractor** shall not unreasonably encumber the site with material and equipment. Any loss or damage to the **Contractor's** or any Subcontractor's equipment is solely at the risk of the **Contractor**.

7.9.2 During the progress of the Work, the **Contractor** shall keep the premises free from accumulations of waste material, rubbish and other debris or contaminants resulting from the Work. At the completion of the Work, the **Contractor** shall remove all waste material, rubbish and debris from and about the premises as well as all tools, appliances, construction equipment, machinery and surplus material. The **Contractor** shall leave the site clean and ready for occupancy by the **County** at substantial completion of the Work. The **Contractor** shall restore to original condition all property so designated for alteration by the Contract Documents.

7.9.3 The **Contractor** shall not load or permit any part of any structure to be loaded in any manner that will endanger the structure. The **Contractor** shall not subject any part of the Work or adjacent property to stresses or pressures that will endanger them.

## **7.10 Record Documents**

7.10.1 The **Contractor** shall keep at the site and in good order one record copy of the Contract Documents to include all Drawings and Specifications. These documents shall be annotated on a continuing basis to show all changes made during the construction process. These shall be available to the **Professional** and the **Project Manager** for their review. Upon completion of the requirements of the Contract Documents the **Contractor** shall turn over these annotated documents to the **County** unless instructed otherwise in the Supplementary Conditions.

## **7.11 Safety and Protection**

7.11.1 The **Contractor** shall take all necessary precautions for the safety of and will provide the necessary protection to prevent damage, injury or loss to:

7.11.1.2 All employees on the Work and other persons who may be affected by it.

7.11.1.3 All the Work and all material or equipment to be incorporated, whether in storage on or off the site. The **Contractor** shall assume all risk of loss for stored equipment or material, irrespective of whether the **Contractor** has transferred the title of the stored equipment or material to the **County**.

7.11.1.4 Other property at the site or adjacent to it, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.

7.11.2 The **Contractor** is responsible for observing all OSHA regulations and shall self-inspect to ensure this is accomplished. The **Contractor** shall ensure that all personnel are properly trained and shall be able to provide documentation for their personnel that have attended training courses. Examples of such training courses are: Hazard Communications, Traffic Work Zone Safety, Personal Protective Equipment, First Aid/CPR, Permit Required Confined Space, Lock Out/Tag Out of Hazardous Energy. The **Contractor** is required to comply with OSHA Standards regardless of the number of employees they may have.

7.11.3 A **County** representative may periodically monitor work site safety. Should there be safety and/or health violations, classified as Serious, Willful or Criminal/Willful Violations, the **County's** representative may have the authority, but not the duty, to require the **Contractor** to correct the violation in an expeditious manner. Inspections shall be based on requirements contained in law. The definitions of serious, willful and criminal/willful violations are as follows:

**Serious Violation:** A serious violation shall be deemed to exist in a place of employment if there is a substantial probability that death or serious physical harm could result from a condition which exists; or from one or more practices, means, methods, operations or processes which have been adopted or are in use, in such place of employment unless the employer did not, and could not, with the exercise of reasonable diligence, know of the presence of the violation.

**Willful Violation:** May exist where evidence shows that the employer committed an intentional and knowing violation of the Act.

**Criminal/Willful Violation:** A repeat violation of a previously cited willful violation.

Violation of Serious, Willful or Criminal violation may have the following consequences:

First violation: The correction may be a verbal warning and the correction shall be done the same day. Written documentation may be maintained by the **County**.

Second violation May result in work stoppage until the violation is corrected. The work stoppage shall not entitle the **Contractor** to additional

contract time or compensation. Liquidated damages provision will remain in full force and effect.

Third violation This may constitute a breach of contract for safety violations and may result in termination of the contract, at the sole discretion of the **County**.

**Note: The County Safety Officer may stop any job to ensure the safety of all concerned.**

7.11.4 Should the work site be in a hazardous area, the **County** may furnish the **Contractor** with information concerning hazards such as types or identification of known toxic material, machine hazards, Material Safety Data Sheets or any other information that would assist the **Contractor** in the planning of a safe work site.

7.11.5 The **Contractor** shall be aware that while working for the **County**, representatives from agencies such as the United States Department of Labor, Occupational Safety and Health Administration (OSHA) are invitees and need not have warrants or permission to enter the work site. These agencies, as well as the County Safety Officer, enter at the pleasure of the **County**.

7.11.6 The **Contractor** shall designate a competent person of its organization whose duty shall be the prevention of accidents at the site. This person shall be the **Contractor's** superintendent, unless otherwise designated in writing by the **Contractor** to the **Professional**. All communications to the superintendent shall be as binding as if given to the **Contractor**.

7.11.7 Should there be catastrophic injuries, as defined by OSHA, or a fatality on the worksite, the County Safety Manager, Risk Management Division, (863) 534-5267, shall be notified immediately. The Contractor shall promptly report by telephone and in writing to a County Representative and Professional all accidents arising out of or in connection with the Work which cause death, personal injury (defined by OSHA as a "lost time" accident), or property damage in excess of \$500.00; giving full details and statements of any witnesses. County Representatives are defined as follows: The Division Director or the authorized representative, the division Project Manager and County Risk Management. Non-adherence to this policy could be cause for disqualification of the Contractor on future County Projects.

7.11.8 Should the County Safety Manager, require the OSHA 300 Log, a written safety and health plan and/or training documents, these documents shall be at this office within 24 hours of the request. Failure to provide the documentation within that time frame may cause the job to be shut down, at no expense to the **County**, until such documents are received.

7.11.9 In any event the **County** may stop the work when, in the **County's** opinion, the work is being performed in violation of any health and safety rules, regulations or laws. This includes environmental issues.

7.11.10 When it becomes necessary to stop the work for any of the reasons contained herein, the **County** shall issue a Stop Work Order to instruct the **Contractor** to cease work on the project. The **County** shall not be penalized in any manner as a result of this Stop Work Order.

## **7.12 Drug Free Work Place Policy**

7.12.1 The **County** has a very comprehensive policy to ensure a drug free work place. The substance of this policy shall become a part of this contract as described below.

7.12.1.1 The **Contractor** and its employees and Subcontractors are strictly prohibited from the following:

Using illegal drugs on **County** property; Manufacturing, distributing, dispensing, selling, possessing, or using a non-prescribed substance, illegal drug or alcohol, while at work or on or in **County** property. Reporting for work or performing work under the influence of a non-prescribed substance, illegal drug or alcohol.

7.12.1.2 If there is reason to believe that this policy is being violated, the **Contractor** shall be required to take immediate action to correct the violation and ensure the **County** that further violations will not occur. The remedy shall, at a minimum, require the person or persons who are the subject of the violation to be banned from the work place.

## **7.13 Emergencies**

7.13.1 In emergencies affecting the safety of persons, the Work or property at the site or adjacent thereto, the **Contractor**, without special instructions or authorization from the **Professional** if time or circumstances do not permit, is obligated to prevent or mitigate threatened damage, injury or loss. The **Contractor** shall give the **Professional** written notice that the emergency provision has been invoked and shall state the reasons within twenty-four (24) hours of the incident. If the **Contractor** believes the emergency results in additional Work, a claim for a Change Order may be submitted in accordance with the procedures set forth herein.

7.13.1.1 The **Contractor** shall immediately notify the **Professional** of all events involving personal injuries to any person on the site, whether or not such person was engaged in the construction of the Project, and shall file a written report on such person(s) and any other event resulting in property damage of any amount within five (5) calendar days of the occurrence.

7.13.1.2 If the **Professional** determines that a change in the Contract Documents is required because of the action taken by the **Contractor** in response to such an emergency, a Change Order will be issued to document the consequences of such action.

## 7.14 Submittals and Samples

7.14.1 After checking and verifying all field measurements, the **Contractor** shall promptly submit to the **Professional** for approval, in accordance with the accepted schedule of submittals, all submittals and samples required by the Contract Documents. All submittals and samples shall have been checked by and stamped with the approval of the **Contractor** and identified as the **Professional** may require. The data shown on or with the submittals will be complete with respect to dimensions, design criteria, materials and any other information necessary to enable the **Professional** to review the submittal as required. At the time of each submission, the **Contractor** shall give notice to the **Professional** of all deviations that the submittal or sample may have from the requirements of the Contract Documents.

7.14.1.1 The **Professional** shall review and approve submittals and samples. The **Professional's** review and approval shall be only for conformance with the design concept of the Project and compliance with the information given in the Contract Documents. The approval of a separate item as such will not indicate approval of the assembly in which the item functions. The **Contractor** will make any corrections required by the **Professional** and resubmit the required number of corrected copies until approved. The **Contractor's** stamp of approval on any submittal or sample shall constitute its representation to the **Professional** and the **County** that the **Contractor** has determined and verified all quantities, dimensions, field construction criteria, materials, catalog numbers and similar data; and that each submittal or sample has been reviewed or coordinated with the requirements of the Work and the Contract Documents.

7.14.1.2 No Work requiring a submittal or sample submission shall commence until the submission has been approved by the **Professional**. A copy of each approved submittal and each approved sample shall be kept in good order by the **Contractor** at the site and shall be available to the **Professional** and the **County** staff. Any delays associated with the submittal process will be considered for time extensions only, and no damages or additional compensation for delay will be allowed.

7.14.1.3 The **Professional's** approval of submittals or samples shall not relieve the **Contractor** from responsibility for any variation from the requirements of the Contract Documents unless the **Contractor** has in writing called the **Professional's** attention to each such variation at the time of submission and the **Project Manager** has given written approval to the specific deviation; any such approval by the **Professional** shall not relieve the **Contractor** from responsibility for errors or omissions in the submittal.

7.14.1.4 Where a shop drawing or sample is required by the Contract Documents or the schedule of shop drawings and sample submissions accepted by the **Professional** as required, any related work performed prior to the **Professional's** review and approval of the pertinent submittal will be at the sole expense and responsibility of the **Contractor**.

## **7.15 Cleaning Up**

7.15.1 The **Contractor** shall maintain the site free from accumulations of waste material, rubbish and other debris or contaminants resulting from the work, at a minimum, on a daily basis or as otherwise required. At the completion of the work, the **Contractor** shall remove all waste material, rubbish and debris from the site as well as all tools, construction equipment, machinery and surplus material; and will leave the site clean and ready for occupancy by the **County**. All disposals shall be in accordance with applicable laws and regulations. In addition to any other rights available to the **County** under the Contract Documents, the **Contractor's** failure to maintain the site may result in withholding of any amounts due the **Contractor**. The **Contractor** will restore to original condition those portions of the site not designated for alteration by the Contract Documents.

## **ARTICLE 8 – OTHER WORK**

8.1 The **County** may perform additional work related to the Project with its own forces or may use other contracts for the execution of additional work. The **Contractor** shall provide the other contractors who are parties to such contracts, including but not limited to, the other contractor's employees, agents, Subcontractors and Suppliers (or the **County's** forces performing the additional work), reasonable opportunity for the introduction and storage of material and equipment and the execution of work, and shall properly connect and coordinate its work with theirs. The **Contractor** shall do all cutting, fitting and patching of the Work that may be required to make its several parts come together properly and integrate with such other work. The **Contractor** shall not endanger any work of others by cutting, excavating or otherwise altering their work and will only cut or alter their work with the written consent of the **Professional** and the others whose work will be affected. The **Contractor** is not entitled to exclusive use of the site.

8.1.1 If any part of the **Contractor's** work depends (for proper execution or results) upon the work of any other contractor (or the **County**), the Contractor will inspect and promptly report to the Professional in writing any defects or deficiencies in the work that renders it unsuitable for the proper execution and results. The **Contractor's** failure to report shall constitute an acceptance of the other work, except as to defects and deficiencies which may appear in the other work after the execution of its work.

## **ARTICLE 9 – COUNTY'S RESPONSIBILITIES**

9.1 Except as otherwise provided in these General Conditions, the **County** shall issue all communications to the **Contractor** through the **Professional**.

9.1.1 The **County** shall furnish the data required under the Contract Documents and shall make payments to the **Contractor** when due as provided in Article 15.

9.1.2 The **County's** responsibilities for providing lands, easements and engineering surveys to establish reference points are set forth in Article 5.

## **ARTICLE 10 – PROFESSIONAL’S STATUS DURING CONSTRUCTION**

### **10.1 County’s Representative**

10.1.1 The **Professional** shall be a representative of the **County** during the construction period. The duties, responsibilities and limitations of authority of the **Professional** as the **County’s** representative during construction are set forth in these General Conditions.

### **10.2 Visits to the Site**

10.2.1 The **Professional** shall make periodic visits to the site to observe the progress and quality of the executed Work and to determine, in general, if the Work is proceeding in accordance with the Contract Documents.

### **10.3 Clarifications and Interpretations**

10.3.1 The **Professional** shall issue such written clarifications or interpretations of the Contract Documents (in the form of Drawings or otherwise) as may be determined necessary, or as reasonably requested by the **Contractor**, which shall be consistent with or reasonably inferable from the overall intent of the Contract Documents. If the **Contractor** believes that a written clarification and interpretation entitles them to an increase in the Contract Price, Contract time, or both, the **Contractor** may make a claim as provided for in Article 11, 12 and 13.

### **10.4 Rejecting Defective Work**

10.4.1 The **Professional** has the authority to disapprove or reject Work, which is defective. The **Professional** also has authority to require special inspection or testing of the Work at the **Contractor’s** expense, as provided in Article 14, whether or not the Work is fabricated, installed or completed when the work has been declared defective.

### **10.5 Resident Engineer or Architect**

10.5.1 The **Professional** may furnish a full or part-time Resident Engineer or Architect and other personnel to assist them in carrying out services at the site. The duties, responsibilities and limitations of authority of the Resident Engineer or Architect and other personnel are set forth in the Supplementary Conditions, if applicable.

### **10.6 Decisions on Disagreements**

10.6.1 The **Professional** shall interpret the requirements of the Contract Documents and determine the acceptability of the Work. If the **Contractor** disagrees with the **Professional’s** opinion, the **Contractor** shall refer claims, disputes and other matters relating to the acceptability of the Work or their interpretation of the requirements of the Contract Documents initially to the **Professional** in writing with a request for a formal decision. The **Professional** will render in writing their opinion concerning the

**Contractor's** request for a formal decision and shall submit same to the **Project Manager**. After receipt of the Professional's written opinion and all information requested from the **Contractor**, the **Project Manager** shall render a formal decision in writing, which shall then be conveyed to the **Contractor** by the **Professional**. Written notice of each claim, dispute and other matter shall be delivered by the **Contractor** to the **Professional** within seven (7) calendar days of the occurrence first happening. Written supporting data will be submitted to the **Professional** within fifteen (15) calendar days after the occurrence unless the **Professional** allows additional time. If the **Contractor** fails to strictly comply with these notices and submittal time periods, the **Contractor** shall be deemed to have waived their right to assert a claim the **Contractor** might otherwise have had concerning the matter.

## **10.7 Limitation on Professional's Responsibilities**

10.7.1 Neither the **Professional's** authority to act under this Article or elsewhere in the Contract Documents, nor any decision made in good faith to exercise their authority, shall give rise to any duty or responsibility of the **Professional** to the **Contractor**, any Subcontractor, any of their agents or employees.

10.7.1.1 The **Professional** shall not be responsible for the construction means, methods, techniques, sequences, procedures or the safety precautions and programs used. The **Professional** shall not be responsible for the **Contractor's** failure to perform the Work in accordance with the Contract Documents.

10.7.1.2 The **Professional** shall not be responsible for the acts or omissions of the **Contractor**, any **Subcontractors**, any agents, employees or any other persons performing any of the Work.

## **ARTICLE 11 – CHANGES IN THE WORK**

### **11.1 Changes**

11.1.1 Without invalidating the **Contract**, the **County** may at any time order additions, deletions or revisions in the Work. The **Professional** shall provide the **Contractor** with a proposal request, identifying the work to be added, deleted or revised. Upon receipt, the **Contractor** shall promptly submit a written proposal for the changed work prepared in accordance with Articles 12 and 13. If the proposal request calls only for the deletion of work, the **Professional** may order the partial suspension of any work related to the proposed deletion, in which case the **Contractor** must cease performance as directed; the **Contractor** shall not be entitled to claim lost profits on deleted work. All change work shall be executed under the applicable conditions of the Contract Documents.

11.1.2 Additional work performed by the **Contractor** without authorization of a Change Order or Allowance Authorization will not entitle the **Contractor** to an increase in the

Contract Price or an extension of the Contract Time, except in the case of an emergency as provided in Article 7. The effect of this paragraph shall remain paramount and shall prevail irrespective of any conflicting provisions contained in these Contract Documents.

11.1.3 Upon agreement as to changes in the Work to be performed, work performed in an emergency as provided in Article 7, and any other claim of the **Contractor** for a change in the Contract Time or the Contract Price, the **Professional** will prepare a written Change Order to be signed by the **Professional** and the **Contractor** and submitted to the **County** for approval.

11.1.4 It is the **Contractor's** responsibility to notify its Surety of any changes affecting the general scope of the Work, Contract Price or Contract Time.

11.1.5 In the absence of an agreement as provided in 11.1.3, the **County** may, at its sole discretion, issue a Construction Change Directive to the Contractor. Pricing of the Construction Change Directive will be in accordance with Section 12.1.3. The Construction Change Directive will specify a price and, if applicable, a time extension determined to be reasonable by the County. If the Contractor fails to sign such Construction Change Directive, the Contractor may submit a claim in accordance with Articles 11, 12 and 13, but the Contractor shall nevertheless be obligated to fully perform the Work as directed by the Construction Change Directive.

11.1.6 The **Contractor** shall proceed diligently with performance of the Work as directed by the **County**, regardless of pending claim actions, unless otherwise agreed to in writing.

## **ARTICLE 12 – CHANGE OF CONTRACT PRICE**

### **12.1 The Contract Price**

12.1.1 The Contract Price constitutes the total compensation (subject to written authorized adjustments) payable to the **Contractor** for performing the Work. All duties, responsibilities and obligations assigned to or undertaken by the **Contractor** shall be at the **Contractor's** expense without change in the Contract Price.

12.1.2 The Contract Price may only be increased or decreased by a written Change Order or Construction Change Directive. Any claim for an increase shall be in writing and delivered to the **Professional** within seven (7) calendar days of the occurrence first happening. Written supporting data will be submitted to the **Professional** within fifteen (15) calendar days after the occurrence unless the **County** allows additional time.

12.1.3. The value of any work covered by a Change Order or of any claim for an adjustment in the Contract Price will be determined by the following procedures:

#### 12.1.3.1 Designated Unit Price (Field Measure)

The **Contractor** and the **County** recognize and acknowledge that the quantities shown for those items designated in the Bid Submittal (Part C) as unit price items are approximations prepared by the **County** for bid purposes and that the actual compensation payable to the **Contractor** for the utilization of these items is based upon the application of unit prices to the actual quantities of items involved as measured in the field and required to complete the Work as originally defined in the Contract Documents.

When it is determined by the **County** that an addition, deletion or revision to the Work as defined in these Contract Documents is required and affects the quantities required for items designed in the Bid Submittal (Part C) as unit price items, the **Contractor** and the **County** agree that the compensation payable to the Contractor for the unit price items shall be adjusted accordingly by a Change Order based upon the application of the appropriate unit prices shown in the Bid Submittal (Part C) to the quantity of the unit price item required to complete the Work as defined in the Contract Documents.

#### 12.1.3.2 Other Unit Prices

For items not designated in the Bid Submittal (Part C) as unit prices, the **County** and the **Contractor** may establish unit prices as agreed on by Change Order.

#### 12.1.3.3 Lump Sum

When it is determined by the **County** that an addition, deletion or revision to the Work is required which results in a change in the Work designated in the Bid Submittal as a lump sum item, the amount of increase or decrease in the lump sum price shall be established by mutual agreement of the parties.

12.1.4 If the pricing methods specified in 12.1.3 are inapplicable, or if the parties are unable to agree on a price for the changed work, a reasonable price for the same shall be established by the **County** in accordance with 12.2. The County shall then process a unilateral Change Order, specifying the said reasonable price, in accordance with 11.1.5. The Contractor shall perform the work as directed in the Change Order.

12.1.5 Failure on the part of the **Contractor** to construct any item to plan or authorized dimensions within the specification tolerances shall result in: reconstruction to acceptable tolerances at no additional costs to the **County**; acceptance at no pay; or acceptance at reduced final pay quantity or reduced unit price, all at the discretion of the **County**. Determinations of aggregate monetary change for items identified as lump sum quantities shall be made by the **County** based upon an analysis of the scope of the Contractor's failure to construct to plan or authorized dimensions.

## 12.2 Cost of Work

12.2.1 The term "Cost of Work," for the purpose of Change Orders or Allowance Work, means the cost necessarily incurred and paid by the Contractor in the proper performance of the Change Order Work. Except as may be agreed to in writing by the **Professional**, such costs shall be in amounts no higher than those prevailing in the area of the Work and may include the categories listed below.

