

INVITATION FOR BIDS

FOR

**ORANGE COUNTY SOLID WASTE MANAGEMENT FACILITY DISCHARGE
MODIFICATION TO POND 1**

Mail or Hand Deliver

ORIGINAL BID FORM (MARKED "ORIGINAL") & THREE (3) COMPLETE COPIES

BY 2:00 PM – October 27, 2015

To:

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA
INTERNAL OPERATIONS CENTRE II
PROCUREMENT DIVISION
400 E. SOUTH STREET- 2nd FLOOR
ORLANDO, FLORIDA 32801**

Bid Opening:

October 27, 2015 - 2:00 PM

**Internal Operations Centre II
Procurement Division Conference Room, Second Floor
Orlando, Florida 32801**

**Non - Mandatory Pre-Bid Conference – October 6, 2015 2:00 PM
Orange County Solid Waste Management Facility, Large Conference Room
5901 Young Pine Road, Orlando, FL 32829
Interested bidders are encouraged to attend.**

NOTICE TO BIDDERS/OFFERORS

To ensure that your bid/proposal is responsive, you are urged to request clarification or guidance on any issues involving this solicitation before submission of your response. Your point-of-contact for this solicitation is John Schmidt at (407) 836-5647, email to John.Schmidt@ocfl.net.

PART A
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NEW BID BOND REQUIREMENT – See Part C, Instructions to Bidders, Paragraph 19e.

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ISSUED: September 22, 2015

**NOTICE
INVITATION FOR BID NO. Y16-705-J2**

**ORANGE COUNTY SOLID WASTE MANAGEMENT FACILITY DISCHARGE
MODIFICATION TO POND 1**

Sealed bid offers (Original Bid Form and three (3) complete copies) for furnishing the above will be accepted up to **2:00 PM, October 27, 2015** in the Procurement Division; Internal Operations Centre II, 400 E. South Street; 2nd Floor, Orlando, FL 32801. Bids will be opened shortly thereafter in the Procurement Division Conference Room, 2nd Floor; Internal Operations Centre II.

Bid Documents are available in the following formats:

1. Complete bid documents may be obtained from the Procurement Division, Internal Operations Centre II, 400 E. South Street, 2nd floor, Orlando, FL 32801. Phone (407) 836-5635 and Fax (407) 836-5899. The documents are available for a cost of **\$50** non-refundable.
2. A printed copy of the basic solicitation documents and a CD containing the construction plans are available for a cost of **\$50** per CD non-refundable.
3. Complete bid documents **including construction plans and specifications** are now available for downloading from the internet at **orangecountyfl.net**.

A Non-Mandatory Pre-Bid Conference will be held on October 6, 2015, 2:00 PM, Orange County Solid Waste Management Facility, Large Conference Room, 5901 Young Pine Road, Orlando, FL 32829. Interested bidders are encouraged to attend.

SCOPE OF WORK: Work includes the modification of the stormwater discharge pipe system at the Orange County Solid Waste Management Facility. Tasks include the removal of existing drainage components and the installation of new drainage structures and associated concrete piping, grout-filled fabric revetment, and associated asphalt repair and sodding.

PROJECT LOCATION: The project site is the Orange County Solid Waste Landfill facility located at 5901 Young Pine Road, Orlando, FL 32829.

Johnny M. Richardson, CPPO, CFCM
Manager, Procurement Division

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PART C - INSTRUCTIONS TO BIDDERS

1. GENERAL:

The term County used herein refers to the Board of County Commissioners, Orange County, Florida, or its duly authorized representative. The term Bidder used herein refers to the manufacturer, dealer or business organization submitting a bid to the County in response to this Invitation for Bid.

2. PREPARATION AND SUBMISSION OF BIDS:

- a. Form of Proposal: Each Bidder shall submit the bid in four parts (original Bid Form, marked original, with attachments and three (3) copies of the Bid Form and all attachments) and indicate the base bid price and any alternative(s) that may be included in the proper space(s).

The estimated total base bid is the sum of all pay item totals and the County reserves the right to correct errors in pay item totals arising from incorrect extensions. See "Bid Errors", Item 5.

- b. All bids, proposals or quotations, unless otherwise specified, must be delivered in a sealed envelope, either mailed or hand carried, to the Procurement Division, Orange County Internal Operations Centre II, 400 E. South Street, 2nd Floor, Orlando, Florida 32801, prior to the bid opening time as specified in Part B. Bids received after the date and time specified will be returned unopened. The time/date stamp clock located in the Procurement Division shall serve as the official authority to determine lateness of any bids.

Respondents are cautioned that they are responsible for delivery to the specific location cited above. Therefore, if your bid, proposal or quotation is delivered by an express mail carrier or by any other means, it is your responsibility to ensure delivery to the above address. This office will not be responsible for deliveries made to any place other than the specified address.

The delivery of said bid to the Procurement Division prior to the time and date stated in Part A is solely and strictly the responsibility of the Bidder. The County shall not be responsible for delays in delivery to the Procurement Division caused by the United States Postal Service or courier service, delivery to any other County Office or delays caused by any other occurrence. The bid delivery time will be scrupulously observed. Under no circumstances will bid proposals delivered after the delivery time specified be considered.

The decision to refuse to consider a bid or proposal that was received beyond the date/time established in the solicitation shall not be the basis for a protest pursuant to the Orange County Code (Procurement Ordinance).

Bidders should indicate on the sealed envelope the following:

1. Invitation for Bid Number
 2. Hour and Date of Opening
 3. Name of Bidder
 4. Return Address of the Bidder
- c. Bids will be publicly opened in the Procurement Division Conference Room, 2nd Floor of the Orange County Internal Operations Centre II, 400 E. South Street; Orlando, Florida.
- d. All bid proposals must be manually and duly signed by an authorized corporate officer, principal, or partner (as applicable) with his signature in full. When a firm is a Bidder, the bid proposals shall be signed in the name of the firm by one or more of the partners. When a corporation is a Bidder, the officer signing shall set out the corporate name in full beneath which he shall sign his name, give title of his office and affix the corporate seal. Anyone signing the bid proposal as agent must file with it legal evidence of his authority to do so. Bidders who are nonresident corporations shall furnish to the County a duly certified copy of their permit to transact business in the State of Florida along with the Bid Proposal. Failure to promptly submit this evidence or qualification to do business in the State of Florida may be basis for rejection of the Bid Proposal.
- e. The Bidder is solely responsible for reading and completely understanding the requirements and the specifications of the solicitation.
- f. Bid proposals may be withdrawn by written, telecopied or telegraphic requests dispatched by the Bidder and received by the Manager of the County Procurement Division before the time for receiving bids has expired. Negligence on the part of the Bidder in preparing a bid proposal is not grounds for withdrawal or modification of a bid proposal after such bid proposal has been opened by the County. A Bidder may not withdraw or modify a bid proposal after the appointed bid proposal opening and such bid proposal must be in force for **ninety (90)** days after the bid opening. Bidders may not assign or otherwise transfer their bid proposals.
- g. At the time and place fixed for the opening of bid proposals (see above), every bid proposal properly delivered within the time fixed for receiving bid proposals will be opened and publicly read aloud, irrespective of any irregularities found therein. Bidders and other persons interested may be present, in person or by representative.
- h. A Bid, Payment and Performance Bond are a requirement of the IFB when the bid/contract amount exceeds \$100,000.

Submission of an original Bid Bond (copy not acceptable) completed and signed by all required parties and submitted on the form provided in Exhibit 1 to the Bid Proposal (Part D), or in the alternative, a Certified Check, or a Cashier's Check shall be required to accompany each bid proposal in a stated dollar amount of not less than ten (10%) percent of the sum of the computed total amount of the Bidder's Base Bid proposal. Submittal of a Bid Bond less than 10% of the bid sum shall result in rejection of the bid. **Failure to submit the Bid Bond on the form provided in Exhibit 1 to the Bid Proposal (Part D) shall result in rejection of the bid.**

In order to be acceptable to the County, the Surety company issuing the Bid Bond as called for in this Invitation for Bids, shall meet and comply with the minimum standards described in Part C, Section 19, "Qualifications of Surety Companies". **Failure to submit a Bid Bond from a Surety Company meeting these minimum standards shall result in rejection of the bid.**

Certified checks or cashier's checks shall be drawn on a solvent bank or trust company to the order of the Board of County Commissioners, Orange County, Florida and shall have all necessary documentary revenue stamps attached, if required by law. Personal checks are not acceptable to the County. See Section 19, "Qualifications of Surety Companies" for additional requirement.

- i. A pre-Bid conference will be held at the time and location shown in the Notice, Part B of this Bid package.
- j. No oral interpretation of the meaning of the plans, specifications, or other Contract documents shall be considered binding. Every request for interpretation shall be in writing addressed to **John Schmidt, email John.Schmidt@ocfl.net**. To be given consideration, such requests must be received Ten (10) days prior to bid opening.

Any and all such interpretations and any supplemental instructions will be in the form of a written addendum which, if issued, will be available for downloading from the Internet at orangecountyfl.net. All addenda so issued shall become part of the Contract Documents and receipt shall be acknowledged on the Bid Form, Part D or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the bid.

- k. Before submitting bid proposals, Bidders must carefully examine the site of the proposed work and make all necessary investigations to inform themselves thoroughly as to all difficulties involved in the completion of all work required pursuant to the mandates and requirements of this bid package.

No plea of ignorance of conditions or difficulties that may hereafter exist, or of conditions or difficulties that may be encountered in the execution of the work pursuant to this bid package as a result of failure to make the necessary examinations and investigations will be accepted as an excuse for any failure or omission on the part of the successful Bidder (Contractor) to fulfill, in every detail, all of the requirements of the Contract Documents, nor will they be accepted as a basis for any claims whatsoever for extra compensation or for an extension of time.

3. **MINORITY/WOMEN OWNED BUSINESS ENTERPRISES:**

- a. To provide for the participation of certified minority and women owned businesses (M/WBE's) in the County's procurement of construction services, Bidders submitting bids to the County are urged to comply with M/WBE subcontracting goals established by the County Minority/Women Business Enterprise Ordinance, No. 94-02 and amended by Ordinance No.2009-21. The overall goal for all bids (inclusive of all additive and deductive alternates) is 25% participation for M/WBE subcontractors and suppliers. Upon Contract award the Contractor must meet the M/WBE expenditure required by the Contract.

The Ordinance also addresses minority/women group employment levels setting goals to encourage each Bidder to maintain 18% minority and 6% women employees.

Note: Only 50% of material/supply dollars purchased from M/WBE distributors is applied toward the goals for minority and women business enterprise participation on construction projects. Contractor shall list **the total amount of material/supply dollars** to be purchased from each M/WBE distributor on the Subcontractor/Supplier Page (Attachment C-2). **The County will calculate the actual dollars applied toward the goals.**

- b. **NOTICE: Goals for bids under \$100,000**

There are M/WBE goals for all bids including bids for IFB estimated to be less than \$100,000 (inclusive of all additive and deductive alternates).

- c. **M/WBE Bidders competing as primes**

If an M/WBE firm bidding as a prime certifies with his/her bid that it will self-perform 51% percent or more of the project, as evidenced by Attachment C-2, then that firm will not be required to comply with the M/WBE subcontracting goals. **Failure to include the percentage of work and the scope of work to be self-performed, and the dollar amount for the work an M/WBE Bidder competing as a prime intends to self-perform will result in the M/WBE Bidder receiving zero M/WBE participation for the bid.**

However, if the M/WBE Bidder will not be self-performing at least 51% percent of the project, then he/she must comply with the M/WBE participation goal, and good faith effort documentation required from non-M/WBE Bidders to receive M/WBE compliance consideration.

d. **Subcontracts/Purchase Orders**

The successful Bidder shall provide a copy of all fully executed subcontracts and purchase orders issued to M/WBE's listed on Attachment C-2 to the Business Development Division. Submittal of these subcontracts/purchase orders is a condition precedent to execution of the prime Contract by the County.

The Contractor **must** include a Prompt Payment Clause (reference Part F, Article 21, paragraph B) in all subcontracts and purchase orders. The Contractor should include in the subcontracts that they are contingent upon execution of the prime Contract.

The County may, at its discretion, require copies of subcontracts/purchase orders for the non-M/WBE's listed on Attachment C-2. However, if this option is not exercised, the awarded Contractor **must** provide a list of all non-M/WBE Subcontractors and suppliers certifying that a prompt payment clause has been included in that Contract or purchase order.

e. **Good Faith Effort Documentation Requirements -**

If the established goals (reference paragraph 3.a above) are not achieved, to maximize consideration for MWBE participation, Bidders **must** provide with the bid sufficient documentation to substantiate that ALL FIVE of the mandatory efforts listed below were undertaken. Bidders meeting or exceeding the goals need not provide good faith effort documentation. Refer to paragraph f for the sliding scale for enforcement of the good faith effort document.

- i. If a bidder desires to meet the good faith effort documentation requirements he/she must provide written notice to certified M/WBEs that provide the type of work that the Bidder intends to subcontract. The notice shall be by e-mail or fax, no fewer than seven (7) calendar days prior to bid or proposal opening. All e-mails and faxes shall include the legal name of the M/WBE firm. The notice **shall** advise the M/WBE's:
 - a. that their interest in the contract is being solicited;
 - b. of the specific work the Bidder intends to subcontract
 - c. how to obtain information about and review the contract plans and specifications;
 - d. information on bonding, insurance and other pertinent requirements;

- e. the deadline for bid or proposal submissions to the Bidder and the bid due date to the County;
- f. 24 hours notice of any addenda.
- ii. Also bidders shall provide an explanation why the M/WBE goals were not achieved, and list the scopes of service not subcontracted on Attachment C-2
- iii. Bidders shall follow up initial submittals of interest by contacting M/WBEs and documenting using a contact log, which shall include the firm's name address, contact information (e-mail, telephone and/or fax numbers), scope of work requested, the date, name of person making the effort, denote if M/WBEs will bid, time quote received and notes denoting if plans and specifications were sent. Each bidder shall use the standardized contact log, Attachment C-5.
- iv. In instances where a non-minority/non-woman contractor is listed for work for which M/WBE availability exists, the Bidder shall submit **ALL** quotations received from M/WBEs **AND** the listed non-M/WBE **within twenty-four (24) hours, if one of the three (3) apparent low Bidders**. The Bidder shall provide an explanation as to why the M/WBE's quotations were not accepted.

Receipt of a lower quotation from a non-M/WBE prior to bid opening will not in itself excuse a Bidder's failure to meet M/WBE participation goals. However, a Bidder's good faith effort obligation does not require a Bidder to accept a quotation from a M/WBE which is an unreasonable price. For the purpose of this subsection, "unreasonable price" means a price above (or below) competitive levels which cannot be attributed to the M/WBE's attempt to cover costs inflated by the present effect of discrimination.

- v. Bidder shall contact the Business Development Division staff as a resource to obtain M/WBE participation goal.

If the Bidder fails to meet one of the first four good faith effort requirements (i – iv) then the Bidder will be permitted to substitute one good faith effort requirement with only one of the following with documentation showing that:

- (1) The National Entrepreneur Center (NEC) was used to host a workshop that informed M/WBE firms how to better prepare for sub-contracting opportunities;
- (2) The Bidder has participated in Orange County Business Development Division's sponsored "How to do Business" workshop;
- (3) The Bidder has sponsored a match-maker event with certified M/WBE firms.

Orange County Business Development Division will determine the usage of this substitution, along with the appropriate time frame for utilizing this credit.

If, after Contract award, Prime Contractors who have not achieved the M/WBE participation goals choose to subcontract work indicated as being self-performed without prior written approval of the Business Development Division (reference Part F, Article 21, paragraph D), the matter will be reported to the Procurement Division with an appropriate responsibility recommendation for consideration in the event the contractor competes for future County contracts.

f. Sliding scale for enforcement of good faith effort requirements

If the established goals are not achieved by the low Bidder and it has been determined that the good faith efforts required for compliance have not been documented by the low Bidder, then the bid shall be rejected as non-responsive, but only if the next lowest responsive bid does not exceed the low bid by more than:

- i. Eight (8) percent on contract awards up to one hundred thousand dollars (\$100,000.00);or
- ii. Seven (7) percent on contract awards from \$100,000.00 to \$500,000.00;
or
- iii. Six (6) percent on contract awards from five hundred thousand dollars and one cent (\$500,000.01) to seven hundred fifty thousand dollars (\$750,000.01); or
- iv. Five (5) percent on contract awards from seven hundred fifty thousand dollars and one cent (\$750,000.01) to two million dollars (\$2,000,000.00);or
- v. Four (4) percent on contract awards from two million dollars and one cent (\$2,000,000.01) to five million dollars (\$5,000,000.00); or
- vi. Three (3) percent on contract awards over five million dollars and one cent (\$5,000,000.01)

However, if the next low bid is responsive only because of the Bidder having made good faith effort (not because of having met the goals), the Board may approve award of the Contract to the next low Bidder only if the value of its M/WBE participation is equal to or greater than that of the low Bidder.

- g. Letters of Intent **must** match **exactly the information provided on** Attachment C-2 to the Bid Forms D, Attachment C-3 and **must** be executed by the apparent low Bidder and all M/WBE Subcontractors and/or suppliers listed on Attachment C-2 **must** be submitted to the Business Development Division office before 5:00 P.M. on the second business day after bid opening.

- h. Bidders shall not reject an M/WBE as unqualified without sound reasons based on a thorough and documented investigation of that M/WBE's capabilities.
- i. Bidder's efforts will be evaluated considering the ability of other Bidders to meet the requirements relating to the use of M/WBE subcontractors.
- j. Bidders should make whatever additional efforts are necessary to achieve the goals and it is recommended that these efforts be documented. However, this documentation shall not replace the required documentation if the goals are not met. Bidders are encouraged to contact the Business Development Division for guidance and assistance. Additional efforts by Bidders may include but are not limited to the following:
 - i. Bidders should provide interested M/WBE's with assistance in reviewing the Contract plans and specifications.
 - ii Bidders should assist interested M/WBE's in obtaining required lines of credit, insurance or bonding.
 - iii. Bidders should solicit only types of work that match the capabilities of the M/WBE's and for which they are certified.
- k. All participating M/WBE's must be certified by Orange County. The Business Development M/WBE Directory is available by e-mail or through the Orange County web site at Orangecountyfl.net.

Only firms having established offices in the Orlando MSA (Orange, Lake, Seminole and Osceola Counties) are eligible for Orange County certification. All firms must be certified prior to bid opening and must be certified in the area(s) for which they will be used. If a firm claims to be certified, but is not listed in the Directory, Contractor should obtain a copy of their Certificate and/or contact the Business Development Division for verification of certification.

- l. The County has established a credit program whereby Contractors are awarded credits to be applied toward meeting the M/WBE goals on certain County bids. Emphasis will be placed on credits for Non-County Utilization and First-Time M/WBE Utilization. Bidders are encouraged to contact the Business Development Division for information on acquiring and applying the credits.
- m. Effective August 1, 2003, the County implemented a graduation program. Under this program, utilization of M/WBE firms designated as graduates shall count toward meeting M/WBE participation goals only on specified projects. All construction solicitations for which the County has determined the overall contract amount to be awarded to the prime in excess of \$10,000,000 for vertical construction, \$7,000,000 for horizontal construction and \$7,000,000 for all other construction are eligible for graduate M/WBE participation.

Vertical construction is any construction of a structure or building which requires a general or building contractor's license. Horizontal construction includes but is not limited to roadwork, site work, drainage or utilities work. Other construction is any construction other than what is defined as vertical or horizontal construction.

The Bidder's total base bid, which is used by the Procurement Division as the basis for determining Contract award value, will be used to determine if graduated M/WBE firms are eligible to participate. If the contract has option provisions, the total base Bid is the total of the Basic Contract Year plus all Option Years. Prime contractors will receive full M/WBE credit for the use of graduated M/WBE's that meet all other requirements.

It is the Bidder's responsibility to insure that graduate M/WBE's are not listed in proposals to meet M/WBE participation requirements on projects in which they are not eligible to participate.

