



**COVER SHEET**

**REQUEST FOR BIDS #26-5030  
OIL EVACUATION AND DISTRIBUTION SYSTEMS FOR  
BROOKSVILLE AND TAMPA OFFICES**

**SUBMIT RESPONSES TO:  
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
ELECTRONICALLY THROUGH [WWW.DEMANDSTAR.COM](http://WWW.DEMANDSTAR.COM)**

**DIRECT INQUIRIES TO: Ari Horowitz, Procurement Specialist  
TELEPHONE: (352) 505-2970  
EMAIL: [procurement@watermatters.org](mailto:procurement@watermatters.org)  
POSTED: April 3, 2026**

The Southwest Florida Water Management District (District) requests bids from responsive and responsible Bidders to furnish and deliver, if and when ordered, to the District, all required services and materials necessary for the Oil Evacuation and Distribution Systems for the Brooksville and Tampa Offices, RFB #26-5030 in Hernando and Hillsborough Counties, Florida. These services and materials are more specifically described in this Request for Bids (RFB). The successful Bidder, hereinafter "Contractor", will deliver the required services and materials and render the required goods/services F.O.B. destination point to the Brooksville and Tampa Offices in Hernando and Hillsborough Counties, Florida.

**NON-MANDATORY PRE-BID CONFERENCE AND SITE VISITS**

**Tuesday, April 14, 2026**

10:00 A.M. Local Time  
Brooksville Headquarters  
Building 4 Lobby  
2379 Broad Street  
Brooksville, Florida 34604-6899

**Wednesday, April 15, 2026**

10:00 A.M. Local Time  
Tampa Service Office  
Building 1 Lobby  
7601 US Hwy. 301  
Tampa, Florida 33637-6759

All interested parties are recommended to be represented at the Non-Mandatory Pre-Bid Conference and Site Visits. The purpose of the conference is to allow potential bidders an opportunity to present questions to staff and obtain clarification of the requirements of the RFB and to view the site. Because the District considers such a conference and site visit to be important to understanding the RFB requirements, representation at the pre-bid conference and the site visit is recommended to attend as a bidder. Minutes of the conference and site visit will not be created. The site visit will immediately follow the pre-bid conference at the same location.

**THE DISTRICT ONLY RECEIVES RESPONSES THROUGH DEMANDSTAR  
AT [WWW.DEMANDSTAR.COM](http://WWW.DEMANDSTAR.COM).**

**ALL QUESTIONS MUST BE SUBMITTED IN WRITING FOR RECEIPT BY  
APRIL 20, 2026, AT 5:00 P.M. LOCAL TIME**

**BID DUE DATE AND OPENING: MAY 5, 2026, AT 2:00 P.M. LOCAL TIME**

**SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
REQUEST FOR BIDS #26-5030  
OIL EVACUATION AND DISTRIBUTION SYSTEMS FOR  
BROOKSVILLE AND TAMPA OFFICES**

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## **PART I – INTRODUCTION**

### **1.1 INTERNET AVAILABILITY.**

District solicitations, reference documents (unless exempt and/or confidential), and addenda are available for review and may be downloaded via the District's Procurement Website, <http://www.watermatters.org/procurement>, and DemandStar at [www.demandstar.com](http://www.demandstar.com).

### **1.2 EXEMPT AND CONFIDENTIAL DOCUMENTS.**

If applicable, reference documents that are confidential and/or exempt pursuant to section 119.071(3), Florida Statutes, shall be made available to interested individuals or entities subject to applicable law. Specifically, to receive figures marked as confidential and/or exempt reference documents as an electronic file or other media as the District may deem appropriate (Exempt Documents), potential Bidders must have an authorized representative sign the District's standard Exempt Documents Distribution Agreement (EDDA) form which is provided in this RFB. Upon the District's receipt of a signed EDDA and its confirmation that the potential Bidder may receive confidential and/or exempt documents, the potential Bidder shall be provided with access to the Exempt Documents. Potential Bidders shall send a completed and signed EDDA to Procurement Services at Email: [procurement@watermatters.org](mailto:procurement@watermatters.org). Potential Bidders are encouraged to submit signed EDDA as soon as possible, considering whether it wishes to review such documents prior to the mandatory pre-bid conference and site visit. The District will review completed, signed EDDAs on a first come, first served basis subject to staff availability. EDDAs received less than three business days before the opening date and time will not be reviewed.

### **1.3 DEVELOPMENT COST.**

Neither the District nor its representatives will be liable for any expenses incurred in connection with preparation of a response for this RFB. All submissions should be prepared simply and economically, providing a straightforward and concise description of the Bidder's ability to meet the requirements of this RFB.

### **1.4 AMERICANS WITH DISABILITIES ACT (ADA).**

The District does not discriminate upon the basis of disability. This nondiscrimination policy involves every aspect of the District's functions, including access to and participation in the District's programs, services or activities. Anyone requiring reasonable accommodation or would like information as to the existence and location of accessible services, activities, and facilities as provided for in the Americans with Disabilities Act, should contact the District's Human Resources Office, 2379 Broad Street, Brooksville, Florida 34604-6899; telephone (352) 796-7211 or 1-800-423-1476 (FL only); or email to [ADACoordinator@WaterMatters.org](mailto:ADACoordinator@WaterMatters.org). If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, 1-800-955-8771 (TDD) or 1-800-955-8770 (Voice). If requested, appropriate auxiliary aids and services will be provided at any public meeting, forum, or event of the District. In the event of a complaint, please follow the grievance procedure located at [WaterMatters.org/ADA](http://WaterMatters.org/ADA).

### **1.5 CORRESPONDENCE.**

Unless otherwise stated or notified in writing, correspondence relating to this RFB will be sent to the District at the physical or email address set forth in the heading of this RFB, and to the Bidder at the physical or email address stated on the Bid Response Form.

## 1.6 **QUESTIONS.**

All questions should be presented in writing to the Procurement Services Office at [procurement@watermatters.org](mailto:procurement@watermatters.org) for receipt no later than the date and time listed on the cover sheet. Inquiries must reference the date of bid opening, bid title and number. Bidders are responsible for checking the websites listed in the Internet Availability section for the District's responses to the questions presented.

## 1.7 **BID RECEIPT AND OPENING.**

The bid opening will be public, on the date and at the time specified on the Cover Sheet. It is Bidder's responsibility to ensure its response is uploaded to the DemandStar website before due date and time. Bids that for any reason are not so received will not be considered. Bidders must submit one complete response package electronically through [www.demandstar.com](http://www.demandstar.com). Instructions on how to submit documents are included with this RFB. Bids that are not received in a timely manner will not be accepted. The DemandStar time stamp will be conclusive as to the timeliness of filing. THE DISTRICT HAS NO CONTROL OVER WHETHER DEMANDSTAR IS EXPERIENCING TECHNICAL DIFFICULTIES. Bidders are responsible for all costs associated with the preparation of their bids.

The District may make an award within 90 days after the date of the opening, during which period the bids shall remain firm and shall not be withdrawn. If award is not made within 90 days, the bids shall remain firm until either the District awards the contract or the District receives written notice from a Bidder that its bid is withdrawn.

TO MAINTAIN A SECURED SEALED PROCESS ELECTRONIC SUBMISSIONS MAY BE MADE ONLY THROUGH THE DEMANDSTAR PLATFORM. FAXES, EMAILS, OR HAND DELIVERY WILL NOT BE ACCEPTED. SOLICITATION PACKAGE DOCUMENTS MAY BE ELECTRONICALLY SIGNED OR SIGNATURES TRANSMITTED ELECTRONICALLY (VIA PDF, ETC.). ELECTRONIC SIGNATURE/TRANSMISSION SHALL BE DEEMED THE SAME AS A HANDWRITTEN SIGNATURE/ORIGINAL EXECUTED COPY FOR THE PURPOSES OF VALIDITY, ENFORCEABILITY, AND ADMISSIBILITY.

The bid opening is open to the public. The bid opening will be held virtually at the date and time listed on the cover sheet of this RFB. Persons may listen to the opening by clicking on the "Join Microsoft Teams Meeting" title below. You may also click on or copy and paste the following Teams Link URL into your browser:

To view or listen to bid openings:  
**Join Microsoft Teams meeting on your computer or mobile app via**  
<https://bit.ly/40JLyBa>  
Or call in (audio only)  
+1 786-749-6127,,790817376# United States, Miami  
Phone conference ID: 790 817 376#

## 1.8 **DELAYS, CHANGES, AND ADDENDA.**

The District reserves the right to delay scheduled RFB due dates if determined to be in the best interest of the District. Any changes, delays, addenda or questions and answers related to this RFB issued by the District will be posted to the websites identified in Internet Availability section. Persons/firms receiving the RFB from the District's internet website are responsible to recheck the websites for any changes or addenda related to this RFB. Bidders will acknowledge receipt of all addenda in their responses.

## 1.9 **CANCELLATION.**

The District reserves the right to cancel the RFB prior to or after the bid opening, reject all bids, or cancel the Award or Intent to Award and will give notice of cancellation by posting a notice on the websites identified in the Internet Availability section. An Award or Intent to Award does not constitute a contract with the District. Thus, the District may cancel the Award or Intent to Award after it has been made but before a contract has been executed.

## 1.10 **BID WITHDRAWAL.**

Bids may be withdrawn at any time prior to the bid opening.

## 1.11 **BID SIGNATURE AND FORM.**

An authorized representative of the Bidder must sign the Bid Response Form that will be electronically uploaded to DemandStar as part of the complete bid submittal. All bids must be typed or printed and signed in the spaces provided on the Bid Response Form. All corrections made to the bid by the Bidder must be initialed.

## 1.12 **CONTRACT BID AMOUNT.**

The total bid amount must be typed or written on the Bid Response Form and include the bid breakouts where indicated. The Bid Response Form will include fixed price, unit price, and/or allowance price pay items for the project work. The total bid amount must be stated in both words and figures, as indicated in the appropriate place in the Bid Response Form. In the event there is a discrepancy between the price written in words and the price written in figures, the former will govern.

## 1.13 **REJECTION OF BID.**

The District reserves the right to reject any and all bids, or alternative bid proposals, if applicable, or waive any minor irregularity or technicality in bids received. A bid which is incomplete, unbalanced, conditional, obscure or which contain additions not required, or irregularities of any kind, or which do not comply in every aspect with the RFB, may be rejected at the option of the District. Obvious errors in the bid may be grounds for rejection of the bid.

## 1.14 **RESPONSIVE/RESPONSIBLE.**

In order to be deemed responsive, the Bidder must possess the license(s), if any, as listed on the Bidder Qualification Requirements Attachment, and be properly licensed and registered to do business in the State of Florida in accordance with applicable Florida Statutes at the time of bid submittal. Key Work Category Subcontractors, if applicable, must possess the license(s) as listed on the Bidder Qualification Requirements Attachment, and be properly licensed in the State of Florida in accordance with applicable Florida Statutes at the time of bid submittal. A response that does not meet all requirements of this RFB or fails to provide all required information, documents, or materials as provided in Part IV – **BID RESPONSE**, may be rejected as non-responsive. A Bidder whose responses, past performance, or current status does not reflect the capability, integrity or reliability to fully and in good faith perform the requirements of this solicitation may be rejected as non-responsible. The District reserves the right to determine which responses meet the requirements of this solicitation, and which Bidders are responsive and responsible. The District reserves the right before awarding the contract, to require a Bidder to submit such evidence of its qualifications as it may deem necessary and may consider any evidence available to it of the financial, technical and other qualifications and abilities of a Bidder to perform the work in a satisfactory manner and within the time specified. The Bidder is assumed to be familiar with

all federal, state, or local laws, ordinances, rules and regulations that in any manner affect the work, and to abide thereby if awarded the bid. Ignorance of legal requirements will in no way relieve the Bidder's responsibility. Bidders must verify the qualifications and performance record of any and all proposed subcontractors to ensure acceptability.

#### 1.15 **REFERENCES.**

The Bidder must provide three references who can verify Bidder's qualifications and past performance record as described in Bidder Qualification Requirements Attachment. Include a contact name, address, telephone number, email address, a brief description of the work performed, the Bidder's approximate cost, and start date.

#### 1.16 **LISTING OF SUBCONTRACTORS.**

If applicable, the Bidder must provide a list of all its proposed Key Work Category Subcontractors with its bid response as required on Bidder Qualification Requirements Attachment. If a Key Work Category Subcontractor is not properly licensed at the time of bid submission, the Bidder shall not be responsive.

If a subcontractor does not meet the requirements of this RFB as determined by the District, the District may either reject the bid or request the apparent successful Bidder to provide a substitute subcontractor, without an increase in bid price that meets the requirements of this RFB. If the apparent successful Bidder declines to make any such requested substitution, the contract will not be awarded to such Bidder.

All subcontractors of Bidder shall perform as independent contractors of Bidder and not as employees, representatives, or agents of the District.

#### 1.17 **BID TABULATION AND NOTICE OF INTENT TO AWARD.**

The names of Bidders and their prices (bid tabulations) will be announced at the bid opening and bid recaps (listing the names of Bidders who submitted a bid in response to this RFB and their prices listed at time of opening) will be posted for review by interested parties on the websites identified in Internet Availability section, in accordance with section 255.0518, Florida Statutes. Bid recaps and bid tabulations will not be provided by telephone, fax, or email. Pursuant to section 119.071(1)(b), Florida Statutes, bids received by the District are exempt from disclosure until such time as the District provides notice of intended decision or until 30 days after opening the bids, whichever is earlier.

The District will award the contract in accordance with the Basis for Award of Contract section. A Notice of Intent to Award will be posted for review on the websites identified in the Internet Availability section.