12.2.1.1 Labor (payroll, taxes, fringe benefits, worker's compensation, health and retirement benefits, sick leave)

12.2.1.2 Owned Equipment (at lowest applicable equipment manual rate) (Blue Book Value)

12.2.1.3 Rented Equipment (at actual rental rate)

12.2.1.4 Material

12.2.1.5 Supplies

12.2.1.6 Subcontractors' Costs

12.2.1.7 Bonds and Insurance

12.2.1.8 Contractor's Fee (per 12.3)

12.2.1.9 Permit Fees

12.2.2 The **Contractor** shall require all Subcontractors and Suppliers to comply with all requirements of, and provide itemizations of, all claims in accordance with this Article.

12.2.3 The term "Cost of the Work" shall not include any of the following:

12.2.3.1 Payroll costs and other compensation of the **Contractor's** officers, executives, principals (of partnership and sole proprietorships), general managers, engineers, architects, estimators, layers, auditors, accountants, Procurement and contracting agents, expeditors, timekeepers, clerks and other personnel employed by the **Contractor**, whether at the site or in its principal or a branch office, for general administration of the Change Order work and not specifically included in the agreed upon schedule of job classifications, all of which are to be considered administrative costs covered by the **Contractor's** mark-up.

12.2.3.2 Extraordinary fringe benefits not specifically identified in Article 12.2.1.1.

12.2.3.3 Expenses of **Contractor's** principal and branch offices other than the **Contractor's** office at the site.

12.2.3.4 Any part of the **Contractor's** capital expenses, including interest on the **Contractor's** capital used for the Change Order work and charges against the **Contractor** for delinquent payments.

12.2.3.5 Cost of premiums for all bonds and insurance, whether or not the **Contractor** is required by the Contract Documents to purchase and maintain the same (except for additional bonds and insurance required because of changes in the work).

12.2.3.6 Costs due to the negligence of the **Contractor**, any Subcontractor or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, including but not limited to: the correction of defective Work; disposal of material or equipment wrongly supplied; and making good any damage to property.

12.2.3.7 Overhead or general expense costs of any kind (other than as provided in 12.3).

### **12.3 Contractor's Mark-Up**

12.3.1 The maximum percentage allowed for the **Contractor's** combined overhead and profit shall be as follows:

12.3.1.1 For all such Change Order work or Allowance Work done, a fixed percentage of the total adjustment to the Contract Price shall be negotiated and shall not exceed ten percent (10%).

12.3.2 For all changes, the **Contractor** shall submit an itemized cost breakdown, together with supporting data in the detail and form as prescribed by the **Professional**. When a credit is due, the amount of credit to be allowed by the **Contractor** to the **County** for any change which results in a net decrease in cost will be the amount of the actual net decrease in direct cost as determined by the **Professional**, plus the applicable reduction in overhead and profit. When both additions and credits are involved in any change, the combined overhead and profit shall be calculated on the basis of the net change, whether an increase or decrease. In any event, the minimum detail shall be an itemization of all man-hours required by discipline/trade with the unit cost per man-hour and total labor price, labor burden, equipment hours and rate for each piece of equipment, material by units of measure and price per unit, other costs specifically itemized, plus the overhead and profit markup.

## **ARTICLE 13 – CHANGE OF CONTRACT TIME**

13.1 Except as specifically provided in Section 13.1.2 below, the Contract Time may only be changed by a Change Order. Any request for an extension in the Contract Time shall be made in writing and delivered to the **Professional** within seven (7) calendar days of the occurrence first happening and resulting in the claim. Written supporting data will be submitted to the **Project Manager** within fifteen (15) calendar days after the occurrence, unless the **Professional** allows additional time. All claims submitted by the **Contractor** for adjustments to the Contract Time must set forth in detail the reasons for and causes of the delay and clearly indicate why the subject delay was beyond the **Contractor's** control or fault.

13.1.1 If the **Contractor** is delayed at any time in the performance, progress, commencement or completion of the Work by any act or neglect of the **County** or the **Professional**, by an employee of either, by any separate contractor employed by the **County**, by changes ordered in the Work, by labor disputes, fire, unavoidable casualties, utility conflicts which could not have been identified or foreseen by the **Contractor** using reasonable diligence or by any causes beyond the **Contractor's** control or fault (but excluding weather delays which are addressed in Section 13.1.2 below), then the Contract Time shall be extended by Change Order for such reasonable time as the **County** may determine. The **Contractor** shall be entitled to an extension of time for causes only for the number of days of delay which the **County** may determine to be due solely to these causes and only to the extent these occurrences actually delay the completion of the Work; and then only if the **Contractor** shall have strictly complied with all the requirements of the Contract Documents. Provided, however, notwithstanding anything in the Contract Documents to the contrary, no interruption, interference, inefficiency, suspension or delay in the performance, progress, commencement or completion of the Work for any cause whatsoever, including those for which the **County** or the **Professional** may be responsible in whole or in part, shall relieve **Contractor** of its duty to perform or give rise to any right to damages or additional compensation from the **County**. The Contractor's sole and exclusive remedy against the **County** for interruption, interference, inefficiency, suspension or delay of any aspect of the Work shall be right to seek an extension to the Contract Time in accordance with the procedures set forth herein.

13.1.2 The **County's** Project Manager may, in their discretion, approve a request from the Contractor to suspend work due to inclement weather. Such approval by the County's Project Manager must be in writing and, once given, shall serve to extend the contract time by the same number of days.

#### **ARTICLE 14 - UNCONTROLLABLE FORCES (FORCE MAJEURE)**

14.1 Either party hereunder may be temporarily excused from performance if an Event of Force Majeure directly or indirectly causes its nonperformance. An "Event of Force Majeure" is defined as any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions.

14.2 Neither party shall be excused from performance if non-performance is due to forces which are reasonably preventable, removable, or remediable and which the non-performing party could have, with the exercise of reasonable diligence, prevented, removed, or remedied prior to, during, or immediately after their occurrence. Within five (5) days after the occurrence of an Event of Force Majeure, the non-performing party shall deliver written notice to the other party describing the event in reasonably sufficient

detail, along with proof of how the event has precluded the non-performing party from performing its obligations hereunder, and a good faith estimate as to the anticipated duration of the delay and the means and methods for correcting the delay.

14.3 The non-performing party's obligations, so far as those obligations are affected by the Event of Force Majeure, shall be temporarily suspended during, but no longer than, the continuance of the Event of Force Majeure and for a reasonable time thereafter as may be required for the non-performing party to return to normal business operations. If excused from performing any obligations under this Agreement due to the occurrence of an Event of Force Majeure, the non-performing party shall promptly, diligently, and in good faith take all reasonable action required for it to be able to commence or resume performance of its obligations under this Agreement. During any such time period, the non-performing party shall keep the other party duly notified of all such actions required for it to be able to commence or resume performance of its obligations under this Agreement.

## **ARTICLE 15 – WARRANTY AND GUARANTEE: ACCEPTANCE OF DEFECTIVE WORK**

### **15.1 Warranty and Guarantee**

15.1.1 The **Contractor** warrants and guarantees to the **County** that all material and equipment will be new, unless otherwise specified; and that all work will be of good quality, performed in a workmanlike manner, free from faults or defects, and in accordance with the requirements of the Contract Documents and any inspections, tests or approvals referred to in this Article. All unsatisfactory Work, all faulty Work and all Work not conforming to the requirements of the Contract Documents or such inspections, tests, approvals or all applicable building, construction and safety requirements, shall be considered defective. Notice of all defects shall be given to the **Contractor** by the **Project Manager**. All defective work, whether or not in place, may be rejected, corrected or accepted as provided in this Article.

15.1.2 If, after approval of final payment and prior to the expiration of one year after the date of final completion or such longer period of time as may be prescribed by law or by the terms of any applicable special guarantee required by the Contract Documents, any Work or material are found to be defective, incomplete or otherwise not in accordance with the Contract Documents, the **Contractor** shall promptly, without cost to the **County** and in accordance with the **County's** written instructions, either correct such defective Work or, if it has been rejected by the **County**, remove it from the site and replace it with non-defective work. If the **Contractor** does not promptly comply with the terms of such instructions, the **County** may have the defective Work corrected, removed or replaced. All direct and indirect costs of such action will be paid by the **Contractor**.

## 15.2 Tests and Inspections

15.2.1 If the Contract Documents, laws, ordinances, rules, regulations or orders of any public authority having jurisdiction require any Work to specifically be inspected, tested or approved by someone other than the **Contractor**, the **Contractor** shall give the Professional timely notice. The testing firm(s) (if assigned by the **Contractor** to this Work) and all such inspections, tests or approvals provided for by the **County** shall be identified in writing by the **Professional** to the **Contractor**. All other inspections, tests or approvals shall be at the **Contractor's** expense, including additional expenses for inspection and tests required as a result of delays by the **Contractor** or hours worked in excess of 40 hours per week. For all required inspections, tests and approvals on any Work prepared, performed or assembled away from the site, the **Contractor** will furnish the **Professional** with the required Certificates of Inspection, testing or approval. All such tests will be in accordance with the methods prescribed by the American Society for Testing and Material or such other applicable organizations as may be required by law or the Contract Documents. Material or Work in place that fail to pass acceptability tests shall be retested at the direction of the Professional and at the **Contractor's** expense.

15.2.2 Neither observations by the **Professional** or the **Project Manager** nor inspections, tests or approvals by persons other than the **Contractor** shall relieve the **Contractor** of its obligations to perform the Work in accordance with the requirements of the Contract Documents.

## 15.3 Access to the Work

15.3.1 For the duration of the Work, the **Professional** and their representatives, other designated representatives of the **County** and authorized representatives of any regulatory agency shall at all times be given access to the Work.

The **Contractor** shall provide proper facilities for such access and observation of the Work and also for any inspection or testing by others.

## 15.4 Uncovering the Work

15.4.1 If any work required to be inspected, tested or approved is covered prior thereto without the prior written approval of the **Professional**, or if any work is covered contrary to the request of the **Project Manager**, the work shall, if requested by the **Professional** or the **Project Manager**, be uncovered for observation, inspection, testing or approval and replaced at the **Contractor's** expense.

15.4.2 If any work has been covered which either the **Professional** or the **Project Manager** has not specifically requested to observe, or if the **Professional** or the **Project Manager** considers it necessary or advisable that covered work be inspected or tested by others, the **Contractor**, upon written request of the **Professional** or the

**Project Manager**, shall uncover, expose or otherwise make available for observation, inspection or testing that portion of the work in question, furnishing all necessary labor, material and equipment. If it is found that such work is defective, the **Contractor** shall bear the expense of such uncovering, exposure, observation, inspection, testing and satisfactory reconstruction. If, however, such work is not found to be defective, the **Contractor** shall be allowed an increase in the Contract Price or an extension of the Contract Time, or both, directly attributable to such uncovering, exposure, observation, inspection, testing and reconstruction, if it makes a claim as provided in Articles 11, 12 and 13.

### **15.5 Stop Work**

15.5.1 When work is defective or when the **Contractor** fails to supply sufficient skilled workmen, suitable material, suitable equipment, make prompt payments to Subcontractors for labor, material or equipment, or if the **Contractor** violates any provisions of these Contract Documents, the **County** may order the **Contractor** to stop the work until the cause for such order has been eliminated. However, this right of the **County** to stop the work shall not give rise to any duty on the part of the **County** to exercise this right for the benefit of the **Contractor** or any other party. The **Contractor** shall have no right to claim an increase in the Contract Price or Contract Time or other damages for a stop work order under this paragraph.

### **15.6 Correction or Removal of Defective Work**

15.6.1 When directed by the **Professional**, the **Contractor** shall promptly, without cost to the **County** and as specified by the Professional either correct the defective work whether fabricated, installed or completed, or remove it from the site and replace it with non-defective work or remove and replace such defective work within a reasonable time, all as specified in a written notice from the Professional, the **County** may have the deficiency corrected. All direct and indirect costs of such correction shall be paid by the Contractor or deducted from payment to the Contractor. The Contractor will also bear the expense of correcting or removing and replacing all work of others destroyed or damaged by the correction, removal or replacement of the defective work.

### **15.7 Acceptance of Defective Work**

15.7.1 If, instead of requiring correction or removal and replacement of defective work, the **County** prefers to accept it, the **County** may do so. In such case, if acceptance occurs prior to approval of final payment, a Change Order incorporating the necessary revisions in the Contract Documents, including an appropriate reduction in the Contract Price, shall be issued. If the acceptance occurs after approval of final payment, the **Contractor** shall pay to the **County** an appropriate sum to compensate for the defect in the work.

## **15.8 Neglected Work by Contractor**

15.8.1 If the **Contractor** neglects to execute the Work in accordance with the Contract Documents, including any requirements of the progress schedule, the **Professional** may direct the **Contractor** to submit a recovery plan and take specific corrective actions including, but not limited to, employing additional workmen and/or equipment working extended hours and additional days, all at no cost to the **County**, in order to put the Work back on schedule. If the **Contractor** fails to correct the deficiency or take appropriate corrective action, the **County** may terminate the contract or **Contractor's** right to proceed with that portion of work and have the work done by others. The cost of completion under such procedure shall be charged against the **Contractor**. A Change Order shall be issued incorporating the necessary revisions in the Contract Documents, including an appropriate reduction in the Contract Price. If the payments due the **Contractor** are not sufficient to cover such amount, the **Contractor** shall pay the difference to the **County**.

15.8.2 Should the **Contractor** work overtime, weekends or holidays to regain the schedule, all costs to the **County** of associated inspection, construction management and resident engineering shall be identified to the **Contractor** and the Contract Price reduced by a like amount via Change Order.

## **ARTICLE 16 – PAYMENT AND COMPLETION**

### **16.1 Schedule of Values**

16.1.1 The Schedule of Values established as provided in General Conditions 3.5.2.2 will serve as the basis for progress payments and will be incorporated into a form of Application for Payment acceptable to the **Professional** and the **Project Manager**. Progress payments using unit prices bid will be based on the number of units completed. Lump sum bids do not have a provision for a unit price adjustment.

16.1.2 The Schedule of Values will include a breakdown of divisions of the work in a manner that will identify Subcontractors by the classification of their work according to any accepted numerical sequence, such as AIA numerical classification. Any Subcontractor identified by the **Contractor**, as a Woman/Minority Business Entity shall be noted in the schedule of values on a separate line of the schedule of values with an extension to the numerical classification used to identify the particular division of work. The extension will be according to the following: 002- Woman Business Enterprise; 003 – African American Enterprise; 004 – Hispanic American; 005 – Asian Pacific American Business; 006 – Native American Business; and 007 – Asian-Indian American Business.

## **16.2 Application for Progress Payment: Contractor Certification of Disbursement of Previous Progress Payments to Subcontractors and Suppliers**

16.2.1 At least seven (7) calendar days before the date established for each progress payment (but not more often than once a month), **Contractor** shall submit the following to the **Professional** for review: (i) an Application for Payment filled out and signed by the **Contractor** covering the work completed as of the date of the Application; (ii) a Contractor Certification of Disbursement of Previous Progress Payments to Subcontractors and Suppliers (as further described in Subsection 16.2.2 below) in a form the County will designate and provide to the **Contractor**, and (iii) all other supporting documentation as is required by the Contract Documents. If payment is requested on the basis of material and equipment not incorporated in the Work but delivered and suitably stored at the site or at another location agreed to in writing, the Application for Payment shall also be accompanied by a bill of sale, invoice or other documentation warranting that the **County** has received the material and equipment free and clear of all liens and evidence that the material and equipment are covered by appropriate property insurance and other arrangements to protect the **County's** interest therein, all of which will be satisfactory to the **County**. Payment is subject to retainage in accordance with F.S. 218.735. The amount of retainage is 5% in accordance with the contract document or as provided in F.S. 218.735.

16.2.2 As additional conditions precedent to the County's obligation to pay the Contractor each progress payment, to include the final payment due under the Contract, the Contractor must (i) pay all Subcontractors and Suppliers their respective pro rata share of all previous payments (to include any payments of retainage) that the County has made to Contractor for Work that has been satisfactorily completed; and (ii) execute and deliver to the Professional a Contractor Certification of Disbursement of Previous Progress Payments to Subcontractors and Suppliers with its Application for Payment submitted in accordance with Subsection 16.2.1 above. If the Contractor has not made the required payments to all Subcontractors and Suppliers, but the Contractor has (a) demonstrated good cause (as reasonably determined by the County) for not making any required payment; (b) delivered written notice to the County and to the applicable Subcontractor or Supplier specifically stating why the Contractor has not paid the Subcontractor or Supplier its proportionate share of the progress payments that the County has made to the Contractor pursuant to the Contract, and (c) completed all other requirements and conditions precedent to the receipt of the requested progress payment, then the County will pay Contractor the progress payment in accordance with the Contract requirements.

## **16.3 Contractor's Warranty of Title**

16.3.1 **Contractor** warrants and guarantees that title to the work, material and equipment covered by any Application for Payment, whether incorporated in the Work

or not, will pass to the **County** no later than the time of payment, free and clear of all liens.

#### **16.4 Approval of Payments**

16.4.1 The **Professional**, after receipt of each Application for Payment, will either indicate in writing a recommendation of payment and present the application to the **County**, or return the application to the **Contractor** indicating in writing the **Professional's** reasons for refusing to recommend payment. In the latter case, the **Contractor** may make the necessary corrections and resubmit the application. The **County** shall make payment in accordance with F.S. 218.735.

16.4.2 The **Professional's** recommendation of any payment requested in an Application for Payment will constitute a representation by the **Professional** to the **County** based on the **Professional's** review of the Application for Payment and the accompanying data and schedules, that to the best of the **Professional's** knowledge, information and belief:

- a) The Work has progressed to the point indicated;
- b) The quality of the Work is generally in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning whole prior to or upon substantial completion, to the results of any subsequent tests called for in the Contract Documents, to a final determination of quantities and classifications for Unit Price Work and to any other qualifications stated in the recommendation); and
- c) The conditions precedent to the **Contractor's** being entitled to such payment appear to have been fulfilled in so far as it is the **Professional's** responsibility to observe the Work.

16.4.3 By recommending any such payment, the **Professional** will not be deemed to have represented that: (i) exhaustive or continuous on-site inspections have been made to check the quality or the quantity of the Work beyond the responsibilities specifically assigned to the **Professional** in the Contract Documents; or (ii) that there may not be other matters or issues between the parties that might entitle the **Contractor** to be paid additionally by the **County** or entitle the **County** to withhold payment to the **Contractor**.

16.4.4 The **Professional's** recommendation of any payment, including final payment, shall not mean that the **Professional** is responsible for the **Contractor's** means, methods, techniques, sequences or procedures of construction; or the safety precautions and programs incident thereto; or for any failure of the **Contractor** to comply with Laws and Regulations applicable to the furnishing or performance of Work; or for any failure of the **Contractor** to perform or furnish Work in accordance with the Contract Documents.

16.4.5 The **Professional** may refuse to recommend the whole or any part of any payment if, in the **Professional's** opinion, they are unable to make the representation that the Application is acceptable to the **County**. The **Professional** may also refuse to recommend any such payment or, because of subsequently discovered evidence or the results of subsequent inspections or tests, nullify any such payment or, because of subsequently discovered evidence or the results of subsequent inspections or tests, nullify any such payment previously recommended, to such extent as may be necessary in the **Professional's** opinion to protect the **County** from loss because:

- a) The Work is defective;
- b) The Contract Price has been reduced by Change Order;
- c) The **County** has been required to correct defective work or complete work in accordance with Article 15;
- d) Claims have been filed against the **County** for which the **Contractor** may be liable; and/or
- e) The work was executed unsatisfactorily; the **Contractor** failed to clean up as required in Article 7 or the work is otherwise not in compliance with these Contract Documents.

16.4.6 The **County** will give the **Contractor** immediate notice stating the reasons for such action and promptly pay the **Contractor** the amount so withheld, or any adjustment thereto agreed to by the **County** and the **Contractor**, when the **Contractor** corrects, to the **County's** satisfaction, the reasons for such action.

## 16.5 Substantial Completion

16.5.1 Substantial Completion is the stage in the progress of the Work when the Work or specified portion thereof is sufficiently complete in accordance with the Contract Documents so the **County** can occupy or utilize the Work for its intended purpose.