- n. The County is compiling information about the MWBE program in order to gauge the level of program understanding and acceptance. Bidders should complete the M/WBE Survey, Attachment C-4 and return with their Bid Proposal Form. Failure to submit the completed survey may delay award of the Contract.

Intentional failure to attempt compliance and/or intentional failure to comply with the M/WBE subcontract goals pursuant to the Minority/Women Business Enterprise Ordinance, may result in the County invoking penalties under that ordinance and/or a finding by the County that a Bidder is "non-responsible", thus resulting in that bid being rejected and the Bidder facing possible suspension or debarment from future County IFB's.

4. BID PREFERENCE FOR SERVICE-DISABLED VETERANS (SDV)

The Orange County Service-Disabled Veteran Business Program Ordinance sets vendor preferences for service-disabled veteran business enterprises registered with Orange County Business Development Division.

As part of this program, Contractors are required to complete the Attachment C-2 listing **ALL** subcontractors (majority, women and minority, and service-disabled veteran) their firm will utilize in fulfillment of the requirements of this solicitation.

Also, in accordance with the County SDV Ordinance, preferences for registered service-disabled veteran business enterprises shall be applied on bid awards (sealed bids). The following bid preference scale shall apply to bids submitted by registered service-disabled veteran business enterprises as long as the bid does not exceed the low bid by more than 8% on bid awards up to \$100,000 ; 7% on bid awards from \$100,000.01 to \$500,000; 6% on bid awards from \$500,00.01 to \$750,000; 5% on bid awards from \$750,000.01 to \$2,000,000; 4% on contract awards from \$2,000,000.01 to \$5,000,000.00 and 3% on bid awards over \$5,000,000.01.

Registered service-disabled veteran business enterprises may be awarded or recommended for award of contracts when their bids are within the above allowed percentage in comparison to the low responsive and responsible bid(s).

If a registered service-disabled veteran business enterprise, entitled to the vendor preference under this section, and one (1) or more other businesses also entitled to this preference, or another vendor preference provided by the Orange County Code, submit bids, proposals, or replies for procurement of commodities or contractual services which are otherwise equal with respect to all relevant considerations, including price, quality, and service, then the Procurement Division Manager shall award the procurement or contract to the business having the smallest net worth.

5. BID ERRORS:

Where bid forms have erasures or corrections, each erasure or correction must be initialed in ink by the Bidder. In case of unit price bid items, if an error is committed in the extension of an item, the unit price as shown in the Official Bid Form will govern. Errors between any sum, computed by the Bidder, and the correct sum thereof will be resolved in favor of the correct sum. Any discrepancy between words and numbers will be resolved in favor of the written words.

6. DEVIATIONS:

Bidders are hereby advised that Orange County will only consider bid Proposals that meet the specifications and other requirements imposed upon them by this bid package. In instances where a deviation is stated in the bid form, said bid will be subject to rejection by the County in recognition of the fact that said bid Proposal does not meet the exact requirements imposed upon the Bidder by the Contract Documents.

7. SUBSTITUTE MATERIAL AND EQUIPMENT:

The Contract, if awarded, will be on the basis of material and equipment described in the Drawings or specified in the Specifications without consideration of possible substitute or "or-equal" items. Whenever materials or equipment or patented processes are specified or described in the Contract Documents by naming a trade name, manufacturer, supplier or proprietary item or catalog number, the naming of the item is intended to establish the type, function and quality required and to establish a basis for bidding.

Substitute materials or equipment may be considered after a Contract for the Work is executed if sufficient information is supplied by Contractor to allow Project Manager to evaluate the proposed substitution, unless the naming of the item is followed by words indicating that no substitution is permitted. The procedure for submittal of any such application by Contractor and consideration by Project Manager is set forth in the General Conditions.

In the event that substitute materials or equipment are used and are less costly than the originally specified material or equipment, then the difference in cost of the item shall benefit the County and Contractor in equal proportions.

Applications for substitute materials and equipment shall only be evaluated after the Contract is executed. The Base Bid and Alternates shall reflect the costs for the materials and equipment named or specified only.

8. REQUESTED INFORMATION AND DESCRIPTIVE LITERATURE:

Bidders must furnish all requested information in the spaces provided on the bid form or attachments thereto. Additionally, where required pursuant to the provisions of this bid package, Bidders must submit with their bid proposal cuts, sketches, descriptive literature and/or complete specifications relative to the items proposed and offered.

9. AWARD OF CONTRACT/REJECTION OF BIDS:

The Board of County Commissioners will award a Contract to the low, responsive and responsible Bidder, price and other factors considered. The County will award one Contract for this requirement. The Board of County Commissioners, in its sole discretion, reserves the right to reject any and all bids and to waive any informality concerning bid proposals whenever such rejection or waiver is in the best interest of the County. The ability of a Bidder to obtain a performance bond and a payment bond shall not be regarded as the sole test of such Bidder's competency or responsibility. Nothing contained herein shall place a duty upon the County to reject bids or award a Contract based upon anything other than its sole discretion as described herein.

When more than one method of work is prescribed in the solicitation with separate pricing allowed for each method, the County will select the method determined to be in its best interests, price and other factors considered.

Determination of the low Bidder when additive or deductive bid items are involved shall be as follows:

A. ADDITIVE/DEDUCTIVE BID ITEMS:

1. If it is deemed to be in the best interest of the County to accept the additive or deductive items, award will be made to the Bidder that offers the lowest aggregate amount for the base bid, plus or minus (in the order listed on the bid form), those additive or deductive bid items that provide the most features of the work.
2. All bids will be evaluated on the basis of the same additive or deductive bid items.
3. Failure of the Bidder to provide pricing for all unit priced items and/or the Base Bid and ALL requested additive/deductive bid items, or alternate bids shall be cause for rejection of the bid as non-responsive.

B. RECIPROCAL LOCAL PREFERENCE:

In the event the lowest responsive and responsible bid submitted in response to any invitation for bid is by a bidder whose principal place of business is in a county other than Orange County, and such county grants a bid preference for purchases to a bidder whose principal place of business is in such county, then Orange County may award a preference to the (next) lowest responsive and responsible bidder having a principal place of business within Orange County, Florida. Such preference shall be equal to the preference granted by the county in which the lowest responsive and responsible bidder has its principal place of business **except as provided below.**

Effective July 1, 2015 the reciprocal local preference shall not apply to construction services in which 50 percent or more of the cost will be paid from state-appropriated funds which have been appropriated at the time of the competitive solicitation.

10. POSTING OF RECOMMENDED AWARD AND PROTESTS:

The recommended award will be posted for review by interested parties at the Procurement Division and at <http://apps.ocfl.net/OrangeBids/AwardsRec/default.asp> prior to submission through the appropriate approval process and will remain posted for a period of five full business days.

Failure to file a protest to the Procurement Division Manager by 5:00 PM on the fifth full business day after the posting date shall constitute a waiver of bid/proposal protest proceedings. Additional information relative to protests can be found at: <http://www.orangecountyfl.net/VendorServices/VendorProtestProcedures.aspx>

A lobbying blackout period shall commence upon issuance of the solicitation until the Board selects the successful Bidder. For procurements that do not require Board approval, the blackout period commences upon solicitation issuance and concludes upon Contract award. Additional information relative to lobbying can be found at: <http://www.orangecountyfl.net/OpenGovernment/LobbingAtOrangeCounty.aspx>

The Board of County Commissioners may void any Contract where the County Mayor, one or more County Commissioners, or a County staff person has been lobbied in violation of the blackout period restrictions of Ordinance No. 2002-15.

11. CONTRACT DOCUMENTS:

The Contract Documents shall include the documents stated in the Contract (Titles, Subtitles, Headings, Running Headlines, Table of Contents and Indexes are used merely for convenience purposes).

12. MODIFICATION/ALTERATION OF SOLICITATION AND OR CONTRACT DOCUMENTS

Modification or alteration of the documents contained in this solicitation or the contract resulting from this solicitation shall only be made upon receipt of prior written consent of the County.

13 LAWS AND REGULATIONS:

The Bidder's attention is directed to the fact that all applicable Federal and State laws, municipal and County ordinances, and the rules and regulations of all authorities having jurisdiction over any part of the project shall apply to the solicitation and Contract throughout, and they will be deemed to be included in the solicitation/Contract the same as though herein written.

14. REQUIRED DISCLOSURE:

Bidder shall disclose all material facts with its bid submission pertaining to any felony conviction or any pending felony charges in the last three (3) years anywhere in the United States against (i) Bidder, (ii) any business entity related to or affiliated with Bidder, or (iii) any present or former executive employee, officer, director, stockholder, partner or owner of Bidder or of any such related or affiliated entity. This disclosure shall not apply to any person or entity who is a stockholder, owning less than 20% of the outstanding shares of a Bidder whose stock is publicly owned and traded.

The Bidder shall also disclose any civil conviction or pending civil litigation involving Contract performance during the last three (3) years anywhere in the United States against the Bidder, or against any business controlled by or affiliated with Bidder.

The Board of County Commissioners may reject, at its sole discretion, any Bidder the Commission finds to lack, or whose present or former executive employees, officers, directors, stockholders, partners or owners are found by the Commission to lack honesty, integrity, or moral responsibility. The Commission's finding may be based on the disclosure required herein, the County's own investigation, public records, or any other reliable source of information. The Commission may also reject any Bidder failing to make the disclosure required herein. By submitting a bid, Bidder recognizes and accepts that the Board of County Commissioners may reject any bid at its sole discretion and the Bidder waives any claim it might have for damages or other relief arising from the rejection of its bid or resulting directly or indirectly from the rejection of its bid based on these grounds or from the disclosure of any pertinent information relating to the reasons for rejection of its bid.

15. EXECUTION OF WRITTEN CONTRACT:

The successful Bidder will be required to sign a written Contract which has been made a part of this bid package and identified as the Contract. Said written Contract will evidence in written form the agreement between the parties pursuant to the award having been theretofore made by the County to this Bidder; said signing to be accomplished within ten (10) days after receipt of Notice of Award.

The County will issue an "Official Notice to Proceed" on the project within ninety (90) days after contract award. In the event the Official Notice to Proceed has not been issued by the County within the 90-day period above, the Contractor shall have the option to rescind the Contract or continue with the Contract as originally bid.

16. LICENSING REQUIREMENTS:

The following licensing requirements shall apply when the applicable Florida statute mandates specific licensing for Contractors engaged in the type of work covered by this solicitation.

- a. State of Florida, Department of Professional Regulation, Construction Industries Licensing Board and licensed by other federal, state, regional, county or municipal agencies having jurisdiction over the specified construction work.
- b. Said licenses shall be in the Bidder's name as it appears on the Official Bid Form. Bidder shall supply appropriate license numbers, with expiration dates, as part of their bid. Failure to hold and provide proof of proper licensing, certification and registration may be grounds for rejection of the bid.
- c. Bidder shall provide copies of all applicable licenses with their Bid Proposal.
- d. Subcontractors contracted by the Prime Contractor shall be licensed in their respective fields to obtain construction permits from the County. Said license must be in the name of the subcontractor listed on Attachment C, Subcontractor/Supplier Page, herein.

17. SECURITY FORFEITURE:

When bid security has been required (Part C, Section 2, Paragraph h.): If, within ten (10) days after issuance of Notice of Award of a Contract, the successful Bidder refuses or otherwise neglects to execute the required written Contract and fails to furnish the required Performance Bond and Payment Bond, the amount of the Bidder's bid security (Cashier's Check or Bid Bond) shall be forfeited and the same shall be retained by the County. No plea of mistake in the bid or misunderstanding of the conditions of forfeiture shall be available to the Bidder for the recovery of his bid security or as a defense to any action.

18. PERFORMANCE BONDS AND PAYMENT BONDS:

When the contract amount exceeds \$100,000 a Payment Bond and a Performance Bond issued in a sum equal to one hundred (100%) percent of the total awarded Contract amount by a Surety company considered satisfactory by the County according to the criteria in Section 19 will be required from the successful Bidder for purposes of protecting the County from lawsuits for non-payment of debts as might be incurred during the successful Bidder's performance under such Contract, and insuring the faithful performance of the obligations imposed by the resulting Contract.

The Payment Bond and the Performance Bond forms are included in the Contract Documents and said forms must be properly executed by the Surety Company and successful Bidder within ten (10) days after receipt of notification from the County of its award of the Contract.

The Contractor shall record bonds in Orange County public records as required by Florida Statutes, Chapter 255.05. Before commencing the work the Contractor shall provide to the Manager of the Procurement Division a certified copy of the recorded bond. No payment will be made to the contractor until the contractor has provided the copy of the recorded bond.

19. QUALIFICATIONS OF SURETY COMPANIES:

In order to be **ACCEPTABLE** to the County, the Surety company issuing **the Bid Bond, the Performance Bond and the Payment Bond**, as called for in this Invitation for Bids, shall meet and comply with the following minimum standards:

- a. Surety must be admitted to do business in the State of Florida and shall comply with the provisions of Florida Statute 255.05.
- b. Surety must be listed on the U.S. Department of Treasury Fiscal Service, Bureau of Government Financial Operations, Federal Register, Part V, latest revision, entitled: "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies".
- c. All bonds shall be originals and issued or countersigned by a producing agent with satisfactory evidence of the authority of the person or persons executing such bond shall be submitted with the bond. Attorneys-in-fact who sign bonds or other Surety instruments must attach with each bond or Surety instrument a signed, certified and effectively dated copy of their power of attorney. Agents of Surety companies must list their name, address and telephone number on all bonds.
- d. The life of the bonds shall extend twelve (12) months beyond the date of Final Completion and shall contain a waiver of alteration to the terms of the Contract, extensions of time and/or forbearance on the part of the County.
- e. **Surety must have financial standing having a rating from A.M. Best Company (or other equivalent rating company) equal to or better than A- Class VI.**
- f. Should the Bid, Payment and Performance Bonds be issued by co-sureties, each surety listed on the bond shall meet the requirements in paragraphs a. – e. above. In addition, each surety shall submit a power of attorney and all signatures of the co-sureties representatives shall be notarized. The "lead" surety shall be identified for the purposes of underwriting and claims management.

FAILURE TO MEET ANY OF THE REQUIREMENTS CONTAINED ABOVE SHALL RESULT IN REJECTION OF THE BID.

20. TRENCH SAFETY ACT:

Pursuant to Chapter 90-96 (CS/SB 2626), Laws of Florida, "Trench Safety Act", any person submitting a bid/proposal is required to complete the form entitled: COMPLIANCE WITH FLORIDA TRENCH SAFETY ACT (90-96, LAWS OF FLORIDA), if applicable, and return the form with the Official Bid Form, (Part D, Attachment D). This is not a pay item. The purpose of this form is to gather information on the costs associated with trench safety measures and to insure that the bidder has considered these costs and included them in the Base Bid. Failure to complete this form may result in the Bid being declared non-responsive.

21. DRUG-FREE WORKPLACE FORM:

The Drug-Free Workplace Form is attached in Part E and shall be completed and submitted with your bid.

22. BID TABULATION AND RECOMMENDED AWARD:

Bid files may be examined during normal working hours, thirty (30) days after bid opening, or upon recommendation for award, whichever occurs first. Bidders desiring to view these documents are urged to schedule an appointment. For information concerning this bid, please contact the Procurement Division at the address listed above or by calling (407) 836-5635. Please specify the bid number for which you are inquiring. Bid opening results will be available at <http://apps.ocfl.net/orangebids/bidresults/results.asp>. Unsuccessful bidders will not be notified, unless a request is submitted in accordance with this paragraph.

23. INDEMNIFICATION FOR TORT ACTIONS/LIMITATION OF LIABILITY:

The provisions of Florida Statute 768.28 applicable to Orange County, Florida apply in full to this Contract. Any legal actions to recover monetary damages in tort for injury or loss of property, personal injury, or death caused by the negligent or wrongful act or omission of any employee of the County acting within the scope of his/her office or employment are subject to the limitations specified in this statute.

No officer, employee or agent of the County acting within the scope of his/her employment or function shall be held personally liable in tort or named as a defendant in any action for any or damage suffered as a result of any act, event, or failure to act.

The County shall not be liable in tort for the acts or omissions of an officer, employee, or agent committed while acting outside the course and scope of his/her employment. This exclusion includes actions committed in bad faith or with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property.

24. OCCUPATIONAL SAFETY AND HEALTH ACT (O.S.H.A.):

In instances where such is applicable due to the nature of the bid matter with which this bid package is concerned, all material, equipment, etc., as proposed and offered by Bidders must meet and conform to all O.S.H.A. requirements; the Bidder's signature upon the bid proposal form (Part D) being by this reference considered a certification of such fact.

25. PUBLIC ENTITY CRIME STATEMENT (FS 287.133):

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a Contract to provide any goods or services to a public entity, may not submit a bid on a Contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or any entity in excess of the threshold amount provided in Florida State Statutes Section 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

26. SUBCONTRACTOR/SUPPLIER INFORMATION:

If maximum M/WBE participation is desired bidders must list all proposed subcontractors and suppliers to be used, regardless of racial or gender grouping, to include names, addresses, phone numbers, type of work subcontracted (trade or commodity), dollar amount of work, and the M/WBE designation or Majority (Non-M/WBE) owned company. Attachment C-2 is provided for this information. Contractor shall not change any subcontractors without just cause and approval by the County.

27. SUBCONTRACTOR'S PAST PERFORMANCE:

Bidder is responsible for verifying subcontractor's satisfactory performance on previous Orange County projects. Failure to do so may impact Bidder's responsibility determination.

28. REFERENCES:

Bidder should supply (with the bid form) descriptions of a minimum of two (2) drainage improvements or drainage retrofit projects successfully completed **by the Bidder as a Prime Contractor or as a Sub-Contractor** within the last eight (8) years. Collectively among similar projects submitted, the below elements shall be demonstrated. Failure to demonstrate this experience may be cause for rejection of the bid.

- Installation of a minimum of 100LF of 36" diameter or greater reinforced concrete drainage pipe, including inlets, manholes and junction boxes.
- Placement of grout filled fabric revetments.
- Pavement repair.

EACH SIMILAR PROJECT LISTED SHALL BE LISTED WITH COMPLETE INFORMATION AS SPECIFICALLY PROVIDED ON THE REFERENCE FORM (ATTACHMENT E). THE SPECIFIC INFORMATION ON REFERENCES MUST BE PROVIDED ON THE REFERENCE FORM. DO NOT ATTACH LISTINGS OF REFERENCE INFORMATION. FAILURE TO PROVIDE REFERENCE INFORMATION AS REQUESTED MAY RESULT IN THE REJECTION OF YOUR BID.

The determination of whether a bidder is responsible or not shall be at the sole discretion of the County. Although the County may request submission of a minimum number of similar projects for evaluation, the County's determination of a bidder's responsibility shall not be solely based on the number of similar projects submitted.

The contact person listed as a reference shall be someone who has personal knowledge of the Bidder's performance during the referenced project. Contact persons must have been informed that they are being used as a reference and that the County will be calling or emailing them.

29. BID AND RELATED COSTS:

By submission of a bid, the Bidder agrees that all costs associated with the preparation of his/her bid will be the sole responsibility of the Bidder. The Bidder also agrees that the County bears no responsibility for any costs associated with the preparation of the bid and/or any administrative or judicial proceedings resulting from the solicitation process.

30. SOLICITATION CANCELLATIONS

Orange County reserves the right, and the Manager of the Procurement Division, has the absolute and sole discretion to cancel a solicitation at any time prior to approval of the award by the Board of County Commissioners when such approval is required. The decision to cancel a solicitation cannot be the basis for a protest pursuant to the Orange County Code.

31. LICENSES/PERMITS/FEES:

In compliance with the Public Bid Disclosure Act, Section 218.80, Florida Statutes, each permit, license, and/or fee applicable to this work/project (before and during construction) that will either be paid by the Contractor or by the Orange County Board of County Commissioner as specified below:

Orange County will be responsible for paying for any and all permits, licenses, and fees imposed on the Work by agencies of the Orange County Board of County Commissioners. This does not alleviate the Contractor from obtaining the permits.

For Permits and Fees for Agencies other than Orange County Board of County Commissioners:

The Contractor shall procure and pay for all permits and licenses, charges and fees and give all notices necessary and incidental to the due and lawful prosecution of the work. The cost of all permits, fees, etc ; shall be included in the bid price except where noted otherwise in the specifications or other bid documents.