#### 1.18 **PROTESTS.**

Any Bidder who protests the specifications or decision, or intended decision, must file with the District a notice of protest and formal protest in compliance with chapter 28-110, Florida Administrative Code, and applicable provisions in section 120.57, Florida Statutes. Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, will constitute a waiver of proceedings under chapter 120, Florida Statutes.

## 1.19 **EXECUTION OF CONTRACT.**

By submitting a bid, Bidder agrees to all the terms and conditions of this RFB and those included in the Sample Agreement included in this RFB. Any changes offered by a Bidder in its bid response will not be considered by the District. The submittal of a bid will constitute acknowledgement of all terms and conditions of this RFB, and the District will construe the bid as though no changes were presented. If a Bidder desires to propose a change to a term or condition of the RFB or resulting Agreement, Bidder must submit its request under the procedure set forth in Questions section. The successful Bidder must submit a Certificate of Insurance within ten days from the posting of the Notice of Intent to Award. The successful Bidder must submit a Payment and Performance Bond, if applicable, within ten days from the issuance of the Notice of Intent to Award by the District. The Contractor will mobilize and commence project work within ten business days from the date indicated on the Notice to Proceed from the District.

## 1.20 **LAW COMPLIANCE.**

The Contractor will abide by and assist the District in satisfying all applicable federal, state and local laws, rules, regulations and guidelines, related to performance under the contract resulting from this RFB. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, disability, marital status or national origin. If applicable, the Contractor will comply with the Consultants' Competitive Negotiation Act, section 287.055, Florida Statutes, in the procurement of professional services required for the work. The Contractor shall obtain and pay for all licenses, permits and inspection fees required for this Project, and shall comply with all laws, ordinances, regulations and building code requirements applicable to the work described herein.

## **PART II – GENERAL CONDITIONS**

### 2.1 **DEFINITIONS.**

- 2.1.1 **Affidavit:** A written statement in which the signer or affiant verifies that the document is true.
- 2.1.2 **Agreement:** A properly executed, binding written contract containing terms, conditions, and obligations governing the relationship between the District and the Contractor. (A Sample Agreement is attached to this RFB)
- 2.1.3 **And:** Shall also mean "or" and the word "or" shall also mean "and" whenever the contents or purpose so requires.
- 2.1.4 **Bidder:** An entity that submits a bid for the Project described in this RFB.
- 2.1.5 **Contractor:** The entity whose bid is accepted by the District and thereafter enters into a formal contract with the District.
- 2.1.6 **Contract Documents:** The documents integral to the Agreement resulting from this RFB, including the Agreement, RFB and other documents as identified in the Sample Agreement included in this RFB.
- 2.1.7 **District:** The Southwest Florida Water Management District, Brooksville, Florida. Also referred to as Owner.

- 2.1.8 **District Project Manager**: Refers to the individual representing the District on all matters relating to the execution of the construction contract, acting personally or through a designee duly authorized in writing.
- 2.1.9 **Engineer**: Refers to the design engineer and engineer of record who may act as the duly authorized representative of the engineer. The engineer for this Project is indicated on the construction plans, if applicable.
- 2.1.10 **Inspector**: Refers to an authorized representative of the engineer assigned to inspect the work of others.
- 2.1.11 **Notice of Intent to Award**: The official letter from the District announcing the successful Bidder. Neither this Notice of Intent to Award nor the response constitutes a contract with the District.
- 2.1.12 **Notice To Proceed**: The official letter notifying the Contractor that the contract has been executed and to proceed with the work specified in the Notice to Proceed.
- 2.1.13 **Notice To Procure**: The official letter notifying the Contractor that the contract has been executed and to proceed with the procurement of materials specified in the Notice to Procure.
- 2.1.14 **Owner Direct Purchases**: Any materials purchased by the District pursuant to the Sample Agreement, Owner Direct Purchase Conditions, included in this RFB.
- 2.1.15 **Person**: Means and includes any individual, partnership, society, association, joint stock company, corporation, estate, receiver, trustee, assignee, referee, or other capacity, whether appointed by a court or otherwise, and any combination of individuals.
- 2.1.16 **Plans or Drawings**: The official approved drawings referenced in this RFB, or exact reproductions thereof which show the location, character, dimensions and details of the work to be done and which are to be considered as a part of the Contract Documents, the same as though attached thereto. The words, plans and drawings are used interchangeably herein.
- 2.1.17 **Principal**: When used in connection with the Bid Bond and the Payment and Performance Bond, "Principal" means the same as "Contractor."
- 2.1.18 **Reference Documents**: The design and technical documents, including drawings, technical specifications, general requirements, etc. applicable to this RFB that are listed in the Reference Document Section of the Table of Contents or elsewhere in this RFB.
- 2.1.19 **Scope of Work**: The specific work, improvement, or job, to which these Contract Documents apply as described in this RFB.
- 2.1.20 **Subcontractor**: Any corporation, partnership, firm or individual who contracts with the Contractor with the approval of the District to perform work at or about the construction site, for or on behalf of the Contractor; in a manner other than or in addition to furnishing materials, plants or equipment.
- 2.1.21 **Substantial Completion**: Unless otherwise specified in this RFB, the work (or a specified part thereof) which has progressed to the point where, in the opinion of the Engineer, as evidenced by Engineer's definitive certificate of Substantial Completion, it is sufficiently complete, in accordance with the Contract Documents, so that the work (or specified part)

can be utilized for the purposes for which it is intended; or if no such certificate is issued, when the work is complete and ready for final payment as evidenced by the Engineer's recommendation of final payment. The terms "substantially complete" and "substantially completed" as applied to all or part of the work refer to Substantial Completion thereof.

2.1.22 **Surety**: The corporation or individual, bound by the Bid Bond, and Payment and Performance Bond with and for the Contractor, and who is primarily liable and engages to be responsible for the Contractor's acceptable performance of the work for which the Agreement has been made, and for its payment of all debts pertaining thereto.

2.1.23 **Technical Specifications**: The written documentation describing the scope of work, any materials that are to be used, the methods of installation, and the quality of workmanship under this RFB.

2.1.24 **Work**: Includes labor or materials or both, equipment, transportation, or other facilities necessary to complete the Project.

## 2.2 **CONTRACT PERIOD.**

Refer to the Effective Date, Term paragraph of the Sample Agreement included in this RFB.

## 2.3 **TAXES.**

The District is exempt from state sales tax (exemption number 85-8013700387C-6). Costs on the Bid Response Form must include Florida State sales and any other taxes, applicable to materials purchased by the Contractor in accordance with Florida law.

## 2.4 **RETAINAGE.**

The District will withhold a retainage of five percent of each invoice amount on contracts with a total contract value greater than \$200,000. Retainage will be released by the District and the Contractor in accordance with the Local Government Prompt Payment Act, Part VII of chapter 218, Florida Statutes.

## 2.5 **OWNER DIRECT PURCHASES.**

Owner direct purchases are not applicable to this solicitation.

## 2.6 **FUEL COST ADJUSTMENT.**

A fuel cost adjustment is not applicable to this solicitation.

## 2.7 **MANUFACTURER'S NAME AND APPROVED EQUIVALENTS.**

Whenever an item of equipment or material is specified or described in the Contract Documents by using any manufacturer's names, trade names, brand names, information and/or catalog numbers, the names of one or more proprietary items, or specific Suppliers, the Contract Price has been based upon Contractor furnishing such item as specified. The specification or description of such an item is intended to establish the minimum standard of composition, type, function, appearance, and quality required. Unless the specification or description contains or is followed by words reading that no like, equivalent, or "or equal" item is permitted, Contractor may request that District authorize the use of other items of equipment or material, or items from other proposed suppliers which meets or exceeds the specifications outlined in the RFB, in accordance with the process outlined in this solicitation.

If bids are based on equivalent products, indicate on the Bid Response Form the manufacturer's name and item number. The Bidder will submit with its proposal cutsheets, sketches, descriptive literature, and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. Bids which do not comply with these requirements may be subject to rejection. Bids lacking any written indication of intent to quote an alternate brand will be received and considered in complete compliance with the specifications listed on the bid form. If a Bidder proposes an equivalent, the burden rests with the Bidder to demonstrate equivalency. Mere submission of company or product literature is unacceptable and can be used as a basis for rejection of the claim of equivalence and rejection of the bid. It is understood in cases where an item is named that bidder proposes to furnish this item and not an equivalent unless the Bidder expressly indicates and states "EQUAL" in its proposal.

Notwithstanding any provision in the Reference Documents, this provision solely governs the Bidder's rights with respect to offering an approved equivalent.

## 2.8 **PUBLIC RECORDS LAW.**

Correspondence, materials, and documents created or received pursuant to this RFB are subject to the provisions of chapter 119, Florida Statutes, Florida's Public Records Law. A Bidder's failure to comply with chapter 119, Florida Statutes, will be grounds for rejection of the bid or termination of any contract by the District. See the Project Records and Documents section of the Sample Agreement included in this RFB, for additional details on the public record requirements.

2.8.1 This section shall survive the award, termination, expiration, or cancellation of this RFB.

## 2.9 **PUBLIC ENTITY CRIMES.**

Pursuant to sections 287.133(2) and (3), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list. By submitting a response to this RFB, the Bidder certifies that it is not on the convicted vendor list. The Bidder further agrees to notify the District if placement on this list occurs.

## 2.10 **PURCHASES BY OTHER PUBLIC AGENCIES.**

Purchases by other public agencies are not applicable to this solicitation.

## 2.11 **DISCRIMINATION.**

Discrimination provision is not applicable to this solicitation.

## 2.12 **SCRUTINIZED COMPANIES OR OTHER ENTITIES.**

Pursuant to section 287.135, Florida Statutes, a company or other entity that, at the time of submitting a bid or proposal for a new contract or renewal of an existing contract, is on the Scrutinized Companies or Other Entities that Boycott Israel List, or is engaged in a boycott of Israel, is ineligible to, and may not bid on, submit a proposal for, or enter into or renew a contract

with an agency or local governmental entity for goods or services in the amount of one hundred thousand dollars or more. If the goods or services are in the amount of one million dollars or more, the company or other entity must also not be on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in Iran Terrorism Sectors List or be engaged in business operations in Cuba or Syria. By submitting a Bid, the Bidder certifies that it is not on any of the lists or engaged in any of the prohibited activities identified above, as applicable based upon the Agreement amount. The District has the option to terminate such contact if the contracting company or other entity is found to have been placed on the Scrutinized Companies or Other Entities that Boycott Israel List or is engaged in a boycott of Israel.

**2.13 EMPLOYMENT OF FLORIDA RESIDENTS.**

Employment of Florida Residents is not applicable to this solicitation.

**2.14 EMPLOYMENT ELIGIBILITY VERIFICATION.**

In accordance with section 448.095, Florida Statutes, the Bidder, prior to entering into a contract with the District, certifies: (i) it, and any subcontractor, will be registered with and use the E-Verify system operated by the U.S. Department of Homeland Security to verify the work authorization status of all new employees of the Bidder or subcontractor, (ii) that during the year prior to making its submission or entering into a contract with the District, no contract of the Bidder was terminated by a public employer in compliance with section 448.095, Florida Statutes, and (iii) it is and shall remain in compliance with Sections 448.09 and 448.095, Florida Statutes, including securing and maintaining subcontractor affidavits as required by section 448.095(5)(b), Florida Statutes. Upon good faith belief that the Bidder or its subcontractors of any tier have knowingly violated sections 448.09(1) or 448.095(2), Florida Statutes, the District shall terminate (or order the termination of) their contract. The Bidder shall be liable for any additional cost incurred by the District as a result of its termination. The District's receipt of proof that the Bidder is an E-Verify system participant is a condition precedent to any District contract. Information on how to obtain proof of participation, register for and use the E-Verify system may be obtained via U.S. Department of Homeland Security website: <http://www.dhs.gov/E-Verify>. This provision shall be incorporated into any resulting contract with the District.

**2.15 NO USE OF COERCION FOR LABOR OR SERVICES.**

In accordance with section 787.06, Florida Statutes, a nongovernmental entity, prior to entering into, renewing or extending a contract (including a purchase order) with the District, must provide the District with an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury attesting that the nongovernmental entity does not use coercion for labor or services. The affidavit form is attached.

**2.16 CONTRACTING WITH ENTITIES OF FOREIGN COUNTRIES OF CONCERN.**

Contracting with Entities of Foreign Countries of Concern is not applicable to this solicitation.

**2.17 PUBLIC WORKS PROJECTS; UNITED STATES-PRODUCED IRON AND STEEL PRODUCTS.**

Public Works Projects; United States-Produced Iron and Steel Products is not applicable to this solicitation.

**2.18 LOBBYING PROHIBITION.**

Lobbying Prohibition is not applicable to this solicitation.

## 2.19 **INDEMNIFICATION.**

The Contractor agrees to indemnify and hold harmless the District, its agents, employees and officers, from and against all liabilities, claims, damages, expenses or actions, either at law or in equity, including attorneys' fees and costs and attorneys' fees and costs on appeal, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor, its agents, employees, subcontractors, assigns, heirs or anyone for whose acts or omissions any of these persons or entities may be liable during the Contractor's performance under the Agreement. This provision shall survive the expiration or termination of the Agreement.

## 2.20 **INSURANCE.**

The contract resulting from this RFB will require the Contractor to maintain during the entire term of the contract, insurance in the kinds and amounts or limits with a company or companies authorized to do business in the State of Florida as listed in the Sample Agreement included in this RFB. The Contractor will not commence work under the contract until the District has received an acceptable certificate or certificates of insurance showing evidence of such coverage. Certificates of insurance must reference the District Agreement Number and Project Manager.