16.5.2 When the **Contractor** considers that the Work, or a specified portion thereof, which the **County** agrees to accept separately, is substantially complete, the **Contractor** shall prepare and submit to the **Professional** a thorough and inclusive list of items to be completed or corrected. The **Contractor** shall proceed promptly to complete and correct items on the list. Failure to include an item on this list does not relieve the **Contractor** of the responsibility to complete all Work in accordance with the Contract Documents. Upon receipt of the **Contractor's** list, the **Professional** and **Project Manager** will visit the site to determine whether the Work or designated portion thereof is substantially complete. If the **Professional's** and the **Project Manager's** visit discloses any item, whether or not included on the **Contractor's** list, which is not in accordance with the requirements of the Contract Documents, the **Contractor** shall,

before issuance of the Certificate of Substantial Completion, complete or correct such item, upon notification by the **Professional**. The **Contractor** shall then submit a request for another visit by the **Professional** to determine Substantial Completion. When the Work or designated portion thereof is substantially complete, the **Professional** will prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion. The Certificate of Substantial Completion shall include a list of items that have not been completed or corrected at the time of the follow-up visit by the **Professional** to determine Substantial Completion. The **Professional**, in consultation with the County, shall establish a date for completion of the items identified in the Certificate of Substantial Completion Certificate and this date for completion shall be noted on the Certificate. The **Professional** shall also establish a value for each of the items included on the certificate, which may be deducted from the **Contractor's** Application for Payment at two times the amount of each incomplete item. Should the **Contractor** fail to complete the items by the date noted on the Certificate of Substantial Completion, the **County** may complete the item and deduct the costs from the final Application for Payment. Warranties required by the Contract Document shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion. The Certificate of Substantial Completion shall be submitted to the **Contractor** for their written acceptance and then to the **County** for acceptance and issuance.

16.5.3 The **County** shall have the right to exclude the **Contractor** from the Work after the date of Substantial Completion, but the **County** shall allow the **Contractor** reasonable access to complete or correct items on the list.

## 16.6 Beneficial Occupancy

16.6.1 Use by the **County** at the **County's** option of any substantially completed part of the Work which (i) has specifically been identified in the Contract Documents, or (ii) the **County, Professional** and **Contractor** agree constitutes a separately functioning and usable part of the Work that can be used by the **County** for its intended purpose without significant interference with the **Contractor's** performance of the remainder of the Work, may be accomplished prior to Substantial Completion of all the Work subject to 16.6.2.

16.6.2 The **County** at any time may request the **Contractor** in writing to permit the **County** to use any such part of the Work which the **County** believes to be ready for its intended use and substantially complete. If the **Contractor** agrees that such part of the Work is substantially complete, the **Contractor** will certify to the **County** and the **Professional** in writing that the **Contractor** considers any such part of the Work ready for its intended use and substantially complete and request the **Professional** to issue a certificate of Substantial Completion for that part of the Work. Within a reasonable time after either such request, the **County, Contractor** and **Professional** shall make an inspection of that part of the Work to determine its status of completion. If the

**Professional** does not consider that part of the Work to be substantially complete, the **Professional** will notify the **County** and the **Contractor** in writing giving the reasons therefore. If the **Professional** considers that part of the Work to be substantially complete, the provisions of 16.5 will apply with respect to certification of Substantial Completion of that part of the Work and the division of responsibility in respect thereof and access thereto.

16.6.3 The **County**, may at its discretion, reduce the amount of retainage beyond the amount prescribed in F.S. 218.735 subject to Beneficial Occupancy.

16.6.4 Retainage will not be released in the face of a claim by the **County** for liquidated damages or a dispute claim by the **Contractor** for additional compensation.

### **16.7 Final Inspection**

16.7.1 Upon written notice from the **Contractor** that the entire Work or an agreed portion thereof is complete, the **Professional** will make a final inspection with the **County** and the **Contractor** and will notify the **Contractor** in writing of all particulars in which this inspection reveals that the Work is incomplete or defective. The **Contractor** shall immediately take such measures as necessary to complete such Work or remedy such deficiencies.

### **16.8 Final Application for Payment**

16.8.1 After the **Contractor** has completed all such corrections to the satisfaction of the **Professional** and the **County** and delivered in accordance with the Contract Documents all maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance required by 6.2, certificates of inspection, marked-up record documents and other documents, the **Contractor** may make application for final payment following the procedure for progress payments. The final Application for Payment shall be accompanied (except as previously delivered) by: (i) all documentation called for in the Contract Documents, including but not limited to the evidence of insurance required; (ii) consent of the surety to final payment; and (iii) a final Contractor Certification of Disbursement of Previous Progress Payments to Subcontractors and Suppliers.

16.8.2 No application for final payment will be accepted by the **County** until all required documentation by the **Contractor** has been accepted and approved by the **Professional** and the **County**.

16.8.3 Notwithstanding any other provision of these contract documents to the contrary, the **County** and the **Professional** are under no duty or obligation whatsoever to any vendor, material provider, Subcontractor, laborer or other party to ensure that payments due and owing by the **Contractor** to any of them are or will be made. Such parties shall rely only on the **Contractor's** surety bonds for remedy of nonpayment by the **Contractor**. The **Contractor** agrees to defend and resolve all claims made by

Subcontractors, indemnifying the **County** and the **Professional** for all claims arising from or resulting from Subcontractor, Supplier, material men or laborer services in connection with this project.

16.8.4 The **Contractor** will indemnify the **County** and **Professional** for any damages sustained including lost revenues resulting from the **Contractor's** failure or refusal to perform the work required by these contract documents.

## **16.9 Final Payment and Acceptance**

16.9.1 If, on the basis of the **Professional's** observation of the Work during construction and final inspection, and the **Professional's** review of the final Application for Payment and accompanying documentation as required by the Contract Documents, the **Professional** is satisfied that the Work has been completed and the **Contractor's** other obligations under the Contract Documents have been fulfilled, the **Professional** will, after receipt of the final Application for Payment, indicate in writing the **Professional's** recommendation of payment and present the Application to the **County** for payment. At the same time, the Professional will also give written notice to the County and the **Contractor** that the Work is acceptable subject to the provision of 16.10. Otherwise, the **Professional** will return the application to the **Contractor**, indicating in writing the reasons for refusing to recommend final payment, in which case the **Contractor** shall make the necessary corrections and resubmit the Application. After the presentation to the **County** of the application and accompanying documentation, in appropriate form and substance and with the **Professional's** recommendation and notice of acceptability, the amount recommended by the **Professional** will become due and will be paid by the **County** to the **Contractor**.

16.9.2 If, through no fault of the **Contractor**, final completion of the Work is significantly delayed and if the **Professional** so confirms, the **County** shall, upon receipt of the **Contractor's** final Application for Payment and recommendation of the **Professional**, and without terminating the Agreement, make payment of the balance due for that portion of the Work fully completed and accepted. If the remaining balance to be held by the **County** for Work not fully completed or corrected is less than the retainage stipulated in the Contract, and if bonds have been furnished as required in Article 6, the written consent of the surety to the payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the **Contractor** to the **Professional** with the application for such payment. Such payment shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of claims.

16.9.3 The remainder of the Contract Price will be approved for payment upon final completion of the work, acceptance of the work by the **County** and settlement of all claims.

## **16.10 Waiver of Claims**

16.10.1 The making and acceptance of final payment will constitute a waiver of all claims by the **Contractor** against the **County**, other than those previously made in writing and still unsettled.

16.10.1.1 The making and acceptance of final payment will constitute a waiver of all claims by the **County** against the **Contractor**, except claims arising from unsettled liens from defective Work appearing after final inspection pursuant to 16.7; from failure to comply with the Contract Documents or the terms of any special guarantees specified therein; or from the **Contractor's** continuing obligations under the Contract Documents.

## **ARTICLE 17 – SUSPENSION OF WORK AND TERMINATION**

### **17.1 Suspension of Work**

17.1.1 At any time and without cause, the **County** may suspend the Work or any portion thereof for a period of not more than ninety (90) days by notice in writing to the **Contractor** and the **Professional**, which will fix the date on which Work will be resumed. The **Contractor** shall resume the Work on the date so fixed. The **Contractor** shall be allowed an adjustment in the Contract Price or an extension of the Contract Time, or both, directly attributable to any such suspension if the **Contractor** makes any approved claim therefore as provided in Articles 12 and 13.

### **17.2 Termination For Cause**

17.2.1 Upon the occurrence of any one or more of the following events:

- a) If the **Contractor** fails to perform the Work in accordance with the Contract Documents (including, but not limited to, failure to supply sufficient skilled workers or suitable material or equipment; or failure to adhere to the progress schedule established;
- b) If the **Contractor** disregards laws or regulations of any Regulations of any public agency having jurisdiction;
- c) If the **Contractor** disregards the authority of the **Professional** or the **Project Manager**; or
- d) If the **Contractor** otherwise violates in any substantial way any provisions of the Contract Documents.

The **County** may, after giving the **Contractor** and surety seven (7) working days' written notice and to the extent permitted by Laws and Regulations, terminate the services of the **Contractor**; exclude the **Contractor** from the site; take possession of the Work and of all the **Contractor's** tools, appliances, construction equipment and machinery at the site; use the same to the full extent they could be used by the

**Contractor** (without liability to the **Contractor** for trespass or conversion); incorporate in the Work all material and equipment stored at the site or for which the **County** has paid the **Contractor** but which are stored elsewhere; and finish the Work as the **County** may deem expedient. In such case, the **Contractor** shall not be entitled to receive any further payment beyond an amount equal to the value of the work actually completed and the value of material and equipment not incorporated in the work but delivered and suitably stored, less the aggregate of payments previously made. If the direct and indirect costs of completing the work exceed the unpaid balance of the contract price, the **Contractor** shall pay the difference to the **County**. Such costs incurred by the **County** shall be verified by the **Professional** and incorporated in a Change Order; but in finishing the work the **Contractor** shall not be required to obtain the lowest figure for the work performed. The **Contractor's** obligations to pay the difference between such costs and such unpaid balance shall survive termination of the agreement.

17.2.2 In the event the **County** terminates the contract for cause and it is subsequently judicially determined that there was no cause for termination, the termination for convenience provision will be the means for disposition of the balance of the contract obligations.

### **17.3 Termination for Convenience**

17.3.1 Upon seven (7) working days' written notice to the **Contractor** and the **Professional**, the **County** may, without cause and without prejudice to any other right or remedy of the **County**, elect to terminate the **Contract**. In such case, the **Contractor** shall be paid (without duplication of any items):

- a) For completed and acceptable Work executed in accordance with the Contract Documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such Work;
- b) For expenses sustained prior to the effective date of termination in performing services and furnishing labor, material or equipment as required by the Contract Documents in connection with uncompleted Work, plus fair and reasonable sums for overhead and profit on such expenses;
- c) For all claims, costs, losses and damages incurred in settlement of terminated contracts with subcontractors, suppliers and others; and
- d) For reasonable expenses directly attributable to termination.

The **Contractor** shall not be paid on account of loss of anticipated profits or revenue or other economic loss arising out of or resulting from such termination.

17.3.2 If through no act or fault of the **Contractor**, the Work is suspended for a period of more than ninety (90) calendar days by the County, or under an order of court or other

public authority, or the **Professional** fails to act on any Application for Payment within thirty (30) calendar days after it is submitted, or the **County** fails for thirty-one (31) calendar days to pay the Contractor any sum finally determined to be due, then the **Contractor** may, upon seven (7) working days' written notice to the **County** and the **Professional**, terminate the Agreement and recover from the **County** payment on the same terms as provided in 17.2.2, provided the **County** or the **Professional** did not remedy such suspension or failure within that time. In lieu of terminating the Agreement and without prejudice to any other right or remedy, if the **Professional** has failed for thirty-one (31) calendar days to pay the **Contractor** any sum finally determined to be due, the **Contractor** may upon seven (7) days' written notice to the **County** and the **Professional** stop the Work until payment is made of all such amounts due the **Contractor**, including interest thereon. The provisions of this paragraph are not intended to preclude the **Contractor** from making claim under Articles 12 and 13 for an increase in Contract Price or Contract Time or otherwise for expenses or damage directly attributable to the **Contractor's** stopping Work as permitted by this paragraph.

## **ARTICLE 18 – DISPUTES**

18.1 All disputes arising under this Contract or its interpretation whether involving law, fact or both, or extra work, and all claims for alleged breach of contract, shall within ten (10) working days of the commencement of the dispute be presented by the **Contractor** to the **County** for decision. All papers pertaining to claims shall be filed in quadruplicate. Such notice need not detail the amount of the claim but shall state the facts surrounding the claim in sufficient detail to identify the claim, together with its character and scope. In the meantime, the **Contractor** shall proceed with the Work as directed. Any claim not presented within the time limit specified in this paragraph shall be deemed to have been waived, except that if the claim is of a continuing character and notice of the claim is not given within ten (10) working days of its commencement, the claim will be considered only for a period commencing ten (10) working days prior to the receipt by the **County** of notice thereof. Each decision by the **County** will be in writing and will be mailed to the **Contractor** by registered or certified mail, return receipt requested, directed to the **Contractor's** last known address.

18.1.1 If the **Contractor** does not agree with any decision of the **County**, the **Contractor** shall seek mediation by a certified circuit court civil mediator who will be agreed to by the parties or, if the parties cannot agree to a mediator within thirty (30) calendar days of the request for mediation, said mediator will be chosen by the **Contractor**. Any mediation will be held in Polk County, unless otherwise agreed to by the **County**. The parties will cooperate in good faith with the mediator with the cost of the mediator split equally between the parties, if the mediator is agreed upon, and by the **Contractor** if agreement on the mediator cannot be reached.

18.1.2 If the **Contractor** does not agree with any decision of the **County**, or the mediation is unsuccessful, the **Contractor** shall in no case allow the dispute to delay

the Work but shall notify the **County** promptly that the work proceeding under protest and that the matter in question may be accepted from the final release.

## **ARTICLE 19 – MISCELLANEOUS**

19.1 Whenever any provision of the Contract Documents requires the giving of written notice, it will be deemed to have been validly given if delivered in person to the individual or to a member of the firm or to an officer of the corporation for whom it is intended, or if delivered at or sent by registered or certified mail, postage prepaid, to the last business address known to the giver of the notice.

19.2 When any period of time is referred to in 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 made a legal holiday by the law of the applicable jurisdiction, such day will be omitted from the computation. A calendar day of twenty-four (24) hours measured from midnight to the next midnight will constitute a day.

19.3 Should the **County** or the **Contractor** suffer injury or damage to its person or property because of any error, omission or act of the other or of any of their employees, agents or others for whose acts they may be legally liable, claim should be made in writing to the other party within a reasonable time of the first observance of such injury or damage.

19.4 All representations, warranties and guarantees made in the contract documents will survive final payment and termination or completion of the agreement. Also, the obligation of the **Contractor** to maintain the work until initiation of operation shall survive final payment, termination or completion of the Contract.

19.5 The **Contractor** shall keep adequate records and supporting documentation applicable to the Work and Contract. Said records and documentation shall be retained by the **Contractor** for a minimum of five (5) years from the date of final completion or termination of this Contract. The **County** shall have the right to audit, inspect and copy all such records and documentation as often as the **County** deems necessary during the period of the Contract and for a period of five (5) years thereafter provided, however, such activity shall be conducted only during normal business hours. The **County**, during this period of time, shall also have the right to obtain a copy of and otherwise inspect any audit made at the direction of the **Contractor** as concerns the aforesaid records and supporting documentation.

## **ARTICLE 20 - Unauthorized Alien(s):**

20.1 The vendor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a violation of Section 274A(e) of the

Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, the successful vendor will complete and submit the attached form "Affidavit Certification Immigration Laws."

## **ARTICLE 21 - EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY)**

A. For purposes of this section, the following terms shall have the meanings ascribed to them below, or as may otherwise be defined in Section 448.095, Florida Statutes, as amended from time to time:

(i) "Contractor" means a person or entity that has entered or is attempting to enter into a contract with a public employer to provide labor, supplies, or services to such employer in exchange for salary, wages, or other remuneration; and

(ii) "E-Verify system" means an Internet-based system operated by the United States Department of Homeland Security that allows participating employers to electronically verify the employment eligibility of newly hired employees; and

(iii) "Subcontractor" means a person or entity that provides labor, supplies, or services to or for a contractor or another subcontractor in exchange for salary, wages, or other remuneration.

B. Pursuant to Section 448.095(2)(a), Florida Statutes, effective January 1, 2021, public employers, contractors and subcontractors shall register with and use the E-verify system in order to verify the work authorization status of all newly hired employees. The Contractor acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of:

(i) All persons employed by the Contractor to perform employment duties during the term of this contract; and

(ii) All persons (including subvendors/subconsultants/subcontractors) assigned by the Contractor to perform work pursuant to this contract.

C. The Contractor acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System and compliance with all other terms of this section is an express condition of this contract, and the County may treat a failure to comply as a material breach of this contract. By entering into this contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the contract. Failure to comply will lead to termination of this contract, or if a subcontractor knowingly violates the statute, the subcontract must be terminated

immediately. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor shall be liable for any additional costs incurred by the County as a result of the termination of this contract. Nothing in this section shall be construed to allow intentional discrimination of any class protected by law.

## **ARTICLE 22 – PERFORMANCE EVALUATION**

### **22.1 Contractor Evaluation**

22.1.1 The **Contractor's** performance shall be evaluated during and after completion of the project. The evaluation shall be conducted in accordance with the Procurement Procedures, dated May 10, 2006, for Contractor Evaluation.

## **ARTICLE 23 – ALLOWANCES**

### **23.1 Allowance Work**

23.1.1 When the **County** determines, at its sole discretion, that it wishes to include an Allowance in the Contract, said amount shall be included in the Contract Price, Article 2 of the Contract (Part E).

23.1.2 Allowance Work, in the amount of five percent (5%) of the awarded contractors bid or \$250,000, whichever is less, may be included in the Contract Price. No individual allowance request shall be greater than \$100,000 without approval of the Board of County Commissioners. The Contract Work and all Allowance Work shall be performed in full compliance with all requirements of the Contract Documents. The sum of all approved Allowance Work performed pursuant hereto shall not exceed the amount of the Allowance. When all Work has been completed under this contract any balance of the original Allowance remaining at the completion of all Work shall be deducted from the Contract Price.

23.1.3 The number of calendar days specified in the Contract for performance of the Work shall include a total time allowance of no more than 60 days or fifteen percent (15%) of the time specified at the time contract award for final completion of the project, whichever is less, for performance of Allowance Work. When all Work has been completed under this contract any time set aside for Allowance Work remaining at the completion of all Work shall be deducted from the Contract Time.

23.1.4 Upon a determination by the County Manager or his designee that certain construction work for which detailed specifications were not prepared or the scope of such work was not fully established at the time the **County** entered into a contract and upon determining that, for the purposes of expediency and efficiency, it would be in the

**County's** best interest to have said work completed by the Project's **Contractor**, the County Manager or his designee will take appropriate action pursuant to the "Allowance" provision established under the Contract for the Project.

23.1.5 All charges and time for Allowance Work must be pre-approved in writing by the County Manager or his designee. Said written pre-approval shall be in the form of an Allowance Authorization Release (AAR), which shall describe in detail the Allowance Work to be performed, the price for the Allowance Work and the time, if any, allocated for performance of the Allowance Work, as well as containing the authorizing signature of the County Manager or his designee. The **Contractor** shall not be authorized to perform any Allowance Work without the required AAR.

## **ARTICLE 24 – ANNUAL APPROPRIATIONS**

### 24.1 Appropriations

24.1.1 Contractor acknowledges that the County, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted or the reduction of revenues for those budgeted agreements that may be available for expenditure during such fiscal year. Any agreement, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such agreement. Nothing herein contained shall prevent the making of agreements for a period exceeding one year, but any agreement so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the County's performance and obligation to pay under this agreement is contingent upon annual appropriation.

## **ARTICLE 25 – PUBLIC RECORDS LAW**

- a) The Contractor acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Contractor further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Contractor shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.
- b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Contractor acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:
  - (1) keep and maintain public records required by the County to perform the services required under this Agreement;

- (2) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
- (3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Contractor does not transfer the records to the County; and
- (4) upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Contractor or keep and maintain public records required by the County to perform the service. If the Contractor transfers all public records to the County upon completion of this Agreement, 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 this Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

**c) 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 AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:**  
**RECORDS MANAGEMENT LIAISON OFFICER POLK COUNTY**  
**330 WEST CHURCH ST.**  
**BARTOW, FL 33830**  
**TELEPHONE: (863) 534-7527**  
**EMAIL: [RMLO@POLK-COUNTY.NET](mailto:RMLO@POLK-COUNTY.NET)**

#### **ARTICLE 26 – NO CONSTRUCTION AGAINST DRAFTER**

The Parties acknowledge that this Agreement and all the terms and conditions contained herein have been fully reviewed and negotiated by the Parties. Accordingly, any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.

## **SUPPLEMENTARY CONDITIONS**

Estimated Construction Cost is \$1,474,700

### **Qualifications**

1. Contractor must have a Roofing Contractor License and should provide proof of current license(s) with their bid submittal.
2. Contractor must have been in business under the same name or EIN number for a minimum of 5 years.
3. The Successful bidder must possess or purchase a Polk County Local Business Tax Receipt (f/k/a Business License) to do business with the County. A copy of such license or proof of purchase must be provided to the Procurement Division prior to award being made.
4. Contractor shall provide a reference list of five (5) successfully completed projects similar in scope, which the bidder has performed as the prime bidder, within the last three (3) years. The list shall include:
  - Project description.
  - Project address.
  - Date project completed.
  - Current contact person.
  - Telephone number; and e-mail address.
  - Provide list of all subcontractors used for each referenced project.