The Orange County Government Fee Directory, incorporated herein by reference, contains a list of licenses, permits and fees that may apply to this project. The fee directory link "Fees" is available at:

<http://www.orangecountyfl.net/portals/0/resource%20library/open%20government/FeeDirectory.pdf>

Bidders shall review all applicable licenses, permits and fees and contact the applicable agency if there are any questions.

32. BID ACCEPTANCE PERIOD

Any bid submitted in response to this Invitation for Bids shall remain in effect for a period of 90 days after bid opening. Upon request of the County, the bidder at its sole option may extend this period.

33. EQUAL OPPORTUNITY

It is hereby declared that equal opportunity and nondiscrimination shall be the County's policy intended to assure equal opportunities to every person, regardless of race, religion, sex, sexual orientation and gender expression/identity, color, age, disability or national origin, in securing or holding employment in a field of work or labor for which the person is qualified, as provided by Section 17-314 of the Orange County Code and the County Administrative Regulations.

Further, the awarded Contractor shall abide by the following provisions:

- (a) The awarded Contractor shall represent that awarded Contractor has adopted and maintains a policy of nondiscrimination as defined by applicable County ordinance throughout the term of this contract.
- (b) The awarded Contractor shall allow reasonable access to all business and employment records for the purpose of ascertaining compliance with the nondiscrimination provision of the contract.
- (c) The provisions of the prime contract shall be incorporated by the awarded Contractor into the contracts of any applicable subcontractors.

34. ETHICS COMPLIANCE

The following forms are included in this solicitation as attachments F and G and shall be completed and submitted as indicated below:

- a. Orange County Specific Project Expenditure Report -The purpose of this form is to document any expenses incurred by a lobbyist for the purposes described in Section 2-351, Orange County Code.

This form shall be completed and submitted with any bid, proposal or other response to an Orange County solicitation. The bidder, proposer or responder to the solicitation shall not be awarded a contract unless this form has been completed and submitted.

Any questions concerning this form shall be addressed to the senior contract administrator for this solicitation.

- b. **Relationship Disclosure Form – The purpose of this form is to document any relationships between a bidder, proposer or responder to an Orange County solicitation and the Mayor or any other member of the Orange County Board of County Commissioners.** This form shall be completed and submitted with the applicable bid, proposal or response to an Orange County solicitation.

No contract award will be made unless this form has been completed and submitted. Any questions concerning this form shall be addressed to the senior contract administrator identified in this solicitation. Also, a listing of the most frequently asked questions concerning this form is attached for your information.

35. TOBACCO FREE CAMPUS

All Orange County operations under the Board of County Commissioners shall be tobacco free. This policy shall apply to parking lots, parks, break areas and worksites. It is also applicable to contractors and their personnel during contract performance on county-owned property. Tobacco is defined as tobacco products including, but not limited to, cigars, cigarettes, e-cigarettes, pipes, chewing tobacco and snuff. Failure to abide by this policy may result in civil penalties levied under Chapter 386, Florida Statutes and/or contract enforcement remedies.

36. VERIFICATION OF EMPLOYMENT STATUS

Prior to the employment of any person under this contract, the Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Contractor during the contract term, and an express requirement that Contractors include in such subcontracts the requirement that subcontractors performing work or providing services pursuant to the state contract utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term. For more information on this process, please refer to United States Citizenship and Immigration Service site at:

<http://www.uscis.gov/portal/site/uscis>.

Only those employees determined eligible to work within the United States shall be employed under this contract.

By submission of a bid in response to this solicitation, the Contractor affirms that all employees in the above categories shall undergo e-verification before placement on this contract. The Contractor shall commit to comply with this requirement by completing the E-Verification certification, attached to this solicitation.

37. PROPRIETARY INFORMATION

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State or Federal Law, all proposers should be aware that Request for Proposals or Invitation for Bids and the responses thereto are in the public domain. **Proposers must identify specifically** any information contained in their response which they consider confidential and/or proprietary and which they believe to be exempt from disclosure, **citing specifically the applicable exempting law.**

IFB NO. Y16-705 - J2

ISSUED: September 22, 2015

OFFICIAL BID FORM

FOR

**ORANGE COUNTY SOLID WASTE MANAGEMENT FACILITY DISCHARGE
MODIFICATION TO POND 1**

Mail or Hand Deliver

ORIGINAL BID FORM AND THREE (3) COMPLETE COPIES

BY 2:00 PM - October 27, 2015

To:

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA
INTERNAL OPERATIONS CENTRE II
PROCUREMENT DIVISION
400 E. SOUTH STREET – 2nd FLOOR
ORLANDO, FLORIDA 32801**

Bid Opening:

October 27, 2015, - 2:00 PM

**INTERNAL OPERATIONS CENTRE II
PROCUREMENT DIVISION CONFERENCE ROOM, 2nd FLOOR
ORLANDO, FLORIDA**

COMPANY NAME

COMPLETE MAILING ADDRESS

CITY, COUNTY, STATE, ZIP CODE

TELEPHONE NUMBER

FAX NUMBER

CONTACT PERSON

E-MAIL ADDRESS

TIN#: _____

**NOTE: COMPANY NAME MUST MATCH LEGAL NAME ASSIGNED TO TIN
NUMBER. CURRENT W9 MUST BE SUBMITTED WITH BID/PROPOSAL**

PART D

**To the Board of County Commissioners
Orange County, Florida**

The Undersigned, hereinafter called "Bidder", having visited the site of the proposed project and familiarized himself with the local conditions, nature and extent of the work, and having examined carefully the Contract Form, General Conditions, Supplementary Conditions, Plans and Specifications and other Contract Documents, with the Bond requirements herein, proposes to furnish all labor, materials, equipment and other items, facilities and services for the proper execution and completion of: **ORANGE COUNTY SOLID WASTE MANAGEMENT FACILITY DISCHARGE MODIFICATION TO POND 1** in full accordance with the drawings and specifications prepared in accordance with the Contract Documents and, if awarded the Contract, to complete the said work within the time limits specified for the following LUMP SUM TOTAL BASE BID.

BASE BID:

_____ DOLLARS
(In Words)

\$ _____

In the event the Contract is awarded to this Bidder, he/she will enter into a formal written agreement with the County in accordance with the accepted bid within ten (10) calendar days after said Contract is submitted to him/her and will furnish to the County a Contract Payment and Performance Bond with good and sufficient sureties, satisfactory to the County, in the amount of 100% of the accepted bid. The Bidder further agrees that in the event of the Bidder's default or breach of any of the agreements of this proposal, the said bid deposit shall be forfeited as liquidated damages.

Failure of the Bidder to provide pricing for all unit priced items and/or the Base Bid and ALL requested additive/deductive bid items, or alternate bids shall be cause for rejection of the bid as non-responsive.

The Bidder hereby agrees that there is attached:

- | | | | |
|-----|-----------------------------------------------------------------------------------|-----|-------------|
| 1. | Non-Collusion Affidavit, Attachment A | Yes | ___ |
| 2. | Required Disclosure, Attachment B | Yes | ___ |
| 3. | M/WBE Forms | | |
| | Employment Data, Attachment C-1 | Yes | ___ |
| | Subcontractor/Supplier Page, Attachment C-2 | Yes | ___ |
| | M/WBE Survey, Attachment C-4 | Yes | ___ |
| | Good Faith Effort, Attachment C-5 | Yes | ___ No ___ |
| 4. | Trench Safety Act Form, Attachment D | Yes | ___ N/A ___ |
| 5. | Drug-Free workplace Form | Yes | ___ |
| 6. | Bid Bond on Form in Exhibit 1 or Cashier's Check
(10% of Base Bid) | Yes | ___ N/A ___ |
| 7. | Original Bid Form (marked "Original") & 3
complete copies with all attachments | Yes | ___ |
| 8. | References, Attachment E | Yes | ___ |
| 9. | Licenses | Yes | ___ N/A ___ |
| 10. | Current W9 | Yes | ___ |
| 11. | Project Expenditure Report, Attachment F | Yes | ___ |
| 12. | Relationship Disclosure Form, Attachment G | Yes | ___ |
| 13. | Verification of Employment Status, Attachment H | Yes | ___ |

ACKNOWLEDGEMENT OF ADDENDA

The Bidder shall acknowledge receipt of any addenda issued to the solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the bid. Failure to acknowledge an addendum that has a material impact on the solicitation may negatively impact the responsiveness of your bid. Material impacts include but are not limited to changes to specifications, delivery time, performance period, quantities, bonds, letters of credit, insurance, qualifications, etc.

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

If awarded this construction Contract, the Bidder agrees to complete the work covered by this Contract as follows:

1. Work shall start at the project site within fourteen (14) days of the effective date of the Notice to Proceed.
2. Substantially complete in **70** consecutive calendar days from date of Official Notice to Proceed.
3. Final completion in **100** consecutive calendar days from date of Official Notice to Proceed.
4. Should the Successful Bidder fail to complete work as specified, the liquidated damage clause will apply (Part E, Contract).

The Bidder hereby agrees that the County reserves the right to waive informalities in any bid and to reject any or all bids, or to accept any bid that in its judgment will be for the best interest of the County.

FLORIDA CONSTRUCTION INDUSTRIES LICENSING BOARD CERTIFICATION:

(NAME OF HOLDER) (CERTIFICATE NO.)

(SIGNATURE OF BIDDER) (CERTIFICATE EXPIRATION DATE)

(NAME TYPED)

IDENTIFICATION OF BUSINESS ORGANIZATION

Complete and submit the following information:

Type of Organization

Sole Proprietorship Partnership

Joint Venture Corporation

State of Incorporation: _____

Principal Place of Business (Florida Statute Chapter 607):
_____ City/County/State

THE PRINCIPAL PLACE OF BUSINESS SHALL BE THE ADDRESS OF THE BIDDER'S PRINCIPAL OFFICE AS IDENTIFIED BY THE FLORIDA DIVISION OF CORPORATIONS

AUTHORIZED SIGNATORIES/NEGOTIATORS

The bidder or proposer represents that the following principals are authorized to sign and/or negotiate Contracts and related documents to which the bidder or proposer will be duly bound. Principal is defined as an employee, officer or other technical or professional in a position capable of substantially influencing the development or outcome of an activity required to perform the covered transaction.

Name	Title	Telephone Number	E-Mail Address
------	-------	------------------	----------------

IN WITNESS WHEREOF, THE BIDDER HAS HEREUNTO SET HIS SIGNATURE AND AFFIXED HIS SEAL THIS DAY OF _____, A.D. 20__.

BY _____ (SEAL)

TITLE: _____

PRINT NAME AND TITLE

FEDERAL I.D.# _____

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NON-COLLUSION AFFIDAVIT

The undersigned being first duly sworn as provided by law, deposes and says:

1. This Affidavit is made with the knowledge and intent that it is to be filed with the Board of County Commissioners, Orange County, Florida and that it will be relied upon by said County, in any consideration which may give to and any action which it may take with respect to this Proposal.

2. The undersigned is authorized to make this Affidavit on behalf of,

(Name of Corporation, Partnership, Individual, etc.)

A _____, formed under the laws of _____ of which he is

(Sole Owner, Partner, President, etc.)

3. Neither the undersigned nor any other person, firm or corporation named in above Paragraph 2, nor anyone else to the knowledge of the undersigned, have themselves solicited or employed anyone else to solicit favorable action for this Proposal by the County, also that no head of any department or employee therein, or any officer of Orange County, Florida is directly interested therein.

4. This Proposal is genuine and not collusive or a sham; the person, firm or corporation named above in Paragraph 2 has not colluded, conspired, connived or agreed directly or indirectly with any bidder or person, firm or corporation, to put in a sham Proposal, or that such other person, firm or corporation, shall refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference with any person, firm or corporation, to fix the prices of said proposal or proposals of any other bidder; and all statements contained in the proposal or proposals described above are true; and further, neither the undersigned, nor the person, firm or corporation named above in Paragraph 3, has directly or indirectly submitted said proposal or the contents thereof, or divulged information or data relative thereto, to any association or to any member or agent thereof.

(AFFIANT)

TAKEN, SWORN AND SUBSCRIBED TO BEFORE ME this ____ day of _____, 20__.

Notary Public (SEAL)

(Print, Type or Stamp Commissioned Name of Notary Public)

Personally Known _____ or Produced Identification _____ Type of Identification: _____

REQUIRED DISCLOSURE

The following Disclosure is of all material facts pertaining to any felony or civil conviction or any pending felony or civil charges in the last three (3) years in this State or any other State of the United States against 1) Bidder, 2) any business entity related to or affiliated with bidder, or 3) any present or former executive employee, officer, director, stockholder, partner or owner of bidder or of any such related or affiliated entity. This Disclosure shall not apply to any person or entity which is only a stockholder, which person or entity owns twenty percent (20) or less of the outstanding shares of a bidder whose stock is publicly owned and traded.

BIDDER

IFB/RFP Number & Title: _____

EMPLOYMENT DATA, SCHEDULE OF MINORITIES AND WOMEN (Rev. 1/99)

Please provide the following data pertaining to your workforce. If you have an Orange County workforce, it should be shown. If you do not have an Orange County workforce, total permanent workforce should be shown. If this is a Joint Venture, employment data shall be furnished for each firm composing the joint venture. It is mandatory that you provide workforce data. Failure to provide this form with your bid/proposals may be cause for rejection of your bid/proposal.

JOB CATEGORIES	MAJORITY		MINORITY MALES				MINORITY FEMALES				TOTAL
	White Male	White Female	Black	Hispanic	American Indian	Asian American	Black	Hispanic	American Indian	Asian American	
Officials, Mgrs. Supervisors											
Professionals											
Technicians											
Sales Workers											
Office and Clerical											
Craftsman (Skilled)											
Operatives (Semi-Skilled)											
Laborers (Unskilled)											
Service Workers											
Apprentices											
Interns/Co-Ops											
Wages to Work Employees											
TOTAL											
Changes Since Last Report											

The above reflects (Check One): _____ Orange County Workforce _____ Total Permanent Workforce (Outside Orange County)
 For Construction Projects Only: Do you intend to hire new employees for the project? ___ Yes ___ No If yes, how many approximately? _____

Name of Firm _____ Period of Report _____ No. of Years in Business in Orange County _____

Form Completed by _____
 Name/Title (Printed or Typed) _____ Signature _____

Form Approved by _____
 Name/Title (Printed or Typed) _____ Signature _____

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PRIME CONTRACTOR/SUBCONTRACTOR/SUPPLIER INFORMATION

If maximum M/WBE participation is desired, bidders must list **all** proposed Subcontractors **and suppliers** to be used. Provide company names; contacts, addresses, phone numbers; work to be performed with the Contractor's own workforce, including estimated dollar amount allocated for that work (work that is consistently and historically performed in-house); total amount to be paid to this sub/supplier (do not discount supply dollars); and M/WBE designation or if non-M/WBE (Majority). See Instructions to Bidders, Part C, for complete M/WBE requirements. Provide **all** information requested. Use additional sheets if necessary. Failure to provide all of the information requested may negatively impact the M/WBE evaluation.

1. What is the estimated percent of work that the Prime Contractor will self-perform? _____%
List these areas below with approximate dollar amounts to be allocated for the work.

2. Is all work (whether to be subbed or self-performed) listed below? Yes ____ No ____
Are all material suppliers listed? Yes ____ No ____
If no, please explain. _____

3. Is your firm certified through Orange County as an M/WBE? Yes ____ No ____
(See Part C for specific requirements for certified M/WBE firms)

4. Is your firm registered through Orange County as a Service Disabled-Veteran (SDV)? Yes ____ No ____

5. Did you include any M/WBE credits- First Time Utilization (FTU) or Non-County Utilization (NC) with this bid? (If so, insert copy of credit Yes ____ No ____
(If so, insert copy of credit and specify credit type below)

O.C. CERTIFIED

<u>COMPANY NAME, CONTACT ADDRESS, PHONE NUMBER</u>	<u>WORK TO BE PERFORMED (TRADE) OR COMMODITY TO BE SUPPLIED</u>	<u>DOLLAR AMOUNT</u>	<u>M/WBE or Non-M/WBE; or SDV; or TYPE OF M/WBE CREDIT-FTU or NC</u>
1 _____ _____ _____	<u>Sub / Supplier / In-house (Circle One)</u> _____ _____	_____ _____	_____ _____
2 _____ _____ _____	<u>Sub / Supplier / In-house (Circle One)</u> _____ _____	_____ _____	_____ _____
3 _____ _____ _____	<u>Sub / Supplier / In-house (Circle One)</u> _____ _____	_____ _____	_____ _____

Signature of Bidder

Title

PRIME CONTRACTOR/SUBCONTRACTOR/SUPPLIER INFORMATION

<u>COMPANY NAME, CONTACT ADDRESS, PHONE NUMBER</u>	<u>WORK TO BE PERFORMED (TRADE) OR COMMODITY TO BE SUPPLIED</u>	<u>DOLLAR AMOUNT</u>	<u>O.C. CERTIFIED M/WBE or Non-MWBE; or SDV; or TYPE OF M/WBE CREDIT-FTU or NC</u>
4 _____ _____ _____	<u>Sub/Supplier/In-house (Circle One)</u> _____ _____	_____	_____
5 _____ _____ _____	<u>Sub/Supplier/In-house (Circle One)</u> _____ _____	_____	_____
6 _____ _____ _____	<u>Sub/Supplier/In-house (Circle One)</u> _____ _____	_____	_____
7 _____ _____ _____	<u>Sub/Supplier/In-house (Circle One)</u> _____ _____	_____	_____
8 _____ _____ _____	<u>Sub/Supplier/In-house (Circle One)</u> _____ _____	_____	_____
9 _____ _____ _____	<u>Sub/Supplier/In-house (Circle One)</u> _____ _____	_____	_____
10 _____ _____ _____	<u>Sub/Supplier/In-house (Circle One)</u> _____ _____	_____	_____
11 _____ _____ _____	<u>Sub/Supplier/In-house (Circle One)</u> _____ _____	_____	_____
_____ Signature of Bidder	_____ Title		

INSTRUCTIONS Contractor shall place the following on their letterhead, executed by their authorized agent. Letter is to be submitted **before 5:00 PM on the second business day (i.e., if bid opens on Thursday, due on Monday before 5:00 PM)** after bid opening to: Orange County Business Development Division; 400 E. South Street; 2nd Floor, Orlando, FL 32801; Fax Number (407) 836-5477. A Letter of Intent is to be executed with all M/WBE Subcontractors and suppliers listed by the Contractor on the Subcontractor/Supplier page submitted with this bid. Any M/WBE's not listed on Subcontractor/Supplier page for this bid will not be accepted. Failure to submit this form within the required time frame may result in the bid being found non-responsive.

**LETTER OF INTENT
(VERIFICATION M/WBE UTILIZATION)**

IFB # _____ **PROJECT TITLE** _____

I, _____, (Prime Contractor) have entered into an agreement with the following Minority/Women-owned Business Enterprise to do the work shown on Attachment C-2 of the Bid Form and shown below. I understand that prior to execution of the prime Contract by Orange County, a subcontract and/or purchase order will be executed with this firm and a copy of the agreement will be sent to the Orange County Business Development Division.

SUBCONTRACTOR/SUPPLIER

SPECIFIC SCOPES OF WORK/COMMODITY

SUBCONTRACT/PURCHASE ORDER PRICE

I understand that I shall not be allowed to substitute or change Subcontractors, without the express prior approval of Orange County's Project Manager and the Business Development Division. Such approval shall in no way relieve my obligations pursuant to Orange County's M/WBE requirements and goals contained in the Orange County Minority/Women Business Enterprise Ordinance, Orange County Code, Chapter 17, Article III, Division 4.

Under penalty of perjury, I declare that I have read the foregoing and the facts stated in it are true. False statements may result in criminal prosecution for a felony of the third degree as provided for in Section 92.525(3), Florida Statutes.