## 2.21 **BONDING.**

Bonding is not applicable to this solicitation.

## 2.22 **ARCHAEOLOGICAL, HISTORICAL AND CULTURAL SITES.**

If archaeological artifacts are uncovered during construction, the Contractor must stop work in the area and promptly notify the District so that a course of action can be determined.

## 2.23 **TRENCH SAFETY ACT.**

Trench Safety Act is not applicable to this solicitation.

## 2.24 **VALUE ENGINEERING.**

Value engineering is not applicable to this solicitation.

## 2.25 **DRAWINGS AND SPECIFICATIONS.**

Drawings and Specifications are not applicable to this solicitation.

## 2.26 **FAILURE TO COMPLETE THE WORK ON TIME.**

The Contractor shall coordinate and work cooperatively with the District's consultants. The Contractor will take into account all contingent work which is to be done by other parties arising from any cause whatsoever and will not plead its want of knowledge of said contingent work as an excuse for delay in its work or for non-performance.

2.26.1 Nothing in this section will be construed as limiting the right of the District to declare the Agreement forfeited, or to take over the work, or to claim damages for the failures of the Contractor to abide by each and every one of the terms contained in the Contract Documents. Completion date will be construed as being the date on which the work is fully accepted by the District.

2.26.2 If the Contractor is delayed at any time, in the progress of the work, by an act of neglect of the District or its employees, agents, or consultants, or by changes ordered by the District, or by strikes, lockouts, fire, unavoidable casualties or any other causes beyond the Contractor's control, then the time of completion will be extended for such reasonable time as the District's Project Manager may decide. This is the Contractor's sole remedy for the aforementioned delays.

**2.27 LIQUIDATED DAMAGES.**

Liquidated Damages is not applicable to this solicitation.

**2.28 CONTRACTOR'S UNDERSTANDING.**

It is understood and agreed that the Contractor has, by careful examination, satisfied itself as to the nature and location of the work, the character, quality and quantity of the materials to be encountered, the character of the equipment and facilities needed preliminary to and during the prosecution of the work, the general and local conditions, and all other matters which can in any way affect the work under the Agreement. The Contractor acknowledges that it has investigated and correlated his observations with the requirements of this RFB and satisfied itself as to the conditions affecting the work. These conditions include, but are not restricted to, those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, electric power, roads and uncertainties of weather, river stages, lake stages, tides, or similar physical conditions at the site, and the character of equipment and facilities needed preliminary to and during prosecution of the work. The Contractor further acknowledges that it is satisfied as to the character, quality and quantity of surface and subsurface materials or obstacles to be encountered insofar as this information is reasonably ascertainable from an inspection of the site, including all Drawings and Specifications and all other documents made a part of this RFB. Any failure by the Contractor to acquaint itself with the available information will not relieve the Contractor from its responsibility for estimating properly the difficulty or cost of successfully performing the work. The District assumes no responsibility for any conclusions or interpretations made by the Contractor on the basis of the information made available by the District, its officers or employees prior to the execution of the Agreement, unless such information has been stated expressly in this RFB.

If the Contractor believes that any subsurface or physical condition that is uncovered or revealed either: 1) is of such a nature as to establish that any technical data on which the Contractor is entitled to rely under this RFB is materially inaccurate; or 2) is of such a nature as to require a change in the Contract Documents; or 3) differs materially from that shown or indicated in the Contract Documents; or 4) is of an unusual nature, and differs materially from conditions ordinarily encountered and generally recognized as inherent in work of the character provided for in the Contract Documents; then Contractor shall, promptly after becoming aware thereof and before further disturbing the subsurface or physical conditions or performing any work in connection therewith, notify the District and Engineer in writing about such condition. The Contractor shall not further disturb such condition or perform any work in connection therewith, except as aforesaid, until receipt of written order to do so.

**2.29 MATERIALS, APPLIANCES, AND LABOR.**

Unless otherwise stipulated, the Contractor will furnish and pay for all materials, labor, water, tools, equipment, light, power, transportation, and other facilities necessary for the execution and completion of the work.

### 2.30 **TOOLS, PLANTS, AND EQUIPMENT.**

If at any time before the commencement or during the progress of the work, tools, plants, or equipment appear to the District to be insufficient, inefficient or inappropriate to secure the quality of work required, or the proper rate of progress, the District may order the Contractor to increase their efficiency, to improve character, to augment its number or substitute new tools, plants, or equipment, as the case may be and the Contractor will conform to such order. The failure of the District to demand such increase of efficiency will not relieve the Contractor of its obligation to secure the quality of work and the rate of progress necessary to complete the work within the time required by the Agreement and to the satisfaction of the District.

### 2.31 **MATERIALS AND EQUIPMENT SCHEDULES.**

As soon as practicable after the execution of the Agreement, and before any material or equipment is purchased, the Contractor will submit to the District for approval a complete list of materials and equipment to be incorporated in the work. Any materials listed which are not in accordance with the Agreement requirements will be rejected.

### 2.32 **STANDARDS FOR QUALITY AND WORKMANSHIP.**

All materials, equipment, and supplies furnished by the Contractor for permanent incorporation in the work will be new and of quality standards specified. Workmanship will be first class and the finished product equal to the best-accepted standards of the trade for the category of work performed. It is the District's intent to obtain a high-quality job that will operate and function with least maintenance costs.

### 2.33 **GUARANTEE.**

All equipment, materials and installation thereof which are furnished by the Contractor will be guaranteed by the Contractor against defective workmanship, mechanical and physical defects, leakage, breakage and other damages and failure under normal operation for a period of one year from the date of final Project acceptance thereof by the District or the manufacturer warranty, whichever is longer. Labor warranty shall be for a period of one year from the date of final Project acceptance thereof by the District. Each item of equipment or materials and installation proving to be defective within the specified period of the guaranty will be replaced without cost to the District by the Contractor or by the Surety.

### 2.34 **ESTIMATED QUANTITIES.**

Unless otherwise specified, the quantities stipulated in the bid for various items are approximate only and subject to increase or decrease in order to make them conform to the program or work selected and actual construction performed. The Contractor will perform a complete and finished job of the scope designated in the award whether the final quantities are more or less than those estimated. The Contractor will be responsible for verifying all estimated quantities and incorporating any adjustments from the computation into the Total Bid Amounts submitted in response to this RFB.

### 2.35 **PERMITS AND REGULATIONS.**

The Contractor will be responsible to secure all necessary permits for the Project. The Contractor will keep copies of these permits at the construction site throughout the construction period. The Contractor will be responsible for complying with all conditions of the permits.

The Contractor will give all notices and comply with all laws, ordinances, rules and regulations bearing on the conduct of the work as drawn and specified. If the Contractor observes that the Drawings and Specifications are at variance therewith, the Contractor will promptly notify the engineer in writing, and any necessary changes will be adjusted as provided in the Agreement for changes in the work. If the Contractor performs work, knowing it to be contrary to such laws, ordinances, rules and regulations and without such notice to the engineer, it will bear all costs arising therefrom.

## 2.36 **PROTECTION OF WORK AND PROPERTY.**

The Contractor will at all times protect its work from damage and will protect the District's property against damage, injury or loss arising in connection with the performance of the Project. The Contractor will correct any such damage, injury or loss except such as may be directly due to errors in the Contract Documents or caused by the agents or employees of the District. The Contractor will adequately protect and maintain all passageways, guard fences, lights and other facilities for safety protection required by public authority or local conditions.

2.36.1 At all times, the Contractor will protect all public and privately-owned property, structures, utilities, and work of any kind against damage or interruption of service which may result from the operations of the Contractor. Damage or interruption to service resulting from the Contractor's failure to provide such protection will be promptly repaired or restored at the sole expense of the Contractor.

## 2.37 **CONSTRUCTION ACCESS.**

The Project sites are on District property.

2.37.1 Access to the Brooksville Headquarters Project site shall be through the Southeast gate. Parking shall be in areas designated by the District Project Manager.

2.37.2 Access to the Tampa Service Office Project site shall be through the main gate via US Hwy 301. Parking shall be in areas designated by the District Project Manager.

## 2.38 **INSPECTION OF WORK.**

The District and its representatives will at all times have access to the work whether it is in preparation or progress and the Contractor will provide proper facilities for access and for inspection. The work will be conducted to the satisfaction of the District and is subject to inspection by its appointed inspectors to ensure compliance with the terms of the Agreement. No inspector is authorized to change any provision in this RFB, nor will the presence or absence of an inspector relieve the Contractor from any requirements of the Agreement.

If the Contract Documents, the District's instructions, or laws, ordinances or any public authority require any work to be specially inspected, tested or approved, the Contractor will give the District timely notice of its readiness for inspection; and if the inspection is by another authority, then the Contractor will advise the District of the date of such inspection. Inspections by the District will be promptly conducted and where practicable, at the source of supply. If any work should be covered up without approval or consent of the District, it will be uncovered for examination at the Contractor's expense.

#### 2.39 **TESTS.**

The District will have the right to require all materials to be submitted to test prior to incorporation into the work by an appropriately certified testing company. In some instances, it may be expedient to make these tests at the source of supply, and for this reason, it is requested that the Contractor furnish the District with information concerning the location of his source before incorporating material into the work. This does not in any way obligate the District to perform tests for acceptance of material and does not relieve the Contractor of his responsibility to furnish satisfactory material. The Contractor will furnish two copies of manufacturer's certificate of compliance with these specifications covering manufactured items incorporated into the work. The Contractor will pay all costs for testing required together with other changes incidental to testing.

#### 2.40 **CONTRACTOR SUPERVISION.**

The Contractor will keep competent supervision on-site during its progress. Upon the District's request, the Contractor must provide a list of all proposed Contractor employees fulfilling a supervisory position. Any personnel changes in a supervisory position will require the prior written consent of the District. The superintendent or project manager will represent the Contractor. The superintendent or project manager will give efficient supervision to the work using best skill and attention. On-site supervision shall be able to communicate efficiently in English. If on-site supervision is found to be unsatisfactory for successful completion of the work, at the sole discretion of the District, the District may request a change in the on-site supervision or additional on-site supervision.

#### 2.41 **HOURS OF WORK.**

The Contractor may access the Project site and perform work between 8:00 a.m. to 5:00 p.m., Monday through Friday provided work hours comply with local ordinances of Hernando and Hillsborough Counties, Florida respectively. Other hours of work may be authorized at the sole discretion of and in writing by the District Project Manager upon request of the Contractor. The District's working hours, including travel time to/from the District's Brooksville Office, will generally be considered as being from 8:00 a.m. to 5:00 p.m., Monday through Friday. Work done at times other than said District working hours will be considered overtime work for the District. As such any inspection services required of the District or its authorized representative during overtime hours will be done at the expense of the Contractor, and such costs will be deducted from payments otherwise due to the Contractor. The cost to be deducted from payment otherwise due the Contractor will be the overtime hours at an hourly rate applicable to the authorized representative.

#### 2.42 **PROGRESS SCHEDULE AND SCHEDULE OF VALUES (POST NOTICE OF AWARD).**

Progress Schedule and Schedule of Values is not applicable to this solicitation.

#### 2.43 **JESSICA LUNSFORD ACT.**

The Jessica Lunsford Act is not applicable to this solicitation.

#### 2.44 **POTENTIAL FERAL HOG DAMAGE.**

Potential Feral Hog Damage is not applicable to this solicitation.

### **PART III – SCOPE AND SPECIFICATIONS**

The District is soliciting bids from qualified Bidders to furnish and deliver, if and when ordered, all required work necessary for installation of Oil Evacuation and Distribution Systems for our Brooksville and Tampa Offices as more particularly shown below.

#### **3.1 PROJECT DESCRIPTION.**

Install new oil evacuation and distribution systems at the Brooksville Headquarters and the Tampa Service Office. The Contractor shall provide and install lubrication and evacuation equipment including necessary piping/tubing in the District's maintenance shops as specified in the following Scope.

#### **3.2 PROJECT LOCATIONS.**

Brooksville Headquarters  
Buildings 34 and 35  
2379 Broad Street  
Brooksville, Florida 34604-6899

Tampa Service Office  
Building 5  
7601 US Hwy. 301  
Tampa, Florida 33637-6759

#### **3.3 GENERAL REQUIREMENTS AND EQUIPMENT SPECIFICATIONS.**

- 3.3.1 The Contractor shall be responsible for inspecting and accepting the existing conditions of the work site prior to bidding.
- 3.3.2 The Contractor is responsible for all measurements, reuse of existing piping, and installation of new piping to install and perform a complete and fully functional Project. The District is unable to provide any plans or CAD drawings.
- 3.3.3 The Contractor shall have a copy of all permits at the Project work site and shall perform all work in accordance with the requirements of the permits, including those obtained by the District.
- 3.3.4 The Contractor shall provide all necessary labor, equipment, and materials to complete the Project as described in Section 3.4, Scope of Work.
- 3.3.5 The Contractor is responsible to dispose of any construction debris or other materials, including discarded material, from the Project site and to dispose of these materials offsite in compliance with all laws.
- 3.3.6 All distribution pumps are to be Graco Fireball 300 or equivalent.
- 3.3.7 All evacuation pumps are to be Graco Husky 1050 or equivalent.
- 3.3.8 All dispensing meters are to be Graco LDP5 or equivalent.