References should be submitted with the Bid or must be submitted by the apparent lowest responsive vendor within three (3) business days of request and prior to award. The County reserves the right to contact and verify all references provided.

5. Contractor and its subcontractors, material suppliers, shall not be suspended debarred or in the process of being suspended or debarred.
6. The contractor shall have an experienced, prequalified, thoroughly trained superintendent with experience installing the roofing system specified, who is familiar with the requirements of this project, and is on the job at all times when roofing system work is in progress. Proof of experience shall be provided by the bidder in the form of a superintendent resume. Resume shall include employee name, years of experience, years with company and a written list of five (5)

successfully completed commercial metal roofing projects. The County reserves the right to approve or reject the superintendent.

7. The prime contractor shall have a Lightning Protection Contractor remove, replace, and inspect all UL Rated lightning protection systems that will interfere with the installation of the roof when applicable and lightning protection systems are present. The prime bidder shall provide a copy of the subcontractor's license when applicable.
8. Installer of the system shall be an approved installer, certified by the manufacturer before beginning of installation of the metal roof system, specifically for Berridge Cee Lock Double lock panel standing seam metal roof system or County approved equal.
9. Contractors must be certified/approved Berridge Weathertightness or approved equals warranty installers and be familiar with the Berridge Weathertightness or approved equals program and should provide a copy of the Berridge Manufacturer or approved equals Certification letter with their bid submittal. Bidders must be certified/approved at the time of bid submittal to be considered responsive. See manufacturers weblinks as provided within the bid package.

WTW-Procedural-Flowchart.pdf (berridge.com)

<https://www.berridge.com/resources/wtw-faqs/>

## **Scope of Work**

All work shall be performed according to the material manufacturer's recommendations by a licensed contractor and in accordance with specifications herein. The work shall include, but not be limited to, all labor, material, equipment, overhead, profit, permitting, supervision, and project management required to remove the existing roofing and replace the roof systems and protection specified with insulation of Berridge roof system or approved equivalent at various FRS and EMS Stations specified and listed according to this Scope of Work, attached Drawings, Specifications, and notes.

To ensure contract obligations will be met, job site locations will be separated into three (3) zones (A, B, & C). Each zone will be distributed as equitable as possible.

### **Zone A Locations**

1. Auburndale (Station 16) 310 3rd St., Auburndale, FL 33823
2. Gibsonia (Station 22) 5201 Cornell St., Lakeland, FL 33810
3. Highland City (Station 28) 4104 Clubhouse Rd., Highland City, FL 3312
4. Lake Alfred (Station 36) 300 N. Seminole Ave., Lake Alfred, FL 33850
5. Lakeland Lime St. (Station 32) 1255 E. Lime St., Lakeland, FL 33801
6. Lakeland S. FL (Station 34) 3822 S. Florida Ave., Lakeland, FL 33813
7. Lakeland Seth McKeel (Station 31) 1800 W. Parker St., Lakeland, FL 33815
8. Providence (Station 6) 8936 US Highway 98 N., Lakeland, FL 33809

### **Zone B Locations**

1. Bartow (Station 9) 1450 Pinehurst St., Bartow, FL 33830
2. Fire Rescue HQ 1295 Brice Blvd., Bartow, FL 33880
3. Ft. Meade (Station 10) 1235 9th St. NE., Ft. Meade, FL 33841
4. Medulla (Camp David) (Station 2) 2523 Ewell Rd., Lakeland, FL 33813
5. Medulla (Station n/a) 4525 Ewell Rd., Lakeland, FL 33811
6. Mulberry (Station 15) 300 Kid Ellis Rd., Mulberry, FL 33860
7. Willow Oak (Station 8) 4210 Willis Rd., Mulberry, FL 33860

### **Zone C Locations**

1. Babson Park (Station 1) 714 N. Scenic Highway, Babson Park, FL 33827
2. Cypress Gardens (Station 18) 2101 Register Road SE, Winter Haven, FL 33884
3. Haines City (Station 30) 901 Ledwith Ave., Haines City, FL 33844
4. Indian Lake Estates (Station 27) 6221 Hogan Lane, Indian Lake Estates, FL 33855
5. Lake Hamilton (Station 3) 75 S. Broad Way, Lake Hamilton, FL 33838
6. W. Lake Wales (Station 11) 2029 FL-60, Lake Wales, FL 33859
7. Winter Haven (Station 29) 229 Ave D. NW, Winter Haven, FL 33881

To obtain a copy of the specifications, drawings and grant agreement please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder "**Bid 23-318, FRS/EMS Protective Measure – Metal Roof Doc.zip**", select "Open" or "Save As" to download the Bid documents, drawings, and technical specifications. If you need assistance accessing this website due to ADA or any other reason, please email Carlos Baez at [carlosbaez@polk-county.net](mailto:carlosbaez@polk-county.net).

### **PROJECT OVERVIEW:**

This project is partially funded by the Hazard Mitigation Grant Program (HGMP) Contract No. H0573 between Polk County and the State of Florida, Division of Emergency Management (Attachment "B") for these Fire Rescue and EMS Station roof replacement projects. The terms and conditions of the Contract No H0573 are applicable to the successful contract(s), subcontractors, and any material suppliers.

The project purpose is to wind retrofit twenty-one (21) critical Fire Rescue and Emergency Medical Stations (EMS) specified within Polk County. The scope of work proposes to remove and replace the existing roof system at each of the specified building locations, with a new metal roof system as specified within the bid documents provided. All roof installations shall be in strict compliance with the Florida Building Code or Miami Dade Specifications 148 mph wind-speed and all materials; shall be certified to meet wind speeds standards. The successful vendor(s) are responsible for all permitting and permitting information required by the building permit offices.

Manpower/Crews/Staffing/Competence: The successful bidder shall provide written documentation indicating that they can execute and complete 100% multiple roofing projects in accordance with the bid terms and conditions, contract time and grant timeline limitations. The successful bidders written documentation shall clearly demonstrate that a minimum of four (4) crews amounting a minimum of four (4) qualified roofing crew members and a competent onsite project foreman for each crew are readily available at each work site daily for roof tear-off, roofing repairs, roof dry-in and new metal roof installation. The written qualifications statement shall be provided in the form of a contractor and subcontractor employee roster. Refer to employee roster (Attachment "A").

Bidder is required to have suitable, qualified, and capable alternates available to ensure this minimum requirement is met for the duration of the project. The County Representative shall be advised of changes in staffing and or supervision.

The project foreman is the person having received specific training in the proper installation of the specified system and will be present to supervise whenever material is being installed.

All bidders are required to examine and accept existing project conditions. Field measuring/verification is solely the bidders' responsibilities. No additional compensation will be considered for claims associated with known field conditions.

### **Basis of Award:**

Award of this bid will be made to the low bid for each zone, provided they meet the qualifications, specifications, and other criteria specifically called out in this bid. A single roofing contractor may only be awarded one zone.

Bidders are not required to bid on all zones; however, bidders must bid on all locations within a zone (A, B, & C). All bid items should be bid at a fair and reasonable price; failure to do so may cause the bid to be non-responsive. The Procurement Director shall be the sole judge of what is fair and reasonable. The Procurement Director reserves the right to reject any or all bids and/or waive any minor irregularities in the bids received, whichever would be in the best interest of the County.

A price analysis will be completed by the Procurement and Facilities Management divisions to determine fair and reasonable. If prices are not deemed to be fair and reasonable Procurement and Facilities Management must conduct a cost analysis with the low bid; OR if only one bid received a cost analysis must be performed. Contractors profit must be negotiated as a separate cost from the Contractor's cost. Contractors must provide a complete breakdown of all costs associated with the purchase. (2 CFR, 200.323 Contract cost and price).

## **Site Conditions**

Limit use of the Project site to work in areas indicated, no other areas should be disturbed. Construction is confined to the areas indicated in drawings, and storage of materials reserved only to designated staging areas under stipulated conditions. Areas affected by construction operations shall be maintained in a weather-tight condition throughout the construction period. Any damage caused by construction operations shall be repaired to the satisfaction and acceptance of the County. Fire Rescue EMS operations shall continue at the facility during the entire construction period. The work shall be coordinated and performed in a manner not to interfere with the daily operations of Fire/EMS. The County shall be notified 72 hours in advance of activities which may require special conditions such as utility service interruption, etc.

## **Liquidated Damages**

Liquidated damages of \$200/day shall be assessed.

## **Calculation of Liquidated Damages**

The parties hereto agree that liquidated damages, in lieu of actual damages for delay, in the amount of \$200 per day, shall be assessed against the Contractor, as the County's remedy and not as a penalty, for the Contractor's failure to meet the agreed upon date of Substantial Completion as outlined within the Notice to Proceed, but only to the extent and in the proportion to Contractor's fault in causing the delay as compared to other causes, and to the extent the Contractor is not delayed by reasons beyond Contractor's reasonable control. The parties agree that such assessment of liquidated damages is reasonable and appropriate, as it would be difficult or impossible to accurately determine the number of actual damages the County would or may incur because of the Contractor's failure described above.

Should the contractor request and be granted additional time to reach Substantial Completion via change order(s), the last revised date shall be the date used to calculate the time for which liquidated damages will be assessed.

## **CONTRACTORS SERVICES ARE REQUIRED:**

The following services are included in the Scope of Services for the Project:

Permitting services. (If required)

Contractor is required to requests substantial completion inspection (punch list inspection)

Contractor is required to request final completion inspection.

Submit all final closeout documents as required with Federal, State and Local Rules and Regulations.

### **PROJECT TIMELINE:**

The Contract Time is as follows: **90 CALENDAR DAYS**

The contract time for this project is 60 calendar days from Notice to Proceed to reach Substantial Completion and 30 calendar days from Substantial Completion for Final Completion.

Completion of the contract will have been achieved once Final Completion has been reached and all final documentation, including final application for payment, has been received and processed.

### **Percentage of Work**

The prime contractor shall perform a minimum of 51% of all work contained within the scope of work as outlined in the contract documents. This percentage of work requirement does not necessarily include the furnishing of materials or equipment for fabrication/construction of the system, if these are not customarily provided by the system installer or prime contractor.

### **Acceptance:**

The successful contractor shall certify that the work quantities and quality were accomplished in accordance with these specifications. Signing and submitting a request for payment will accomplish this certification.

Reworking required due to the successful contractor negligence or inadequate procedures will be the responsibility of the successful contractor. No additional payment will be due the successful contractor for the reworking of non-acceptable areas.

The successful contractor shall warrant for one year all workmanship furnished under this contract from the completion date on "Certificate of Substantial Completion." During the one-year warranty period the Contractor shall correct any and all issues arising from faulty workmanship to the satisfaction of the County, upon notification.

### **Warranty**

Metal roof system manufacturer, upon final acceptance for project, furnish a warranty covering bare metal against rupture, structural failure, and perforation due to normal atmospheric corrosion exposure for a period of 20 years. Submit specimen copy of manufacturer's including 20-year Weathertightness Warranty, including evidence of application for warranty and manufacturer's acceptance of the applicator and warranty conditions including labor and materials. Contractor's 2-year warranty shall be provided

on all roofing and sheet metal workmanship. Upon completion of the work and as a condition of its acceptance, deliver to the County two copies of the following: "Warranty and Maintenance Agreement," signed by the Contractor and an authorized manufacturer's agent.

### **Contractor's Responsibility**

Bidders shall be required to accept the temporary roof conditions and maintain their water tightness integrity through the work period. The contractor's bid submission shall represent their acceptance of these working conditions and the existing roof conditions. This includes any additional work that may be required to maintain and/or repair the temporary roof systems and protect the existing roof systems. The contractor shall be responsible for payment to the County that are associated with any damages and/or delays pertaining to the completion of the work whether it be during the work period or should the work period exceed the number of calendar days to complete the work. Bidders are responsible for the necessary care to prevent damage to adjacent in-place work that may and/or may not be adjacent to the work limits for this bid. This includes restoration of any disturbed areas that may require patching, repair, regrading and/or re-sodding. Contractor shall dispose of excess materials and remove debris from site, clean work in accordance with manufacturer's recommendations and protect work against damage until final acceptance. The contractor shall replace or repair to the satisfaction of the County, any work that becomes damaged prior to final acceptance and touch up minor scratches and abrasions. The contractor must take special care to not allow panels or trim to meet dissimilar metals such as copper, lead, or graphite.

Comply with all, State, FEMA, and local codes and/or requirements for debris removal and disposal. The existing dumpsters on the property shall not be used. The Contractor must provide the appropriate containers for the debris removal and disposal. Contractors must submit copies of authorized landfill tickets with their pay applications to document that debris was properly disposed. All costs associated with debris removal and disposal should be included in the bid submittal price. Provide & install a protective layer of 1/2" CDX plywood under all dumpsters. No exceptions. The Contractor shall be responsible for removal and disposal of all debris at an approved county landfill. All import and export of material are to be the responsibility of the Contractor. The contractor shall be responsible for record drawings and as-built drawings.

It shall be the responsibility of the Contractor to obtain adequate storage facilities for equipment, materials, tools, etc.; if such is stored on-site, unless otherwise obtained by the County.

### **Protection:**

The contractor is required to maintain a protected leak-free roof system(s), throughout the work period, to prevent any type of water intrusion into the building interior.

Temporary restroom facilities are to be provided by the Contractor (Per OSHA requirements).

Temporary storage and material/equipment staging area: A staging area has been illustrated in the bid package. This area shall be coned or flagged off and is intended for the use of storing and handling of required materials, equipment, and tools, however, the Contractor is to not unreasonably encumber the site with materials, vehicles, or equipment. These areas and contractor vehicle parking must not interfere with the daily operations of any adjacent businesses.

Contractor is allowed to utilize the existing water and electrical services located at the site. Contractor must confirm, prior to the bid question deadline, that the existing electrical provisions are sufficient for the work. If electrical provisions are not sufficient, Contractor must notify Carlos Baez, Procurement via email: [carlosbaez@polk-county.net](mailto:carlosbaez@polk-county.net) prior to the bid submission.

### **Project area/contract limits:**

See attached drawings and specifications package.

Technical specifications and drawings: see attached drawings and specifications.

Provide all signed and sealed permit documents required to accomplish the work within 5 calendar days of award. No exceptions.

Schedule the final inspection with the Facilities Management Department personnel, in addition to the final inspection for permitting purposes.

The owner reserves the right to retain, at the owner's expense, an independent inspection service to provide full-time inspection of the roofing system installation. The inspector shall have free access to the work area.

The contractor shall arrange for the roof manufacturer to provide inspection and certification of the roofing system installation. Upon completion of the installation, an inspection shall be made by a Quality Assurance Specialist of the roofing manufacturer at no extra charge to the building owner or contractor. The inspection is to ascertain that the visible elements of the roofing system have been installed in accordance with the roofing manufacturer's published specifications and details.

### **Clean-Up:**

Daily cleanup is required. Bidders are to factor into their bid the necessary time and cost to inspect, screen and pick up any type of fasteners, construction debris, etc. Bidders shall utilize a rolling magnet device to sweep and ensure no loose fasteners are left on the campus grounds, etc.

### **Cooperation of the Successful Contractor**

The Contractor shall provide superintendence throughout the project and an on-site representative at all times that has the ability to make decisions, communicate in English, or contact the superintendent to address questions, difficulties or disputes.

## **Notice to Proceed**

A conditional Notice to Proceed may be issued prior to commencement of work, allowing for the purchase of long-lead equipment or materials. Upon receipt of a conditional Notice to Proceed all materials required for construction shall be ordered, no exceptions.

The Notice to Proceed (NTP) will not be issued until after the Chairman of the Board of County Commissioners signs the contract. Once NTP has been issued the Contractor must begin work within ten (10) calendar days of the start date provided in the NTP as stated in Part E-Contract, Article 4.

A total contract time of ninety (90) calendar days is provided for 100% completion of all roof project sites included in this bid package.

The contract time associated with the project shall be forty-five (45) calendar days for shop drawing submittals, long lead material acquisition and shipment/delivery, permitting, existing roof material removal, material disposal, existing roof structure repairs, roof inspections and roof dry-in; plus, thirty-five (35) calendar days for the new metal roof installation system installation and inspections; and ten (10) calendar days for punch list, final inspections and project close out documentation.

## **Permits, Notifications and Fees:**

All permits are to be provided by the successful low bid Contractor. The actual cost of permits should not be included in bidder's price. Building permits fee will be reimbursed at cost on a separate purchase order.

Permit fees mark up and or labor associated with permit acquisition is a non-eligible permit fee reimbursement expense. The contractor is responsible for obtaining and submitting all required documents to the local permit authority as required for permitting. This shall include but not be limited to Florida Product Approval information, roof deck nailing requirements for wind load compliance conformance, etc. The contractor shall include all the cost associated with these requirements in the base bid.

## **Pre-Construction Conference**

A pre-construction conference will be held with the successful contractors to discuss scheduling and details of the project. The Contractor and the Facilities Management Division Project Manager will mutually agree upon a formal start date.

## **Progress Reporting:**

A weekly on-site meeting will be held to report on project work completed and a one week look ahead, issues and scheduling concerns. The report will be prepared and submitted in the exhibited format attached.

## Provisions for Convenience of Public

The successful contractor shall schedule their operations so as to minimize any inconvenience to adjacent businesses, residences and motoring public.

## Bonding Requirements

General Conditions, Article 2-Definitions, 2.6 the term “Bonds” is replaced in its entirety:

2.6 The term “**Bonds**” means the Bid, Performance, and Payment Bonds and other instruments of security furnished by the Contractor and its Surety in accordance with the Contract Documents.

General Conditions, Article 6-Bonds, Insurance, Indemnification, 6.1 Public Construction Bond and Other Bonds is deleted and replaced in its entirety:

### **6.1 Performance Bond, Payment Bond and Other Bonds**

6.1.1 The **Contractor** shall furnish a Performance Bond and a Payment Bond, in an amount equal to the amount recommended for award and, if called out in the contract, the allowance amount, as security for the faithful performance and payment, respectively, of all the **Contractor’s** obligations under the Contract Documents. These Bonds shall remain in effect at least until one year after the date when final payment becomes due, except as otherwise provided by Laws or Regulations or by the Contract Documents. The **Contractor** shall also furnish such other Bonds as are required by the Supplementary Conditions. All Bonds shall be in the form prescribed by the Contract Documents except as otherwise provided by Laws or Regulations, and shall be executed by such sureties as are named in the current list of “Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies” as published in Circular 570 (amended) by the Audit Staff, Bureau of Government Financial Operations, U.S. Treasury Department and A.M. Best rated AVIII or better.

6.1.2 The Contractor shall be required to furnish additional coverage for added work. The surety is required to increase the amount of the bonds in the same amount of one or more change orders.

6.1.3 The bonds required by the Contract Documents to be purchased and maintained by the Contractor shall be obtained from a surety that is duly licensed or authorized in the State of Florida to issue bond for the limits and coverages so required. All bonds signed by an agent must be accompanied by a certify copy of authority to act. Such surety shall also meet such additional requirements and qualifications as may be provided in the Supplementary conditions.

6.1.4 If the surety on any bond furnished by the **Contractor** is declared bankrupt, becomes insolvent, its right to do business is terminated in any state or it ceases to meet the requirements of 6.1.1, the **Contractor** shall within ten (10) work days

thereafter substitute another bond and surety, both of which must be acceptable to the **County**.

### **General Control of Materials**

The successful Contractor shall furnish to the Facilities Management Project Manager or representative a certification of the materials utilized for the work. The certification shall consist of a summary showing the kind and quantity of materials. This certification shall be provided for work units accomplished at the time of invoicing for partial and/or final payment.

The successful contractor shall preserve for inspection by the Facilities Management Division invoices and records of the materials utilized in the work until such time as final acceptance and payment is made under this contract.

The County will designate areas to be utilized for equipment and material storage. Materials and supplies shall be stored in accordance with Manufacturer's recommendations and Federal, State, and local regulations. Arrangements for storage shall be the responsibility of the Contractor and requires documentation of written approval by the property owner prior to project mobilization.

### **Required Submittals to Building Owner**

The samples listed below must be submitted to the County by the successful contractor within five (5) calendar days of the bid award. The samples must be approved prior to ordering and delivery to not delay progress and completion of the work or final inspection.

Six (6) inch long samples of the following:

- Roof panel
- Eave metal
- Gutter/downspout
- Underlayment

Submit complete shop drawings and erection details, approved by the metal roofing manufacturer, to the County for review. Do not proceed with manufacture of roofing materials prior to review of shop drawings and field verification of all dimensions. Do not use drawings prepared by the County for shop or erection drawings. Shop drawings show methods of erection, elevations and plans of roof panels, sections and details, anticipated loads, flashings, vents, sealants, interfaces with all materials not supplied and proposed identification of component parts and their finishes.

Final Completion will have been achieved once the punch list items have been completed and all close out documentation is submitted to the County prior to the final Application for Payment.

The final Application for Payment (invoice) will not be processed until all work has been completed and all close out documentation is in the County's possession.