Authorized Agent of Prime Contractor

Authorized Agent, Subcontractor/Supplier

Printed Name & Title

Printed Name & Title

Date: _____

Date: _____

Phone Number

Fax Number

INSTRUCTIONS Contractor shall place the following on their letterhead, executed by their authorized agent. Letter is to be submitted **before 5:00 PM on the second business day (i.e., if bid opens on Thursday , due on Monday before 5:00 PM)** after bid opening to: Orange County Business Development Division; 400 E. South Street; 2nd Floor, Orlando, FL 32801; Fax Number (407) 836-5477. A Letter of Intent is to be executed with all **SDV** Subcontractors and suppliers listed by the Contractor on the Subcontractor/Supplier page submitted with this bid. Any **SDV's** not listed on Subcontractor/Supplier page for this bid will not be accepted. Failure to submit this form within the required time frame may result in the bid being found non-responsive.

**LETTER OF INTENT
(VERIFICATION OF SERVICE-DISABLED VETERAN UTILIZATION)**

IFB # _____ **PROJECT TITLE** _____

I, _____, (Prime Contractor) have entered into an agreement with the following Service-Disabled Veteran Business to do the work shown on Attachment C-2 of the Bid Form and shown below (contingent upon award of the prime contract to our company). I understand that prior to execution of the prime Contract by Orange County, a subcontract and/or purchase order will be executed with this firm and a copy of the agreement will be sent to the Orange County Business Development Division.

SDV SUBCONTRACTOR/SUPPLIER

SPECIFIC SCOPES OF WORK/COMMODITY

SUBCONTRACT/PURCHASE ORDER PRICE

I understand that I shall not be allowed to substitute or change Subcontractors, without the express prior approval of Orange County's Project Manager and the Business Development Division. Such approval shall in no way relieve my obligations pursuant to Orange County's Service-Disable Veteran Business Program requirements contained in the Orange County Ordinance, Orange County Code, Chapter 17, Article III, Division 5.

Under penalty of perjury, I declare that I have read the foregoing and the facts stated in it are true. False statements may result in criminal prosecution for a felony of the third degree as provided for in Section 92.525(3), Florida Statutes.

Authorized Agent of Prime Contractor

Authorized Agent, Subcontractor/Supplier

Printed Name & Title

Printed Name & Title

Date: _____

Date: _____

Phone Number

Fax Number

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M/WBE Survey

Company _____ Contact Name: _____

Contact's Phone Number: _____ IFB #: _____

Please answer the following questions regarding Orange County's M/WBE Program:

1. If you failed to meet the County's M/WBE goal for this solicitation, please check reasons below:

- No M/WBE contractors/suppliers available
- Self-performing more than 75% of the work
- Self-performing 100% of the work
- Prices from M/WBE contractors/suppliers too high
- Other (please explain)

2. If checked "self performing work" in question #1, explain in detail why you propose to self perform the work and list any subcontractors you intend to use. Also, provide a detailed listing of the suppliers, items to be purchased and costs thereof:

3. When you submitted your bid without the desired M/WBE participation, were you concerned that this deficiency would cause rejection of your bid?
 Yes No

If no, why not?

4. What steps do you recommend the County take to ensure that the M/WBE goal is achieved on projects of this nature?

5. Do you support the County's M/WBE program?
 Yes No

If no, why not?

6. Do you believe you can remain competitive if you fully complied with the County's M/WBE program?
 Yes No

If no, why not?

7. Do you have any type of working relationship with M/WBE subcontractors?
Yes No

If yes, is it (check all that apply):

- Routine business only
 Only during bid solicitation
 Other (please explain)

8. Do you desire to establish a working relationship with M/WBE subcontractors?
 Yes No

9. Are you aware that you could call the Business Development Division for information or additional assistance with M/WBE participation in bid solicitations?
 Yes No

10. Please provide any additional comments:

Please note that failure to provide this information with your Bid Proposal may delay the award of the contract. Therefore, a timely response is requested. You may be contacted by staff from the Business Development Division in the near future.

GOOD FAITH EFFORT M/WBE CONTRACT LOG (See Part C, SECTION 3, Paragraph E-iii)
 (Required only if Good Faith Effort Documentation is being provided as part of this Bid)

IFB No/ Project Name

Firm's Name/Address	Contact Info: E-mail, Phone and /or fax	Scope of Work (Work to be performed/Trade/or Commodity Supplied)	Date	Name of Person Contacting Firms	Firm to Bid (Y or N)	Date & Time Quote Received	Notes

Under penalty of perjury, I declare that I have read the foregoing and the facts stated in it are true. False statements may result in criminal prosecution for a felony of the third degree as provided for in Section 92.525 (3), Florida Statutes. I,

_____, (Signature off Authorized Agent),
 _____ / _____ / _____ (Printed Name, Title, and Date)

COMPLIANCE WITH FLORIDA TRENCH SAFETY ACT (90-96, LAWS OF FLORIDA)

Bidder hereby acknowledges that all costs for complying with the Florida Trench Safety Act are included in the various items of the Total Estimated Base Bid or Lump Sum Bid. For informational purposes only, the Bidder is required to further identify these costs in the summary below.

TRENCH SAFETY MEASURE (DESCRIPTION)	UNIT OF MEASURE (LF, SY)	UNIT (QUANTITY)	UNIT COST	EXTENDED COST
A) _____	_____	_____	\$ _____	\$ _____
B) _____	_____	_____	\$ _____	\$ _____
C) _____	_____	_____	\$ _____	\$ _____
D) _____	_____	_____	\$ _____	\$ _____
			TOTAL	\$ _____

SIGNED: _____

TITLE: _____

THIS IS NOT A PAY ITEM: The purpose of this form is to gather information on the costs associated with trench safety measures and to insure that the Bidder has considered these costs and included them in the Total Estimated Base Bid or Lump Sum Bid. Contractor will not receive additional payment if actual quantities differ from those estimated or if the Contractor uses a safety measure different than those listed.

(Failure to complete this form may result in the Bid being declared non-responsive.)

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REFERENCES:

Bidder should supply (with the bid form) descriptions of a minimum of two (2) drainage improvements or drainage retrofit projects successfully completed **by the Bidder as a Prime Contractor or as a Sub-Contractor** within the last eight (8) years. Collectively among similar projects submitted, the below elements shall be demonstrated. Failure to demonstrate this experience may be cause for rejection of the bid.

- Installation of a minimum of 100LF of 36” diameter or greater reinforced concrete drainage pipe, including inlets, manholes and junction boxes.
- Placement of grout filled fabric revetments.
- Pavement repair.

The determination of whether a bidder is responsible or not shall be at the sole discretion of the County. Although the County may request submission of a minimum number of similar projects for evaluation, the County’s determination of a bidder’s responsibility shall not be solely based on the number of similar projects submitted.

The contact person listed as a reference shall be someone who has personal knowledge of the Bidder’s performance during the referenced project. Contact persons must have been informed that they are being used as a reference and that the County will be calling or emailing them.

1. Project Name _____

Owner _____

Contact _____

Address _____

Telephone Number/Email Address _____

Contract Number and Amount # _____ \$ _____

Change Orders \$ _____

Final Contract \$ _____

Completed on Schedule? Yes ___ No ___ Date: _____

Project Description _____

2. Project Name _____
Owner _____
Contact _____
Address _____

Telephone Number/Email Address _____
Contract Number and Amount # _____ \$ _____
Change Orders \$ _____
Final Contract \$ _____
Completed on Schedule? Yes ___ No ___ Date: _____
Project Description _____

3. Project Name _____
Owner _____
Contact _____
Address _____

Telephone Number/Email Address _____
Contract Number and Amount # _____ \$ _____
Change Orders \$ _____
Final Contract \$ _____
Completed on Schedule? Yes ___ No ___ Date: _____
Project Description _____

4. Project Name _____
Owner _____
Contact _____
Address _____

Telephone Number/Email Address _____
Contract Number and Amount # _____ \$ _____
Change Orders \$ _____
Final Contract \$ _____
Completed on Schedule? Yes ___ No ___ Date: _____
Project Description _____

5. Project Name _____
Owner _____
Contact _____
Address _____

Telephone Number/Email Address _____
Contract Number and Amount # _____ \$ _____
Change Orders \$ _____
Final Contract \$ _____
Completed on Schedule? Yes ___ No ___ Date: _____
Project Description _____

6. Project Name _____
Owner _____
Contact _____
Address _____

Telephone Number/Email Address _____
Contract Number and Amount # _____ \$ _____
Change Orders \$ _____
Final Contract \$ _____
Completed on Schedule? Yes ___ No ___ Date: _____
Project Description _____

7. Project Name _____
Owner _____
Contact _____
Address _____

Telephone Number/Email Address _____
Contract Number and Amount # _____ \$ _____
Change Orders \$ _____
Final Contract \$ _____
Completed on Schedule? Yes ___ No ___ Date: _____
Project Description _____

For Staff Use Only:

Initially submitted on _____

Updated On _____

Specific Project Expenditure Report (Revised November 5, 2010)

For use as of March 1, 2011

**ORANGE COUNTY SOLID WASTE MANAGEMENT FACILITY DISCHARGE
MODIFICATION TO POND 1**

Case or Bid No. **Y16-705 -J2**

ORANGE COUNTY SPECIFIC PROJECT EXPENDITURE REPORT

This lobbying expenditure form shall be completed in full and filed with all application submittals. This form shall remain cumulative and shall be filed with the department processing your application. Forms signed by a principal's authorized agent shall include an executed Agent Authorization Form.

This is the initial Form: _____

This is a Subsequent Form: _____

Part I

Please complete all of the following:

Name and Address of Principal (legal name of entity or owner per Orange County tax rolls): _____

Name and Address of Principal's Authorized Agent, if applicable: _____

List the name and address of all lobbyists, consultants, contractors, subcontractors, individuals or business entities who will assist with obtaining approval for this project. (Additional forms may be used as necessary.)

1. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
2. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
3. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
4. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
5. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
6. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
7. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___
8. Name and address of individual or business entity: _____
Are they registered Lobbyist? Yes ___ or No ___

For Staff Use Only:

Initially submitted on _____

Updated On _____

Specific Project Expenditure Report (Revised November 5, 2010)

For use as of March 1, 2011

ORANGE COUNTY SOLID WASTE MANAGEMENT FACILITY DISCHARGE MODIFICATION TO POND 1

Case or Bid No. **Y16-705 -J2**

Company Name: _____

Part II

Expenditures:

For this report, an "expenditure" means money or anything of value given by the principal and/or his/her lobbyist for the purpose of lobbying, as defined in section 2-351, Orange County Code. This may include public relations expenditures including, but not limited to, petitions, fliers, purchase of media time, cost of print and distribution of publications. However, the term "expenditure" **does not** include:

- Contributions or expenditures reported pursuant to chapter 106, Florida Statutes;
- Federal election law, campaign-related personal services provided without compensation by individuals volunteering their time;
- Any other contribution or expenditure made by or to a political party;
- Any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4), in accordance with s.112.3215, Florida Statutes; and/or
- Professional fees paid to registered lobbyists associated with the project or item.

The following is a complete list of all lobbying expenditures and activities (including those of lobbyists, contractors, consultants, etc.) incurred by the principal or his/her authorized agent and expended in connection with the above-referenced project or issue. **You need not include de minimus costs (under \$50) for producing or reproducing graphics, aerial photographs, photocopies, surveys, studies or other documents related to this project.**

Date of Expenditure	Name of Party Incurring Expenditure	Description of Activity	Amount Paid
TOTAL EXPENDED THIS REPORT			\$

For Staff Use Only:

Initially submitted on _____

Updated On _____

Specific Project Expenditure Report (Revised November 5, 2010)

For use as of March 1, 2011

**ORANGE COUNTY SOLID WASTE MANAGEMENT FACILITY DISCHARGE
MODIFICATION TO POND 1**

Case or Bid No. **Y16-705 -J2**

Company Name: _____

**Part III
ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED**

I hereby certify that information provided in this specific project expenditure report is true and correct based on my knowledge and belief. I acknowledge and agree to comply with the requirement of section 2-354, of the Orange County code, to amend this specific project expenditure report for any additional expenditure(s) incurred relating to this project prior to the scheduled Board of County Commissioner meeting. I further acknowledge and agree that failure to comply with these requirements to file the specific expenditure report and all associated amendments may result in the delay of approval by the Board of County Commissioners for my project or item, any associated costs for which I shall be held responsible. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

Date: _____

Signature of Principal or Principal's Authorized Agent

(check appropriate box)

PRINT NAME AND TITLE: _____

STATE OF _____ :

COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this _____ day of _____, 20__ by _____ He/she is personally known to me or has produced _____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the _____ day of _____, in the year _____.

(Notary Seal)

Signature of Notary Public

Notary Public for the State of _____

My Commission Expires: _____

Staff signature and date of receipt of form _____

Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.

**FREQUENTLY ASKED QUESTIONS (FAQ) ABOUT THE SPECIFIC PROJECT
EXPENDITURE REPORT**

Updated 3-1-11

WHAT IS A SPECIFIC PROJECT EXPENDITURE REPORT (SPR)?

A Specific Project Expenditure Report (SPR) is a report required under Section 2-354(b) of the Orange County Lobbying Ordinance, codified at Article X of Chapter 2 of the Orange County Code, reflecting all lobbying expenditures incurred by a principal and his/her authorized agent(s) and the principal's lobbyist(s), contractor(s), subcontractor(s), and consultant(s), if applicable, for certain projects or issues that will ultimately be decided by the Board of County Commissioners (BCC).

Matters specifically exempt from the SPR requirement are ministerial items, resolutions, agreements in settlement of litigation matters in which the County is a party, ordinances initiated by County staff, and some procurement items, as more fully described in 2.20 of the Administrative Regulations.

Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying need not be disclosed on this form. (See Section 2-354(b), Orange County Code.)

WHO NEEDS TO FILE THE SPR?

The principal or his/her authorized agent needs to complete and sign the SPR and warrant that the information provided on the SPR is true and correct.

A principal that is a governmental entity does not need to file an SPR.

HOW ARE THE KEY RELEVANT TERMS DEFINED?

Expenditure means "a payment, distribution, loan, advance, reimbursement, deposit, or anything of value made by a lobbyist or principal for the purpose of lobbying. This may include public relations expenditures (including but not limited to petitions, flyers, purchase of media time, cost of print and distribution of publications) but does not include contributions or expenditures reported pursuant to Chapter 106, Florida Statutes, or federal election law, campaign-related personal services provided without compensation by individuals volunteering their time, any other contribution or expenditure made by or to a political party, or any other contribution or expenditure made by an organization that is exempt from taxation under 26 U.S.C. s. 527 or s. 501(c)(4)." (See Section 112.3215, Florida Statutes.) Professional fees paid by the principal to his/her lobbyist for the purpose of lobbying are not deemed to be "expenditures." (See Section 2-354, Orange County Code.)

Lobbying means seeking "to encourage the approval, disapproval, adoption, repeal, rescission, passage, defeat or modification of any ordinance, resolution, agreement, development permit, other type of permit, franchise, vendor, consultant, contractor, recommendation, decision or other foreseeable action of the [BCC]," and "include[s] all communications, regardless of whether initiated by the lobbyist or by the person being lobbied, and regardless of whether oral, written or electronic." (See Section 2-351, Orange County Code.) Furthermore, *lobbying* means communicating "directly with the County Mayor, with any other member of the [BCC], or with any member of a procurement committee." (See Section 2-351, Orange County Code.) *Lobbying* also means communicating "indirectly with the County Mayor or any other member of the [BCC]" by communicating with any staff member of the Mayor or any member of the BCC, the county administrator, any deputy or assistant county administrator, the county attorney, any county department director, or any county division manager. (See Section 2-351, Orange County Code.) *Lobbying* does not include the act of appearing before a Sunshine Committee, such as the Development Review Committee or the Roadway Agreement Committee other than the BCC.

Principal means “the person, partnership, joint venture, trust, association, corporation, governmental entity or other entity which has contracted for, employed, retained, or otherwise engaged the services of a lobbyist.” *Principal* may also include a person, partnership, joint venture, trust, association, corporation, limited liability corporation, or other entity where it or its employees do not qualify as a lobbyist under the definition set forth in Section 2-351 of the Orange County Code but do perform lobbying activities on behalf of a business in which it has a personal interest.

DOES THE SPR NEED TO BE UPDATED IF INFORMATION CHANGES?

Yes. It remains a continuing obligation of the principal or his/her authorized agent to update the SPR whenever any of the information provided on the initial form changes.

WHERE DO THE SPR AND ANY UPDATES NEED TO BE FILED?

The SPR needs to be filed with the County Department or County Division processing the application or matter. If and when an additional expenditure is incurred subsequent to the initial filing of the SPR, an amended SPR needs to be filed with the County Department or County Division where the original application, including the initial SPR, was filed.

WHEN DO THE SPR AND ANY UPDATES NEED TO BE FILED?

In most cases, the initial SPR needs to be filed with the other application forms. The SPR and any update must be filed with the appropriate County Department or County Division not less than seven (7) days prior to the BCC hearing date so that they may be incorporated into the BCC agenda packet. (See Section 2-354(b), Orange County Code.) When the matter is a discussion agenda item or is the subject of a public hearing, and any additional expenditure occurs less than 7 days prior to BCC meeting date or updated information is not included in the BCC agenda packet, the principal or his/her authorized agent is obligated to verbally present the updated information to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

WHO WILL BE MADE AWARE OF THE INFORMATION DISCLOSED ON THE SPR AND ANY UPDATES?

The information disclosed on the SPR and any updates will be a public record as defined by Chapter 119, Florida Statutes, and therefore may be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This information will accompany the other information for the principal’s project or item.

CONCLUSION:

We hope you find this FAQ useful to your understanding of the SPR. Please be informed that in the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance governing specific project expenditure reports, the ordinance controls.

Also, please be informed that the County Attorney’s Office is not permitted to render legal advice to a principal, his/her authorized agent, or any other outside party. Accordingly, if after reading this FAQ the principal, his/her authorized agent or an outside party has any questions, he/she is encouraged to contact his/her own legal counsel.

For Staff Use Only:

OC CE FORM 2P

Date Submitted _____

FOR PROCUREMENT-RELATED ITEMS (November 5, 2010) Date Updated _____

For use after March 1, 2011

Bid Number **Y16-705 -J2**

RELATIONSHIP DISCLOSURE FORM

FOR USE WITH PROCUREMENT ITEMS, EXCEPT THOSE WHERE THE COUNTY IS THE PRINCIPAL OR PRIMARY APPLICANT

For procurement items that will come before the Board of County Commissioners for final approval, this form shall be completed by the bidder, offerer, quoter or respondent and shall be submitted to the Procurement Division by the bidder, offerer, quoter or respondent.

In the event any information provided on this form should change, the applicant must file an amended form on or before the date the item is considered by the appropriate board or body.

Part I

INFORMATION ON APPLICANT (BIDDER, OFFEROR, QUOTER, PROPOSER, OR RESPONDENT):

Legal Name of Applicant: _____

Business Address (Street/P.O. Box, City and Zip Code):

Business Phone () _____

Facsimile () _____

INFORMATION ON APPLICANT'S AUTHORIZED AGENT, IF APPLICABLE:

(Agent Authorization Form also required to be attached)

Name of Applicant's Authorized Agent:

Business Address (Street/P.O. Box, City and Zip Code):

Business Phone () _____

Facsimile () _____

For Staff Use Only:

OC CE FORM 2P

Date Submitted _____

FOR PROCUREMENT-RELATED ITEMS (November 5, 2010) Date Updated _____

For use after March 1, 2011

Bid Number **Y16-705 -J2**

Company Name: _____

Part II

IS THE APPLICANT A RELATIVE OF THE MAYOR OR ANY MEMBER OF THE BCC?

___ YES ___ NO

IS THE MAYOR OR ANY MEMBER OF THE BCC THE APPLICANT'S EMPLOYEE?

___ YES ___ NO

IS THE APPLICANT OR ANY PERSON WITH A DIRECT BENEFICIAL INTEREST IN THE OUTCOME OF THIS MATTER A BUSINESS ASSOCIATE OF THE MAYOR OR ANY MEMBER OF THE BCC?