3.3.9 All reels are to be Graco XD or XDX series hose reel, or equivalent.

*Note: Distribution pumps, evacuation pumps, reels, and dispensing meters must all be the same manufacturer either the single specified manufacturer or a single equivalent manufacturer.*

3.3.10 All new air compressors are to be Quincy 7.5 horsepower, QR-7.5 or QT-7.5V, duplex, 120V/208V/3PH, or equivalent with a minimum 120-gallon tank mounted on vibration isolation mounts.

3.3.11 Drum Spill Containment Platform/Pallet with Ramp shall be the below or equivalent:

3.3.11.1 Drum Spill Containment Platform/Pallet: UltraTech Ultra-Spill Pallet - P2 Plus, Model No. 9611

3.3.11.2 Ramp: UltraTech Ramp Drum Storage Non-Slip, Model No. 0676

3.3.11.3 2 Drum Capacity

3.3.11.4 Minimum Containment Capacity = 60 gallons

*Note: Platform/Pallet and Ramp shall be a matching set designed to be compatible with each other.*

3.3.12 A drier and a moisture separator with automatic purge valve shall be installed for each air compressor.

3.3.13 All tanks are to be carbon steel, UV/weather resistant painted, double wall construction and built to UL 142 specifications. No Roth brand/style tanks shall be utilized.

3.3.14 The Contractor shall remove all old air compressors and tanks (except Tampa Service Office) to a location on site as designated by the District. The District shall dispose of old air compressors and tanks.

3.3.15 Old reels shall be removed and disposed of by the Contractor as indicated in Section 3.4, Scope of Work.

3.3.16 All new systems, tanks, compressors, etc. shall be properly placarded with weather resistant placarding.

3.3.17 Once each location system is installed by the Contractor, the District shall provide new oil (into new tanks), drums, and waste oil, as applicable, for Contractor to perform system testing prior to District acceptance.

### 3.4 **SCOPE OF WORK.**

The Contractor shall reuse existing supply pumps, supply lines, and hose reels. However, additional plumbing may be required and shall be included in the bid price. The Contractor shall furnish all labor, equipment, and materials necessary to perform the work in the following categories/areas:

#### 3.4.1 **Brooksville Headquarters:**

3.4.1.1 Small Engine Shop (In Building 34):

3.4.1.1.1 Distribution System

3.4.1.1.2 Install new plumbing from Main Shop Distribution System 5W30 tank to Small Engine Shop

- 3.4.1.1.3 Install one 50-foot oil reel with new dispensing meter
- 3.4.1.1.4 Reel shall be mounted to the Southeast vertical beam with the red sprinkler line attached.
- 3.4.1.1.5 Piping shall be run above drop tile ceiling of mechanical room between Main Shop and Small Engine Shop.
- 3.4.1.1.6 Reuse/Install new air lines, as required

3.4.1.2 Main Shop (In Building 34):

3.4.1.2.1 Distribution System:

- 3.4.1.2.1.1 Install and level two new, minimum 200-gallon, tanks
- 3.4.1.2.1.2 Install and level one Spill Containment Platform/Pallet with Ramp
- 3.4.1.2.1.3 Install two new banks of four 75-foot overhead oil reels with new dispensing meters. Currently, there are two banks of 5 reels, one being a grease reel, that is to be abandoned.
- 3.4.1.2.1.4 Reuse existing product pumps
- 3.4.1.2.1.5 Reuse existing plumbing as able and install new plumbing, gauges, and accessories as required
- 3.4.1.2.1.6 Fluid Type to be utilized in the systems:
  - 3.4.1.2.1.6.1 Gear oil (Drum)
  - 3.4.1.2.1.6.2 Transmission fluid (Drum)
  - 3.4.1.2.1.6.3 15W40 oil weight (Tank)
  - 3.4.1.2.1.6.4 5W30 oil weight (Tank)
- 3.4.1.2.1.7 Reels shall be mounted to in existing reel location.
- 3.4.1.2.1.8 The five old reels on each of the two banks shall be removed and disposed of by the Contractor.
- 3.4.1.2.1.9 New tanks shall be installed in same location as old tanks
- 3.4.1.2.1.10 Reuse/Install new air lines, as able/required

3.4.1.2.2 Evacuation System:

*Note: There is no current evacuation system installed*

- 3.4.1.2.2.1 Install two new 75-foot overhead reels
- 3.4.1.2.2.2 Install one new pump
- 3.4.1.2.2.3 Pump and reel shall be located on pedestal on floor with a flexible line from the above hard line with removable fittings at flexible line and reel to allow for easy removal and maintenance.
- 3.4.1.2.2.4 Install one, minimum 400-gallon, tank for waste oil
- 3.4.1.2.2.5 Install new plumbing, gauges, and accessories
- 3.4.1.2.2.6 Reuse/Install new air lines, as able/required

*Note: Waste Oil Connection to vehicle oil pan to be supplied and installed by the District*

3.4.1.2.3 Air Compressor:

- 3.4.1.2.3.1 Replace one existing air compressor with a new air compressor
- 3.4.1.2.3.2 Existing plumbing shall remain
- 3.4.1.2.3.3 Bidder shall include new parts, valves, etc. for installation and connection to existing hoses and lines
- 3.4.1.2.3.4 Reuse/Install new air lines, as able/required

*Note: The Bidder shall provide pricing for this line item separate from rest of the work at the Brooksville Headquarters and Diesel Shop Air Compressor as provided on the Bid Response Form. The District may or may not elect to incorporate this work into the Project.*

3.4.1.3 Diesel Shop (In Building 35):

3.4.1.3.1 Distribution System:

- 3.4.1.3.1.1 Install and level two new, minimum 275-gallon, tanks
- 3.4.1.3.1.2 Extend existing plumbing to new tank location
- 3.4.1.3.1.3 Install two new overhead 75-foot reels on columns
- 3.4.1.3.1.4 The existing pumps shall be reused.
- 3.4.1.3.1.5 Fluid Type to be utilized in the systems:
  - 3.4.1.3.1.5.1 Hydraulic oil
  - 3.4.1.3.1.5.2 15W40 oil weight
- 3.4.1.3.1.6 New tanks shall be installed on the outside of the east side of the Southeast corner of the building.
- 3.4.1.3.1.7 Reels shall be mounted to the South center vertical beam on south building of the Diesel Shop
- 3.4.1.3.1.8 Reuse/Install new air lines, as able/required

3.4.1.3.2 Evacuation System:

*Note: There is no current evacuation system installed*

- 3.4.1.3.2.1 Install one new overhead 75-foot reel
- 3.4.1.3.2.2 Install one new pump
- 3.4.1.3.2.3 Pump and reel shall be located on pedestal on floor with a flexible line from the above hard line with removable fittings at flexible line and reel to allow for easy removal and maintenance
- 3.4.1.3.2.4 Install new plumbing, gauges, and accessories
- 3.4.1.3.2.5 Install one new, minimum 400-gallon, tank for waste oil
- 3.4.1.3.2.6 New tanks shall be installed on the outside of the east side of the Southeast corner of the building.
- 3.4.1.3.2.7 Reuse/Install new air lines, as able/required

*Note: Waste oil connection/fitting on end of reel to be supplied and installed by the District.*

### 3.4.1.3.3 Air Compressor:

- 3.4.1.3.3.1 Replace one existing air compressor with a new air compressor
- 3.4.1.3.3.2 Existing plumbing shall remain
- 3.4.1.3.3.3 Bidder shall include parts, valves, etc. for installation and connection to existing hoses and lines
- 3.4.1.3.3.4 Reuse/Install new air lines, as able/required

*Note: The Bidder shall provide pricing for this line item separate from rest of the work at the Brooksville Headquarters and Main Shop Air Compressor as provided on the Bid Response Form. The District may or may not elect to incorporate this work into the Project.*

## 3.4.2 Tampa Service Office:

### 3.4.2.1 Distribution System:

- 3.4.2.1.1 Install and level two new, minimum 200-gallon, tanks
- 3.4.2.1.2 Install one new bank of two 50-foot overhead oil reels with new dispensing meters
- 3.4.2.1.3 Install two new product pumps
- 3.4.2.1.4 Reuse existing plumbing, gauges, and accessories
- 3.4.2.1.5 Fluid Type to be utilized in the systems:
  - 3.4.2.1.5.1 15W40 oil weight
  - 3.4.2.1.5.2 5W30 oil weight
- 3.4.2.1.6 New tanks will be installed outside the east side of the building.
- 3.4.2.1.7 Extend existing plumbing to new tank location
- 3.4.2.1.8 The Contractor shall remove and dispose of the old white cased reels and old distribution reels.
- 3.4.2.1.9 The new distribution reel install location shall be the same as the existing distribution reels.
- 3.4.2.1.10 Reuse/Install new air lines, as able/required

### 3.4.2.2 Evacuation System:

*Note: There is no current evacuation system installed*

- 3.4.2.2.1 Install one new 50-foot overhead reel
- 3.4.2.2.2 Install one new pump
- 3.4.2.2.3 Pump and reel shall be located on pedestal on floor with a flexible line from the above hard line with removable fittings at flexible line and reel to allow for easy removal and maintenance.
- 3.4.2.2.4 Install one new minimum 275-gallon tank for waste oil
- 3.4.2.2.5 Reuse/Install new air lines, as able/required

*Note: Waste oil connection/fitting on end of reel to be supplied and installed by the District*

- 3.4.2.2.6 The new used oil tank shall be placed in the same place as the existing.

### 3.5 **POTABLE WATER.**

Potable water is not provided on the jobsites. The Contractor shall be responsible for potable water for their employees and subcontractors.

## **PART IV – BID RESPONSE**

### 4.1 **BASIS FOR AWARD OF CONTRACT.**

Costs must be provided for all line items. The District is requesting responses that shall result in one of four scenarios. The contract will be awarded to the lowest, responsive, and responsible Bidder based on the scenario selected, whichever, in the judgment of the District, best serves the District's needs, budget, and interests.

#### **Scenario 1 includes:**

1. Brooksville Headquarters:
  - Small Engine Shop – Distribution System
  - Main Shop – Distribution and Evacuations Systems
  - Diesel Shop – Distribution and Evacuations Systems
2. Tampa Service Office: Distribution and Evacuations Systems

#### **Scenario 2 includes:**

1. Brooksville Headquarters:
  - Small Engine Shop – Distribution System
  - Main Shop – Distribution and Evacuations Systems
  - Diesel Shop – Distribution and Evacuations Systems
2. Tampa Service Office: Distribution and Evacuations Systems
3. Brooksville Headquarters
  - Main Shop – Air Compressor

#### **Scenario 3 includes:**

1. Brooksville Headquarters:
  - Small Engine Shop – Distribution System
  - Main Shop – Distribution and Evacuations Systems
  - Diesel Shop – Distribution and Evacuations Systems
2. Tampa Service Office: Distribution and Evacuations Systems
3. Brooksville Headquarters
  - Diesel Shop – Air Compressor

#### **Scenario 4 includes:**

1. Brooksville Headquarters:
  - Small Engine Shop – Distribution System
  - Main Shop – Distribution and Evacuations Systems
  - Diesel Shop – Distribution and Evacuations Systems
2. Tampa Service Office: Distribution and Evacuations Systems
3. Brooksville Headquarters:
  - Main Shop – Air Compressor
  - Diesel Shop – Air Compressor

If there is a discrepancy in a calculation, the applicable unit price shall govern. The District does not bind itself to accept the minimum specifications stated in this RFB and reserves the right to accept any bid that, in its judgment, best serves the District's needs and interests.

Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the District for the procurement of commodities or contractual services, a bid, proposal, or reply received from a bidder that certifies that it has implemented a drug-free workplace program in conformance with section 287.087, Florida Statutes, shall be given preference in the award process.

The District also reserves the right to delete line items as necessary to meet budget limitations. Responsive bids must include all of the following elements at the time of submittal. Failure to include any of the required elements, in whole or in part, may result in the bid being deemed non-responsive.

4.1.1 **SATISFACTORY REFERENCES**. References must be provided as required by this RFB.

4.1.2 **ACKNOWLEDGMENT OF ADDENDA**. Bidder shall acknowledge receipt of all written addenda issued for this RFB. Failure to acknowledge receipt, review, and acceptance of any addenda may result in the bid being considered non-responsive.

4.1.3 **COMPLETION OF ALL BID DOCUMENTS**. All bid documents and forms included in Subsection 4.1.3.1 must be completely and accurately filled out and submitted with the bid response. Failure to do so could result in rejection of the bid as non-responsive. The Bidder must provide costs for all bid items.

4.1.3.1 **Bid and contract forms required with bid submission:**

- Attachment 1 - Bid Response Form
- Attachment 2 - Bidder Qualifications Requirements
- Attachment 3 - Certification Clean Air Act/Clean Water Act

4.1.4.2 **Sample forms referenced in this RFB:**

- Attachment 4 - Sample Agreement

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**ATTACHMENT 1  
 BID RESPONSE FORM  
 FOR  
 REQUEST FOR BIDS #26-5030  
 OIL EVACUATION AND DISTRIBUTION SYSTEMS FOR  
 BROOKSVILLE AND TAMPA OFFICES**

The undersigned Bidder has carefully read this RFB and its provisions, terms and conditions covering the equipment, materials, supplies or services as called for, and fully understands the requirements and conditions. The Bidder certifies that its bid is made without prior understanding, agreement, or connection with any corporation, firm, entity, or person submitting a bid for the same goods/services (unless otherwise specifically noted) and is in all respects fair and without collusion or fraud. The Bidder agrees to be bound by all the terms and conditions of this RFB and certifies that the person signing this bid is authorized to bind the Bidder. The Bidder agrees that it will provide the work as stipulated if awarded the contract.