### **Work Schedule:**

All work shall be performed from 7a.m. to 5 pm, Monday-Friday. Contractors may work Saturday and Sunday from 7 a.m. to 5 p.m. with prior written approval by Facilities Management project manager. Extended work hours may be permitted by prior coordination and approval with the Facilities Project Manager. No additional compensation shall be considered should the Contractor deem it necessary to work after normal business days/hours and/or over the weekends. The County will not be available for inspections or testing services beyond the normal business days/hours. Full time supervision is required when work is being performed on the project.

Contractor shall submit, with their bid, a detailed "Time Schedule"(With identified Critical Path).

All work under the Prime Contract must follow the start and completion date as set forth in the "Time Schedule".

The time schedules, as outlined above, shall be strictly maintained, and adhered to and shall be used by the Contractor as a guide in preparing bids and in setting up work and delivery schedules, factor the supply of shop drawings and submittals in a timely manner.

All items requiring fabrication shall be released for fabrication and shipment to the job immediately upon approval of required submittal data.

Any overtime required by County personnel will be paid by the contractor.

### **PRECEDENCE:**

Apparent inconsistencies between two or more sections of the Contract Documents shall be reported to the County immediately, for resolution. Precedence shall be given in the following order:

1. Approved Change Orders
2. Contract/Agreement
3. Addenda Issued Prior to Bid
4. Invitation to Bid

5. Instructions for Bidders
6. Supplementary Conditions
7. General Conditions
8. Technical Provisions of the Specifications
9. Drawings

NOTE: Any information provided in the Technical Specifications or Drawings that relates to the Procurement process of this solicitation are superseded by the County's Procurement Policies and Procedures Manual, the General Conditions, and the Supplementary Conditions contained herein.

**REQUIRED CLOSE-OUT DOCUMENTATION: (Provided by Contractor)**

1. Certificate of Substantial Completion (per site)
2. Certificate of Final Completion (per site)
3. Permitting agencies' approval documentation (per site)
4. Contractor's 2-year workmanship installation warranty (per site)
5. Suppliers and subcontractor final lien releases (per site)
6. Consent of surety to final payment (bond)
7. Final inspections and final payment release
8. Copy of manufacturer's 20-year Weathertightness warranty & installation certification.
9. Two copies of the Warranty and Maintenance Acceptance signed by Contractor & authorized manufacturer's agent.

## **SUPPLEMENTAL-FEDERAL CLAUSES**

The County has been awarded and received Hazard Mitigation Grant Program (HMGP), for the services to be provided under this Agreement. In accordance with the federal procurement standards at 2 C.F.R. sections 200.317 through 200.327 the following clauses are incorporated in this Bid, any resulting award with the prime Contractor, and any resulting contracts between the prime Contractor and sub-contractors and material suppliers. The following conditions are supplemental to the General Terms and Conditions. Where there is conflict, these Supplemental Conditions prevail unless the General Terms and Conditions are stricter.

### **1. Equal Employment Opportunity. (Applicable to construction only)**

During the performance of this Contract, the Contractor agrees as follows:

(1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

(3) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(4) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(5) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(6) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract/Purchase Order or with any of the said rules, regulations, or orders, this contract/Purchase Order may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(7) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States

## 2. **Contract Work Hours and Safety Standards Act.**

(1) Overtime requirements. Neither the Contractor, nor any subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (1) of this section the Contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such Contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (1) of this section, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (1) of this section.

(3) Withholding for unpaid wages and liquidated damages. the U.S. Department of Treasury, the applicable Federal agency, or Polk County as the recipient shall upon its own action or upon written request of an authorized representative of the Department

of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the Contractor or subcontractor under any such contract or any other Federal contract with the same prime Contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime Contractor, such sums as may be determined to be necessary to satisfy any liabilities of such Contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (2) of this section.

(4) Subcontracts. The Contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (1) through (4) of this section.

3. **Clean Air Act and the Federal Water Pollution Control Act.**

Clean Air Act

(1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.

(2) The Contractor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the Florida Division of Emergency Management, Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

(3) The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by the U.S. Department of Treasury.

Federal Water Pollution Control Act

(1) The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

(2) The Contractor agrees to report each violation to the County and understands and agrees that the County will, in turn, report each violation as required to assure notification to the Florida Division of Emergency Management, and the appropriate Environmental Protection Agency Regional Office.

(3) The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

4. **Debarment and Suspension. (Exhibit “A”)**

(1) This Contract/Purchase Order is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the Contractor is required to verify that none of the Contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The Contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by Polk County. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Florida Division of Management and the County. The Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract or purchase order that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

5. **Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)**

Contractors who apply or bid for an award of \$100,000 or more shall file the required certification (attached hereto as Exhibit “B”). Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

6. **Procurement of Recovered Materials.**

(1) In the performance of this Contract/Purchase Order, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—

(i) Competitively within a timeframe providing for compliance with the contract performance schedule;

(ii) Meeting contract performance requirements; or

(iii) At a reasonable price.

(2) Information about this requirement, along with the list of EPA-designate items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.”

7. **Domestic Preference**

In accordance with 2 CFR §200.322, to the greatest extent practicable under a Federal award, the County must provide a preference for the purchase acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section:

(1) “Produced in the United States” means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.

(2) “Manufactured products” means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

8. **Affirmative Action.**

In accordance with 2 CFR §200.321, the County is committed to taking all necessary steps to assure that minority businesses, women’s business enterprises, and labor surplus area firms are used when possible. The Contractor shall also take such affirmative steps in the selection of its subcontractors, laborers and materialmen. Affirmative steps include:

(1) Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; and

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.

9. **Access to Records.** The following access to records requirements apply to this Contract and any Purchase Order issued hereunder:

(1) The Contractor agrees to provide Polk County and the Florida Division of Emergency Management, the FEMA Administrator, or any of their authorized representatives, including but not limited to the Government Accountability Office (“GOA”), Treasury’s Office of Inspector General (“OIG”), access to any books, documents, papers, and records of the Contractor which are directly pertinent to this Agreement for the purposes of making audits, examinations, excerpts, and transcriptions.

(2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

(3) The Contractor agrees to provide the U.S. Department of Treasury or their authorized representatives access to construction or other work sites pertaining to the work being completed under the applicable Purchase Order.”

10. **DHS Seal, Logo, and Flags.** The Contractor shall not use the DHS(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA policies, procedures, and directives.

11. **Compliance with Federal Law, Regulations, and Executive Orders.** This is an acknowledgement that FEMA financial assistance will be used to fund the Contract only. The Contractor will comply will all applicable federal law, regulations, executive orders, policies, procedures, and directives.

12. **No Obligation by Federal Government.** The Federal Government is not a party to the Purchase Order and is not subject to any obligations or liabilities to the non-Federal entity, Contractor, or any other party pertaining to any matter resulting from this Purchase Order.

13. **Program Fraud and False or Fraudulent Statements or Related Acts.**

The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor’s actions pertaining to this Purchase Order.

14. **Changes.**

All changes, if any, must be performed in accordance with the Bid Documents, including, without limitation, Article 11 and Article 12 of the General Conditions, as well as with any and all Federal supplemental requirements. The cost of the change, modification, change order, or constructive change must be allowable, allocable, within the scope of its grant, and reasonable for the completion of the project scope. A cost analysis must be performed. The profit must be negotiated as a separate cost from the Contractor’s cost. Contractors must provide a complete breakdown of all costs associated with the purchase.

Should the successful Contractor request a change of work, or additional work, after execution of the contract, and it can be reasonably determined that the Contractor was aware of the needed change or additional work prior to the award, the Contractor will perform the work at no additional cost to the County.

#### **15. Default and Remedy.**

If the Contractor materially defaults in the timely performance of any Contract obligation, or if the Contractor is otherwise in material default of the Contract, including, without limitation, the Contractor's failure to timely deliver any portion, or the entirety, of the Project Work in accordance with the Contract documents, then the County shall have the right to (i) with or without terminating the Contract, immediately call in any bonds or other form of security, and engage other Contractors or providers at the Contractor's sole cost and expense to provide those unperformed or deficient Contract obligations of the Contractor; (ii) set-off the monetary amount of any and all damages arising therefrom, whether direct or indirect, actual or liquidated, from the amounts due Contractor pursuant to the Contract documents, (iii) immediately terminate the Contract by delivering written notice to the Contractor, and (iv) pursue any and all remedies available in law, equity, and under the Contract, including, without limitation, the recovery of any increased cost to the County to complete the Project Work due to the loss of American Rescue Plan funding caused, directly or indirectly, by the Contractor's delay. Upon any such termination pursuant to this Section, the County shall pay the Contractor the full amount due and owing for all services properly performed through the date of the Contract termination, less any amount subject to the County's right of set-off, and all liability of the County to the Contractor shall cease.

Certain Material Defaults. Among other matters, including without limitation, the Contractor's failure to timely deliver any portion, or the entirety, of the Project Work in accordance with the Contract documents, as described immediately above, any of the following shall constitute the Contractor's material default of the Contract: the appointment of a receiver to take possession of all or substantially all of the Contractor's assets, a general assignment by the Contractor for the benefit of creditors, or any action taken by or suffered by Contractor under any insolvency or bankruptcy act; or the Contractor is convicted of a public entity crime, is determined to have violated federal or state law prohibiting discrimination as stated in Section 287.134, Florida Statutes, or is prohibited from performing work for or transacting business with the County pursuant to Section 287.133 or to Section 287.134, Florida Statutes; or an assignment of the Contract made without the express written consent of the County; or the submission of a false certification to the County or engagement in prohibited business operations, both as described in the Contract Documents.

## **SPECIAL CONDITIONS**

The County reserves the right to direct purchase any tangible personal property item of the bid in order to save the sales tax on the selected item, which may include equipment, materials, and supplies that are components of a construction bid, but generally will purchase only major items. When the County exercises this option the following procedures shall be used for ordering, receiving, and paying for the Owner Direct Purchase (ODP) item.

**BID PRICES:** The bid must include the appropriate Florida State sales tax for all components of the bid that makes up the lump sum amount submitted.

**ORDERING:** The items selected would be purchased directly from the suppliers the contractor used to submit their bid to the County and therefore made a part of the construction contract executed with the County.

The Contractor shall fully cooperate with the County, providing information for the preparation of County issued purchase orders for these ODP's, monitoring deliveries, and approving invoices.

Following receipt of a sales tax savings form, the Contractors requisition from the supplier and the suppliers quote to the Contractor, the County will issue a purchase order to the supplier for the item selected for ODP to be delivered to the project site. The approved purchase order will be sent to the supplier and the Contractor. The Contractor shall verify that the purchase order was issued correctly. A separate sales tax savings form and a separate purchase order shall be used for each item selected for ODP.

After the County has affirmed that the items contained in the purchase order meets the exemption requirements contained in Section 212.08(6), Florida Statute, and Rule 12A-1.094, Florida Administration Code, the County will issue a Certificate of Entitlement. A Certificate of Entitlement will be issued with each purchase order for each ODP. The original Certificate of Entitlement accompanied by the County approved purchase order, the Contractors requisition to the supplier and the suppliers quote for the selected ODP item will be placed on file with the Florida Department of Revenue. The Contractor and supplier will be issued copies from the County.

**EXPEDITING:** The Contractor shall be responsible for expediting delivery to ensure that ODP item(s) is received on time to maintain the construction schedule.

**RECEIPT:** The Contractor shall sign for and receive all materials; and retain packing slips and delivery tickets for all materials delivered for the project. The Contractor shall be responsible for receiving, warranting, insuring the proper installation and operation of all materials and equipment required for the project, including all ODP items.

**BILLINGS/PAYMENTS:** All ODP's shall be billed to the County in care of the Contractor.

The Contractor shall check all invoices for accuracy and completeness when received. The Contractor shall be responsible for immediately notifying the supplier of any billing errors and requesting corrected invoices as necessary.

Receipts and invoices must be processed in a timely manner in order to take advantage of any discount payment terms and all discounts shall accrue to the County.

The Contractor shall prepare a direct purchase report for the County upon submittal of each pay request.

**OTHER CONSIDERATIONS:** The County shall have title to all items of which any payment has been made under these provisions.

The selection of ODP for any item contained within the bid does not relieve the Contractor from liability for that item as it may be related to the quantity ordered, condition, the maintenance and care of the item when delivered, installation, incorporation of the item for its intended use in the work to be performed, and warranty of the item in accordance with the contract documents. The Contractor shall maintain products liability insurance, which shall include ODP items, as required for the normal practice of general contracting.

The County shall have access to all necessary records in order to conduct audits to determine the correctness and accuracy of any item purchased in accordance with these provisions.

**REDUCTION:** The Contract will be reduced via deductive change order by the amount of all items selected by the County for the ODP's. The deductive change order will require Division Director Approval.



**Part C – BID SHEETS AND ACKNOWLEDGEMENT FORM (Lump Sum)**

NAME OF PROJECT: BID 23-318, FRS/EMS Protective Measure – Metal Roofs

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Bid Submittal as principal or principals is or are named herein and that no other person that herein mentioned has any interest in this Submittal or in the Contract to be entered into; that this Submittal is made without any connection with any other person, company or parties making a Bid Submittal; and that the Submittal is, in all respects, fair and made in good faith, without collusion or fraud.

The bidder further declares that they have examined the site of the Work and informed themselves fully in regard to all conditions pertaining to the place where the work is to be done; that they have examined the Plans and Specifications for Work and Contractual Documents relative thereto; that they have read all special provisions furnished prior to the opening of Bids; and that they have satisfied themselves relative to the work to be performed.

The Bidder proposes and agrees, if this Bid Submittal is accepted, to contract with the County in the form of Contract specified; and to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the Work.

ALL THE FOLLOWING REQUESTED INFORMATION MUST BE  
HEREUPON GIVEN FOR THIS BID SUBMITTAL TO BE  
CONSIDERED BY THE COUNTY

**1. BID PRICE (Zone A+B+C)**      \$ \_\_\_\_\_

WRITTEN AMOUNT \_\_\_\_\_ DOLLARS  
(SPELL OUT)

\_\_\_\_\_ CENTS

(lump sum price for completing all required work in strict accordance with the requirements specified in the Bid Package)

**2. CONTRACT TIME TO COMPLETION OF THIS PROJECT**      90 CALENDAR DAYS FOR FINAL COMPLETION

**NAME OF BIDDER** \_\_\_\_\_

(Type or printed firm, corporation, business or individual)

Bid Items  
 Polk County Facilities Management  
 FRS/EMS Protective Measure – Metal Roofs

**Zone A**

ID #	Station	Location	Dollar Amount
1	Auburndale (Station 16)	310 3 <sup>rd</sup> St., Auburndale, FL 33823	\$
2	Gibsonia (Station 22)	5201 Cornell St., Lakeland, FL 33810	\$
3	Lake Alfred (Station 360)	300 N. Seminole Ave., Lake Alfred, FL 33850.	\$
4	Lakeland Lime St. (Station 32)	1255 E. Lime St., Lakeland, FL 33801	\$
5	Lakeland S. FL (Station 34)	3822 S. Florida Ave., Lakeland, FL 33813	\$
6	Lakeland Seth McKeel (Station 31)	1800 W. Parker St., Lakeland, FL 33815	\$
7	Providence (Station 6)	8936 US Highway 98 N., Lakeland Flo 33809	\$
<b>Zone A-Lump Sum Price for item 1 thru 7</b>			\$

What Percentage of the Total Lump Sum listed above represents Contractors Profit % \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Bid Items  
 Polk County Facilities Management  
 FRS/EMS Protective Measure – Metal Roofs  
**Zone B**

ID #	Station	Location	Dollar Amount
1	Bartow (Station 9)	1450 Pinehurst St., Bartow, FL 33830	\$
2	Fire Rescue HQ	1295 Brice Blvd., Bartow, FL 33830	\$
3	Ft. Meade (Station 10)	1235 9 <sup>th</sup> St. NE., Ft. Meade, FL 33841	\$
4	Medulla (Camp David) (Station 2)	2523 Ewell Rd., Lakeland, FL 33813	\$
5	Medulla (Station n/a)	4525 Ewell Rd., 4525 Ewell Rd., Lakeland, FL 33811	\$
6	Mulberry (Station 15)	300 Kid Ellis Rd., Mulberry, FL 33860	\$
7	Willow Oak (Station 8)	4210 Willis Rd., Mulberry, FL 33860	\$
<b>Zone B-Lump Sum Price for item 1 thru 7</b>			\$

What Percentage of the Total Lump Sum listed above represents Contractors Profit  
 % \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Bid Items  
 Polk County Facilities Management  
 FRS/EMS Protective Measure – Metal Roofs  
**Zone C**

ID #	Station	Location	Dollar Amount
1	Babson Park (Station 1)	714 N. Scenic Highway, Bason Park, FL 33827	\$
2	Cypress Gardens (Station 1)	2101 Register Road SE, Winter Haven, FL 33884	\$
3	Haines City (Station 30)	901 Ledwith Ave., Haines City, FL 33844	\$
4	Indian Lake Estates (Station 27)	6221 Hogan Lane, Indian Lake Estates, FL 33855	\$
5	Lake Hamilton (Station 3)	75 S. Broadway, Lake Hamilton, FL 33838	\$
6	W. Lake Wales (Station 11)	2029 FL 60 , Lake Wales, FL 33859	\$
7	Winter Haven (Station 29)	229 Ave D. NW, Winter Haven, FL 33881	
	<b>Lump Sum Price for item 1 thru 7</b>		\$

What Percentage of the Total Lump Sum listed above represents Contractors Profit % \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Bid Items  
 Polk County Facilities Management  
 FRS/EMS Protective Measure – Metal Roofs  
**Grand Total of Zone A+B+C**

ID #	Station	Dollar Amount
1	Total Zone A	
2	Total Zone B	
3	Total Zone C	
	<b>Grand Total of Zones A + B + C</b>	

What Percentage of the Total Lump Sum listed above represents Contractors Profit  
 % \_\_\_\_\_

Contractor Name: \_\_\_\_\_

**CONTRACTOR'S LICENSE NUMBER**

**(Copy of License Attached)**

\_\_\_\_\_  
State Certification Number

\_\_\_\_\_  
Individual's Name (Print or Type)

\_\_\_\_\_  
Polk County Registration Number

\_\_\_\_\_  
Individual's Name (Print or Type)

\_\_\_\_\_  
Polk County Business Receipt Tax (Business License)

\_\_\_\_\_  
Company Name (Print or Type)

**ADDENDUM RECEIPT**

Bidder shall acknowledge below the receipt of any and all Addenda, if any, to the Plans and Specifications, listing the Addenda by number and date.

Addendum No. \_\_\_\_\_

Date \_\_\_\_\_

Addendum No. \_\_\_\_\_

Date \_\_\_\_\_

Addendum No. \_\_\_\_\_

Date \_\_\_\_\_

We understand all requirements and state that as a legitimate bidder we will comply with all the stipulations included in the bid package.

Submittal Date \_\_\_\_\_  
(Bid Receiving Date)

BIDDER: \_\_\_\_\_

BY: \_\_\_\_\_  
(Authorized Signature – in ink)

\_\_\_\_\_  
(Printed Name of Signer)

\_\_\_\_\_  
(Printed Title of Signer)

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email Address

**ACKNOWLEDGEMENT OF CONTRACTOR, IF A CORPORATION**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_ The foregoing instrument was acknowledged before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization this \_\_\_\_\_ day of \_\_\_\_\_ 2023, by \_\_\_\_\_ (name) as \_\_\_\_\_ title of officer) of \_\_\_\_\_ (entity name), on behalf of the company, who \_\_\_ is personally known to me or \_\_\_ has produced \_\_\_\_\_ as identification.

Notary Public Signature: \_\_\_\_\_

Printed Name of Notary Public: \_\_\_\_\_

Notary Commission Number and Expiration: \_\_\_\_\_

(AFFIX NOTARY SEAL)

**ACKNOWLEDGEMENT OF CONTRACTOR, IF A LIMITED LIABILITY COMPANY**

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_ The foregoing instrument was acknowledged before me by means of \_\_\_ physical presence or \_\_\_ online notarization this \_\_\_\_\_ day of \_\_\_\_\_ 2023, by \_\_\_\_\_ (name) as \_\_\_\_\_ (title of officer) of the Company, pursuant to the powers conferred \_\_\_\_\_ (entity name), on behalf of the company, who \_\_\_ is personally known to me or \_\_\_ has produced \_\_\_\_\_ as identification.

Notary Public Signature: \_\_\_\_\_

Printed Name of Notary Public: \_\_\_\_\_

Notary Commission Number and Expiration: \_\_\_\_\_

(AFFIX NOTARY SEAL)

**ACKNOWLEDGEMENT OF FIRM, IF AN INDIVIDUAL**

STATE OF \_\_\_\_\_ County OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ (Date) By \_\_\_\_\_ (Name of 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 in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ (Date) \_\_\_\_\_ (Official Notary Signature and Notary Seal) \_\_\_\_\_ (Name of Notary typed, printed or stamped)

Commission Number \_\_\_\_\_ Commission Expiration Date \_\_\_\_\_

**EXHIBIT I: BID BOND**

KNOW ALL MEN BY THESE PRESENTS, that we \_\_\_\_\_ (hereinafter called the Principal) and \_\_\_\_\_ (hereinafter called the Surety), a Corporation chartered and existing under the Laws of the State of \_\_\_\_\_, and authorized to do business in the State of Florida, are held and firmly bound unto Polk County, a political subdivision of the State of Florida, in the full and just sum of \_\_\_\_\_ dollars (\$\_\_\_\_\_) good and lawful money of the United States of America, to be paid upon demand of the County, to which payment will and truly be made, we bind ourselves, our heirs, executors, administrators, successors, and assigned jointly and severally and firmly by these presents.