___ YES ___ NO

If you responded "YES" to any of the above questions, please state with whom and explain the relationship:

(Use additional sheets of paper if necessary)

For Staff Use Only:

OC CE FORM 2P

Date Submitted _____

FOR PROCUREMENT-RELATED ITEMS (November 5, 2010) Date Updated _____

For use after March 1, 2011

Bid Number **Y16-705 -J2**

Company Name: _____

Part III

ORIGINAL SIGNATURE AND NOTARIZATION REQUIRED

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to any meeting at which the above-referenced project is scheduled to be heard. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

Signature of Applicant

Date: _____

Print Name and Title of Person completing this form: _____

STATE OF _____ :
COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____. He/she is personally known to me or has produced _____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the ____ day of _____, in the year _____.

(Notary Seal) _____
Signature of Notary Public
Notary Public for the State of _____
My Commission Expires: _____

Staff signature and date of receipt of form

Staff reviews as to form and does not attest to the accuracy or veracity of the information provided herein.

**AGENT AUTHORIZATION FORM
FOR PROCUREMENTS IN ORANGE COUNTY, FLORIDA**



I/WE, (PRINT BIDDER, OFFEROR, QUOTER OR RESPONDENT NAME)

_____, DO HEREBY AUTHORIZE TO ACT AS MY/OUR AGENT
(PRINT AGENT'S NAME), _____, TO EXECUTE ANY PETITIONS OR
OTHER DOCUMENTS NECESSARY TO AFFECT THE **CONTRACT APPROVAL PROCESS** MORE SPECIFICALLY
DESCRIBED AS FOLLOWS, **IFB NO. Y16- 705-J2, ORANGE COUNTY SOLID WASTE MANAGEMENT
FACILITY DISCHARGE MODIFICATION TO POND 1**, AND TO APPEAR ON MY/OUR BEHALF BEFORE ANY
ADMINISTRATIVE OR LEGISLATIVE BODY IN THE COUNTY CONSIDERING THIS **CONTRACT** AND TO ACT IN ALL
RESPECTS AS OUR AGENT IN MATTERS PERTAINING TO THIS CONTRACT.

Date: _____
Signature of Bidder, Offeror, Quoter or Respondent

STATE OF _____ :
COUNTY OF _____ :

I certify that the foregoing instrument was acknowledged before me this ____ day of _____, 20__ by _____. He/she is personally known to me or has produced _____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the ____ day of _____, in the year _____.

(Notary Seal) _____
Signature of Notary Public
Notary Public for the State of _____

My Commission Expires: _____

FREQUENTLY ASKED QUESTIONS (FAQ)
ABOUT THE
RELATIONSHIP DISCLOSURE FORM
Updated 6-28-11

WHAT IS THE RELATIONSHIP DISCLOSURE FORM?

The Relationship Disclosure Form (form OC CE 2D and form OC CE 2P) is a form created pursuant to the County's Local Code of Ethics, codified at Article XIII of Chapter 2 of the Orange County Code, to ensure that all development-related items and procurement items presented to or filed with the County include information as to the relationship, if any, between the applicant and the County Mayor or any member of the Board of County Commissioners (BCC). The form will be a part of the backup information for the applicant's item.

WHY ARE THERE TWO RELATIONSHIP DISCLOSURE FORMS?

Form OC CE 2D is used only for development-related items, and form OC CE 2P is used only for procurement-related items. The applicant needs to complete and file the form that is applicable to his/her case.

WHO NEEDS TO FILE THE RELATIONSHIP DISCLOSURE FORM?

Form OC CE 2D should be completed and filed by the owner of record, contract purchaser, or authorized agent. Form OC CE 2P should be completed and filed by the bidder, offeror, quoter, or respondent, and, if applicable, their authorized agent. In all cases, the person completing the form must sign the form and warrant that the information provided on the form is true and correct.

WHAT INFORMATION NEEDS TO BE DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM?

The relationship disclosure form needs to disclose pertinent background information about the applicant and the relationship, if any, between, on the one hand, the applicant and, if applicable, any person involved with the item, and on the other hand, the Mayor or any member of the BCC.

In particular, the applicant needs to disclose whether any of the following relationships exist: (1) the applicant is a business associate of the Mayor or any member of the BCC; (2) any person involved with the approval of the item has a beneficial interest in the outcome of the matter *and* is a business associate of the Mayor or any member of the BCC; (3) the applicant is a relative of the Mayor or any member of the BCC; or (4) the Mayor or any member of the BCC is an employee of the applicant. (See Section 2-454, Orange County Code.)

HOW ARE THE KEY RELEVANT TERMS DEFINED?

Applicant means, for purposes of a development-related project, the owner, and, if applicable, the contract purchaser or owner's authorized agent. *Applicant* means, for purposes of a procurement item, the bidder, offeror, quoter, respondent, and, if applicable, the authorized agent of the bidder, offeror, quoter, or respondent.

Business associate means any person or entity engaged in or carrying on a business enterprise with a public officer, public employee, or candidate as a partner, joint venture, corporate shareholder where the shares of such corporation are not listed on any national or regional stock exchange, or co-owner of property. In addition, the term includes any person or entity engaged in or carrying on a business enterprise, or otherwise engaging in common investment, with a public officer, public employee, or candidate as a partner, member, shareholder, owner, co-owner, joint venture partner, or other investor, whether directly or indirectly, whether through a Business Entity or through interlocking Parent Entities, Subsidiary Entities, or other business or investment scheme, structure, or venture of any nature. (See Section 112.312(4), Florida Statutes, and Section 2-452(b), Orange County Code.)

Employee means any person who receives remuneration from an employer for the performance of any work or service while engaged in any employment under any appointment or contract for hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed, and includes, but is not limited to, aliens and minors. (See Section 440.02(15), Florida Statutes.)

Relative means an individual who is related to a public officer or employee as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, grandparent, great grandparent, grandchild, great grandchild, step grandparent, step great grandparent, step grandchild, step great grandchild, person who is engaged to be married to the public officer or employee or who otherwise holds himself or herself out as or is generally known as the person whom the public officer or employee intends to marry or with whom the public officer or employee intends to form a household, or any other natural person having the same legal residence as the public officer or employee. (See Section 112.312(21), Florida Statutes.)

DOES THE RELATIONSHIP DISCLOSURE FORM NEED TO BE UPDATED IF INFORMATION CHANGES?

Yes. It remains a continuing obligation of the applicant to update this form whenever any of the information provided on the initial form changes.

WHERE DO THE RELATIONSHIP DISCLOSURE FORM AND ANY SUBSEQUENT UPDATES NEED TO BE FILED?

For a development-related item, the Relationship Disclosure Form and any update need to be filed with the County Department or County Division where the applicant filed the application. For a procurement item, the Relationship Disclosure Form and any update need to be filed with the Procurement Division.

WHEN DO THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES NEED TO BE FILED?

In most cases, the initial form needs to be filed when the applicant files the initial development-related project application or initial procurement-related forms. However, with respect to a procurement item, a response to a bid will not be deemed unresponsive if this form is not included in the initial packet submitted to the Procurement Division.

If changes are made after the initial filing, the final, cumulative Relationship Disclosure Form needs to be filed with the appropriate County Department or County Division processing the application not less than seven (7) days prior to the scheduled BCC agenda date so that it may be incorporated into the BCC agenda packet. When the matter is a discussion agenda item or is the subject of a public hearing, and an update has not been made at least 7 days prior to BCC meeting date or is not included in the BCC agenda packet, the applicant is obligated to verbally present such update to the BCC when the agenda item is heard or the public hearing is held. When the matter is a consent agenda item and an update has not been made at least 7 days prior to the BCC meeting or the update is not included in the BCC agenda packet, the item will be pulled from the consent agenda to be considered at a future meeting.

WHO WILL REVIEW THE INFORMATION DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM AND ANY UPDATES?

The information disclosed on this form and any updates will be a public record as defined by Chapter 119, Florida Statutes, and may therefore be inspected by any interested person. Also, the information will be made available to the Mayor and the BCC members. This form and any updates will accompany the information for the applicant's project or item.

However, for development-related items, if an applicant discloses the existence of one or more of the relationships described above and the matter would normally receive final consideration by the Concurrency Review Committee or the Development Review Committee, the matter will be directed to the BCC for final consideration and action following committee review.

CONCLUSION:

We hope you find this FAQ useful to your understanding of the Relationship Disclosure Form. Please be informed that if the event of a conflict or inconsistency between this FAQ and the requirements of the applicable ordinance or law governing relationship disclosures, the ordinance or law controls.

Also, please be informed that the County Attorney's Office is not permitted to render legal advice to an applicant or any other outside party. Accordingly, if the applicant or an outside party has any questions after reading this FAQ, he/she is encouraged to contact his/her own legal counsel.

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E VERIFICATION CERTIFICATION

IFB NO. Y16-705-J2

NAME OF CONTRACTOR: _____ (referred to herein as “Contractor”)

ADDRESS OF CONTRACTOR:

The undersigned does hereby certify that the above named contractor:

- 1. Is registered and is using the E-Verify system; or
- 2. Does not have any employees and does not intend to hire any new employees during the period of time that the contractor will be providing services under the contract and consequently is unable to register to use the E-Verify system; or
- 3. Employs individuals that were hired prior to the commencement of providing labor on the contract and does not intend to hire any new employees during the period of time that the contractor will be providing labor under the contract, and consequently is unable to use the E-Verify system.

The undersigned acknowledges the use of the E-Verify system for newly hired employees is an ongoing obligation for so long as the contractor provides labor under the contract and that the workforce eligibility of all newly hired employees will be properly verified using the E-Verify system.

In accordance with Section 837.06, Florida Statutes, Contractor acknowledges that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duties shall be guilty of a misdemeanor in the second degree, punishable as provided in Section 775.082 or Section 775.083, Florida Statutes.

AUTHORIZED SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

BID BOND

BOND NUMBER _____

STATE OF FLORIDA)
SS
COUNTY OF ORANGE)

KNOW ALL MEN BY THESE PRESENTS, that we, _____, as Principal, and _____, as Surety, are held firmly bound unto Orange County, Florida, in the penal sum of: \$ _____ Dollars **(Ten percent {10%} of base bid if no amount entered)**
(Total Sum Written in Words)

lawful money of the United States, for the payment of which sum well and truly to be made, we bound ourselves, our heirs, executors, administrators and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas the Principal has submitted the attached Bid, dated the _____ day of _____, **20**__, for a Contract entitled: **ORANGE COUNTY SOLID WASTE MANAGEMENT FACILITY DISCHARGE MODIFICATION TO POND 1, IFB Y16-705-J2.**

NOW THEREFORE, if the Principal shall withdraw said Bid prior to the date of opening the same, or shall within ten (10) days after the prescribed forms are presented to him for signature, enter in a written Contract with Orange County, Florida, in accordance with the Bid as accepted, and give a Performance Bond and a Payment Bond with good and sufficient Surety or sureties as may be required, for the faithful performance and proper fulfillment of such Contract and for prompt payment of all persons furnishing labor or materials in connection therewith, or in the event of the failure to enter into such Contract and give such Bonds within the time specified, if the Principal shall pay the County the difference between the amount specified in said Bid and the amount for which the County may procure the required work and/or supplies, provided the latter amount to be in excess of the former, then the above obligations shall be void and of no effect; otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above written parties have executed this instrument under their several seals this the _____ day of _____, **20**__, the name and corporate seal of each corporate party being affixed and these presents duly signed by its undersigned, pursuant to authority of its governing body.

CONTRACTOR-PRINCIPAL:

SURETY:

NAME OF BUSINESS ENTITY

NAME OF SURETY

SIGNATURE
(SEAL)

SIGNATURE: SURETY AGENT
(SEAL)

TYPE NAME AND TITLE

TYPE NAME AND TITLE

BUSINESS ADDRESS

BUSINESS ADDRESS

TELEPHONE

TELEPHONE

NAIC NUMBER: _____

Licensed Florida Insurance Agent? Yes _____ No _____

License Number: _____

STATE OF _____)

COUNTY OF _____) SS

CITY OF _____)

Before me, a Notary Public duly commissioned, qualified and acting personally, appeared:

to me well known, who being by me first duly sworn upon oath says that he is Attorney-in-Fact for

as Surety, and that he has been authorized by said Surety to execute the foregoing Bid Bond on behalf of the Principal (Contractor) named therein in favor of the owner.

Subscribed and sworn to before me this the _____ day of _____, 20__.

Notary Public

(Print, Type or Stamp Commissioned Name of Notary Public)

Personally Known _____ or Produced Identification _____

Type of Identification: _____

In accordance with Part C, Section 19 and Part F Article 8 of the Invitation for Bids, if applicable, list the Lead Surety.

LEAD SURETY

AGENT FOR SURETY

Signature

BY: _____

AGENCY ADDRESS: _____

SURETY ADDRESS: _____

PHONE _____

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA
LUMP SUM CONSTRUCTION CONTRACT**

CONTRACT:

Made between the Board of County Commissioners, Orange County, Florida (hereinafter called County), represented by the Manager of the Procurement Division executing this Contract, and:

>

Federal Identification Number: >

A Corporation formed under the laws of the State of Florida, hereinafter called Contractor.

The Contractor shall perform all the Work required by the Contract Documents for the proper execution and completion of **ORANGE COUNTY SOLID WASTE MANAGEMENT FACILITY DISCHARGE MODIFICATION TO POND 1** in full accordance with the drawings and as elaborated in the specifications of **Invitation for Bids No. Y16-705-J2** which is made a part of this Contract as completely as if set forth herein.

I

AMOUNT OF CONTRACT:

The County shall pay the Contractor in current funds, and in accordance with the progress payment schedule as stated herein, for the performance of the Work, subject to additions and deductions by Change Order as provided in the Contract Documents, the Contract Amount of >(\$>) at the lump sum set forth in the Invitation for Bid Official Bid Form, Part D.

II

ASBESTOS FREE MATERIALS:

Project is to be constructed with asbestos free materials. A written, notarized statement on company letterhead is to be submitted with the final payment request. Final payment shall be withheld until such statement is submitted. Contractor shall agree that if materials containing asbestos are subsequently discovered at any future time to have been included in the construction done by the Contractor or any of its Subcontractors or agents and were not specified in the design or required by the Contract document, Contractor shall be liable for all costs related to the abatement of such asbestos and damages or claims against the County.

III
ADMINISTRATIVE DATA:

Progress Payments: Based upon Applications for Payment submitted to the Project Manager by the Contractor and Certificates for Payment issued by the Project Manager the County shall make progress payments on account of the Contract Amount to the Contractor as provided in the Contract Documents as follows:

Not later than 30 days following approval of an application for Payment, ninety percent (90%) of the portion of the Contract Amount properly allocable to labor, materials and equipment incorporated in the Work and ninety percent (90%) of the portion of the Contract Amount properly allocable to materials and equipment suitably stored at the site or at some other location agreed upon in writing, for the period covered by the application for payment, less the aggregate of previous payments made by the Owner.

When the completion of the Work ascertained as payable exceeds fifty percent (50%) of the total contract amount the retainage percentage withheld shall be reduced to 5%. Upon Final completion of the entire Work, a sum sufficient to increase the total payments to one hundred percent (100%) of the Contract Amount, less such amounts as the Owner shall determine for all incomplete work and unsettled claims as provided in the Contract Documents.

Should the Contractor fail to substantially complete all Work under this Contract and make the project available for beneficial use on or before the date stipulated for Substantial Completion (or such later date as may result from extension of time granted by County), he shall pay and/or the County may retain from the compensation otherwise to be paid to the Contractor, as liquidated damages, the sum of **\$500.00** for each consecutive calendar day that terms of the Contract remain unfulfilled beyond date allowed by the Contract, which sum is agreed upon as a reasonable and proper measure of damages which County will sustain per diem by failure of Contractor to complete work within time as stipulated; it being recognized by County and Contractor that the injury to County which could result from a failure of Contractor to complete on schedule is uncertain and cannot be computed exactly. In no way shall costs for liquidated damages be construed as a penalty on the Contractor. For each consecutive calendar day that the work remains incomplete after the date established for Final Completion, the County will retain from the compensation otherwise to be paid to the Contractor the sum of **\$500.00**. This amount is the mutually agreed upon minimum measure of damages the County will sustain by failure of the Contractor to complete all remedial work, correct deficient work, clean up the project and other miscellaneous tasks as required to complete all Work specified and this amount of liquidated damages is in addition to the liquidated damages prescribed above for failure to timely achieve Substantial Completion.

IV
CONTRACT DOCUMENTS:

This Contract entered into this date by the Board of County Commissioners hereinafter called the County, represented by the Manager of the Procurement Division executing this Contract and the individual, partnership or corporation named above, hereinafter called the Contractor. Witnesseth that the parties hereto do mutually agree as follows:

The Contractor shall furnish all labor, equipment and materials and perform the Work described for the amount stated above in strict accordance with the General Conditions, Supplementary Conditions/Special Provisions, Plans and Specifications and other Contract Documents, all of which are made a part hereof and designated as follows:

- a. Orange County Invitation for Bids/Project Manual, **IFB No. Y16-705-J2 dated September 22, 2015**, (which contains the Invitation for Bids, Notice, Instruction to Bidders, Bid Form and Attachments, this Contract, General Conditions, Supplementary Conditions / Special Provisions, and Specifications);
- b. Drawings bearing the title "**Construction Plans, ORANGE COUNTY SOLID WASTE MANAGEMENT FACILITY DISCHARGE MODIFICATION TO POND 1**".
- c. Addendum No.> dated >;
- d. >'s Bid Proposal dated **October 27, 2015**;
- e. Payment/Performance Bond;
- f. Certificates of Insurance;

V
PRIORITY OF DOCUMENTS:

The order of precedence of items and documents is as follows:

Construction Contract
Permits
Supplemental Conditions/Special Provisions
General Conditions
Specifications/Technical Provisions
Drawings/Plans
Road Design, Structures, and Traffic Operations Standards (If applicable)
Florida Department of Transportation Standard Specifications for Road and Bridge Construction (If applicable)
Bid Proposal
Instructions to Bidders

VI
TIME OF COMMENCEMENT AND FINAL COMPLETION:

- a. Work to commence within fourteen (14) days of Official Notice to Proceed date and shall be completed, unless amended by written Change Order or Amendment executed by both parties to this Contract.
- b. Substantial Completion of the Work shall be achieved not later than **70** consecutive calendar days from date of Official Notice to Proceed.
- c. Final Completion of the Work shall be achieved not later than **100** consecutive calendar days from date of Official Notice to Proceed.

VII
COMPLIANCE WITH M/WBE CONTRACT REQUIREMENTS:

By entering into this Contract, the Contractor affirmatively commits to comply with the MWBE subcontracting requirements submitted with his/her bid. The failure of the Contractor to comply with this commitment during the Contract's performance period may be considered a breach of Contract.

The County may take action up to and including termination for default if this condition is not remedied within the time period specified by the Manager, Procurement Division.

VIII
MISCELLANEOUS PROVISIONS:

- a. Terms used in this Contract that are defined in the General Conditions shall have the meanings designated in those conditions.
- b. No price adjustments shall be made on this contract to the bid price of any products or materials including but not limited to gasoline, diesel or other fuels, and bituminous materials, including asphalt due to fluctuations in market prices, changes in suppliers or any other reason.
- c. County and Contractor each binds himself, his partners, successors, assigns and legal representatives to the other party hereto, his partners, successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

- d. The laws of the State of Florida shall govern this Contract. Any and all legal action necessary to enforce the provisions of this Contract will be held in Orange County, Florida. Venue for any litigation involving this Contract shall be the Ninth Circuit Court in and for Orange County, Florida.

**BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA**

BY _____ BY _____
Johnny M. Richardson, CPPO, CFCM **Signature**
Manager, Procurement Division

DATE _____
(For County use only) **Type or Print Name**

**Corporate
Seal**

P E R F O R M A N C E B O N D

BOND NUMBER _____

KNOW ALL MEN BY THESE PRESENTS that

Name of Contractor _____

Address _____

Phone Number _____

Corporation, Partnership or Individual _____

hereinafter referred to as the Contractor, as Principal, and

Name of Surety _____

Address _____

Phone Number _____

hereinafter called SURETY, as SURETY, are held and firmly bound unto Orange County, 400 East South Street, Orlando, FL 32801, (407)836-5635 a Political Subdivision of the State of Florida as Obligee, hereinafter referred to as Owner, in the full and just sum of \$ _____, lawful money of the United States of America, to the payment of which sum, well and truly to be made, the Contractor and SURETY bind themselves, their representatives, and each of their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Contractor has entered into **Contract No. Y16-705** with the "County", also referred to herein as the OWNER, for the project entitled: **ORANGE COUNTY SOLID WASTE MANAGEMENT FACILITY DISCHARGE MODIFICATION TO POND 1, 5901 Young Pine Road, Orlando, FL 32829** with conditions and provisions as are further described in the aforementioned Contract, which Contract is by reference made a part hereof for the purpose of explaining this bond.

General description of the Work: Modification of the stormwater discharge pipe system to include the removal of existing drainage components and the installation of new drainage structures and associated concrete piping, grout-filled fabric revetment, and associated asphalt repair and sodding.

NOW, THEREFORE, the condition of this obligation is such that if Contractor shall fully, promptly and faithfully perform said Contract and all obligations thereunder, including all obligations imposed by the Contract documents (which includes the Notice to Bidders, Instruction to Bidders, Proposal and Bid Form, General and Supplementary Conditions, Detail Specifications, Form(s) of Contract Bond(s), Plans and Specifications and such amendments thereof as may be made as provided for therein), then this obligation shall be void; otherwise it shall remain in full force and effect.

1. The undersigned shall indemnify and save harmless said Owner against and from all costs, expenses and damages, including litigation costs and attorney's fees arising out of, or in connection with the neglect, default or want of care or skill, including patent infringement on the part of said Contractor, his agents, servants or employees in the execution or performance of said Contract.

The applicable provisions of Section 255.05 and 713.01 Florida Statutes apply to this bond.

2. Whenever Contractor shall be, and declared by Owner to be in default under the Contract, the Owner having performed Owner's obligations thereunder, the SURETY may promptly remedy the default or shall promptly:
 - A. Complete the Contract in accordance with its terms and conditions; or
 - B. Obtain a bid or bids for completing the Contract in accordance with its terms and conditions, and upon determination by SURETY of the lowest responsible bidder, or, if the Owner elects, upon determination by the Owner and the SURETY jointly of the lowest responsible bidder, arrange for a Contract between such bidder and the Owner. SURETY shall make available as the work progresses (even though there should be a default or a succession of defaults under the Contract or Contracts of completion arranged under this Paragraph) sufficient funds to pay the costs of completion, including other costs and damages for which the SURETY may be liable hereunder, the amount set forth in the first paragraph hereof.
3. Any changes in or under the Contract Documents and compliance or noncompliance with any formalities connected with the Contract or the changes shall not affect SURETY'S obligation under this bond. Any increase in the total Contract amount as authorized by the Owner shall accordingly increase the SURETY'S obligation by the same dollar amount of said increase. The Principal shall be responsible for notification to SURETY of all such changes.
4. The undersigned expressly acknowledges its obligations and liabilities for liquidated damages suffered by the Owner under the provisions of the Contract Documents.
5. The undersigned, covenant and agree that no change, extension of time, exercise of options for Contract renewals, changes to Contract amounts, alterations or additions to the terms of the Contract or the work to be performed thereunder, or the specifications accompanying the same shall in any way affect their obligation on this bond, and the SURETY does hereby expressly waive notice of any such change, extension of time, change to Contract amount, alteration, or addition. Moreover, no alterations or additions to this bond form shall be binding unless specifically agreed to in writing by the parties.
6. The Contractor shall save the Owner harmless from any and all damages, expenses and costs which may arise by virtue of any defects in said work or materials within a period of one (1) year from the date of Final Completion of the Project.

Signed and sealed this the _____ day of _____, 20__.

CONTRACTOR, AS PRINCIPAL

WITNESS:

_____ BY: _____
 Firm Name
 Signature
 Type Name and Title

SURETY

AGENT FOR SURETY

NAIC Number: _____

Signature

BY: _____ AGENCY ADDRESS: _____

SURETY ADDRESS: _____

PHONE _____

Licensed Florida Insurance Agent? Yes _____ No _____

License Number: _____

STATE OF _____)

COUNTY OF _____) SS

CITY OF _____)

Before me, a Notary Public duly commissioned, qualified and acting personally, appeared:

to me well known, who being by me first duly sworn upon oath says that he is Attorney-in-Fact for

as Surety, and that he has been authorized by said Surety to execute the foregoing Performance Bond on behalf of the Principal (Contractor) named therein in favor of the owner.

Subscribed and sworn to before me this the _____ day of _____, 20__.

Notary Public

(Print, Type or Stamp Commissioned Name of Notary Public)

Personally Known _____ or Produced Identification _____

Identification: _____ Type of _____

In accordance with Part C, Section 19 and Part F Article 8 of the Contract, if applicable, list the Lead Surety.

LEAD SURETY

AGENT FOR SURETY

Signature

BY: _____ AGENCY ADDRESS: _____

SURETY ADDRESS: _____

PHONE _____

P A Y M E N T B O N D

BOND NUMBER _____

KNOW ALL MEN BY THESE PRESENTS that

Name of Contractor _____

Address _____

Phone Number _____

Corporation, Partnership or Individual _____

Thereinafter called Contractor, as Principal, and

Name and Address of Surety _____

hereinafter called SURETY, as SURETY, are held and firmly bound unto Orange County, 400 East South Street, Orlando, FL 32801, (407) 836-5635 a Political Subdivision of the State of Florida as Obligee, in the full and just sum of \$ _____, lawful money of the United States of America, to the payment of which sum, well and truly to be made, the Contractor and SURETY bind themselves, their representatives, and each of their heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Contractor has entered into **Contract No. Y16-705** with the "County", also referred to herein as the OWNER, for the project entitled: **ORANGE COUNTY SOLID WASTE MANAGEMENT FACILITY DISCHARGE MODIFICATION TO POND 1, 5901 Young Pine Road, Orlando, FL 32829** with conditions and provisions as are further described in the aforementioned Contract, which Contract is by reference made a part hereof for the purpose of explaining this bond.

General description of the Work: Modification of the stormwater discharge pipe system to include the removal of existing drainage components and the installation of new drainage structures and associated concrete piping, grout-filled fabric revetment, and associated asphalt repair and sodding.

NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION IS such that if Contractor shall promptly make payments to all claimants for any and all labor and material used or reasonably required for use or furnished in connection with the performance of said Contract, and shall perform all other covenants and obligations of this bond, then this obligation shall be void; otherwise it shall remain in full force and effect.

1. The undersigned shall promptly make payment to all persons supplying services, labor, material or supplies used directly or indirectly by said Contractor, or any subcontractor(s) or sub-subcontractor(s), in the prosecution of the work provided for in said Contract.
2. Subject to the Owner's priority, claimants covered by Section 713.01 of the Florida Statutes shall have a direct right of action against the Principal and SURETY under this obligation, after written notice of the performance of labor or delivery of materials or supplies, and non-payment therefore. Any claimant who seeks to recover against the Principal or SURETY under this obligation must also satisfy the notice requirement and time limitations of Section 255.05 of the Florida Statutes, as amended.
3. The undersigned, covenant and agree that no change, extension of time, exercise of options for Contract renewals, change to Contract amounts, alterations or additions to terms of the Contract or the work to be performed thereunder, or the specifications accompanying the same shall in any way affect their obligation on this bond and the SURETY does hereby expressly waive notice of any such change, extension of time, exercise of options for Contract renewal, changes to Contract amount, alternations or additions. Moreover, no alterations or additions to this bond form shall be binding unless specifically agreed to in writing by the parties.

The applicable provisions of Sections 255.05 and Florida Statutes apply to this bond.

4. Any changes in or under the Contract Documents and compliance or noncompliance with any formalities connected with the Contract or the changes shall not affect SURETY'S obligation under this bond. Any increase in the total Contract amount as authorized by the Owner shall accordingly increase the SURETY'S obligation by the same dollar amount of said increase. The Principal shall be responsible for notification to SURETY of all such changes.

Signed and sealed this the _____ day of _____, 20_____

CONTRACTOR, AS PRINCIPAL:

WITNESS:

Firm Name

Signature

BY: _____
Signature

Type Name and Title

SURETY:

AGENT FOR SURETY:

NAIC Number: _____

BY: _____
Signature

BY: _____

AGENCY ADDRESS: _____

SURETY ADDRESS _____

PHONE NO. _____

Licensed Florida Insurance Agent? Yes _____ No _____

License Number: _____

STATE OF _____)

COUNTY OF _____) SS

CITY OF _____)

Before me, a Notary Public duly commissioned, qualified and acting personally, appeared:

_____ to me well known, who being by me first duly sworn upon oath says that he is Attorney-in-Fact for

_____ as Surety, and that he has been authorized by said Surety to execute the foregoing Payment Bond on behalf of the Principal (Contractor) named therein favor of the owner.

Subscribed and sworn to before me this the _____ day of _____, 20_____.

Notary Public

(Print, Type or Stamp Commissioned Name of Notary Public)

Personally Known _____ or Produced Identification (Type) _____

In accordance with Part C, Section 19 and Part F Article 8 of the Contract, if applicable, list the Lead Surety.

_____	_____
LEAD SURETY	AGENT FOR SURETY
_____	_____
	Signature
BY: _____	AGENCY ADDRESS: _____
SURETY ADDRESS: _____	_____
_____	PHONE _____

(THIS FORM MUST BE UTILIZED IN ALL FINAL PAY APPLICATIONS)

FINAL RELEASE OF LIEN

KNOW ALL MEN BY THESE PRESENTS, that for and in consideration of the sum of monies, set out in the accompanying Estimate Statement No. _____, final, which quantity, the receipt of which is hereby acknowledged, is accepted as full and complete compensation for all work done, materials furnished and damages or claims arising under Orange County Contract No. Y16-705, entitled:

ORANGE COUNTY SOLID WASTE MANAGEMENT FACILITY DISCHARGE
MODIFICATION TO POND 1

By:

Contractor

(SEAL)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before this _____ day of

_____ 20_____, by _____.

Personally Known _____ OR Produced Identification _____

Type of identification Produced _____

**CHANGE ORDER REQUEST
PURCHASE ORDER / DELIVERY ORDER / CONTRACT**

*Vendor Code: _____ *Vendor Name: _____ *Date: _____

*Change Order Request No.: _____ *Document No.: _____ Contract No. _____

*Department: _____ *Contact/Phone No.: _____

ACCOUNTING LINE CHANGE ONLY:

Accounting Line From: _____ Amount: _____

Accounting Line To: _____ Amount: _____

COMMODITY LINE NUMBER ADD:

Comm. Line No.: _____ Commodity Code: _____ Quantity: _____ Unit of Measure: _____

Unit Cost: _____ Description: _____ MA Line No. _____

Accounting Line: _____ Amount: _____

COMMODITY LINE NUMBER INCREASE / DECREASE / DELETE:

Comm. Line No. _____ Increase Qty By: _____ Decrease Qty By: _____ Increase Unit Cost By: _____

Decrease Unit Cost By: _____ Accounting Line: _____

Delete: _____ (check only if you want to delete this line number).

CANCELLATION:

_____ Please cancel Purchase Order / Delivery Order

Original sent to vendor: _____ Yes _____ No

***JUSTIFICATION (Required for all transactions):**

Enter Retainage for line number(s) _____ in the amount of _____ %

*Original PO/DO/Contract Award/Encumbrance <u>circle one</u>	Contract Amount	Encumbered/De-Encumbered Amount
	\$ _____	\$ _____
*Net Dollars for Previous Change Orders (Addition/Subtraction) <u>circle one</u>	\$ _____	\$ _____
*Net Dollars for This Change Order (Addition/Subtraction) <u>circle one</u>	\$ _____	\$ _____
*Total Dollars	\$ _____	\$ _____

By signing this agreement, the Contractor hereby releases the County, its agents, and employees from any and all liabilities under this contract for further equitable adjustments and/or claims associated with this change order.

*Vendor/Contractor Authorization: _____ Date: _____

*Departmental Approval: _____ Date: _____

*Purchasing & Contracts Approval: _____ Date: _____

For Purchasing Use Only Track Change Order: Yes No Change Award Amount to: \$ _____

Add the following text to the PO/DO: _____

CHANGE ORDER REQUEST CONTINUATION SHEET Document No.: _____
PURCHASE ORDER / DELIVERY ORDER / CONTRACT

ACCOUNTING LINE CHANGE ONLY:

Accounting Line From: _____ Amount: _____
Accounting Line To: _____ Amount: _____
Accounting Line Add: _____ Amount: _____
Accounting Line From: _____ Amount: _____
Accounting Line To: _____ Amount: _____
Accounting Line Add: _____ Amount: _____

COMMODITY LINE NUMBER ADD:

Comm. Line No.: _____ Commodity Code: _____ Quantity: _____ Unit of Measure: _____
Unit Cost: _____ Description: _____ MA Line No. _____
Accounting Line: _____ Amount: _____
Comm. Line No.: _____ Commodity Code: _____ Quantity: _____ Unit of Measure: _____
Unit Cost: _____ Description: _____ MA Line No. _____
Accounting Line: _____ Amount: _____
Comm. Line No.: _____ Commodity Code: _____ Quantity: _____ Unit of Measure: _____
Unit Cost: _____ Description: _____ MA Line No. _____
Accounting Line: _____ Amount: _____

COMMODITY LINE NUMBER INCREASE / DECREASE / DELETE:

Comm. Line No. ____ Increase Qty By: _____ Decrease Qty By: _____ Increase Unit Cost By: _____
Decrease Unit Cost By: _____ Accounting Line: _____
Delete: ____ (check only if you want to delete this line number).
Comm. Line No. ____ Increase Qty By: _____ Decrease Qty By: _____ Increase Unit Cost By: _____
Decrease Unit Cost By: _____ Accounting Line: _____
Delete: ____ (check only if you want to delete this line number).
Comm. Line No. ____ Increase Qty By: _____ Decrease Qty By: _____ Increase Unit Cost By: _____
Decrease Unit Cost By: _____ Accounting Line: _____
Delete: ____ (check only if you want to delete this line number).

*Departmental Approval: _____	Date: _____
Purchasing & Contracts Approval: _____	Date: _____

CONSENT OF SURETY AND INCREASE OF PENALTY

BOND NUMBER _____

1.CONTRACT#	2.MODIFICATION#	3.DATED
4.The Surety consents to the foregoing Contract notification and agrees that its bond or bonds shall apply and extend to the Contract as modified or amended. The principal and Surety further agree that on or after the execution of this consent, the penalty of the performance bond or bonds is increased by _____dollars (\$ _____) and the penalty of the payment bond or bonds is increased by _____dollars (\$ _____). However, the increase of the liability of each co-Surety resulting from this consent shall not exceed the sums shown below.		
5.NAME OF SURETY	6.INCREASE IN LIABILITYLIMIT UNDER PERFORMANCE BOND	7.INCREASE IN LIABILITYLIMIT UNDER PAYMENT BOND
a. SURETY ADDRESS	b. SIGNATURE c. TYPED NAME AND TITLE d. DATE THIS CONSENT EXECUTED	

SURETY _____

FLORIDA RESIDENT AGENT FOR SURETY _____

Signature

BY: _____ AGENCY

ADDRESS: _____

SURETY ADDRESS: _____

PHONE _____

Signature

Type Name and Title

Business Address

License Number

Telephone Number (Include Area Code)

STATE OF _____)

COUNTY OF _____) SS

CITY OF _____)

Before me, a Notary Public duly commissioned, qualified and acting personally, appeared:

to me well known, who being by me first duly sworn upon oath says that he is Attorney-in-Fact for

as Surety, and that he has been authorized by said Surety to execute the foregoing Performance Bond on behalf of the Principal (Contractor) named therein in favor of the owner.

Subscribed and sworn to before me this the _____ day of _____, 20__.

Notary Public

(Print, Type or Stamp Commissioned Name of Notary Public)

Personally Known _____ or Produced Identification _____

DRUG-FREE WORKPLACE FORM

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that _____ does:

Name of Business

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

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

Bidder's Signature

Date

PART F

GENERAL CONDITIONS

ARTICLE 1 - THE CONTRACT

The Contract Documents are identified in the Contract, Part E. Titles, Subtitles, Headings, Running Headlines, Table of Contents, and Indexes are printed in the Contract Documents merely for convenience.

ARTICLE 2 - DEFINITIONS

The words and expressions (or pronouns used in their stead) defined in this Article shall, wherever they appear in the Contract Documents, be construed as follows unless a different meaning is clear from the context.

"Addenda" shall mean any additional Contract provisions issued in writing by the County prior to receipt of Bid.

"Bid Proposal" shall mean the offer or proposal of the Bidder submitted on the Official Bid Form and Attachments setting forth the prices for the Work to be performed.

"Bidder" shall mean any person, firm or corporation submitting a Bid for the Work.

"Board of County Commissioners" shall mean the Board of County Commissioners, Orange County, Florida, or their duly authorized representative(s).

"Change Order" shall mean a written order to the Contractor, signed by the County, authorizing an addition, deletion or revision in the Work, or an adjustment in the Contract Amount or the Contract Time issued after execution of the Contract.

"Contract" shall mean the written agreement between the County and the Contractor covering the Work to be performed; the Contract will be attached to and made a part of the Contract Documents.

"Contractor" shall mean successful bidder (and vice versa), whether a corporation, firm, individual or any combination thereof, and its (or their) successors, personal representatives, executors, administrators and assigns.

"Contract Amount" shall mean the total monies payable to the Contractor under the Contract Documents. The term "Contract Price" where used in the Contract Documents refers to the Contract Amount.

"Contract Float" shall mean the number of days that an activity or a sequence of activities does not necessarily have to start or end on the scheduled dates to maintain the schedule, or as a minimum, the number of days that an activity may be delayed from its early start date without delaying completion of the Work beyond the Contract Time for Substantial Completion or Final Acceptance.

"Contract Time" will mean the number of calendar days stated in the Agreement for the completion of the Work.

"County" shall mean the Board of County Commissioners, Orange County, Florida, or their duly authorized representative(s), for whom the Work is being performed.

"Day " shall mean one calendar day when used in the Contract Documents.

"Defective Work" shall mean (a) Work that is unsatisfactory, deficient or damaged, does not conform to the Contract Documents, or does not meet the requirements of any inspection, test or approval, or (b) Work associated with punch list items that the Contractor fails to complete within a reasonable time after issuance of the punch list by the Project Manager.

"Drawings" shall mean only those drawings specifically referred to as such in these documents or in any Addenda. Drawings issued after the execution of the Contract to explain further, to illustrate, or to show changes in the Work will be known as "Supplementary Drawings" and shall be binding upon the Contractor with the same force as the Drawings.

"Final Acceptance" shall mean acceptance of the Work by the County upon the expiration of the correction period required by the Contract Documents.

"Final Completion" shall mean acceptance of the Work by the County as evidenced by its signature upon Final Certificate of Completion and approval thereof by the Board of County Commissioners. The Final Certificate of Completion shall be signed only after the County has assured itself by tests, inspection or otherwise that all of the provisions of the Contract have been carried out to its satisfaction.

"Notice" shall mean written Notice. Notice shall be served upon the Contractor either personally or by leaving the said Notice at his residence or with his Agency in charge of the Work, or addressed to the Contractor at the residence or place of business given in the Bid and deposited in a postpaid wrapper in any post box regularly maintained by the United States Post Office.

"Notice of Award" shall mean the written notice of award of the Contract given by the County to the apparent successful Bidder.

"Notice to Proceed" shall mean the written notice given by the County to Contractor fixing the date the Contract Times will commence to run.

"Professional" shall mean the professional independent Architectural/Engineering firm designated to assist the County in the work by a prior agreement entered into by the County and the said firm. The terms "Engineer" and "Architect", where used in the Contract Documents, refer to the Professional.

"Project" shall mean the entire improvement of which this Contract forms a part.

"Project Manager" shall be the duly authorized representative of the County during the construction period.