By signing below, Bidder certifies the following:

- Information provided in Attachment 2, Bidder Qualification Requirements, is true and correct to the best of its knowledge.
- Bidder and its Subcontractors meet the minimum requirements set forth in the RFB.
- Bidder has not been debarred by a political agency within the State of Florida.

**Bidder has a Drug-Free Workplace Program in conformance with section 287.087, Florida Statutes. (Optional)**

The Bidder has also carefully read any Addenda issued for this RFB. Addenda are available at <http://www.watermatters.org/procurement> and [www.demandstar.com](http://www.demandstar.com). The Bidder is responsible for reviewing these documents, signing each Addenda signature page, and submitting with the Bidder's bid.

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Bidder Name (Company Name as Contained on Corporate Seal)

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Mailing Address	City	State	Zip Code
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Physical Address	City	State	Zip Code
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Telephone Number	Fax Number	Email Address
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Authorized Signature	Date	Print/Type Name and Title
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NOTE: If you are entering a "No Bid," please state reason below and email this form to [procurement@watermatters.org](mailto:procurement@watermatters.org).

**ATTACHMENT 1 (Continued)  
 BID RESPONSE FORM  
 FOR  
 REQUEST FOR BIDS #26-5030  
 OIL EVACUATION AND DISTRIBUTION SYSTEMS FOR  
 BROOKSVILLE AND TAMPA OFFICES**

BID RESPONSE FORM					
ITEM #	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE (\$)	UNIT	ITEM TOTAL PRICE (\$)
1	Brooksville Headquarters: Complete Evacuation and Distribution Systems installed per Scope.	1	\$ _____	Lump Sum	\$ _____
2	Tampa Service Office: Complete Evacuation and Distribution Systems installed per Scope.	1	\$ _____	Lump Sum	\$ _____
3	Brooksville Headquarters – Main Shop: Air Compressor*	1	\$ _____	Lump Sum	\$ _____
4	Brooksville Headquarters – Diesel Shop: Air Compressor*	1	\$ _____	Lump Sum	\$ _____
5	Contingency	1	\$15,000.00	Lump Sum	\$15,000.00

\*The District, at its sole discretion, may opt to remove these line items prior to contracting.

**TOTAL PROJECT BID AMOUNT \$** \_\_\_\_\_

**TOTAL PROJECT BID AMOUNT IN WORDS (Type or Clearly Print Below):**

\_\_\_\_\_

In accordance with Section 2.7, MANUFACTURER'S NAME AND APPROVED EQUIVALENTS, please provide the required information below for **any equivalent equipment proposed in place of the specified equipment** listed in Section 3.3, **GENERAL REQUIREMENTS AND EQUIPMENT SPECIFICATIONS**. The Bidder will submit with its proposal cutsheets, sketches, descriptive literature, and/or complete specifications. Failure to submit the required information as outlined in Section 2.7 may result in rejection.

BRAND/MAKE	MODEL NUMBER	DESCRIPTION

**ATTACHMENT 2  
BIDDER QUALIFICATION REQUIREMENTS  
REQUEST FOR BIDS #26-5030  
OIL EVACUATION AND DISTRIBUTION SYSTEMS FOR  
BROOKSVILLE AND TAMPA OFFICES**

A. LICENSES:

The District has not identified any licenses required.

B. BIDDER REFERENCES:

References must be provided on the Reference Form provided in this attachment.

The Bidder must provide a minimum of three references who can verify the Bidder's qualifications and past performance record on projects.

References must be individuals that can be readily contacted and have first-hand knowledge of the Bidder's performance on the specific project performed by the Bidder. Each reference contact person shall have been informed that they are being used as a reference and that the District may be contacting them.

The remainder of this page intentionally left blank.

**BIDDER  
REFERENCE FORM 1**

The Bidder must provide a minimum of three references who can verify the Bidder's qualifications and past performance record on projects that meet the following requirements:

- Project at substantial completion within the last five years prior to the date of bid opening.
- Constructed value of at least \$50,000.
- Similar in scope to this Project.
- References must be from three different entities or companies.

**Part 1: Bidder's Name:**

Bidder's Name: \_\_\_\_\_

**Part 2: Reference Provider Information:**

Reference Business Name: \_\_\_\_\_

Reference Business Owner's Name: \_\_\_\_\_

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

Reference Contact Person's Title: \_\_\_\_\_

Reference Address: \_\_\_\_\_

Reference Email Address: \_\_\_\_\_

Reference Phone No.: \_\_\_\_\_

**Part 3: Project Details performed by Bidder:**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Bidder's Project Manager Name: \_\_\_\_\_

Bidder's Site Superintendent: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Date Project Commenced: \_\_\_\_\_

Date of Substantial Completion: \_\_\_\_\_

Date of Final Completion: \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BIDDER  
REFERENCE FORM 2**

The Bidder must provide a minimum of three references who can verify the Bidder's qualifications and past performance record on projects that meet the following requirements:

- Project at substantial completion within the last five years prior to the date of bid opening.
- Constructed value of at least \$50,000.
- Similar in scope to this Project.
- References must be from three different entities or companies.

**Part 1: Bidder's Name:**

Bidder's Name: \_\_\_\_\_

**Part 2: Reference Provider Information:**

Reference Business Name: \_\_\_\_\_

Reference Business Owner's Name: \_\_\_\_\_

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

Reference Contact Person's Title: \_\_\_\_\_

Reference Address: \_\_\_\_\_

Reference Email Address: \_\_\_\_\_

Reference Phone No.: \_\_\_\_\_

**Part 3: Project Details performed by Bidder:**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Bidder's Project Manager Name: \_\_\_\_\_

Bidder's Site Superintendent: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Date Project Commenced: \_\_\_\_\_

Date of Substantial Completion: \_\_\_\_\_

Date of Final Completion: \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**BIDDER  
REFERENCE FORM 3**

The Bidder must provide a minimum of three references who can verify the Bidder's qualifications and past performance record on projects that meet the following requirements:

- Project at substantial completion within the last five years prior to the date of bid opening.
- Constructed value of at least \$50,000.
- Similar in scope to this Project.
- References must be from three different entities or companies.

**Part 1: Bidder's Name:**

Bidder's Name: \_\_\_\_\_

**Part 2: Reference Provider Information:**

Reference Business Name: \_\_\_\_\_

Reference Business Owner's Name: \_\_\_\_\_

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

Reference Contact Person's Title: \_\_\_\_\_

Reference Address: \_\_\_\_\_

Reference Email Address: \_\_\_\_\_

Reference Phone No.: \_\_\_\_\_

**Part 3: Project Details performed by Bidder:**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Bidder's Project Manager Name: \_\_\_\_\_

Bidder's Site Superintendent: \_\_\_\_\_

Contract Amount: \_\_\_\_\_

Date Project Commenced: \_\_\_\_\_

Date of Substantial Completion: \_\_\_\_\_

Date of Final Completion: \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ATTACHMENT 3  
CERTIFICATION  
CLEAN AIR ACT/CLEAN WATER ACT  
REQUEST FOR BIDS #26-5030  
OIL EVACUATION AND DISTRIBUTION SYSTEMS FOR  
BROOKSVILLE AND TAMPA OFFICES**

On behalf of \_\_\_\_\_ (Bidder), I certify that Bidder is not on the EPA *Excluded Parties List System* concerning the Clean Air Act (CAA) or the Clean Water Act (CWA).

I further certify:

- 1) Bidder will not use any facility on the *Excluded Parties List System* in the performance of any non-exempt contract, grant or loan for the duration of time that the facility remains on the List.
- 2) Bidder will notify the District if the Bidder intends to use a facility in the performance of the contract, grant, or loan that has been recommended to be placed on the *Excluded Parties List System*.
- 3) In the performance of the contract, grant or loan, Bidder will comply with all requirements of the CAA and the CWA, including the requirements of section 114 of the CAA and section 308 of the CWA, and all applicable clean air standards and clean water standards, See Federal Acquisition Regulations, 2 CFR 180; 2 CFR 1532, Subpart J, 48 CFR Part 9, Subpart 9.4.

By: \_\_\_\_\_ Authorized Signatory \_\_\_\_\_ Date \_\_\_\_\_

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

\_\_\_\_\_  
Title:

**ATTACHMENT 4  
SAMPLE AGREEMENT  
REQUEST FOR BIDS #26-5030  
OIL EVACUATION AND DISTRIBUTION SYSTEMS FOR  
BROOKSVILLE AND TAMPA OFFICES**

AGREEMENT NO. 26CN0005030

AGREEMENT  
BETWEEN THE  
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
AND

---

FOR  
OIL EVACUATION AND DISTRIBUTION SYSTEMS FOR  
BROOKSVILLE AND TAMPA OFFICES

This Agreement is made and entered into by and between the Southwest Florida Water Management DISTRICT, a public corporation of the State of Florida, whose address is 2379 Broad Street, Brooksville, Florida 34604-6899, hereinafter referred to as the "DISTRICT" and \_\_\_\_\_, a \_\_\_\_\_, whose address is \_\_\_\_\_, hereinafter referred to as the "CONTRACTOR."

WITNESSETH:

Whereas, the DISTRICT desires to engage the CONTRACTOR to perform all work required for the Oil Evacuation and Distribution Systems for Brooksville and Tampa Offices, hereinafter referred to as the "Project"; and

Whereas, the CONTRACTOR represents that it possesses the requisite skills, knowledge, expertise and resources and agrees to provide the desired services to the DISTRICT; and

Whereas, the DISTRICT and the CONTRACTOR have agreed on the type and extent of services to be rendered by the CONTRACTOR and the amount and method of compensation to be paid by the DISTRICT for services rendered.

Now therefore, the DISTRICT and the CONTRACTOR, in consideration of the mutual terms, covenants and conditions set forth herein, agree as follows:

1. INDEPENDENT CONTRACTOR.

The CONTRACTOR will perform as an independent contractor and not as an employee, representative or agent of the DISTRICT.

2. PROJECT MANAGER AND NOTICES.

Each party hereby designates the employee set forth below as its respective Project Manager. Project Managers will assist with Project coordination and will be each party's prime contact person. Notices will be sent to the attention of each party's Project Manager by U.S. mail, postage paid, by nationally recognized overnight courier, or personally to the parties' addresses as set forth in the introductory paragraph of this Agreement. Notice is effective upon receipt. Other documents may also be sent via Email if authorized in writing by the DISTRICT'S Project Manager.

Project Manager for the DISTRICT:  
 Shawn Daughtery  
 2379 Broad Street  
 Brooksville, Florida 34604  
 (352) 316-7513  
[shawn.daughtery@watermatters.org](mailto:shawn.daughtery@watermatters.org)

Project Manager for the CONTRACTOR:  
 \_\_\_\_\_ [Name]  
 \_\_\_\_\_ [Address]  
 \_\_\_\_\_ [City, State, Zip Code]  
 \_\_\_\_\_ [Phone]  
 \_\_\_\_\_ [Email]

Any changes to the above representatives or addresses must be provided to the other party in writing.

3. CONTRACT PERIOD.

This Agreement will be effective upon execution by both parties. The time period from the Notice to Proceed to Substantial Completion shall be no more than 60 calendar days. Final Completion shall be no more than 120 calendar days.

4. COMPENSATION.

The DISTRICT has elected to proceed with the following line items as indicated CONTRACTOR'S Bid Response Form set forth in Exhibit "B."

Selected	ITEM #	DESCRIPTION
<input checked="" type="checkbox"/>	1	Brooksville Headquarters: Complete Evacuation and Distribution Systems installed per Scope.
<input checked="" type="checkbox"/>	2	Tampa Service Office: Complete Evacuation and Distribution Systems installed per Scope.
<input type="checkbox"/>	3	Brooksville Headquarters – Main Shop: Air Compressor
<input type="checkbox"/>	4	Brooksville Headquarters – Diesel Shop: Air Compressor
<input checked="" type="checkbox"/>	5	Contingency

Payment(s) to the CONTRACTOR will be made on a Fixed Price basis upon final completion of each individual line item, in accordance with Section 4. COMPENSATION, the CONTRACTOR'S Bid Response Form in Exhibit "B", and any applicable Change Orders issued to the CONTRACTOR.

Payment will be made in accordance with the Local Government Prompt Payment Act, Part VII of chapter 218, Florida Statutes, upon receipt of a proper invoice as defined in Subparagraph 4.2. Invoices will be submitted monthly by the CONTRACTOR to the DISTRICT electronically at [invoices@WaterMatters.org](mailto:invoices@WaterMatters.org), or at the following address:

Accounts Payable Section  
 Southwest Florida Water Management District  
 Post Office Box 15436  
 Brooksville, Florida 34604-5436

In addition to sending an original invoice to the DISTRICT'S Accounts Payable Section as required above, copies of invoices may also be submitted to the DISTRICT'S Project Manager in order to expedite the review process.

Any services commenced by the CONTRACTOR that the CONTRACTOR intends to charge against contingency and/or allowance amounts without first receiving a fully executed Change Order or Field Directive/Administrative Approval, as applicable, shall be at the CONTRACTOR'S sole cost. Any unused allowance and contingency amounts shall remain with the DISTRICT and be deducted from the CONTRACTOR'S total compensation.