WHEREAS, the Principal is about to submit, or has submitted to the County, a Bid Submittal for the purpose of \_\_\_\_\_

NOW THEREFORE, the conditions of this obligation are such if the Bid Submittal is accepted and recommended for award of a contract, the Principal shall, execute a satisfactory contract documents including an executed Public Construction Bond payable to County, in the amount of 100 percent (100%) of the total Contract Price, in form and with surety satisfactory to said County, then this obligation to be void, otherwise to be and remaining full force and virtue in law, and the surety shall, upon failure of the Principal to comply with any or all of the foregoing requirements, immediately pay to the aforesaid County, upon demand, the amount of this Bond, in good and lawful money of the United States of America, not as a penalty, but as liquidated damages.

In the event the numerical expression is omitted or expressed as less than five percent (5%) of the total bid price, this figure shall be assumed to be erroneously stated and this bid bond shall be binding upon the Principal and Surety in the amount of five percent (5%) of the total bid price.

IN TESTIMONY THEREOF, the Principal and Surety have caused these presents to be duly signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

ATTEST: \_\_\_\_\_  
 Witness

PRINCIPAL: \_\_\_\_\_  
 BY: \_\_\_\_\_ (SEAL)  
 Authorized Signature (Principal)

\_\_\_\_\_  
 Witness

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Title of Person Signing Above

ATTEST: \_\_\_\_\_  
 Witness

SURETY: \_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Witness

BY: \_\_\_\_\_ (SEAL)  
 Attorney in Fact

\_\_\_\_\_  
 Witness

\_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Business Address

NOTES:

1. Write in the dollar amount of the bond which must be at least five percent (5%) of the amount Bid included in the Submittal.
2. All bonds signed by an agent must be accompanied by a certified copy of such agent's authority to act.

Attorneys-in-fact who sign Bid Bonds or Contract Bonds must file with each bond a certified and effectively dated copy of their power of attorney.

**EXHIBIT II: PERFORMANCE BOND**

**FRONT PAGE  
F.S. CHAPTER 255.05**

BOND NO.: \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_

CONTRACTOR ADDRESS: \_\_\_\_\_

CONTRACTOR PHONE NO: \_\_\_\_\_

SURETY COMPANY: \_\_\_\_\_

OWNER NAME: Polk County, a political subdivision of the State of Florida  
OWNER ADDRESS: 330 W. Church St  
Bartow, FL 33830  
OWNER PHONE NO: (863) 534-6757

OBLIGEE NAME: (if  
contracting entity is different  
from the owner, the contracting  
public entity) \_\_\_\_\_

OBLIGEE ADDRESS: \_\_\_\_\_

OBLIGEE PHONE NO: \_\_\_\_\_

BOND AMOUNT: \$ \_\_\_\_\_

CONTRACT NUMBER: \_\_\_\_\_

GENERAL DESCRIPTION  
OF PROJECT: \_\_\_\_\_

PROJECT LOCATION: \_\_\_\_\_

EXHIBIT II (cont'd): PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: That \_\_\_\_\_, as Principal, and \_\_\_\_\_, as Surety, located at

\_\_\_\_\_ (Business Address) are held and firmly bound unto Polk County, a political subdivision of the State of Florida, as Obligee, in the sum of Dollars (\$\_\_\_\_\_) in lawful currency of the United States, for the payment whereof we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS BOND is that if the Principal:

1. Promptly, faithfully, efficiently and fully performs all work, services, duties and obligations set forth and described in that certain purchase order dated \_\_\_\_\_, 20\_\_ (the "Purchase Order") between Principal and Obligee for performance of providing protective measure – Metal Roof, at the times and in the manner proscribed in the Purchase Order; and
2. Pays Obligee all losses, damages (liquidated or actual), expenses, costs, and attorney's fees, including, without limitation, costs and attorney's fees on appeal, that Obligee sustains resulting directly or indirectly from any breach or default by Principal under the Purchase Order; and
3. Performs the guarantee of all work and materials furnished under the Purchase Order for the time specified therein; and
4. Satisfies all claims and demands incurred under the Purchase Order, and fully indemnifies and holds harmless the Obligee from all costs and damages which it may suffer by reason or failure to do so;

then the Surety shall have no obligation under this Performance Bond.

In the event that the Principal shall fail to perform any of the terms, covenants and conditions of the Purchase Order during the period in which this Performance Bond is in effect, the Surety shall remain liable to the Obligee for all such loss or damage (including reasonable attorney's fees and costs and attorney's fees on appeal) resulting from any failure to perform up to the amount of the sum stated above.

In the event that the Surety fails to fulfill its obligations under this Performance Bond, then the Surety shall also indemnify and hold the Obligee harmless from any and all loss, damage, cost and expense, including reasonable attorney's fees and costs for all trial and appellate proceedings, resulting directly or indirectly from the Surety's failure to fulfill its obligations hereunder. This paragraph shall survive the termination or cancellation of this Performance Bond.

The Surety, for value received, hereby stipulates and agrees that its obligations hereunder shall be direct and immediate and not conditional or contingent upon the Obligee's pursuit of its remedies against Principal, shall remain in full force and effect

notwithstanding (i) amendments or modifications to the Purchase Order entered into by Obligee and Principal without the Surety's knowledge or consent (ii) waivers of compliance with or any default under the Purchase Order granted by Obligee to Principal without the Surety's knowledge or consent, or (iii) the discharge of Principal from its obligations under the Purchase Order as a result of any proceeding initiated under the Bankruptcy code of 1978, as the same may be amended, or any similar state or federal law, or any limitation of the liability of Principal or its estate as a result of any proceeding.

Any changes in or under the Purchase Order and compliance or non-compliance with any formalities connected with the Purchase Order or the changes shall not affect Surety's obligation under this Performance Bond. The Principal shall notify the Surety of all such changes.

Reference is hereby made to Section 255.05, Florida Statutes, and to the notice and time limitation provisions thereof.

IN WITNESS WHEREOF, this instrument is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

PRINCIPAL: \_\_\_\_\_

Witness: \_\_\_\_\_

BY: \_\_\_\_\_ (SEAL)  
Authorized Signature (Principal)

Witness: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
Title of Person Signing

Above: \_\_\_\_\_

ATTEST:

SURETY: \_\_\_\_\_

Witness: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
Attorney in Fact \_\_\_\_\_

(SEAL)

Witness: \_\_\_\_\_

Printed Name \_\_\_\_\_  
Business Address \_\_\_\_\_

NOTE: Date of the Performance Bond must not be prior to date of Purchase Order. If Contractor is Partnership, all partners should execute Bond.

Important: Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transact business in the State of Florida. Attach a certified copy of Power-of-Attorney appointing individual Attorney-in-Fact for execution of Performance Bond on behalf of Surety.

**EXHIBIT III: PAYMENT BOND**

KNOW ALL MEN BY THESE PRESENTS: That \_\_\_\_\_, as Principal, and \_\_\_\_\_, as Surety, located at \_\_\_\_\_

\_\_\_\_\_ (Business Address) are held and firmly bound unto Polk County, a political subdivision of the State of Florida, as Obligee in the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) in lawful currency of the United States, for the payment whereof we bind ourselves, successors, and assigns, jointly and severally, firmly by these presents.

THE CONDITION OF THIS BOND is that if the Principal:

1. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided under and in accordance with that certain purchase order dated \_\_\_\_\_, 20\_\_ (the "Purchase Order") between Principal and Obligee for;

\_\_\_\_\_ then the Surety shall have no obligation under this Payment Bond.

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

In the event that the Principal shall fail to promptly make payment to any claimant as described above during the period in which this Payment Bond is in effect, the Surety shall remain liable to the Obligee for all such loss or damage (including reasonable attorney's fees and costs and attorney's fees on appeal) resulting from any such failure up to the amount of the sum stated above.

In the event that the Surety fails to fulfill its obligations under this Payment Bond, then the Surety shall also indemnify and hold the Obligee harmless from any and all loss, damage, cost and expense, including reasonable attorney's fees and costs for all trial and appellate proceedings, resulting directly or indirectly from the Surety's failure to fulfill its obligations hereunder. This paragraph shall survive the termination or cancellation of this Payment Bond.

The Surety, for value received, hereby stipulates and agrees that its obligations hereunder shall be direct and immediate and not conditional or contingent upon the Obligee's pursuit of its remedies against Principal, shall remain in full force and effect notwithstanding (i) amendments or modifications to the Purchase Order entered into by Obligee and Principal without the Surety's knowledge or consent (ii) waivers of compliance with or any default under the Purchase Order granted by Obligee to Principal without the Surety's knowledge or consent, or (iii) the discharge of Principal from its obligations under the Purchase Order as a result of any proceeding initiated under the Bankruptcy code of 1978, as the same may be amended, or any similar state or federal law, or any limitation of the liability of Principal or its estate as a result of any proceeding.

Any changes in or under the Purchase Order and compliance or non-compliance with any formalities connected with the Purchase Order or the changes does not affect Surety's obligation under this Payment Bond. The Principal shall notify the Surety of all such changes.

Reference is hereby made to Section 255.05, Florida Statutes, and to the notice and time limitation provisions thereof.

IN WITNESS WHEREOF, this instrument is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST: \_\_\_\_\_ PRINCIPAL: \_\_\_\_\_

Witness \_\_\_\_\_ BY: \_\_\_\_\_ (SEAL)  
Authorized Signature (Principal)

Witness \_\_\_\_\_ Printed Name \_\_\_\_\_  
\_\_\_\_\_  
Title of Person Signing Above

ATTEST: \_\_\_\_\_ SURETY:  
\_\_\_\_\_  
Printed Name

Witness \_\_\_\_\_ Attorney in Fact

Witness \_\_\_\_\_  
(SEAL) \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Business Address

NOTE: Date of the Payment Bond must not be prior to date of Purchase Order. If Contractor is Partnership, all partners should execute Bond.

Important: Surety companies executing Bonds must appear on the Treasury Department's most current list (Circular 570 as amended) and be authorized to transaction business in the State of Florida. Attach a certified copy of Power-of-Attorney appointing individual Attorney-in-Fact for execution of Payment Bond on behalf of Surety.



**EXHIBIT V: NON-COLLUSION AFFIDAVIT OF SUBCONTRACTOR**

The Contractor shall not execute any agreement with any subcontractor or permit any subcontractor to perform any work included in this Contract until he has submitted a non-collusion affidavit from the subcontractor in substantially the form shown below and has received written approval of subcontractor from Polk County, a political subdivision of the State of Florida (County).

This form must be signed by an authorized signatory of the company.

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) SS

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. They are \_\_\_\_\_ of \_\_\_\_\_, hereafter referred to as the Subcontractor;
2. They are fully informed respecting the preparation and contents of subcontractor's Bid Submittal submitted by the subcontractor to \_\_\_\_\_ the Contractor for certain work in connection with Bid: 23-318, FRS/EMS Protective Measure – Metal Roofs.
3. Such subcontractor's Bid Submittal is genuine and is not a collusive or sham submittal;
4. Neither the subcontractor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid Submittal in connection with such Contract or to refrain from submitting a Bid Submittal in connection with such Contract, or has in any manner, directly or indirectly, sought by unlawful agreement or connivance with any other Bidder, firm or person to fix the price or prices in said subcontractor's Bid Submittal or secure through collusion, conspiracy, connivance or unlawful agreement any advantage against the County or any person interested in the proposed Contract; and
5. The price or prices quoted in the subcontractor's Bid Submittal are fair and proper and not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of their agents, representatives, owners, employees or parties in interest, including this affiant.

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

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

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_ (*name*) as \_\_\_\_\_ (*title of officer*) of \_\_\_\_\_ (*entity name*), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: \_\_\_\_\_

Printed Name of Notary Public: \_\_\_\_\_

Notary Commission Number and Expiration: \_\_\_\_\_

(AFFIX NOTARY SEAL)

**EXHIBIT VI: AFFIDAVIT OF PERCENTAGE OF WORK**

Bid # 23-318

By signing below, the bidder:

- Is certifying that they will be performing, with their own organization, the percentage of work required under the Supplemental Conditions of the contract documents for Bid # 23-318
- Understands that during Bid Analysis they will be required to submit a spreadsheet (Exhibit VI-A) listing the complete breakdown of the bid price submitted by area of work. The list must include the division of work being performed, the name of the contractor performing that area of work, the WMBE classification of the contractor, the dollar amount of the work, and the percentage of the total bid price for each division of work. An updated copy will be required at contract close-out, detailing exact dollar figures paid to each subcontractor performing work under this contract.
- Acknowledges that no changes to sub-contractors used will be allowed after submittal unless otherwise approved by the Procurement Director. Any prime contractor that defaults on this requirement may be suspended as allowed within the Procurement Procedures.
- If the percentage of work proposed to be completed by the prime is not equal to, or more than, the amount required, the bid will be considered to be non-responsive.

Bidder must sign and have notarized:

The undersigned Bidder hereby certifies that they fully understand the provisions as stated above and will comply.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Name of Firm \_\_\_\_\_

By \_\_\_\_\_

\_\_\_\_\_  
Title of Person Signing

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_ (name) as \_\_\_\_\_ (title of officer) of \_\_\_\_\_ (entity name), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: \_\_\_\_\_

Printed Name of Notary Public: \_\_\_\_\_

Notary Commission Number and Expiration: \_\_\_\_\_

(AFFIX NOTARY SEAL)

**EXHIBIT VI-A: SUBCONTRACTOR LIST**

This Exhibit is in an Excel spreadsheet format and available on the FTP site. If you need assistance accessing FTP site due to ADA or any other reason, please email Carlos Baez at [carlosbaez@polk-county.net](mailto:carlosbaez@polk-county.net).

**EXHIBIT VI-B: GOOD FAITH EFFORT DOCUMENTATION**

The following is provided for the bidder to use in conjunction with the Good Faith Effort requirement in Section 20.0 of the Invitation for Bid. For your convenience to supplement your own subcontractor/supplier database, we direct you to <https://apps.polk-county.net/vendordirectory/>, for additional names. Please list the company's names and the result of your contact for each subcontractor solicited. Suppliers can be listed in the blank spaces at the bottom of the page.

<u>Division of Work</u>	<u>Results of Good Faith Effort</u>
1. _____ _____ _____ _____	_____ _____ _____ _____
2. _____ _____ _____ _____	_____ _____ _____ _____
3. _____ _____ _____ _____	_____ _____ _____ _____
4. _____ _____ _____ _____	_____ _____ _____ _____
5. _____ _____ _____ _____	_____ _____ _____ _____

**EXHIBIT VII: TRENCH SAFETY ACT COMPLIANCE**

General:

1. The Contractor shall comply with the Florida Trench Safety Act (90-96), Laws of FL.) Effective October 1, 1990.
2. The Contractor(s) performing trench safety excavation on this Contract shall comply with the Occupational Safety and Health Administration's (OSHA) trench excavation safety standards, 29 CFR's 1926.650, Subpart P, including all subsequent revisions or updates to these standards as adopted by the Department of Labor and Employment Security (DLES).
3. By submission of his bid and subsequent execution of this Contract, the Contractor certifies that all trench excavation done within his control shall be accomplished in strict adherence with OSHA trench safety standards contacted 29 CFR's 1926.650, Subpart P, including all subsequent revisions or updates to these standards as adopted by the Department of Labor and Employment Security.
4. The Contractor also agrees that he has obtained or will obtain identical certification from his proposed Subcontractors that will perform trench excavation prior to award of the subcontracts and that he will retain such certifications in his files for a period of not less than three years following final acceptance.
5. The Contractor shall consider all available geotechnical information in his design of the trench excavation safety system.
6. Inspections may be conducted by the County and the County's Safety Officer. Serious deficiencies will be corrected on the spot or the job may be closed. Imminent danger citing will result in the immediate cessation of work. Work will resume when the danger is corrected.
7. Bidder acknowledges that included in the various items of the proposal and in the Total Bid Price are costs for complying with the Florida Trench Safety Act (90-96), Laws of FL) effective October 1, 1990. The bidder further identifies the costs to be summarized as follows:

Trench Safety Measure (Description)	Units of Measure (LF, SY)	Unit (QTY)	Unit Cost	Extended Cost
A. _____	_____	_____	\$ _____	\$ _____
B. _____	_____	_____	\$ _____	\$ _____
C. _____	_____	_____	\$ _____	\$ _____
D. _____	_____	_____	\$ _____	\$ _____
			Total	\$ _____

Failure to complete the above may result in the bid being declared non-responsive.

**EXHIBIT VIII: EQUAL EMPLOYMENT OPPORTUNITY**

Polk County, a political subdivision of the State of Florida (County), is an Equal Opportunity/Affirmative Action Employer.

Pursuant to Executive Order 11246 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.

We are committed to equal opportunity employment effort and expect firms that do business with the County to have a vigorous affirmative action program.

**CERTIFICATION BY PROPOSED PRIME 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 Bidder 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 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.

Contractor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

- 
1. Bidder 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 \_\_\_\_\_
  3. Bidder has filed all compliance reports due under applicable instructions:  
YES \_\_\_\_\_ NO \_\_\_\_\_
  4. If answer to Item 3 is No, please explain in detail on reverse side of this certification.  
YES \_\_\_\_\_ NO \_\_\_\_\_

The Bidder certifies that they do not maintain or provide for their employees any segregated facilities at any of their establishments, and that they do not permit their employees to perform their services at any location under their control where segregated facilities are maintained. The Bidder certifies further that they will not maintain or provide for their employees any segregated facilities at any of their establishments, and that they will not permit their employees to perform their services at any location under their control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this Bid. As used in this certification, the term (segregated facilities” means any waiting rooms, work areas, restrooms, washrooms, restaurants, other eating areas, time clocks, locker rooms, storage areas, dressing areas, parking lots, drinking fountains, recreation/entertainment areas, transportation and housing facilities provided for employees which are segregate by explicit directive or are, in fact, segregated on the basis of race, color, religion or national origin, because of habit, local custom or otherwise. The Bidder agrees that (except where they have obtained identical certification from proposed subcontractors for specific time periods) they will obtain identical certification from proposed Subcontractors prior to the award of subcontracts exceeding \$10,000 which are not exempt from the provision of the Equal Opportunity clause; and that they will retain such certifications in their files.

Certification – The information above is true and complete to the best of my knowledge and belief. (A willfully false statement is punishable by law – U.S. Code, Title 18, Section 1001.)

---

Printed Name

---

Title

---

Signature

---

Date

**EXHIBIT IX: DRUG-FREE WORKPLACE FORM**

The undersigned Bidder in accordance with Florida Statute 287.087 hereby certifies that \_\_\_\_\_ does:  
(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (a).
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 1892 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

\_\_\_\_\_  
Bidders Signature

\_\_\_\_\_  
Date

**EXHIBIT X: SAFETY REQUIREMENTS/REGULATIONS FORM**

Bidder must sign and have notarized:

The undersigned Bidder hereby certifies that they fully understand the safety requirements/regulation provisions as stated in General Conditions 7.11 and will comply.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_

Name of Firm: \_\_\_\_\_

By: \_\_\_\_\_  
Title of Person Signing

This foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_ (*name*) as \_\_\_\_\_ (*title of officer*) of \_\_\_\_\_ (*entity name*), on behalf of the company, who  is personally known to me or  has produced \_\_\_\_\_ as identification.

Notary Public Signature: \_\_\_\_\_

Printed Name of Notary Public: \_\_\_\_\_

Notary Commission Number and Expiration: \_\_\_\_\_

(AFFIX NOTARY SEAL)

## **EXHIBIT XI: APPLICATION FOR PAYMENT**

This Exhibit is in an Excel spreadsheet format and available on the FTP site. If you need assistance accessing FTP site due to ADA or any other reason, please email Carlos Baez at [carlosbaez@polk-county.net](mailto:carlosbaez@polk-county.net).

**EXHIBIT XII: CONTRACTOR CERTIFICATION OF DISBURSEMENT**

PROJECT: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

DATE: \_\_\_\_\_  
 CONTRACT NO. \_\_\_\_\_  
 PROGRESS PAYMENT NUMBER: \_\_\_\_\_

\_\_\_\_\_, Contractor for the above referenced Contract, hereby certifies that all Subcontractors and Suppliers, except for those noted below, have received their pro rata share of all previous progress payments made to date by Polk County, a political subdivision of the State of Florida (County), for all the labor, work, materials and equipment furnished under the Contract. The terms "Subcontractor" and "Supplier" have the meaning defined in Part B of the Contract Documents.