“Record Schedule” shall mean the time table of predicted tasks, milestones, task durations, deadlines and the start and end dates of the Work indicated in a Progress Schedule accepted by the County and provided to the County prior to the first progress payment. County acceptance of a revised and/or updated Progress Schedule will result in a revised Record Schedule, if so noted in the County’s written acceptance, that will be used to evaluate progress and delays occurring after the acceptance of the revised Record Schedule.

"Shop Drawings" shall mean all drawings, diagrams, illustrations, brochures, schedules and other data which are prepared by the Contractor, a Subcontractor, a manufacturer, supplier or distributor and which illustrate the equipment, material and/or some portion of the Work.

"Site" shall mean the area upon or in which the Contractor's operations are carried on and such other areas adjacent thereto as may be designated as such by the Project Manager.

"Specifications" shall mean parts of the Contract Documents identified as "Specifications" and organized into Divisions. The specifications include general requirements and technical descriptions of materials, equipment, construction systems, standards and workmanship. The term "Technical Provisions" where used in the Contract Documents refers to the Specifications.

"Subcontractor" shall mean any person, firm or corporation other than employees of the Contractor who or which contracts with the Contractor to furnish, or actually furnishes labor, materials and/or equipment for the Work.

"Substantial Completion" shall mean the completion of the Work by the Contractor to the point where the County may make beneficial use of the Work.

"Surety" shall mean any corporation that executes, as Surety, the Contractor's Bid Bond, Payment Bond and Performance Bonds securing the performance of this Contract.

"Work" shall mean any and all obligations, duties and responsibilities necessary to the successful completion of the construction assigned to or undertaken by the Contractor under the Contract Documents, including the furnishing of all labor, materials, equipment, and other incidentals.

ARTICLE 3 -ASSIGNMENT OF CONTRACT

The Contractor may not make any assignment of the contractual agreement between the parties, in whole or in part, without prior written authorization as may be given by the County, at its sole discretion.

No assignment by a party hereto of any rights under or interests in the Contract Documents will be binding on another party hereto without written consent of the party sought to be bound; and specifically but without limitation, monies that may become due and monies that are due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the

contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

ARTICLE 4 - QUALIFICATIONS OF SUBCONTRACTORS AND SUPPLIERS

The Project Manager will notify the Contractor in writing if the Project Manager, after due investigation, has reasonable objection to any Subcontractor or Supplier on the Subcontractor or Supplier Page, Bid Form Attachment C-2. If the Project Manager has reasonable objection to any Subcontractor or Supplier, the Contractor shall submit another acceptable one to the County. No increase in Contract Amount or Contract Time will be allowed under this article, unless Contractor can prove substantial increase due to the change, in which case Contractor may request an equitable adjustment to the Contract Amount or Contract Time. If Contractor requests an equitable adjustment as a result of a requested change, Contractor shall make available to the County all documents necessary, as requested by the County, to substantiate such adjustment.

The failure of the Project Manager to make objections to any Subcontractor or Supplier on the list shall not constitute a waiver of any right of the County to reject defective Work, material or equipment; or work, material or equipment not in conformance with the requirements of the Contract Documents. Should the Contractor desire to add, change or delete a Subcontractor or Supplier previously listed, the Contractor shall submit written justification for said change to the Project Manager for approval prior to the new Subcontractor or Supplier performing any Work on the Project.

ARTICLE 5 - STARTING THE WORK

The Contractor will start the Work within **fourteen (14)** calendar days of the official "Notice to Proceed" date. The Contract Time shall commence on the effective date of the "Notice to Proceed."

Preconstruction Conference: Within 20 days after the effective date of the Contract, but before Contractor starts the Work at the site, a conference attended by Contractor, Project Manager, Professional and others as appropriate will be held to discuss such topics as may include, but not limited to; schedules, procedures for handling Shop Drawings and other submittals and for processing Applications for Payment, maintenance of traffic, initiation of coordination with affected utilities, agreement upon the Notice to Proceed date, and to establish a working understanding among the parties as to the Work.

ARTICLE 6 - INTERPRETATION AND INTENT OF THE CONTRACT DOCUMENTS

It is the intent of the Specifications and Drawings to describe the complete Work to be constructed in accordance with the Contract Documents. However, the County makes no representation or warranty of any nature whatsoever to the Contractor concerning such documents. The Contract Documents are complementary; what is called for by one is as binding as if called for by all. If the Contractor finds a conflict, error or discrepancy in the Contract Documents, he will call it to the Project Manager's attention in writing before proceeding with the Work affected thereby. Any work that may reasonably be inferred from the Specifications or Drawings as being required to produce the intended result shall be supplied whether or not it is specifically called for. Work, materials or equipment described in words which so applied have a well known technical or trade meaning shall be deemed to refer to such recognized standards. In case of conflict, the more stringent requirements shall take precedence and govern.

Written clarifications or interpretations (which shall be consistent with or reasonably inferable from the Contract Documents) will be issued in response to a Contractor Request for Interpretation (RFI) or as the Project Manager or Professional may otherwise determine necessary. If the Contractor believes a written clarification or interpretation justifies an increase in Contract Amount or Contract Time, the Contractor shall make a claim for such increase in accordance with Article 13 of the General Conditions. If the Contractor is authorized by the County to proceed with the Work involved before full agreement is reached on (a) whether any increases are due at all, or (b) the extent of any such increases (if any are determined to be due), the Contractor shall furnish daily to the Project Manager, or Professional, actual cost records.

ARTICLE 7 - REFERENCE POINTS

Availability of Lands: The County will furnish, as indicated in the Contract Documents and not later than the date when needed by the Contractor, the lands upon which the Work is to be done, rights-of-way for access thereto and such other lands which are designated for the use of the Contractor. Easements for permanent structures or permanent changes in existing facilities will be obtained by the County unless otherwise specified in the Contract Documents. If the Contractor believes that any delay in the County's furnishing these lands or easements entitles him to an extension of the Contract Time, he may make a claim therefore as provided in Article 13. The Contractor will provide for all additional lands and access thereto that may be required for temporary construction facilities or storage of materials and equipment. The Project Manager will, upon request, furnish to the Contractor copies of all available boundary surveys and subsurface test.

Unforeseen Subsurface Conditions: The Contractor will promptly notify the Project Manager in writing of any subsurface or latent physical conditions at the site which may differ materially from those indicated in the Contract Documents. The Project Manager will promptly investigate those conditions and advise the Contractor in writing if further surveys or subsurface tests are necessary. Promptly thereafter, if needed, the Project Manager will obtain the necessary additional surveys and tests and furnish copies to the Contractor. If the Project Manager finds that the results of such surveys or tests indicate subsurface or latent physical conditions differing significantly from those indicated in the Contract Documents, a Change Order shall be issued incorporating the necessary revisions, in accordance with Article 12.

Reference Points: The Contractor shall be responsible for all field survey work coincidental with completion of this Work as specified herein. All survey work shall be done under the supervision of a Registered Professional Surveyor and Mapper. The County shall furnish, one time, a set of permanent reference markers along the line of work to form the basis for the above Contractor's survey.

All **Section Corners** and **Quarter Section** corners falling within the limits of this Work shall be perpetuated by a Florida Registered Surveyor and Mapper.

- A. All such corners falling within or on the boundaries of this project shall have reference ties made, certified to and submitted to the County Surveyor, Orange County, Florida, prior to the commencing of construction.

- B. Upon completion of construction and prior to Final Completion, certified corner records shall be submitted to the Department of Natural Resources in compliance with Florida Statutes, Chapter 177.507 and a copy of said certified corner record shall also be submitted to the Orange County Surveyor. Said corner records shall reflect the corner as perpetuated and which shall meet these minimum standards.
1. If the corner falls in asphalt or concrete construction, the corner shall be a 2 1/4" metal disc marked according to standard government practices and set in concrete no less than 18" in depth and shall be encased in an adjustable 5 1/4" diameter or larger valve box raised to the finished surface of construction.
 2. If the corner falls at any other location, it shall be a 4" x 4" concrete monument no less than 23" long with a 2 1/4" metal disc marked according to standard government practices. The top of said monument shall be set flush with the ground ($\pm 0.5'$ depending on conditions).
- C. Any U.S.C. and G.S. monument within limits of construction are to be protected. If monuments are in danger of damage, the Contractor shall contact the Project Manager and the Orange County Surveyor prior to the commencing of construction.
- D. Payment for all necessary survey work shall be included in the bid as part of other items of work.

ARTICLE 8 – BONDS, INSURANCE AND INDEMNIFICATION

Payment and Performance Bonds: The CONTRACTOR shall execute and deliver to the County the Payment and Performance Bonds (see Part C, 2-h) included herein as security for the faithful performance and completion of the Work and payment for all materials and labor furnished or supplied in connection with all Work included in the Contract Documents. These Bonds shall be in amounts at least equal to the Contract Amount, shall name the County as obligee and shall be in such form and by sureties of financial standing having a rating from A.M. Best Company (or other equivalent rating company) equal to or better than A- VI and must be included on the approved list of sureties issued by the United States Department of Treasury. Prior to execution of the Contract Documents the County may require the Contractor to furnish such other Bonds, in such form and with such sureties as it may require. If such Bonds are required by written instructions given prior to opening of Bids, the premium shall be paid by the Contractor. If the Contract Amount is increased by Change Order, it shall be the Contractor's responsibility to insure that the Payment and Performance Bonds be amended accordingly and a copy of the amendment is forwarded to the County.

The Contractor shall record bonds in Orange County public records as required by Florida Statutes, Chapter 255.05. Before commencing the work the Contractor shall provide to the Manager of the Procurement Division a certified copy of the recorded bond. No payment will be made to the contractor until the contractor has provided the copy of the recorded bond.

If the Surety on any bond furnished by Contractor is declared bankrupt or becomes insolvent or its right to do business is terminated in any State where any part of the Work is located or it ceases to meet the requirements imposed by the Contract Documents, the Contractor shall within five (5) days thereafter substitute another Bond with another Surety both of which shall be acceptable to the County.

Insurance Requirements:

Contractor agrees to maintain on a primary basis and at its sole expense, at all times throughout the duration of this Contract the following types of insurance coverage with limits and on forms (including endorsements) as described herein. These requirements, as well as the County's review or acceptance of insurance maintained by Contractor is not intended to and shall not in any manner limit or qualify the liabilities assumed by Contractor under this Contract. Contractor is required to maintain any coverage required by federal and state workers' compensation or financial responsibility laws including but not limited to Chapter 324 and 440, Florida Statutes, as may be amended from time to time. Insurance carriers providing coverage shall be authorized and/or eligible to do business in the State of Florida and shall possess a current A.M. Best's Financial Strength Rating of A- Class VIII.

The Contractor shall require and ensure that each of its subcontractors maintain insurance until the completion of their work under any contract associated with this Contract. Failure of the Contractor to maintain insurance coverage for itself or for any other persons or entities for whom it is responsible or to ensure that its subcontractors maintain coverage shall not relieve the Contractor of any contractual responsibility, obligation or liability.

If the CONTRACTOR intends to bid on this Contract as a Joint Venture then all insurance coverage required herein shall include the Joint Venture as "named insured". If the Joint Venture has no employees then this requirement is waived for workers' compensation. The Joint Venture shall also purchase discontinued completed operations coverage for any claims made after the dissolution of the Joint Venture. This coverage shall be for a period of two years following final completion of the project or continuing service contract.

The minimum types and amounts of insurance inclusive of any amount provided by an umbrella or excess policy, shall be as follows:

- Workers' Compensation – The Contractor shall maintain coverage for its employees with statutory workers' compensation limits, and no less than the limits indicated in the Schedule of Limits (see below) for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of the County. The County will not accept elective exemptions. Any contractor using an employee leasing company shall complete the Leased Employee Affidavit (Exhibit A).

Required Endorsements:

- Waiver of Subrogation- WC 00 03 13 or its equivalent (Exhibit G)

- Commercial General Liability – The Contractor shall maintain coverage issued on an ISO form CG 00 01 or its equivalent, with a limit of liability of not less than the limits indicated in the Schedule of Limits (see below). Contractor further agrees coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Independent Contractors, Contractual Liability, or Separation of Insureds. The General Aggregate limit shall either apply separately to this Contract or shall be at least twice the required occurrence limit.

All projects with a Contract Amount greater than \$20,000,000 shall be written on a Designated Premises or Projects basis (Exhibit B). Commercial umbrella and excess coverage shall include liability coverage for damage to the Contractor's completed work equivalent to that provided under ISO Form CG 00 01 04 13.

Required Endorsements:

- Additional Insured- CG 20 10 04 13 and CG 20 37 04 13 or its equivalent (Exhibits E and F)

- Waiver of Subrogation- CG 24 04 05 09 or its equivalent

Note: If blanket endorsements are being submitted please include the entire endorsement. The policy number to which the endorsement applies shall be indicated directly on the endorsement.

- Business Automobile Liability - The Contractor shall maintain coverage for all owned; non-owned and hired vehicles issued on ISO form CA 00 01 or its equivalent, with limits of not less than the limits indicated in the Schedule of Limits (see below). In the event the Contractor does not own automobiles the Contractor shall maintain coverage for hired and non-owned auto liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Required Endorsements:

- MCS-90- for operations governed under Sections 29 & 30 of the Motor Carrier Act of 1980

Schedule of Limits:

Contract Amount	Workers' Comp/ Employers' Liability	General Liability	Automobile Liability
Up to \$10 million	Statutory/\$500,000	\$1,000,000	\$1,000,000
\$10 - \$20 million	Statutory/\$1,000,000	\$5,000,000	\$5,000,000

Over \$20 million To Be Determined by the County

- Pollution Legal Liability - The Contractor agrees to maintain Contractor's Pollution Legal Liability with a limit of not less than one million (\$1,000,000) per occurrence on a per-project basis.

- Builders' Risk - If this Contract includes: (1) construction of a new above-ground structure or structures, (2) any addition, improvement, alteration, or repair to an existing structure or structures, or (3) the installation of machinery or equipment into an existing structure or structures, the Contractor shall maintain builders' risk insurance providing coverage to equally protect the interests of the County, the Professional, the Contractor and subcontractors of any tier. Coverage shall be written on a completed value form (Exhibit C) in an amount at least equal to 100% of the estimated completed value of the project plus any subsequent modifications of that sum.

The coverage shall be written on an "all-risk" basis and shall, at a minimum cover the perils insured under the ISO CP 10 30 Special Causes of Loss Form (Exhibit D) and shall include property in transit and property stored on or off premises, which shall become part of the project. The Contractor agrees not to maintain a wind or flood sub-limit less than 25% of the estimated completed value of the project. The Contractor agrees any flat deductible(s) shall not exceed \$25,000, and any wind percentage deductible (when applicable) shall not exceed five-percent (5%). The coverage shall not be subject to automatic termination of coverage in the event the project/building is occupied in whole or in part, or put to its intended use, or partially accepted by the County. If such restriction exists the Contractor shall request that the carrier endorse the policy to amend the automatic termination clause to only terminate coverage if the policy expires, is cancelled, the County's interest in the project ceases, or the project is accepted and insured by the County.

- Professional Liability- If the construction method is "design-build" the Contractor agrees to maintain Professional Liability on a per-project basis. The Contractor agrees to provide coverage with limits and deductibles as prescribed below.

<u>Project Cost</u>	<u>Minimum Limit</u>	<u>Maximum Deductible</u>
\$0-1,000,000	50% of project cost subject to a minimum of \$100,000/occurrence	10% of project cost or \$25,000, whichever is smaller
\$1,000,000-5,000,000	\$1,000,000	\$100,000
over \$5,000,000	Determined by the County	

When a self-insured retention or deductible exceeds \$100,000 the County reserves the right to request a copy of the Contractor's most recent annual report or audited financial statement. For policies written on a "Claims-Made" basis the Contractor agrees to maintain a retroactive date prior to or equal to the effective date of this contract. In the event the policy is canceled, non-renewed, switched to occurrence form, or any other event which triggers the right to purchase a Supplemental Extended Reporting Period (SERP) during the life of this contract the Contractor agrees to purchase the SERP with a minimum reporting period of not less than two years. Purchase of the SERP shall not relieve the Contractor of the obligation to provide replacement coverage.

The Contractor shall be responsible for all risk of loss whether insured or not until final acceptance of the project by the County. The Contractor agrees to be fully and solely responsible for any costs or expenses resulting from a coverage deductible, co-insurance penalty, or self-insured retention; including any loss not covered because of the application of said deductible, co-insurance penalty, self-insured retention, or coverage exclusion or limitation. The County has the right to request that the Contractor procure and maintain a surety bond for any deductible amounts that exceed any amount stated herein in such amount and on such form that are acceptable to the County.

The County reserves the right, but not the responsibility to periodically review any and all policies of insurance and to reasonably adjust the limits and/or types of coverage required herein, from time to time throughout the term of this Contract. In such event, the County shall provide the Contractor written notice of such adjustments and the Contractor shall comply within thirty (30) days of receipt thereof. Any request for an exception to these insurance requirements must be submitted in writing to the County for approval.

The Contractor agrees to specifically include the County as an Additional Insured on the Commercial General Liability policy with a CG 20 37 – Additional Insured - Owners, Lessees or Contractors-Completed Operations (Exhibit E) or CG 20 10 – Additional Insured-Owners, Lessees or Contractors-Scheduled Person or Organization Endorsement, or their equivalent (Exhibit F). The Contractor shall also specifically include the County as an Additional Insured on any Commercial Umbrella or Excess policies unless the County is automatically defined under the policy as an Additional Protected Person. Additionally, the Contractor agrees to specifically include the County as an Additional Insured under the Contractor's Pollution Liability coverage (when applicable). The name of the organization identified in each Additional Insured endorsement's schedule shall read Orange County Board of County Commissioners.

The Contractor agrees by entering into this written Contract to provide a Waiver of Subrogation in favor of the County, Contractor, Professional, and sub-contractors of any tier for each required policy providing coverage during the life of this Contract. When required by the insurer, or should a policy condition not permit an endorsement, the Contractor agrees to notify the insurer and request that the policy(ies) be endorsed with a Waiver of Transfer of Rights of Recovery Against Others, or an equivalent endorsement. This Waiver of Subrogation requirement shall not apply to any policy, which includes a condition that specifically prohibits such an endorsement or voids coverage should the Contractor enter into such an agreement on a pre-loss basis.

Before execution of this Contract by the County and the start of any Work and for the duration of this Contract, the Contractor shall provide the COUNTY with current certificates of insurance evidencing all required coverage. The certificates shall clearly indicate that the Contractor has obtained insurance of the type, amount and classification as required for strict compliance with this insurance section. No material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the COUNTY. Certificates shall specifically reference the project title and contract number. The certificate holder shall read:

Orange County Board of County Commissioners
c/o Procurement Division
400 E. South Street
Orlando, Florida 32801

Prior to commencement of any Work performed by subcontractors (if any), the Contractor shall obtain certificates of insurance evidencing coverage from each of its subcontractors and shall furnish within five days, copies of said certificates upon request by the County. In addition to the certificate(s) of insurance the Contractor shall also provide a blanket or specific additional insured endorsement and all waivers of subrogation or transfer of rights of recovery endorsements for each policy.

Failure of the County to demand such certificate or other evidence of full compliance with these insurance requirements or failure of the County to identify a deficiency from evidence provided will not be construed as a waiver of the Contractor's obligation to maintain such insurance.

Indemnification:

Subject to the limitations in the third paragraph under this heading, the Contractor will defend, indemnify and hold harmless the County, its agents and employees from and against all liabilities, claims, damages, losses, costs and expenses (including attorney's fees) arising out of or resulting from the performance of the Work, provided that any such liability, claim, damage, loss, cost or expense:

- is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting there from and,
- is caused in whole or in part by any act or omission of the Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in whole or in part by a party indemnified hereunder.

The Contractor hereby acknowledges receipt of One Hundred Dollars (\$100) and other good and valuable consideration from the County as consideration for the indemnification provisions in this Contract.

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

The indemnification obligations of the Contractor under this section shall not extend to the liability of the Professional and its agents or employees arising out of the preparation or approval of maps, drawings, opinions, reports, surveys, change orders, designs or specifications, or the giving or the failure to give requested interpretations by the Professional and their agents or employees, provided such giving or failure to give is the primary cause of injury or damage.