- 4.1 The DISTRICT'S performance and payment obligations pursuant to this Agreement are contingent upon the DISTRICT'S Governing Board appropriating funds in its approved budget for the Project in each Fiscal Year of this Agreement.
- 4.2 All invoices must include the following information: (1) CONTRACTOR'S name, address and phone number (include remit address, if different than principal address in the introductory paragraph of this Agreement); (2) CONTRACTOR'S invoice number and date of invoice; (3) DISTRICT Agreement number; (4) Dates of service; (5) CONTRACTOR'S Project Manager; (6) DISTRICT'S Project Manager; (7) Supporting documentation necessary to satisfy auditing purposes, for cost and project completion; and (8) Progress Report with the CONTRACTOR'S Project Manager's assessment of the Project's actual progress. Invoices that do not conform with this paragraph will not be considered a proper invoice. Disputes will be resolved in accordance with the DISTRICT'S dispute resolution procedure.
- 4.3 If an invoice does not meet the requirements of this Agreement, the DISTRICT'S Project Manager, after consultation with his or her Bureau Chief, will notify the CONTRACTOR in writing that the invoice is improper and indicate what corrective action on the part of the CONTRACTOR is needed to make the invoice proper. If a corrected invoice is provided to the DISTRICT that meets the requirements of the Agreement, the invoice will be paid within ten business days after the date the corrected invoice is received by the DISTRICT.
- 4.4 In the event any dispute or disagreement arises during the course of the Project, including those concerning whether a deliverable should be approved by the DISTRICT, the CONTRACTOR will continue to perform the Project work in accordance with the DISTRICT'S instructions and may claim additional compensation. The CONTRACTOR is under a duty to seek clarification and resolution of any issue, discrepancy, or dispute by providing the details and basis of the dispute with a request for additional information, additional compensation, or schedule adjustment, as appropriate, to the DISTRICT'S Project Manager no later than ten days after the precipitating event. If not resolved by the Project Manager, in consultation with his or her Bureau Chief, the dispute will be forwarded to the Division Director. If not resolved by the Division Director, the dispute will be forwarded to the Assistant Executive Director. The Assistant Executive Director in consultation with the DISTRICT'S Office of General Counsel will issue a final determination. The CONTRACTOR will proceed with the Project in accordance with the DISTRICT'S determination; however, such continuation of work will not waive the CONTRACTOR'S position regarding the matter in dispute. No Project work will be delayed or postponed pending resolution of any disputes or disagreements.
- 4.5 By October 5th of each year of the Agreement, the CONTRACTOR must provide the following documentation to the DISTRICT for all services performed through September 30th: i) invoices for completed, accepted and billable tasks, ii) an estimate of the dollar value of services performed, but not yet billable.
- 4.6 Each CONTRACTOR invoice must include the following certification, and the CONTRACTOR hereby delegates authority by virtue of this Agreement to its Project Manager to affirm said certification:

"I hereby certify that the costs requested for payment, as represented in this invoice, are directly related to the performance under the Oil Evacuation and Distribution Systems for Brooksville and Tampa Offices Agreement between the Southwest Florida Water Management DISTRICT and \_\_\_\_\_ (Agreement 26CN0005030), are allowable, allocable, properly documented, and are in accordance with the approved project budget."

4.7 The DISTRICT will withhold a retainage of five percent of each invoice amount on contracts with a total contract value greater than \$200,000. Retainage will be released by the DISTRICT and the CONTRACTOR in accordance with the Local Government Prompt Payment Act, Part VII of chapter 218, Florida Statutes.

4.8 The DISTRICT may, in addition to other remedies available at law or equity, retain such monies from amounts due the CONTRACTOR as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against the DISTRICT. The DISTRICT may set off any liability or other obligation of the CONTRACTOR or its affiliates to the DISTRICT against any payments due the CONTRACTOR under any contract with the DISTRICT. The DISTRICT reserves the right to withhold payment until samples, shop drawings, Architect's certificates, additional bonds, or any other things required by this Agreement have been submitted to the satisfaction of the DISTRICT'S Project Manager.

5. PROJECT WORK.

The CONTRACTOR, upon written Notice to Proceed from the DISTRICT, agrees to furnish all equipment, tools, materials, labor and all other things necessary to complete the Project, and perform in accordance with the terms and conditions of this Agreement.

Time is of the essence in the performance of each obligation under this Agreement. Any changes to this Scope of Work and associated costs, except as provided in this Agreement, must be mutually agreed to in a formal written amendment signed by both parties prior to being performed by the CONTRACTOR, subject to the provisions of Paragraph 4, Compensation.

6. PROJECT TEAM MEMBERS AND SUBCONTRACTORS.

6.1 The DISTRICT recognizes the expertise of the Project team members of the CONTRACTOR and, if applicable, any subcontractors. Both parties further agree that any change to the CONTRACTOR'S and/or subcontractor's Project team (including Project Manager and Superintendent) requires prior written approval from the DISTRICT.

6.2 No acceptance or approval by the DISTRICT of any subcontractor, supplier or other individual or entity, whether initially or as a replacement, shall constitute a waiver of any right of the DISTRICT to reject defective work or shall create any DISTRICT liability for the acts or omissions of these individuals or entities.

7. PROJECT MANAGEMENT DOCUMENT ISSUANCE AND AUTHORITY.

7.1 Notice to Procure. The DISTRICT may elect to issue a Notice to Procure prior to the issuance of the Notice to Proceed at the discretion of the DISTRICT. If the DISTRICT issues a Notice to Procure, the CONTRACTOR will start the process to procure the designated materials, equipment, or otherwise authorized items within ten business days.

7.2 Notice to Proceed. The official letter notifying the CONTRACTOR that the contract has been executed and to proceed with the work specified in the Notice to Proceed.

- 7.2.1 Any costs, direct or indirect, arising out of or resulting from a delay in the Notice to Proceed, will be the responsibility of the CONTRACTOR. Claims by the CONTRACTOR for additional compensation related to a delay in a Notice to Proceed will not be considered or accepted by the DISTRICT. The CONTRACTOR'S sole remedy is an extension of time to complete the Project to account for any such delay.
- 7.3 The DISTRICT'S Project Manager is authorized to process Change Orders in accordance with the requirements of this Agreement and the DISTRICT'S Signature Authority utilizing the form attached as Exhibit "C" for additional work on an as needed basis for ancillary Project services.
  - 7.3.1 The CONTRACTOR will initiate a Change Order by submitting a Change Proposal to the DISTRICT'S Project Manager that will provide a cost estimate and performance schedule for completing the proposed contingency work together with such additional information as the DISTRICT'S Project Manager or Project Engineer may reasonably request. The DISTRICT'S Project Manager will issue a Change Order incorporating those portions of the Change Proposal acceptable to the parties. Change Order work will commence as set forth in the notice to proceed with Change Order work issued by the DISTRICT'S Project Manager. The parties agree that payment for any such ancillary Project services is budgeted as contingency and is not to exceed the contingency amount set forth in this Agreement.
  - 7.3.2 Except in an emergency endangering life or property, no extra work or change will be made unless in compliance with a written Change Order issued by the DISTRICT'S Project Manager in advance of such work, and no claim for an addition to the compensation will be valid unless so ordered. Correction of faulty or inadequate design by the CONTRACTOR is not grounds for initiation of a Change Order and the CONTRACTOR agrees to remedy such flaws at its own expense.
  - 7.3.3 The DISTRICT may order extra work or request changes by altering, adding to, or deducting from the original Scope of Work or Final Plans via written Change Order agreed to by both parties. When requested by the DISTRICT'S Project Manager, the CONTRACTOR will submit a Change Proposal for DISTRICT desired changes in the work within seven business days after receipt of the request. The proposal will include an itemized breakdown for labor, materials, equipment and the time considerations for completing the change together with such other information as the DISTRICT may reasonably require. All such work will be executed under the conditions of the original Agreement except that any claim for an extension of time caused thereby will be considered at the time of ordering such change.
  - 7.3.4 If the CONTRACTOR submits a Change Proposal that includes a price quote, the DISTRICT must approve or deny the price quote within 35 days after the DISTRICT'S Project Manager receives the price quote. Any denial notice must specify the alleged deficiencies in the price quote and the actions necessary to remedy those deficiencies.

## 8. PROJECT RECORDS AND DOCUMENTS.

The CONTRACTOR, upon request, will permit the DISTRICT to examine or audit all Project related records and documents during or following completion of the Project at no cost to the DISTRICT. These records shall be available at all reasonable times for inspection, review, or audit. "Reasonable" shall be construed according to circumstances, but ordinarily shall mean normal business hours of 8:00 a.m. to 5:00 p.m., local time, Monday through Friday. In the event any work is subcontracted, the CONTRACTOR shall similarly require each subcontractor to maintain and allow access to such records for inspection, review, or audit purposes. Payments made to the CONTRACTOR under this Agreement shall be reduced for amounts found to be not allowable under this Agreement by an audit. If an audit is undertaken by the DISTRICT, all required records shall be maintained until the audit has been completed and all questions arising from it are resolved. The CONTRACTOR will maintain all such records and documents for at least five years following completion of the Project. If an audit has been initiated and audit findings have not been resolved at the end of the five years, the records shall be retained until resolution of the audit findings, which would include an audit follow-up by the inspector general if the findings result from an external auditor, or any litigation. The CONTRACTOR and any subcontractors understand and will comply with their duty, pursuant to section 20.055(5), Florida Statutes, to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing.

8.1 Each party shall allow public access to Project documents and materials made or received by either party in accordance with the Public Records Act, chapter 119, Florida Statutes. To the extent required by section 119.0701, Florida Statutes, the CONTRACTOR shall (1) keep and maintain public records required by the DISTRICT to perform the service; (2) upon request from the DISTRICT'S custodian of public records, provide the DISTRICT 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 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 the Agreement if the CONTRACTOR does not transfer the records to the DISTRICT; and (4) upon completion of this Agreement, transfer, at no cost to the DISTRICT, all public records in possession of the CONTRACTOR or keep and maintain public records required by the DISTRICT to perform the service. If the CONTRACTOR transfers all public records to the DISTRICT upon completion of this Agreement, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records 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 DISTRICT, upon request from the DISTRICT'S custodian of public records, in a format that is compatible with the information technology systems of the DISTRICT.

8.2 **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS by telephone at 352-205-8482, by email at [RecordsCustodian@swfwmd.state.fl.us](mailto:RecordsCustodian@swfwmd.state.fl.us), or at the following mailing address:**

**Public Records Custodian  
Southwest Florida Water Management District  
2379 Broad Street  
Brooksville, Florida 34604-6899**

Any changes to the above contact information will be provided to the CONTRACTOR in writing.

8.3 If, as part of its performance of this Agreement, the CONTRACTOR holds, comes into possession of, distributes, generates, and/or creates lawful copies in any media of security or fire safety system plans, building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, or other structure owned or operated by the DISTRICT, which pursuant to section 119.071(3), Florida Statutes are confidential and/or exempt from the inspection, examination and duplication of public records provisions of chapter 119, Florida Statutes, and Subsection 24(a), Article I of the State Constitution (singularly or collectively, and inclusive of any copies made in any media by or through the CONTRACTOR, the "Exempt & Confidential Documents"), then the CONTRACTOR agrees to:

8.3.1 maintain the exempt and/or confidential status of said Exempt & Confidential Documents for so long as they are in the CONTRACTOR'S possession; and

8.3.2 only disclose that portion of the Exempt & Confidential Documents as is necessary to those architects, engineers, or contractors who (i) are performing work on or related to the building or other structure at issue and (ii) agree in writing to maintain the exempt status of the Exempt Plans; and

8.3.3 return to the DISTRICT as part of the CONTRACTOR'S final payment invoice (request for final payment), all Exempt & Confidential Documents in the possession of the CONTRACTOR (or in the possession of others by or through the CONTRACTOR) and certify in writing that all such Exempt & Confidential Documents in the possession of the CONTRACTOR (or in the possession of others by or through the CONTRACTOR) have either been either so returned or destroyed. The presence of such returned documents and the CONTRACTOR'S written certification shall be an additional express condition precedent to the CONTRACTOR'S final payment invoice being considered a proper payment request or invoice; and

8.3.4 include the requirements of this provision in every subcontract of any tier arising out of or related to this Agreement.

8.4 This provision shall survive the termination or expiration of this Agreement.

9. OWNERSHIP OF DOCUMENTS AND OTHER MATERIALS.

All documents, including reports, drawings, estimates, programs, manuals, specifications, and all goods or products, including intellectual property and rights thereto, purchased under this Agreement with DISTRICT funds or developed in connection with this Agreement will be and will remain the property of the DISTRICT.

10. REPORTS.

The CONTRACTOR will provide the DISTRICT with any and all reports, models, studies, maps, or other documents resulting from the Project at no cost to the DISTRICT.

11. INDEMNIFICATION.

The CONTRACTOR agrees to indemnify and hold harmless the DISTRICT and all DISTRICT agents, employees and officers from and against all liabilities, claims, damages, expenses or actions, either at law or in equity, including attorney fees and costs and attorney fees and costs on appeal, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the CONTRACTOR, its agents, employees, subcontractors, assigns, heirs or anyone for whose acts or omissions any of these persons or entities may be liable during the CONTRACTOR'S performance under this Agreement. This provision shall survive the termination or expiration of this Agreement.

12. INSURANCE REQUIREMENTS.

The CONTRACTOR must maintain during the entire term of this Agreement, insurance in the following kinds and amounts or limits with a company or companies authorized to do business in the State of Florida and will not commence work under this Agreement until the DISTRICT has received an acceptable certificate of insurance showing evidence of such coverage.

- 12.1 COI. Certificates of insurance issued by the CONTRACTOR under this Agreement shall name the Southwest Florida Water Management DISTRICT as certificate holder and place the following information in the description of operations section:

Southwest Florida Water Management District is an  
Additional Insured in regards to the liability policies  
as per the Agreement.  
Agreement No. 26CN0005030; Oil Evacuation and Distribution Systems for  
Brooksville and Tampa Offices  
Project Manager – Shawn Daughtery

- 12.2 Additional Insured. The DISTRICT and its employees, agents, and officers shall be an Additional Insured in regards to all liability policies with exception of Professional Liability and Worker's Compensation. CONTRACTOR shall demonstrate by listing the DISTRICT as an additional insured in the Additional Insured Column and the Description of Operations section of the certificate of insurance (or other proof acceptable to the DISTRICT).