**EXCEPTION:**The following Subcontractors and Suppliers have not yet been paid their respective pro rata share of previous progress payments. A copy of the notification sent to each Subcontractor or Supplier explaining the good cause why payment has not yet been made is attached to this form.

\_\_\_\_\_  
**Subcontractor or Supplier Name**  
 \_\_\_\_\_  
**Street Address**  
 \_\_\_\_\_  
**City, State and Zip**

\_\_\_\_\_  
**Subcontractor or Supplier Name**  
 \_\_\_\_\_  
**Street Address**  
 \_\_\_\_\_  
**City, State and Zip**

State of \_\_\_\_\_  
 County of: \_\_\_\_\_

A false statement or omission made in connection with this Certification is sufficient cause for suspension, revocation, or denial of qualification to bid, and a determination of non-responsibility, and may subject the person and/or entity making the false statement to all applicable civil and criminal penalties.

Sworn to and subscribed before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ on line notarization, this \_\_\_\_\_ day of \_\_\_\_\_ of \_\_\_\_\_ by \_\_\_\_\_

\_\_\_\_\_  
**(Print name of authorized person signing Certification)**

\_\_\_\_\_  
**(Notary Public)**  
**Commission Expires:** \_\_\_\_\_  
 Personally known \_\_\_\_\_  
 OR Produced identification \_\_\_\_\_  
 Type of Identification Produced: \_\_\_\_\_

\_\_\_\_\_  
**Contractor**  
 \_\_\_\_\_  
**By**  
 \_\_\_\_\_  
**Title**

**Instructions:** Attach a copy of each good cause notification referenced above that has been sent to each Subcontractor and Supplier listed on this Certification.

1. Attach a list of all Subcontractors and Suppliers that have not yet been paid their proportionate share of any other progress payments previously received by the Contractor stating the date the Contractor first reported the nonpayment and the status of resolving the payment issue.
2. To be acceptable, this Certification must be executed by an officer or director with the authority to bind the Contractor and must be properly notarized.
3. This Certification must be submitted to the Professional with the Application for Payment for the requested Progress Payment.
4. A separate Certification is required for each Contract the Contractor has with the County.

**EXHIBIT XIII: CERTIFICATE OF SUBSTANTIAL COMPLETION**

Project: \_\_\_\_\_ County's Project No.: \_\_\_\_\_

Contractor No.: \_\_\_\_\_ Contract Date: \_\_\_\_\_

Notice to Proceed Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

The Work to which this Certificate applies has been inspected by the authorized representatives of Polk County, a political subdivision of the State of Florida (County), Contractor and Professional, and that Work is hereby declared to be substantially complete in accordance with the Contract Documents on \_\_\_\_\_. This Certificate of Substantial Completion applies to all Work or a specified portion thereof under the Contract Documents. The warranty period shall begin on the date as established herein.

A list of items to be completed and corrected is attached hereto for final completion of Contract requirements. This list may not be all-inclusive; and the failure to include an item on it does not alter the responsibility of the Contractor to complete all the Work in accordance with the Contract Documents. The items on the list shall be completed or corrected by the Contractor within \_\_\_\_\_ calendar days of the above date of substantial completion.

This Certificate does not constitute an acceptance of the Work that has not been completed in accordance with the Contract Documents; nor is it a release of Contractor's obligations to complete the Work in accordance with the Contract Documents. Signatories agree the project is substantially complete as of the date established herein and that the project can and will function as intended and that the attached list represents deficient items requiring correction/completion prior to final completion and that this list may be amended by the Professional or County to add any other items to bring the Work in compliance with the Contract Documents. If the list is amended a reasonable time shall be given to complete the items added.

Contractor: \_\_\_\_\_  
(Type Company Name)

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

\_\_\_\_\_  
(Typed Name & Title)

Date: \_\_\_\_\_

Professional: \_\_\_\_\_  
(Authorized Signature)

Date: \_\_\_\_\_

County: \_\_\_\_\_  
(Typed Name of Division)

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

Date: \_\_\_\_\_

**EXHIBIT XIV: CERTIFICATE OF FINAL COMPLETION**

Project: \_\_\_\_\_ County's Project No.: \_\_\_\_\_

Contract No.: \_\_\_\_\_ Contract Date: \_\_\_\_\_

Notice to Proceed Date: \_\_\_\_\_ Substantial Completion Date: \_\_\_\_\_

The Work to which this Certificate applies has been inspected by the authorized representatives of the County, Contractor and Professional; and that Work is hereby declared to be finally complete in accordance with the Contract Documents on \_\_\_\_\_. This Certificate of Final Completion applies to all Work under the Contract Documents.

All punch list items have been completed and corrected for compliance with Contract Documents. This Certificate constitutes acceptance of Work as specified and intended in the Contract Documents. Contractor retains responsibility and obligation to the County for Warranty Work arising after admission and acceptance of final completion. Signatories agree the project is finally complete as of the date of signature such that the project is in complete compliance with Contract Documents and authorized Change Orders.

Contractor: \_\_\_\_\_  
(Type Company Name)

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

\_\_\_\_\_  
(Typed Name & Title)

Date: \_\_\_\_\_

Professional: \_\_\_\_\_  
(Authorized Signature)

Date: \_\_\_\_\_

County: \_\_\_\_\_  
(Typed Name of Division)

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

Date: \_\_\_\_\_



**EXHIBIT XVI: ALLOWANCE AUTHORIZATION RELEASE (AAR)**

**PROJECT:**

**AAR NO.:**

**CONTRACT NO.:**

**CONTRACTOR:**

**POLK COUNTY, A POLITICAL SUBDIVISION  
OF THE STATE OF FLORIDA**

**ARCHITECT/ENGINEER:**

**DESCRIPTION OF  
ALLOWANCE WORK:**

**Reason for change:**

**\*Not valid until signed by the County, Architect/Engineer and Contractor.**

Amount of Allowance Authorization included in this Contract is	\$
Amount of Allowance Authorization used to date	\$
Amount of Allowance Authorization used this AAR	\$
Balance of remaining AAR	\$

Original Contract Time	_____	days
Amount of the Allowance Authorization time included in this Contract is	_____	days
Amount of Allowance Authorization time used to date	_____	days
Amount of Allowance Authorization time used this AAR	_____	days
Balance of remaining Allowance Authorization Time is	_____	days
Date of substantial completion therefore is	_____	days

**(THE TOTAL ORIGINAL CONTRACT AMOUNT REMAINS UNCHANGED)**

\_\_\_\_\_  
**CONTRACTOR**

Date: \_\_\_\_\_

\_\_\_\_\_  
**COUNTY DIVISION DIRECTOR**

Date: \_\_\_\_\_

\_\_\_\_\_  
**ARCHITECT/ENGINEER**

Date: \_\_\_\_\_

\_\_\_\_\_  
**COUNTY MANAGER** or designee

Date: \_\_\_\_\_

AAR's over \$100,000.00 require Board approval

**POLK COUNTY, A POLITICAL SUBDIVISION  
OF THE STATE OF FLORIDA**

\_\_\_\_\_  
**CHAIRMAN**

Date: \_\_\_\_\_

**EXHIBIT XVII: CHANGE ORDER**

**Project:** \_\_\_\_\_ **Contract No.:** \_\_\_\_\_ **Change Order No:** \_\_\_\_\_

**Polk County, a political subdivision of the State of Florida**

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

**Architect/Engineer:** \_\_\_\_\_

**Description of Change Order:**

Contract is changed as follows:

Architect/Engineer: \_\_\_\_\_ (Signature) Date: \_\_\_\_\_

Original Contract Sum: \$

Net change by previously authorized Change Order \$

Contract Sum prior to this Change Order \$

Contract Sum will be increased/decreased by this Chang Order in the amount of \$

New Contract Sum including this Change Order will be \$

Contract Time will be increased by \_\_\_\_\_ days.

Date of Substantial Completion as of the date of this Change Order therefore is \_\_\_\_\_.

**The above changes are accepted by:**

Contractor: \_\_\_\_\_ Date: \_\_\_\_\_

You are hereby authorized to make the changes noted above:

Division Director: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed as to form and legal sufficiency:

_____	_____
County Attorney's Office	County Manager/Designee
Date	
Date	

*(Change order increases require Board approval)*

Attest: STACY M. BUTTERFIELD, CLERK

Polk County, a political subdivision  
of the State of Florida

By: \_\_\_\_\_  
Deputy Clerk

By: \_\_\_\_\_  
George Lindsey III, Chairman  
Board of County Commissioners

Date Signed by Chairman: \_\_\_\_\_

**EXHIBT XVIII:      CERTIFICATE OF COMPLIANCE**

In accordance with Florida Statutes, Chapter 440, the General Contractor hereby states that for projects \$250,000.00 or more, all subcontractors employed to work have workers' compensation insurance in place.

Bid #            23-318

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name of Signer

\_\_\_\_\_  
Date

**EXHIBIT XIX: CERTIFICATION IMMIGRATION LAWS**

Bid 23-318, FRS/EMS PROTECTIVE MEASURE – METAL ROOFS

POLK COUNTY WILL NOT INTENTIONALLY AWARD COUNTY CONTRACTS TO ANY CONTRACTOR WHO KNOWINGLY EMPLOYS UNAUTHORIZED ALIEN WORKERS, CONSTITUTING A VIOLATION OF THE EMPLOYMENT PROVISIONS CONTAINED IN 8 U.S.C. SECTION 1324 A(E) {SECTION 274A(E) OF THE IMMIGRATION AND NATIONALITY ACT (“INA”)}.

POLK COUNTY MAY CONSIDER THE EMPLOYMENT BY ANY CONTRACTOR OF UNAUTHORIZED ALIENS A VIOLATION OF SECTION 274A(E) OF THE INA. SUCH VIOLATION OF THE RECIPIENT OF THE EMPLOYMENT PROVISIONS CONTAINED IN 274A(E) OF THE INA SHALL BE GROUNDS FOR UNILATERAL CANCELLATION OF THE CONTRACT BY POLK COUNTY.

BIDDER ATTEST THAT THEY ARE FULLY COMPLIANT WITH ALL APPLICABLE IMMIGRATION LAWS (SPECIFICALLY TO THE 1986 IMMIGRATION ACT AND SUBSEQUENT AMENDMENTS).

Company Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

State of: \_\_\_\_\_

County of: \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of 0 physical presence or 0online notarization, this \_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_ (name) as \_\_\_\_\_ (title of officer) of \_\_\_\_\_ (entity name), on behalf of the company, who 0 is personally known to me or 0 has produced \_\_\_\_\_ as identification.

Notary Public Signature: \_\_\_\_\_

Printed Name of Notary Public: \_\_\_\_\_

Notary Commission Number and Expiration: \_\_\_\_\_

(AFFIX NOTARY SEAL)

**EXHIBIT XX: STATEMENT OF NO BID**

If submitting a "NO BID", Bidder shall return this form to Polk County, a political subdivision of the State of Florida, Procurement Division, 330 West Church Street, Room 150, Bartow, Florida 33830.

We have declined to bid on Contract Bid File: 23-318, FRS/EMS Protective Measure – Metal Roof for the following reasons:

- \_\_\_\_\_ Specifications too "restrictive" i.e., geared toward one brand of manufacturer (please explain below).
- \_\_\_\_\_ Insufficient time to respond to invitation for bid.
- \_\_\_\_\_ We do not offer this product or service.
- \_\_\_\_\_ Our schedule would not permit us to perform.
- \_\_\_\_\_ Unable to meet specifications.
- \_\_\_\_\_ Unable to meet bond or insurance requirements.
- \_\_\_\_\_ Specifications unclear (please explain below).
- \_\_\_\_\_ Other (please specify). \_\_\_\_\_

We understand that if the "No Bid" form is not executed and returned, our name may be deleted from the list of qualified bidders for the County for further projects.

\_\_\_\_\_  
Typed Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

**EXHIBIT XXI: SCRUTINIZED COMPANIES CERTIFICATION FORM**  
(Florida Statutes, Section 287.135)

SOLICITATION NO.: Bid:23-318

PROJECT NAME: FRS/EMS Protective Measure – Metal Roofs

The undersigned, as \_\_\_\_\_ of \_\_\_\_\_ (the "Contractor"), a Florida corporation, hereby certifies the following to Polk County, a political subdivision of the State of Florida, by and on behalf of the Contractor in accordance with the requirements of Section 287.135, Florida Statutes:

- i. The Contractor is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Contractor engaged in a boycott of Israel, nor was the Contractor on such List or engaged in such a boycott at the time it submitted its bid to the County with respect to the Contract.
- ii. Additionally, if the value of the goods or services acquired under the Contract are greater than or equal to One Million Dollars (\$1,000,000), then the Contractor further certifies to the County as follows:
  - a. the Contractor is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and
  - b. the Contractor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and
  - c. the Contractor is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
  - d. the Contractor was not on any of the Lists referenced in this subsection (ii), nor engaged in business operations in Cuba or Syria when it submitted its bid to the County with respect to the Contract.
- iii. The Contractor is fully aware of the penalties that may be imposed upon the Contractor for submitting a false certification to the County regarding the foregoing matters.
- iv. The Contractor hereby acknowledges that, in addition to any other termination rights stated in the Contract, the County may immediately terminate the Contract upon the occurrence of any of the following events:
  - a. the Contractor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection (i) above, or the Contractor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel; or
  - b. the Contractor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection (ii)

above, or the Contractor is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Contract are greater than or equal to One Million Dollars (\$1,000,000).

ATTEST:

\_\_\_\_\_

a \_\_\_\_\_

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

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

PRINTED NAME: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

Its: \_\_\_\_\_

Its: \_\_\_\_\_

**EXHIBIT XXII: CERTIFICATIONS REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS**

For all awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities, the Offeror must complete and sign the following:

The Offeror certifies, to the best of its knowledge and belief, that-

(1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by Polk County, a political subdivision of the State of Florida (the "County"). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Florida Division Emergency Management, the County, and the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

SIGNATURE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**EXHIBIT XXIII: APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned \_\_\_\_\_ certifies, to the best of his or her knowledge, that: (Contractor)

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official \_\_\_\_\_

Name and Title of Contractor's Authorized Official \_\_\_\_\_

Date \_\_\_\_\_

**PART E –CONTRACT**

This Contract is entered into as of the Effective Date (defined as the date approved by the Board and executed by the Chairman) between Polk County, a political subdivision of the State of Florida, hereinafter known as the “County”, and \_\_\_\_\_ their successors, executors, administrators and assigns, hereinafter referred to as the “Contractor”.

WITNESSETH: Whereas the Contractor agrees with the County, for the consideration herein mentioned, and at their own proper cost and expense, to perform all the Work and furnish all the material, equipment, supplies and labor necessary to carry out this agreement in the manner and to the fullest extent as set forth in the attached Bid documents, being hereby made as such a binding part of this Contract as if written word for word herein, and whereas the Contractor has furnished satisfactory Bond and has complied with insurance requirements of the Specifications in Bid # 23-318.

NOW THEREFORE, the County and the Contractor do hereby agree as follows:

Article 1. Scope of Work: The Contractor shall perform in accordance with the attached Bid Documents, all the items of Work at the unit prices or lump sum price as listed in the Contractor’s Bid Submittal.

Article 2. Contract Price: The Contract price includes the total bid price of \$ \_\_\_\_\_ plus the Allowance Work amount of \$ \_\_\_\_\_ the total sum being \$ \_\_\_\_\_. This total contract price shall be reduced by the unused amount of the allowance, if such Work is not completed.

Article 3. Plans and Specifications: The plans and specifications, and other Bid Documents upon which the unit or lump sum prices in the Contractor’s Bid Submittal are based, are hereby made a part of this Contract by reference thereto; and are hereby attached hereto.

Article 4 Time of Beginning and Completion: The Contractor agrees to begin Work within 10 calendar days after issuance of a Notice to Proceed by the Procurement Division. The Contractor will complete all Work necessary to reach Beneficial Occupancy within 60 calendar days from the Start Date memorialized within the Notice

to Proceed. The Certificate of Substantial Completion shall be executed once Beneficial Occupancy has been reached. The County and the Contractor agree the balance of all Work to be performed after execution of the Certificate of Substantial Completion shall be complete within 30 days from the date noted on the Certificate of Substantial Completion and shall be evidenced by execution of the Certificate of Final Completion. The Certificate of Final Completion shall be executed by both parties once all Work has been performed and all close out paperwork submitted and processed by the County. Total days for this project are 90 days. The allowance time for this project is 13 days.

Article 5. Payment for Quantities: Payment for those items requiring payment on a unit price basis will be made for the actual unit quantities, as provided for in the Technical Specifications.

Article 6. Partial Payments: Payment will be made to the Contractor for the Contract Work actually performed by the Contractor (during the previous calendar month) and approved by the County subject, however, to retention by the County of an amount equal to five percent (5%) of the payment in accordance with F. S. 218.735.

Article 7. Final Acceptance and Payment: Upon completion of the Work or as soon thereafter as practicable, the County and Professional shall make a final inspection and, if appropriate, acceptance of the Work, after which Contractor shall prepare a final estimate of all Work completed under this Contract. Payment therefore of the balance due shall be made in accordance with the Contract provisions. Payment on the final estimate shall include the full amount for the Work completed, based on the unit prices or lump sum of this Contract, subject, however, to the deduction of any payments already made under this Contract to the Contractor.

Article 8. Contract Documents: The Contractor and Polk County Procurement shall each obtain a photocopy of this Contract once it is executed. This original Contract shall be retained by the Clerk of Courts, County Comptroller once it is executed.



ACKNOWLEDGEMENT OF FIRM IF A LIMITED LIABILITY COMPANY

STATE OF \_\_\_\_\_ County OF \_\_\_\_\_

The foregoing instruments was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ (Date) by \_\_\_\_\_ (Name of officer or agent) as \_\_\_\_\_ (title of officer or agent) of the Company on behalf of the Company, pursuant to the powers conferred upon him/her by the Company. 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 \_\_\_\_\_ (Date).

\_\_\_\_\_  
(Official Notary Signature and Notary Seal)  
\_\_\_\_\_  
(Name of Notary typed, printed or stamped)

Commission Number \_\_\_\_\_ Commission Expiration Date \_\_\_\_\_

ACKNOWLEDGEMENT OF FIRM, IF A CORPORATION

STATE OF \_\_\_\_\_ County OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ (Date) by \_\_\_\_\_ (Name of officer or agent) as \_\_\_\_\_ (title of officer or agent) of the Corporation on behalf of the Corporation, pursuant to the powers conferred upon him/her 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 \_\_\_\_\_ (Date).

\_\_\_\_\_  
(Official Notary Signature and Notary Seal)  
\_\_\_\_\_  
(Name of Notary typed, printed or stamped)

Commission Number \_\_\_\_\_ Commission Expiration Date \_\_\_\_\_

ACKNOWLEDGEMENT OF FIRM, IF AN INDIVIDUAL

STATE OF \_\_\_\_\_ County OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization this \_\_\_\_\_ (Date) By \_\_\_\_\_ (Name of 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 in the foregoing instrument and certified the same to be true in all respects. Subscribed and sworn to (or affirmed) before me this \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Official Notary Signature and Notary Seal)  
\_\_\_\_\_  
(Name of Notary typed, printed or stamped)

Commission Number \_\_\_\_\_ Commission Expiration Date \_\_\_\_\_

## **PART F – TECHNICAL SPECIFICATIONS AND DRAWINGS**

To receive a copy of the Technical Specifications and drawings please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder “**Bid 23-318, FRS/EMS Protective Measure – Metal Roof Doc.zip**”, select “Open” or “Save As” to download the Bid documents, drawings, and technical specifications. If you need assistance accessing this website due to ADA or any other reason, please email Carlos Baez at [carlosbaez@polk-county.net](mailto:carlosbaez@polk-county.net).

## **ATTACHMENT A – DR – 4337 – 0423 - R**

To receive a copy of the Technical Specifications and drawings please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder “**Bid 23-318, FRS/EMS Protective Measure – Metal Roof Doc.zip**”, select “Open” or “Save As” to download the Bid documents, drawings, and technical specifications. If you need assistance accessing this website due to ADA or any other reason, please email Carlos Baez at [carlosbaez@polk-county.net](mailto:carlosbaez@polk-county.net).

April 4, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA**

**ADDENDUM #1**

**Bid 23-318, FRS/EMS Protective Measure – Roof Replacement**

---

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

---

Contained within this addendum: Changes

**Carlos Baez**

Carlos Baez

Senior Procurement Analyst

Procurement Division

---

**This Addendum sheet should be signed and submitted with your Bid submittal. This is  
the only acknowledgment required.**

---

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**Bid 23-318**  
**FRS/EMS Protective Measure – Roof Replacement**  
***ADDENDUM #1***

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Changes

Delete from page 74 "Basis of Award."

Award of this bid will be made to the low bid for each zone, provided they meet the qualifications, specifications, and other criteria specifically called out in this bid. A single overhead door contractor may only be awarded one zone.

Add to page 74 "Basis of Award."

Award of this bid will be made to the low bid for each zone, provided they meet the qualifications, specifications, and other criteria specifically called out in this bid. A single contractor may only be awarded one zone. In the event a single contractor has the "low bid" for more than one (1) zone, that contractor will have priority for selecting the zone of their choosing. A single overhead door contractor may only be awarded one zone.

April 25, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA**

**ADDENDUM #2**

**Bid 23-318 FRS/EMS Protective Measure – Metal Roofs**

---

This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

---

Contained within this addendum: Clarifications

**Carlos Baez**

Carlos Baez

Senior Procurement Analyst

Procurement Division

---

**This Addendum sheet should be signed and submitted with your Bid submittal. This is  
the only acknowledgment required.**

---

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**Bid 23-318**  
**FRS/EMS Protective Measure – Metal Roofs**  
**ADDENDUM #2**

---

**Clarifications:**

**Clarification 1:**

The bid document Supplemental Conditions section inadvertently denotes the new Berridge metal roof panel as Cee Lock Double lock panel standing seam metal roof system or County approved equal.

The bid document plan illustrations/specifications correctly denotes the Berridge metal roof system panel as a Berridge Cee-Lock Panel.

Bidders are to include a Berridge Cee-Lock Panel metal roof system in the bid. All new metal roof system panel shall include Striations and Extruded Vinyl Weather-seal as denoted in the bid document plans/specifications.

Please ensure that you include the Striations and Extruded Vinyl Weather-seal as they are listed as Optional in the [www.berridge.com](http://www.berridge.com) weblink as provided in below via this addendum. [Cee-Lock Panel Standing Seam Systems | Berridge Manufacturing Co.](#)

**Clarification 2:**

Substitutions for alternate manufacturers products must be submitted to the County for review and approval consideration prior to the question deadline of this bid.

This requirement is included in the bid document plan illustration/specifications. Please refer to 1.2 Product Specification for clarity regarding any proposed manufacturer or product substitutions.

Substitution request after the bid due date and/or after contract award will not be considered.

**Clarification 3:**

Bidders are to include all cost for the removal and replacement of all existing building fascia when bidding the project.

Existing soffit panels can remain and are to be protected from displacement and damage during the project.

**Clarification 4:**

Supplemental Conditions, Scope of Work, Zone A includes Highland City (Station 28) 4104 Clubhouse Rd., Highland City, FL 3312. (See page 72 bid package).

This station is slated to be replaced soon and is hereby removed from the list of buildings to receive a new metal roof system. Please see the revised Zone A Locations for bidding purposes. The Bid Sheet for Zone A lists the correct stations.

**Zone A Locations**

1. Auburndale (Station 16) 310 3rd St., Auburndale, FL 33823
2. Gibsonia (Station 22) 5201 Cornell St., Lakeland, FL 33810
3. Lake Alfred (Station 36) 300 N. Seminole Ave., Lake Alfred, FL 33850
4. Lakeland Lime St. (Station 32) 1255 E. Lime St., Lakeland, FL 33801
5. Lakeland S. FL (Station 34) 3822 S. Florida Ave., Lakeland, FL 33813
6. Lakeland Seth McKeel (Station 31) 1800 W. Parker St., Lakeland, FL 33815
7. Providence (Station 6) 8936 US Highway 98 N., Lakeland, FL 33809

**Clarification 5:**

The bid documents indicate that full time supervision is required when work is being performed on the project.

A competent superintendent shall be assigned to oversee and supervise a competent onsite project foreman. The project foreman is the person having received specific training in the proper installation of the specified system and will be present daily to supervise whenever material is being installed.

**Clarification/Change 6:**

Please see word correction below from page 72 under Scope of Work. The word insulation is replaced with the correct word installation.

The work shall include, but not be limited to, all labor, material, equipment, overhead, profit, permitting, supervision, and project management required to remove the existing roofing and replace the roof systems and protection specified with installation of Berridge roof system or approved equivalent at various FRS and EMS Stations specified and listed according to this Scope of Work, attached Drawings, Specifications, and notes.

**Clarification 7:**

The bid documents denote an optional site visit for verification of dimensions, field conditions, etc. It shall be the bidder's sole responsibility for verifying all existing field conditions and measurements/dimensions prior to submitting a bid.

**Clarification 8:**

Contractors must be certified/approved Berridge Weathertightness or approved equals warranty installers and be familiar with the Berridge Weathertightness or approved equals program and should provide a copy of the Berridge Manufacturer or approved equals Certification letter with their bid submittal. Bidders must be certified/approved at the time of bid submittal to be considered responsive. See manufacturers weblinks as provided within the bid package. WTW-Procedural-Flowchart.pdf (berridge.com)

<https://www.berridge.com/resources/wtw-faqs/>

May 16, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA**

**ADDENDUM #3**

**Bid 23-318 FRS/EMS Protective Measure – Metal Roofs**

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This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

---

Contained within this addendum: Time extension.

The Bid Receiving Date has been extended one (1) week. The revised Receiving Date is Wednesday, May 24, 2023, prior to 2:00 p.m.

Addendum #4 will follow with product clarifications.

**Carlos Baez**

Carlos Baez

Senior Procurement Analyst

Procurement Division

---

**This Addendum sheet should be signed and submitted with your Bid submittal. This is the only acknowledgment required.**

---

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

May 18, 2023

## POLK COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA

### ADDENDUM #4 Bid 23-318 FRS/EMS Protective Measure – Metal Roofs

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This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

---

Contained within this addendum: A second **MANDATORY** pre-bid meeting, and time extension for bid receiving date.

Contractors who attended the first pre bid meeting on Wednesday, April 19, 2023, are highly encouraged to attend the second pre bid meeting, as additional clarifications will be provided.

A second mandatory pre-bid meeting will be held Thursday, May 25, 2023, 10:00 a.m. in the Procurement Division conference room, located at 330 W. Church St, Room 150, Bartow, FL 33830. An authorized representative or agent of the Bidder must be present at this meeting in person or via zoom meeting, as evidenced by their signature on the meeting's sign-in sheet, or the Bidder's submittal will be considered non-responsive. Those attending via conference call will be added to the sign in sheet by the Procurement office during the conference call. The Zoom conference information is as follow.

Join Zoom Meeting

<https://us02web.zoom.us/j/86389068059>

Meeting ID: 863 8906 8059

One tap mobile

+13052241968,,86389068059# US

+13092053325,,86389068059# US

Dial by your location

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 646 931 3860 US

+1 301 715 8592 US (Washington DC)

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 669 444 9171 US

+1 669 900 6833 US (San Jose)

+1 689 278 1000 US

+1 719 359 4580 US

+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
Meeting ID: 863 8906 8059  
Find your local number: <https://us02web.zoom.us/j/kmDx4RC86>

Join by SIP  
[86389068059@zoomcrc.com](mailto:86389068059@zoomcrc.com)

The deadline for questions has been extended to Tuesday, May 30, 2023, by 4:00 p.m.

The Bid Receiving Date has been extended one (1) week. The revised Receiving Date is Wednesday, June 7, 2023, prior to 2:00 p.

**Carlos Baez**  
Carlos Baez  
Senior Procurement Analyst  
Procurement Division

---

**This Addendum sheet should be signed and submitted with your Bid submittal. This is the only acknowledgment required.**

---

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

May 26, 2023

**POLK COUNTY, A POLITICAL SUBDIVISION OF  
THE STATE OF FLORIDA**

**ADDENDUM #5  
Bid 23-318 FRS/EMS Protective Measure – Metal Roofs**

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This addendum is issued to clarify, add to, revise and/or delete items of the Bid Document for this work. This Addendum is a part of the Bid Document and acknowledgment of its receipt shall be noted on the Addendum.

---

Contained within this addendum: Revision, Question & Answer and Clarification.

Any further communication for Bid 23-318 must be addressed to Tabatha Shirah at [tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net).

**Tabatha Shirah**

Tabatha Shirah  
Procurement Analyst  
Procurement Division

---

**This Addendum sheet should be signed and submitted with your Bid submittal. This is the only acknowledgment required.**

---

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

**Bid 23-318**  
**FRS/EMS Protective Measure – Metal Roofs**  
**ADDENDUM #5**

---

**Revision to Addendum #1**

**Delete from page 74, “Basis of Award:”**

Award of this bid will be made to the low bid for each zone, provided they meet the qualifications, specifications, and other criteria specifically called out in this bid. A single contractor may only be awarded one zone. In the event a single contractor has the “low bid” for more than one (1) zone, that contractor will have priority for selecting the zone of their choosing. A single overhead door contractor may only be awarded one zone.

**Replace with:**

Award of this bid will be made to the low bid for each zone, provided they meet the qualifications, specifications, and other criteria specifically called out in this bid. A single contractor may only be awarded one zone. In the event a single contractor has the “low bid” for more than one (1) zone, that contractor will have priority for selecting the zone of their choosing.

**Question**

Question 1:           What is the protocol for Substitute Materials?

Answer 1:           Substitute Material or Equipment is addressed on page 37, in the General Conditions section.

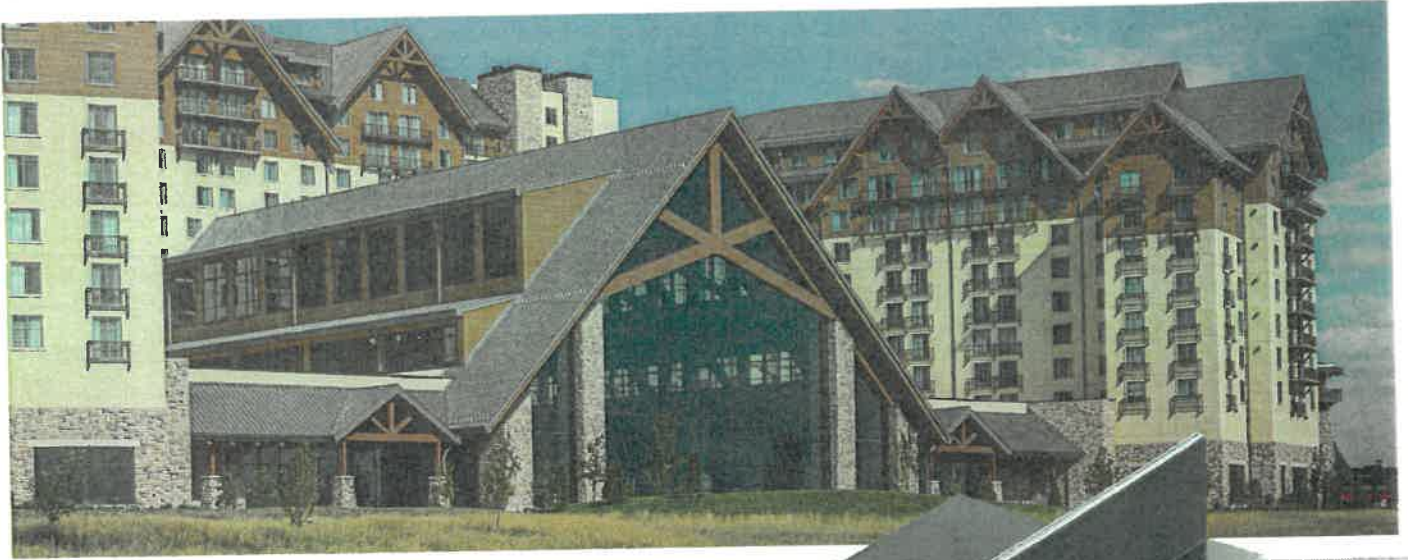
**Clarification**

The attached Berridge Manufacturing Product Data Sheet is provided as additional clarification on the desire panel system for this bid. The product shall include the previously noted warranty requirements, finish, panel striations, etc. as stated in the specification and drawings provided on the FTP Site.

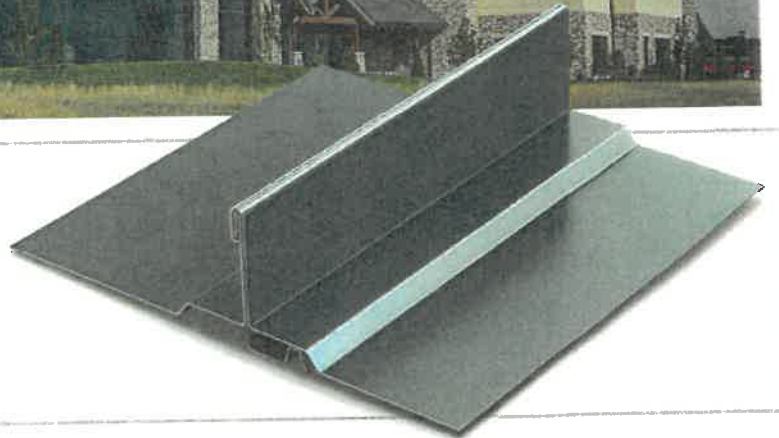
To obtain a copy of the specifications and drawings please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is procurevondor and the password is solicitation. After you have logged in to the FTP site, double click on the file folder “Bid 23-318, FRS/EMS Protective Measure – Metal Roofs Doc.zip”, select “Open” or “Save As” to download the Bid documents, drawings, and technical specifications. If you need assistance accessing this website due to ADA or any other reason, please email Tabatha Shirah at [tabathashirah@polk-county.net](mailto:tabathashirah@polk-county.net).

# Berridge Double-Lock Zee-Lock Panel

## STANDING SEAM SYSTEM



The Berridge Double-Lock Zee-Lock Panel is a structural metal standing seam panel with a 2" high seam that is 180-degree mechanically seamed, making it an ideal roofing choice for any project.



### Materials

24 and 22 Gauge Steel\*\*  
0.032 and 0.040 Aluminum\*\*

### Specifications

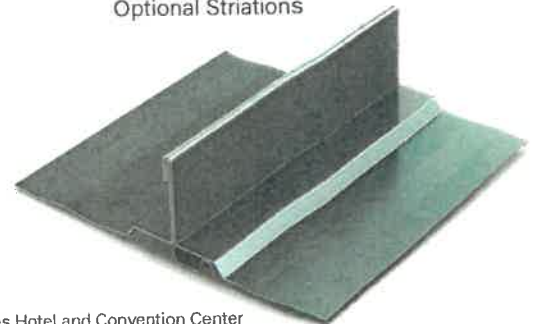
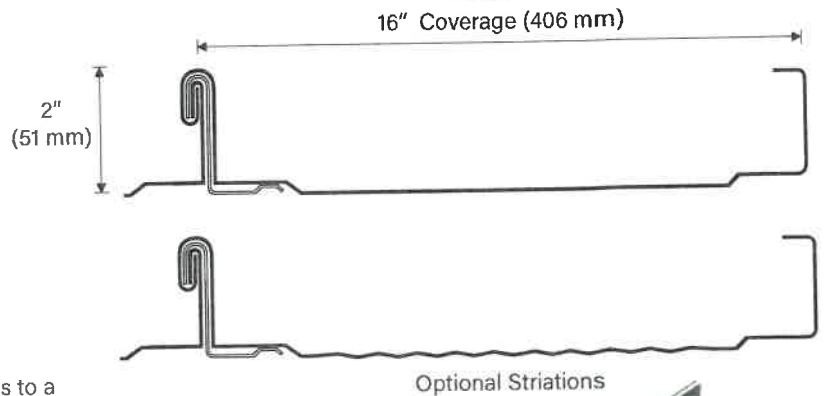
Uses: Roof, Fascia\*  
Coverage: 16"  
Finishes: Smooth, optional striations  
Fasteners: Concealed  
Applications: Open framing, solid sheathing  
Seam: 2" 180° standing mechanically seamed sidelap

### Installation

- Panel is available from the factory in continuous lengths to a maximum of 40'
- May be site formed in continuous lengths with the Berridge SP-21 Roll Former
- Panel is mechanically seamed in the field using the Berridge Double-Lock Zee-Lock Seamer in a single pass. The double-lock seam is not available with vinyl weatherseal
- Consult BMC for curving availability
- Continuous Zee-Rib without vinyl required for open framing and watertightness warranty
- Stainless steel floating clips are required for aluminum substrate

Note:

- \* Requires flashing break from roof to fascia
- \*\* Consult BMC for 22 Gauge Steel and Aluminum availability



*Pictured Above*

Project: Gaylord Rockies Hotel and Convention Center  
Architect: HKS, Inc.  
General Contractor: Mortenson/Welbo JV  
Installing Contractor: Flynn BEC, LP  
Color: Pre-Weathered Galvalume\*

All information subject to change without notice. See website for details, specifications and Watertightness Warranty requirements.  
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# BERRIDGE DOUBLE-LOCK ZEE-LOCK PANEL TESTING AND CERTIFICATION SUMMARY CHART

CATEGORY	CHARACTERISTIC	TEST METHOD	PURPOSE	RESULT
PERFORMANCE	<input type="checkbox"/> Underwriters Laboratories	UL 580/UL 1897	Test method to determine uplift resistance of roof assemblies	See Load Chart on Berridge website
	<input checked="" type="checkbox"/> Uplift Resistance	ASTM E-1592	Test method to determine uplift resistance of open framing systems	See Load Chart on Berridge website
FIRE	<input type="checkbox"/> Room Fire Performance	UL 790	Test methods for fire tests of roof coverings	Class A Rating
	<input checked="" type="checkbox"/> Room Fire Performance	UL 263	Fire tests of building construction and materials	Design Numbers: P225, P227, P230, P237, P250, P259, P508, P510, P512, P514, P518, P701, P711, P713, P717, P719, P720, P722, P723, P726, P731, P732, P734, P801, P815, P819, & P824
ENVIRONMENTAL	<input type="checkbox"/> Impact Resistance	UL 2218	Impact resistance of prepared roof coverings	Class 4 Rating
AIR AND MOISTURE	<input checked="" type="checkbox"/> Static Water Penetration	ASTM E-2140	Test method for water penetration of metal roofs by static water pressure head	Pass
	<input checked="" type="checkbox"/> Water Penetration	ASTM E-1646 ASTM E-331	Test method for water penetration of metal roofs by uniform static air pressure difference	No Leakage at 20.0 PSF Pressure Differential
	<input checked="" type="checkbox"/> Air Leakage	ASTM E-1680 ASTM E-283	Test method for rate of air leakage through exterior metal roofs	1.1 CFM at 6.24 PSF Pressure Differential
ROOF LISTINGS	<input checked="" type="checkbox"/> Factory Mutual Global	FMG 4471	Approval Standards for Class 1 Roofs	Roofnav # 521-0-0 (I-60 SH Wind - Purlins) Roofnav # 522-0-0 (I-120 SH Wind - Purlins) Roofnav # 431756-0-0 (I-120 SH Wind - Steel Deck) Roofnav # 431757-0-0 (I-150 SH Wind - Steel Deck)  FL #11159.1 (24 GA - Plywood) FL #11159.2 (24 GA - Steel Deck) FL #11159.3 (22 GA - Steel Deck) FL #11241.4 HVHZ (24 GA - Steel Deck or Plywood) FL #11241.6 HVHZ (0.032 AL - Steel Deck or Plywood) FL #14210.3 ( 24 GA - Steel Purlins) FL #14210.4 (22 GA - Purlins) FL #15471.1 (24 GA - Plywood) FL #15471.2 (24 GA - Steel Deck) FL #19999.1 (0.032 AL - Plywood) FL #19999.2 (0.032 AL - Steel Deck)
	<input type="checkbox"/> Florida Product Approval	TAS 125 FMG 4471	Local and state approval of products and systems for compliance with the structural requirements of the Florida Building Code	Construction No. 312 (24 GA - Purlins) Construction No. 335 (24 GA - Metal Deck) Construction No. 403 (24 GA - Plywood) Construction No. 608 (24 GA - Insulated Metal Deck)
	<input checked="" type="checkbox"/> Underwriters Laboratories	UL 580 Uplift Class 90	Standard for Tests for Uplift Resistance of Roof Assemblies	NOA #17-0808.06 (24 GA - Steel Deck or Plywood) NOA #20-0902.06 (0.032 AL - Steel Deck or Plywood)
	<input type="checkbox"/> Miami Dade	TAS 125 FMG 4471	Miami Dade County approval of building products directly related to the structural wind resistance	RC-140 (24 GA - Plywood) RC-202 (24 GA - Purlins) RC-276 (22 GA - Purlins) RC-481 (22 GA & 24 GA - Steel Deck) RC-505 (0.032 AL - Steel Deck) RC-506 (0.032 AL - Plywood)
	<input type="checkbox"/> TDI Listed	UL 580 ASTM E-1592	Texas Department of Insurance Listing for wind capacities	ESR-3486 (24 GA - Plywood)
	<input checked="" type="checkbox"/> ICC-ES Report	UL 580	Capacity report by the International Code Counsel	Approved
	<input checked="" type="checkbox"/> CEGS 07416	Structural Standing Seam Metal Roof System	Approval for use on military construction projects	

■ - Steel only    □ - Steel and Aluminum

For further details please visit [www.Berridge.com](http://www.Berridge.com)



## CORPORATE HEADQUARTERS

2610 Harry Wurzbach Road  
San Antonio, TX 78209  
(800) 669-0009  
[www.Berridge.com](http://www.Berridge.com)