- 12.3 Waivers of Subrogation. Any waiver of subrogation shall extend to the DISTRICT'S favor. CONTRACTOR shall demonstrate such waiver by delivery of the applicable endorsement and check the Subrogation Waived column (or other proof acceptable to the DISTRICT) to the DISTRICT'S Project Manager concurrent with delivery of its signature on this Agreement.

- 12.4 Notice of Cancellation. The CONTRACTOR must notify the DISTRICT in writing of the cancellation or material change to any insurance coverage required by this Agreement. Such notification must be provided to the DISTRICT a minimum of 30 days' notice prior to any modifications or cancellation of policies, with 10 days' notice of cancellation due to non-payment of premium.

- 12.5 The CONTRACTOR must obtain certificates of insurance from any subcontractor otherwise the CONTRACTOR must provide evidence satisfactory to the DISTRICT that coverage is afforded to the subcontractor by the CONTRACTOR'S insurance policies.
- 12.6 Required Coverage. CONTRACTOR shall maintain during the entire term of this Agreement, insurance in the following kinds and amounts or limits with a company or companies authorized to do business in the State of Florida:
- 12.6.1 Liability insurance on forms no more restrictive than the latest edition of the Commercial General Liability policy (CG 00 01) of the Insurance Services Office without restrictive endorsements, or equivalent; with the following coverage of not less than:
- \$1,000,000 per occurrence / \$2,000,000 aggregate
- 12.6.2 Auto liability insurance with the following coverage of not less than:
- Combined Single Limit of \$500,000
- 12.6.3 Workers' compensation insurance in accordance with chapter 440, Florida Statutes and federal statutes, if applicable. If the CONTRACTOR hires or leases employees through a third-party arrangement, the DISTRICT must have a certificate of workers' compensation coverage evidencing coverage for the CONTRACTOR from the third party. If the CONTRACTOR does not carry workers' compensation coverage, the CONTRACTOR must submit to the DISTRICT both an affidavit stating that the CONTRACTOR meets the requirements of an independent contractor as stated in chapter 440, Florida Statutes, and a certificate of exemption from workers' compensation coverage.
- 12.6.4 Employers Liability with minimum limits of \$500,000 each accident/\$500,000 by employee/\$500,000 policy limit must be maintained. Such policies shall cover all employees engaged in any work under the Agreement.

13. BONDING REQUIREMENTS.

Prior to the effective date of this Agreement and in accordance with the requirements of the RFB, the CONTRACTOR, at its sole expense, will provide the DISTRICT with a Payment and Performance Bond in the amount of \$[Bond Amount] as security for the performance of all the CONTRACTOR'S obligations under this Agreement pursuant to the terms and conditions of section 255.05, Florida Statutes. The CONTRACTOR agrees to repair, replace, or otherwise correct any defects in the work performed or furnished according to the terms and conditions of this Agreement. If the DISTRICT determines that any part of the Project is defective and requires repair or replacement, the DISTRICT will notify the CONTRACTOR of the defect in writing. If the CONTRACTOR refuses or neglects to repair, replace or otherwise satisfactorily correct the defect within the time specified by the DISTRICT, the DISTRICT has the option to have the work performed or furnished by others and the cost will be paid by the CONTRACTOR or its surety.

Any increase in the amount of this Agreement will require the CONTRACTOR to automatically increase the Payment and Performance Bond to equal the revised amount. The CONTRACTOR must provide the DISTRICT with evidence of same prior to commencing the additional work.

14. TERMINATION WITHOUT CAUSE.

Upon seven days written notice to the CONTRACTOR, the DISTRICT may, without cause and without prejudice to any other right or remedy of the DISTRICT, terminate this Agreement. In such case, the CONTRACTOR shall be paid for completed and acceptable work executed in accordance with this Agreement prior to the effective date of termination. The foregoing shall be the CONTRACTOR'S sole and exclusive compensation in the event of a termination of this Agreement by the DISTRICT without cause, and the CONTRACTOR shall have no claim for demobilization, cancellation or termination charges, lost profits or other compensation for work not performed.

15. DEFAULT.

Either party may terminate this Agreement upon the other party's failure to comply with any term or condition of this Agreement, as long as the terminating party is not in default of any term or condition of this Agreement at the time of termination. To effect termination, the terminating party will provide the defaulting party with a written "Notice of Termination" stating its intent to terminate and describing all terms and conditions with which the defaulting party has failed to comply. If the defaulting party has not remedied its default within 30 days after receiving the Notice of Termination, this Agreement will automatically terminate. The parties agree that this Agreement is an executory contract. If, after termination by the DISTRICT, it is determined that the CONTRACTOR was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the DISTRICT pursuant to the Termination Without Cause paragraph. In addition to the above, the DISTRICT may terminate this Agreement in accordance with of the provisions of Exhibit "A," Special Project Terms and Conditions.

16. RELEASE OF INFORMATION.

The CONTRACTOR agrees not to initiate any oral or written media interviews or issue press releases on or about the Project without providing notices or copies to the DISTRICT'S Project Manager and Public Affairs Bureau Chief no later than three business days prior to the interview or press release.

17. ASSIGNMENT.

Except as otherwise provided in this Agreement, the CONTRACTOR may not assign any of its rights or delegate any of its obligations under this Agreement without the prior written consent of the DISTRICT. If the CONTRACTOR assigns its rights or delegates its obligations under this Agreement without the DISTRICT'S prior written consent, the DISTRICT is entitled to terminate this Agreement. If the DISTRICT terminates this Agreement, the termination is effective as of the date of the assignment or delegation. Any termination is without prejudice to the DISTRICT'S claim for damages.

18. LAW COMPLIANCE.

The CONTRACTOR will abide by and assist the DISTRICT in satisfying all applicable federal, state and local laws, rules, regulations and guidelines, related to performance under this Agreement. The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, religion, sex, handicap, disability, marital status, or national origin.

19. EMPLOYMENT ELIGIBILITY VERIFICATION.

In accordance with section 448.095, Florida Statutes, the CONTRACTOR agrees it is and shall remain in compliance with sections 448.09 and 448.095, Florida Statutes, including securing and maintaining subcontractor affidavits as required by section 448.095(2)(b), Florida Statutes. Upon good faith belief that the CONTRACTOR or its Subcontractors of any tier have knowingly violated sections 448.09(1) or 448.095(2), Florida Statutes, the DISTRICT shall terminate (or order the termination of) their contract. The CONTRACTOR shall be liable for any additional cost incurred by the DISTRICT as a result of its termination.

20. VENUE AND APPLICABLE LAW.

All claims, counterclaims, disputes, and other matters in question between the parties to this Agreement, arising out of or relating to this Agreement or the breach of it will be decided in accordance with the laws of the State of Florida and by a court of competent jurisdiction within the State of Florida and Venue will lie exclusively in the County of Hillsborough. This provision shall survive the termination or expiration of this Agreement.

21. REMEDIES.

Unless specifically waived by the DISTRICT, the CONTRACTOR'S failure to timely comply with any obligation in this Agreement will be deemed a breach of this Agreement and the expenses and costs incurred by the DISTRICT, including attorneys' fees and costs and attorneys' fees and costs on appeal, due to said breach will be borne by the CONTRACTOR. Additionally, the DISTRICT will not be limited by the above but may avail itself of any and all remedies under Florida law for any breach of this Agreement. The DISTRICT'S waiver of any of the CONTRACTOR'S obligations will not be construed as the DISTRICT'S waiver of any other obligations of the CONTRACTOR. This provision shall survive the termination or expiration of this Agreement.

22. ATTORNEY FEES.

Should either party employ an attorney or attorneys to enforce any of the provisions of this Agreement, or to protect its interest in any matter arising under this Agreement, or to recover damages for the breach of this Agreement, the party prevailing is entitled to receive from the other party all reasonable costs, charges and expenses, including attorneys' fees, expert witness fees, fees and costs on appeal, and the cost of paraprofessionals working under the supervision of an attorney, expended or incurred in connection therewith, whether resolved by out-of-court settlement, arbitration, pre-trial settlement, trial or appellate proceedings, to the extent permitted under section 768.28, Florida Statutes. This provision does not constitute a waiver of the DISTRICT'S sovereign immunity or extend the DISTRICT'S liability beyond the limits established in section 768.28, Florida Statutes. This provision shall survive the termination or expiration of this Agreement.

23. DRUG-FREE WORKPLACE.

By signing this Agreement, the CONTRACTOR warrants it has implemented a drug-free workplace program in accordance with subsection 440.102(15), Florida Statutes.

24. SUBCONTRACTORS.

Nothing in this Agreement will be construed to create or be implied to create any relationship between the DISTRICT and any subcontractor of the CONTRACTOR.

25. DISADVANTAGED BUSINESS ENTERPRISES.

The DISTRICT expects the CONTRACTOR to make good faith efforts to ensure that disadvantaged business enterprises, which are qualified under either federal or state law, have the maximum practicable opportunity to participate in contracting opportunities under this Agreement.

26. THIRD PARTY BENEFICIARIES.

Nothing in this Agreement will be construed to benefit any person or entity not a party to this Agreement.

27. PUBLIC ENTITY CRIMES.

Pursuant to sections 287.133(2) and (3), Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list. By signing this Agreement, the CONTRACTOR warrants that it is not currently on a suspended vendor list and that it has not been placed on a convicted vendor list in the past 36 months. The CONTRACTOR further agrees to notify the DISTRICT if placement on either of these lists occurs.

28. SCRUTINIZED COMPANIES OR OTHER ENTITIES.

Pursuant to Section 287.135, Florida Statutes, a company that, at the time of submitting a bid or proposal for a new contract or renewal of an existing contract, is on the Scrutinized Companies that Boycott Israel List, or is engaged in a boycott of Israel, is ineligible to, and may not bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services in any amount. If the goods or services are in the amount of one million dollars or more, the company must also not be on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in Iran Terrorism Sectors List or be engaged in business operations in Cuba or Syria. The CONSULTANT certifies that it is not on any of the lists or engaged in any of the prohibited activities identified above, as applicable based upon the amount of this Agreement. The CONSULTANT agrees to notify the DISTRICT if it is placed on any of the applicable lists or engages in any of the prohibited activities during the term of this Agreement. The DISTRICT may immediately terminate this Agreement at its option if the Vendor/Contractor is found to have submitted a false certification, is placed on the Scrutinized Companies with Activities in Sudan List, engages in business operations in Cuba or Syria, or is placed on a list created pursuant to Section 215.473, Florida Statutes, relating to scrutinized active business operations in Iran.

29. NO USE OF COERCION FOR LABOR OR SERVICES.

In accordance with section 787.06, Florida Statutes, by executing, renewing, or extending a contract with the DISTRICT, CONTRACTOR affirms and shall provide the DISTRICT with an affidavit signed by an officer or representative of CONTRACTOR under penalty of perjury attesting that CONTRACTOR does not use coercion for labor or services.

30. CONTRACTING WITH ENTITIES OF FOREIGN COUNTRIES OF CONCERN.

Contracting with Entities of Foreign Countries of Concern is not applicable to this Agreement.

31. PUBLIC WORKS PROJECTS; UNITED STATES-PRODUCED IRON AND STEEL PRODUCTS.

Public Works Projects; United States-Produced Iron and Steel Products is not applicable to this Agreement.

32. ENTIRE AGREEMENT.

This Agreement and the attached exhibits listed below constitute the entire agreement between the parties and, unless otherwise provided herein, may be amended only by a written amendment signed by CONTRACTOR and the DISTRICT through their respective authorized representatives as stated herein.

33. DOCUMENTS.

The following documents are attached or incorporated herein by reference and made a part of this Agreement. In the event of a conflict of contract terminology, priority will first be given to the language in the body of this Agreement, then to the documents as listed in order below.

Exhibit "A" Special Project Terms and Conditions  
DISTRICT'S Request for Bids 26-5030 including all Addenda  
Exhibit "B" CONTRACTOR's Bid Response Form  
CONTRACTOR'S Response to RFB 26-5030  
Exhibit "C" Sample Forms

The remainder of this page intentionally left blank.

IN WITNESS WHEREOF, the parties hereto, or their lawful representatives, have executed this Agreement on the day and year set forth next to their signatures below.

SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT

By: \_\_\_\_\_  
Amanda Rice, P.E. Date  
Assistant Executive Director

\_\_\_\_\_

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

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

Title: \_\_\_\_\_  
Authorized Signatory

AGREEMENT  
BETWEEN THE  
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
AND  
\_\_\_\_\_  
FOR  
OIL EVACUATION AND DISTRIBUTION SYSTEMS FOR  
BROOKSVILLE AND TAMPA OFFICES

EXHIBIT "A"  
SPECIAL PROJECT TERMS AND CONDITIONS

1. The CONTRACTOR, by thorough examination, will satisfy itself as to the nature and location of the work, the conformation of the ground, the character, quality and quantity of the materials to be encountered, the character of the equipment and facilities needed preliminary to and during the prosecution of the work, the general and local conditions, and all other matters which can in any way affect work on the Project.
2. During construction of the Project the CONTRACTOR will keep a competent superintendent on the Project site who is authorized to represent the CONTRACTOR in the CONTRACTOR'S absence. The CONTRACTOR will maintain an office, off site, staffed by an employee of the CONTRACTOR. The DISTRICT shall be able to reach the CONTRACTOR in case of emergency during regular DISTRICT business hours 8:00 a.m. to 5:00 p.m. DISTRICT local time, Monday through Friday. Answering services and mechanical telephone answering machines are not an acceptable substitute.
3. Prior to commencing work, the DISTRICT and CONTRACTOR will mutually agree upon the location of parking, material storage, dumpster, restroom, and concrete wash out areas. Upon completion, the CONTRACTOR will restore all disturbed areas to their original condition.
4. All persons entering the Project area on behalf of the CONTRACTOR will adhere to posted speed limits and traffic patterns.
5. Foul/offensive language will not be permitted; harassment of any type will not be permitted; firearms, other than power actuated devices are not permitted at the Project site. This includes bow and arrow.
6. The CONTRACTOR is responsible for all safety aspects of the job and his employees, including all lower tier subcontractors on the job site. The CONTRACTOR and all subcontractors must comply with Occupational Safety and Health Administration (OSHA) standards at all times. The CONTRACTOR must exercise safe practices at all times for the protection of all persons and property. Walkways and work areas must remain clean and unobstructed at all times.
  - 6.1 The DISTRICT'S Project Manager may, without prior notice, inspect work sites to ensure compliance with the terms and conditions of the Agreement and with safety and health standards and requirements. In the event the CONTRACTOR fails to comply with health and safety standards or requirements, the DISTRICT'S Project Manager may issue an order stopping all or any part of the work. Claims by the CONTRACTOR for additional compensation related to a stop work order will not be considered or accepted by the DISTRICT. Any costs, direct or indirect, arising out of or resulting from the stop work order, will be the responsibility of the CONTRACTOR.
  - 6.2 The CONTRACTOR must: i) immediately report to the DISTRICT'S Project Manager any work-related illness or injury which requires more than first aid treatment, or any loss or damage to DISTRICT property, ii) develop and post in the construction area a list of emergency phone numbers, iii) prior to commencement of the work, make provisions for prompt medical attention in case of serious injury; and iv) provide a standard first aid kit in a location readily accessible by all persons.
  - 6.3 All construction employees must be suitably dressed for protection against injury. Hard hats are required and must be used in all construction areas during the course of work activity.

7. If the CONTRACTOR is delayed at any time, in the progress of the work by an act of neglect of the DISTRICT, its employees, agents or consultants, or by changes ordered by the DISTRICT or by strikes, lockouts, fire, unavoidable casualties or any other causes beyond the CONTRACTOR'S control, then the time of completion will be extended for such reasonable time as the DISTRICT'S Project Manager may decide. This is the CONTRACTOR'S sole remedy for the delays set forth in this paragraph.
8. If the CONTRACTOR should be adjudged bankrupt, or if CONTRACTOR should make a general assignment for the benefit of CONTRACTOR'S creditors or declare insolvency, or if CONTRACTOR should persistently or repeatedly refuse or should fail, except in cases in which extension of time is provided, to supply enough properly skilled labor or proper material, or if CONTRACTOR should fail to make prompt payment to subcontractors or for material or labor, or disregard laws, ordinances or the instructions of the DISTRICT'S Project Manager, or otherwise be guilty of a substantial violation of any provision of this Agreement, then the DISTRICT, upon certification by the DISTRICT'S Project Manager that sufficient cause exists to justify such action, may without prejudice to any other right or remedy, and after giving the CONTRACTOR seven days written notice, terminate the employment of the CONTRACTOR, take possession of the premises and of all materials, tools and appliances thereon and finish the work by whatever method it may deem expedient. In such case, the CONTRACTOR will not be entitled to receive any further payment until the work is completed pursuant to the terms and conditions of the Agreement. If the unpaid balance of the contract price exceeds the expense of completing the work, including compensation for additional material and administrative services, such excess will be paid to the CONTRACTOR. If such expense exceeds such unpaid balance, the CONTRACTOR will pay the difference to the DISTRICT. The DISTRICT'S Project Manager will certify the damage and expenses incurred by the DISTRICT as a result of the CONTRACTOR'S default.
9. If the work should be stopped under an order of any court, or other public authority for a period of three months, through no act or fault of the CONTRACTOR or of anyone under the CONTRACTOR'S control, then the CONTRACTOR may, upon giving seven days written notice to the DISTRICT, stop work and recover from the DISTRICT payment for all work completed to date in accordance with this Agreement. The DISTRICT will have the option of suspending or terminating the Agreement.
10. In the case of termination of the Agreement before Project completion, for any cause whatever, the CONTRACTOR notified to do so by the DISTRICT, will promptly remove any part or all of his equipment and supplies from the project site. If the CONTRACTOR fails to do so, the DISTRICT will have the right to remove such equipment and supplies at the expense of the CONTRACTOR.
11. The DISTRICT will have the right to take possession of and use any completed or partially completed portions of the work, notwithstanding the fact that the time for completing the entire work or such portions may not have expired. However, such possession and use will not be deemed an acceptance of any work not completed in accordance with this Agreement. If such prior use increases the cost or delays the work, the CONTRACTOR may be entitled to such extra compensation, or extension of time, or both, as determined by the sole discretion of the DISTRICT'S Project Manager.
12. The CONTRACTOR is as fully responsible to the DISTRICT for the acts and omissions of the subcontractors, and of persons either directly or indirectly employed by the subcontractors, as CONTRACTOR is for the acts and omissions, or persons directly employed by CONTRACTOR. Nothing contained in this Agreement will be construed to create any contractual relation between any subcontractors and the DISTRICT.

13. Substantial Completion Punchlist. In accordance with section 218.735(7), Florida Statutes (Local Government Prompt Payment Act), the Contractor and the District will develop a single list of items required to render the services purchased by the District under this Agreement, complete, satisfactory, and acceptable to the District within 30 calendar days after reaching Substantial Completion, according to the following process. If the Total Agreement Amount is \$10 million or more, the parties may extend the time, in writing, to up to 45 calendar days after reaching Substantial Completion.
  - 13.1 The Contractor will contact the District's Project Manager to schedule a joint inspection of the Project to occur within two business days after reaching Substantial Completion.
  - 13.2 The District's Project Manager or Engineer will develop a list of proposed items to be completed by the Contractor within two business days after the Substantial Completion inspection. Within five calendar days from receipt of the proposed list, the Contractor will provide the District with the estimated cost to complete each item, including sufficient back-up documentation to support the reasonableness of the estimated costs, and the completion date for each item.
    - 13.2.1 If the District determines the estimated costs appear reasonable, the District will deliver the final list of items to be completed and the estimated costs to the Contractor within five business days of receipt of the estimated costs and supporting documentation.
    - 13.2.2 If the District determines the estimated cost for one or more items do not appear reasonable, the District will advise the Contractor of the disputed cost estimate(s) and the District and the Contractor will work together in good faith to reach resolution within five business days from the District's response. Failure to reach resolution shall be resolved in accordance with the dispute resolution procedure provision in this Agreement.
  - 13.3 Within 20 business days after the District's delivery of the list to the Contractor, the District shall pay the remaining contract balance of Work satisfactorily completed that includes all retainage previously withheld by the District less an amount equal to 150% of the estimated costs deemed reasonable by the District to complete the items on the list.
  - 13.4 Upon completion of all items on the list, the Contractor may submit an Application for Payment for the amount withheld by the District. If a good faith dispute exists as to whether one or more items identified on the list have been completed pursuant to the Agreement, the District may continue to withhold up to 150% of the total costs to complete such items.
  - 13.5 All items that require correction under the Agreement which are identified after the preparation and delivery of the list remain the obligation of the Contractor as defined by the Agreement. The failure to include any corrective work or pending items not yet completed on the list does not alter the responsibility of the Contractor to complete all the services purchased pursuant to this Agreement.
14. The DISTRICT'S Project Manager will recommend final acceptance of the work performed pursuant to the Project when it is completed and finished in all respects in accordance with the Agreement, including all its attachments. Final inspection will not be made until the Project work is ready for beneficial use or occupancy. The CONTRACTOR will notify the DISTRICT'S Project Manager in writing within 5 days prior to the date on which the work will be ready for final inspection. Should it develop that the work installed does not justify such inspection at that time, or that the character of materials or workmanship is such that reinspection is found necessary, the cost of such reinspection including the salary, traveling expense and other expenses of the inspector(s) will be borne by the CONTRACTOR and will be deducted from any money due the CONTRACTOR.

EXHIBIT "B"

Insert CONTRACTOR's Bid Response Form, as appropriate, here.

The remainder of this page intentionally left blank.

# **EXHIBIT "C"**

# **SAMPLE FORMS**

**Change Order No. \_\_\_\_**  
**Southwest Florida Water Management District**

**Project: Oil Evacuation and Distribution Systems for Brooksville and Tampa Offices**  
**Contractor:**  
**Project Engineer: Not Applicable**  
**Change Order Date:**

CONTRACTOR is authorized, upon issuance by the DISTRICT Project Manager of a notice to proceed with change order, to make those change(s) more particularly described on the attached and incorporated **Schedule of Change Detail**, which ancillary work, if any, will be paid from contingency funds subject to Agreement No. 26CN0005030, if and as amended, (Agreement).

All Agreement terms apply unless specifically stated otherwise herein. This Change Order (CO) is the sole and maximum compensation and extension of the time to which CONTRACTOR may be entitled for this change. In consideration of the adjustments made by this CO, CONTRACTOR waives and releases all claims, demands, and causes of action against the DISTRICT, its officers, officials, and employees arising out of the transactions, events, and occurrences giving rise to this CO. No backup documentation attached to this CO may reserve the CONTRACTOR'S right to increase its time or costs for extended overhead, general conditions, or any other reason. This CO may be executed in two or more counterparts, and all such signed counterparts will constitute one agreement. CONTRACTOR'S authorized representative must sign electronically per Florida's Electronic Signature Act (Ch. 688, Florida Statutes) or manually, which manual signatures may be transmitted electronically (email, PDF, etc.).

This CO is the entire agreement between the DISTRICT and the CONTRACTOR with respect to this CO.

RECOMMENDED BY	ACCEPTED BY
<p><b>ENGINEER</b></p> <p>By: _____ Date</p> <p>Print Name: _____</p> <p><b>DISTRICT PROJECT MANAGER</b></p> <p>By: _____ PM NAME Date</p>	<p><b>[CONTRACTOR]</b></p> <p>By: _____ Date</p> <p>Print Name: _____</p> <p><b>SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT</b></p> <p>By: _____ Select or type District signatory name. Date</p>

**Summary of Project Change Orders**

	<b>Cost</b>	<b>Substantial Completion Date</b>	<b>Final Completion Date</b>
Original Total Agreement Amount, including Contingency of \$0.00	\$ -		
Changes to Agreement Base Amount under Amendments	\$ -		
Changes to Agreement Contingency Amount under Amendments	\$ -		
New Agreement Amount, including Contingency of \$0.00	\$ -		
<b>Original Agreement Base Amount</b>	<b>\$ -</b>		
<b>Net Contingency Authorized Under Previously Authorized Change Orders</b>	<b>\$ -</b>		
<b>Agreement Base Amount Prior to this Change Order</b>	<b>\$ -</b>		
<b>Total Authorized from Contingency via this Change Order</b>	<b>\$ -</b>		
<b>New Agreement Base Amount</b>	<b>\$ -</b>		
<b>Agreement Contingency Amount</b>	<b>\$ -</b>		
<b>Total Authorized from Contingency via Prior Change Orders</b>	<b>\$ -</b>		
<b>Contingency Balance Prior to this Change Order</b>	<b>\$ -</b>		
<b>Total Authorized from Contingency via this Change Order</b>	<b>\$ -</b>		
<b>Remaining Contingency Balance</b>	<b>\$ -</b>		

**Schedule of Change Detail**

*Attached and Incorporated into Change Order Number \_\_\_\_\_  
Between the Southwest Florida Water Management District and  
[CONTRACTOR]  
Regarding Agreement No. 26CN0005030*

**CHANGE DETAIL – PRICE**

- Attach specifications, drawings, and quotes as appropriate.
- Amount includes all equipment, tools, materials, labor, and other things necessary express or implied to fully complete an item.

<u>Item</u>	<u>Description</u>	<u>Amount</u>	<u>Type*</u>
1			
2			
3			

\* Indicate if amount is lump sum/fixed price (LS), not to exceed (NTE), per unit, etc.

**CHANGE DETAIL – SCHEDULE**

- Choose between the following:
  - See attached revised Project Schedule.
  - No change to Project Schedule.

[END OF SCHEDULE]

**AFFIDAVIT  
FOR  
STATEMENT UNDER SECTION 787.06(13), FLORIDA STATUTES  
NO USE OF COERCION FOR LABOR OR SERVICES  
FOR  
AGREEMENT  
BETWEEN THE  
SOUTHWEST FLORIDA WATER MANAGEMENT DISTRICT  
AND**

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**FOR  
OIL EVACUATION AND DISTRIBUTION SYSTEMS FOR  
BROOKSVILLE AND TAMPA OFFICES**

*Pursuant to section 787.06(13), Florida Statutes, this form must be completed by an officer or representative of the nongovernmental entity executing, renewing, or extending a contract with a governmental entity.*

The entity identified below does not use coercion for labor or services as defined in section 787.06, Florida Statutes.

Under penalties of perjury, I declare that I have read the foregoing statement and that the facts stated in it are true.

Entity Name: \_\_\_\_\_

Authorized Representative/Officer's Printed Name: \_\_\_\_\_

Authorized Representative/Officer's Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_