The Contractor will defend, indemnify and hold harmless the County and anyone directly or indirectly employed by it from and against all claims, damages, losses and expenses (including attorney's fees) arising out of any infringement of patent rights or copyrights held by others during or after completion of the Work, and shall defend all such claims in connection with any alleged infringement of such rights.

Provided however, if this Contract is deemed by a court of competent jurisdiction to be a construction contract under Section 725.06, Florida Statutes, any obligation of the Contractor to defend, indemnify or hold harmless the County, its officers and employees shall be limited to an obligation to indemnify and hold harmless to the extent caused by the negligence, recklessness or intentionally wrongful conduct of the Contractor and persons employed or utilized by the Contractor in the performance of the Contract.

The indemnification provisions contained herein shall survive the termination of this Contract.

ARTICLE 9 - CONTRACTOR'S RESPONSIBILITIES

Supervision and Superintendence - The Contractor will supervise and direct the work efficiently and with his best skill and attention. He will be solely responsible for the means, methods, techniques, sequences and procedure of construction, unless otherwise specified. The Contractor will be responsible to see that the finished Work complies accurately with the Contract Documents. The Contractor will keep on the site at all times during its progress a competent, resident superintendent who shall not be replaced without written notice to the Project Manager. The superintendent will be the Contractor's representative at the site and shall have authority to act on behalf of the Contractor. All communications given to the superintendent shall be as binding as if given to the Contractor.

The Project Manager may require in writing that the Contractor remove from the Work any of Contractor's personnel that the Project Manager determines to be incompetent, careless or otherwise objectionable.

No claims for an increase in Contract Amount or Contract Time based on the Project Manager's use of this provision will be valid. Contractor shall indemnify and hold the County harmless from and against any claim by Contractor's personnel on account of the use of this provision.

Labor, Materials and Equipment - The Contractor will provide competent, suitable, qualified personnel to lay out the Work and perform construction as required by the Contract Documents. He will at all times maintain good discipline and order at the site. The Contractor will furnish all materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water and sanitary facilities and incidentals necessary for the execution, testing, initial operation and completion of the Work.

All materials and equipment will be new except as otherwise provided in the Contract Documents. If required by the Project Manager, the Contractor will furnish satisfactory evidence as to the kind and quality of materials and equipment furnished.

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

Substitute Material or Equipment - If it is indicated in the Specifications that the Contractor may furnish or use a substitute that is equal to any material or equipment specified, and if the Contractor wishes to furnish or use a proposed substitute, he will within thirty (30) days after the award of the Contract make written application to the Project Manager for acceptance of such a substitute, certifying in writing that the proposed substitute will perform adequately the duties imposed by the general design, be similar and of equal substance to that specified and be suited to the same use and capable of performing in an efficient and economic manner as that specified. The application will include sufficient information to allow the Project Manager to evaluate the substitutions.

The application will state the extent, if any, to which the review, acceptance, furnishing and installation of the proposed substitute will prejudice Contractor's completion of the Work within the Contract Time(s). If the cost of the review of the substitution is greater than that of the originally specified item, the Contractor will reimburse the County for all costs. County may require Contractor to furnish at Contractor's expense a special performance guarantee or other Surety with respect to any substitute. The benefit of lower cost items shall be shared between the County and Contractor as specified in the Instructions to Bidders. No substitute shall be ordered or installed without the written acceptance of the Project Manager who shall be the sole judge of acceptability.

Concerning Subcontractors - The Contractor will not employ any Subcontractor, other person or organization of the types referred to in Article 4 (whether initially or as a substitute) against whom the County or the Project Manager may have reasonable objections, nor will the Contractor be required to employ any Subcontractor against whom he has reasonable objection.

The Contractor will not make any substitution for any Subcontractor who has been accepted by the Project Manager, unless the County and the Project Manager determine that there is good cause for doing so.

The Contractor will be fully responsible for all acts and omissions of his Subcontractors and of persons directly or indirectly employed by them and of persons for whose acts any of them may be liable to the same extent that they are employed by him. Nothing contained in the Contract Documents shall create, nor be interpreted to create, privity or any other contractual relationship whatsoever between the County and any Subcontractor or any person except the Contractor, or any obligation on the part of the County to payor to see to the payment of any monies due any Subcontractor, except as may otherwise be required by law. The County may furnish to any Subcontractor, to the extent practicable, evidence of amounts paid to the Contractor on account of specific Work done. The divisions and sections of the Specifications and the identifications of any Drawings shall not control the Contractor in dividing the Work among Subcontractors or delineating the Work to be performed by any specific trade.

The Contractor agrees to bind specifically every Subcontractor to the applicable terms and conditions of the Contract Documents for the benefit of the County.

All Work performed for the Contractor by Subcontractors shall be pursuant to an appropriate agreement between the Contractor and the Subcontractor which shall contain provisions that waive all rights the contracting parties may have against one another for damages caused by fire or other perils covered by insurance held by the County as trustee. The Contractor will pay each Subcontractor a share of any insurance monies received by the Contractor under this insurance.

Patent Fees And Royalties - The Contractor will pay all license fees and royalties and assume all costs incident to the use of any invention, design, process or device which is the subject of patent rights or copyrights held by others.

Permits - The Contractor will secure and pay for all construction permits and licenses and will pay all governmental charges and inspection fees necessary for the prosecution of the Work which are applicable at the time of his Bid except those as may be identified in the Specifications. The Contractor will also pay all public utility charges except as provided for in the Contract Documents.

Laws and Regulations - The Contractor will give all notices and comply with all laws, ordinances, rules and regulations applicable to the work. If the Contractor observes that the Specifications or Drawings are at variance therewith, he will give the Project Manager prompt written notice thereof, and any necessary changes shall be adjusted by an appropriate Change Order. If the Contractor performs any Work knowing it to be contrary to such laws, ordinances, rules and regulations and without such notice to the Project Manager, he will bear all costs arising therefrom; however, it shall not be his primary responsibility to make certain that the Drawings and Specifications are in accordance with such laws, ordinances, rules and regulations.

Use Of Premises - The Contractor will confine his equipment, the storage of materials and equipment, and the operations of his workers to the areas permitted by law, ordinances, permits or the requirements of the Contract Documents and shall not unreasonably encumber the premises with materials or equipment.

The Contractor shall confine the operation of workmen and equipment, and the storage of materials and equipment to the County's property or to other non-County property or in public right-of-way areas indicated on the Contract Drawings as including work to be done pursuant to the Contract documents. In the event the Contractor desires to have access to the project site, or perform work or operations pertaining to the Contract on, over or from non-County property adjacent to the project site, the Contractor shall obtain written authorization to do so from the respective adjacent property owner(s) prior to using such property. Such written authorization shall include a provision whereby the property owner agrees to hold the County harmless, and to defend the County, in the event of any liability,

loss, injury, or claim incurred as a result of the Contractors work or operations involving the use of the adjacent non-County property.

The County shall be provided with a notarized, certified copy of such written authorization(s) before the Contractor commences work or operations or use of such property in connection with work or operations pursuant to this Contract.

Record Drawings - The Contractor will keep one record copy of all Specifications, Drawings, Addenda, Change Orders and Shop Drawings at the site in good order, and annotated and/or marked on a current basis to indicate the progress of the work done and to show all changes made during the construction process or conditions varying from the Bid Documents. These shall be available to the Project Manager for inspection throughout construction and shall be delivered to the Project Manager upon completion of the Work, but prior to final payment.

Safety And Protection - The Contractor will be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work. He will take all necessary precautions for the safety of and will provide the necessary protection to prevent damage, injury or loss to:

- A. All employees on the Project and other persons who may be affected thereby:
- B. All the Work and all materials or equipment to be incorporated therein, whether in storage on or off the site; and
- C. Other property at the site or adjacent thereto including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction.

The Contractor will comply with all applicable laws, ordinances, rules, regulations and orders of any public body or public or private utility service organization having jurisdiction for the safety of persons or property or to protect them from damage, injury or loss. He will erect and maintain, as required by the conditions and the progress of the Work, all necessary safeguards for safety and protection and, in addition, he will comply with all applicable recommendations of the Manual of Accident Prevention in Construction of the Associated General Contractors of America, Inc., and the Manual on Uniform Traffic Control Devices for Streets and Highways (MUTCD) and subsequent revisions and addenda as published by the U.S. Department of Transportation, Federal Highway Administration and adopted by the Florida Department of Transportation. He will notify owners of adjacent utilities when prosecution of the Work may affect them.

All damage, injury or loss to any property or all damage, disruption, discontinuance or other loss to any utility system or roadways referred to in Paragraph B. and C. caused directly or indirectly, in whole or in part by the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them, or anyone for whose acts any of them may be liable, will be remedied by the Contractor, except damage or loss attributable to the fault of the Drawings or the Specifications or to the acts or omissions of the County, and not attributable, directly or indirectly, in whole or in part, to the fault of negligence of the Contractor. The Contractor must also comply with the guidelines set forth in the Orange County Safety & Health Manual. The manual can be accessed online at the address below:

<http://www.orangecountyfl.net/VendorServices/OrangeCountySafetyandHealthManual.asp>

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The Contractor will designate a responsible member of his organization whose duty shall be the prevention of accidents at the site. **This person shall be the Contractor's superintendent unless otherwise designated in writing by the Contractor to the Project Manager.**

Emergencies - In emergencies affecting the safety of persons, the Work or property at the site or adjacent thereto, the Contractor, without special instruction or authorization from the Project Manager, is obligated to act at his discretion to prevent threatened damage, injury or loss. He will give the Project Manager prompt written notice of any significant changes in the Work or deviations from the Contract Documents caused thereby, and a Change Order shall thereupon be issued covering the changes and deviations involved. If the Contractor believes that additional Work done by him in an emergency which arose from causes beyond his control entitles him to an increase in the Contract Amount or an extension of the Contract Time, he may make a claim therefore as provided in Article 13.

Shop Drawing and Samples - After checking and verifying all field measurements, the Contractor will submit to the Project Manager for review, in accordance with the accepted schedule of Shop Drawing submission, five copies (or at the Project Manager's option, one reproducible copy) of all Shop Drawings, which shall have been checked by and stamped with the approval of the Contractor and identified as the Project Manager may require. The data shown on the Shop Drawings will be complete with respect to dimensions, design criteria, materials of construction and the like to enable the project manager to review the information as required.

The Contractor will also submit to the Project Manager for review with such promptness as to cause no delay in the Work, all samples required by the Contract Documents. All samples shall be checked by and stamped with the approval of the Contractor, identified clearly as to material, manufacturer, any pertinent numbers and the use for which intended.

At the time of each submission, the Contractor will in writing call to the Project Manager's attention to any deviations that the Shop Drawing or sample may have from the requirements of the Contract documents.

The Project Manager will review with reasonable promptness and take appropriate action with regard to Shop Drawings and samples, but its review shall be only for general conformance with the design concept of the Project and for compliance with the information given in the Contract Documents. The acceptance of a separate item as such will not indicate approval of the assembly in which the item functions.

The Contractor will make any corrections required by the Project Manager and will return the required number of corrected copies of Shop Drawings and re-submit new samples until accepted.

The Contractor's stamp of approval on any Shop Drawing or sample shall constitute a representation to the Project Manager that the Contractor has either determined and verified all quantities, dimensions, field construction criteria, materials, catalog numbers and similar data or he assumes full responsibility for doing so, and that he has reviewed or coordinated each Shop Drawing or sample with the requirements of the Work and Contract Documents.

No Work requiring a Shop Drawing or sample submission shall be commenced until the submission has been accepted by the Project Manager. A copy of each accepted Shop Drawing and each accepted sample shall be kept in good order by the Contractor at the site and shall be available to the Project Manager.

The Project Manager's acceptance of Shop Drawings or samples shall not relieve the Contractor from his responsibility for any deviations from the requirements of the Contract Documents, unless the Contractor has in writing called the Project Manager's attention to such deviation at the time of submission and the County and the Project Manager have given written acceptance to the specific deviation; nor shall any acceptance by the Project Manager relieve the Contractor from responsibility for errors or omissions in the Shop Drawing.

Each Shop Drawing or sample submittal or substitution request by the Contractor shall contain a reference identifying the applicable, specific Section of the Specifications to which it pertains. Submittals failing to comply with this provision shall be rejected and returned to the Contractor without review.

Each Shop Drawing or sample submittal or substitution request shall include the following stamped certification by the Contractor:

"The General Contractor has reviewed the Shop Drawing, sample or substitution submitted herewith and has determined and hereby certifies that in all respects this submittal is in full compliance and conformance with the Contract specifications, drawings and all other Contract requirements pertaining thereto".

Failure of the Contractor to include the above stated specification reference number or certification of compliance shall result in the rejection of the submittal. The Contractor will also submit within five (5) days of Contract Award to the Project Manager for acceptance all samples required by the Contract Documents. All samples will have been checked by and stamped with the approval of the Contractor, identified clearly as to material, manufacturer, any pertinent numbers and the use for which intended.

In the event that the Contractor, or anyone working for or on behalf of the Contractor on this project, should commence or do any work requiring submission of a Shop Drawing or sample, or involving a substitution or an "or-equal" request without having such submittal accepted by the County in writing, then the Contractor is advised that any and all such work will be done at its risk and is subject to rejection and/or removal at the Contractor's expense and at no additional cost to the County if applicable Shop Drawing, sample, substitution, "or-equal" or other submittal is not accepted.

Further, the Contractor will not receive "progress" or "final" payment for any and all work commenced or done which requires, but has not received acceptance of Shop Drawings, samples, substitution requests, or "or-equal" requests or any other required submittal, nor will the Contractor receive "progress" or "final" payment for any and all work that has been determined by the Professional or the County's Project Manager not to be in compliance or conformance with the established Contract requirements, Contract change orders, written directives, written clarifications provided to the Contractor, or accepted Shop Drawings, accepted samples, accepted substitutions, or accepted "or-equals".

Cleaning Up - The Contractor will keep the premises free from accumulations of waste materials, rubbish and other debris resulting from the Work; at the completion of the Work he will remove all waste materials, rubbish and debris from and about the premises as well as all tools, construction equipment and machinery, and surplus materials, and will leave the site clean and ready for occupancy by the County.

The Contractor will restore to their original condition those portions of the Site not designated for alteration by the Contract Documents. If at any time during construction of this project, the Contractor fails to clean up on a daily basis, the County may do so. All costs associated with the County's cleanup activities on behalf of the Contractor shall be deducted from amounts due to the Contractor.

ARTICLE 10 – WORK BY OTHERS AND UTILITY COORDINATION

Work by Others – The County may perform additional work related to the project by itself, or it may let other direct contracts which shall contain general conditions similar to these. The Contractor will afford the other contractors who are parties to such direct contracts (or the County, if it is performing the additional work itself), reasonable opportunity for the introduction and storage of materials and equipment and the execution of work, and shall properly connect and coordinate his Work with theirs.

Should the contract entail relocation of facilities not a part of this Contract, the Contractor will coordinate and cooperate with the applicable entity responsible for this portion of the work.

If any part of the Contractor's Work depends (for proper execution of results) upon work of any such other Contractor (or the County), the Contractor will inspect and promptly report to the Project Manager in writing any defects, deficiencies or delays in such work that render it unsuitable for such proper execution and results.

The Contractor's failure to report shall constitute an acceptance of the other work, except as to defects, deficiencies and delays which may appear in the other work after the execution of the work.

The Contractor will do all cutting, fitting and patching of his Work that may be required to make its several parts come together properly, and fit it to receive or be received by such other work. The Contractor will not endanger any work of others by cutting, excavating or otherwise altering such other work and will only cut or alter such other work with the written consent of the Project Manager.

If the performance of additional work by other Contractors or the County is not noted in the contract documents prior to the execution of the Contract, written notice thereof shall be given to the Contractor prior to starting any such additional work. If the Contractor believes that the performance of such additional work by the County or others involves him in additional expense or entitles him to an extension of the Contract Time, he may make a claim therefore as provided in Article 13.

Utility Coordination – Section 337.401 (1), Florida Statutes and other applicable law allows utility owners to install and maintain along, above, under, across or on any road or right-of-way any electric transmission or distribution facilities, telephone, telegraph, pole lines, poles, railway structures, ditches, sewers, water, heat, gas mains, pipelines, fences, gasoline tanks and pumps, waterlines, gas lines, wire lines, utility service connections, water and gas meter boxes, valve boxes, light standards, cable lines, cable ways, signals, signal boxes, and all other utility installations, improvements and utility appurtenances to be installed and maintained in the right-of-way.

The Contractor understands and agrees that the lands upon which the Work is to be performed consists of prior existing right-of-way, as well as, recently acquired right-of-way. The Contractor acknowledges and agrees that utility installations and appurtenances are located within the limits of the planned construction Work. The utility installations and appurtenances may be in conflict with the Contractor's Work or require relocation or adjustments. All utility conflict resolutions, relocations, or adjustments are to be moved by the utility owners at their expense, unless otherwise provided in the Contract documents.

The Contractor, by submission of a bid, agrees that prior to bid he has studied, performed field inspections, and evaluated all potential utility conflicts, the locations of permanent and temporary utility appurtenances in their present and relocated positions as may be shown on the plans. The Contractor acknowledges and agrees that the Contractor's bid has considered all potential utility conflicts, the locations of permanent and temporary utility appurtenances in their present and relocated positions including those shown on the plans, not shown on the plans, and those identified during the Contractor's pre-bid study or that should have been identified during the Contractor's field inspections, and evaluation of the limits of the planned construction Work.

The design Professional may show surface or subsurface utility conflicts, relocations, or adjustments in the drawings and plans. The surface and subsurface utility information shown in the drawings and plans was obtained and used by the design Professional to establish design criteria for the design plans. The accuracy as to location and the identification of all surface or subsurface utility information is not warranted or guaranteed and is not to be construed as part of the construction plans governing the construction Work. The Contractor shall solely make his own determinations as to surface and subsurface conditions.

The Contractor shall be solely responsible for utility coordination including all utility conflict resolutions, relocations, and adjustments. The concept of "utility coordination" means that the Contractor shall, at a minimum:

- A. Investigate both subsurface and aboveground conditions to identify potential conflicts far enough in advance of his planned construction operations to allow the Contractor to coordinate with utility owners and responsible parties any necessary conflict resolutions, relocations, or adjustments such that they can occur without delay to the Contractor's operations and Progress Schedule.
- B. Conduct regularly scheduled Utility Coordination Meetings with all affected utilities, and shall maintain detailed minutes of the discussions.
- C. Contact all utility owners in advance of any needed conflict resolutions, relocations, or adjustments.
- D. Contact the Project Manager as to all Contractor scheduled utility conflict resolutions, relocations, or adjustments.
- E. Schedule all work to be performed by the utility owners related to utility conflict resolutions, relocations, or adjustments.

- F. Schedule all work to be performed by the utility owners so as not to delay or disrupt in any way the Contractor's own performance of the Contractor's Performance Schedule.
- G. Assure the proper connection of the Contractor's Work with the work of the utility owners.
- H. Assure that the schedule, contacts, and proper connections between the Contractor's Work and the utility owner's work harmonize the work of both in a common action to achieve resolution of utility conflicts, relocations, and adjustments.
- I. Contractor shall, at no cost to the County, adjust the project schedule to allow the work to proceed in such a manner that delays to the progress of the work are minimized.

As discussed more fully in Article 17, delays to the Contractor's Progress Schedule resulting from the resolution of utility conflicts, relocations, and adjustments to utilities will not be considered as the basis for granting a change in Contract Amount or Contract Time.

ARTICLE 11 - PROJECT OWNER STATUS DURING CONSTRUCTION

The Contractor shall provide the following information to all subcontractors and suppliers:

County's Representatives - The Project Owner shall be the Board of County Commissioners. The Board shall be represented by the Project Manager listed below during the construction period:

Manager, Solid Waste Division, or designee, Jim Flynt
Address: 5901 Young Pine Road, Orlando, FL 32829
Phone: 407-836-6600

ARTICLE 12 - CHANGES IN THE WORK

Without invalidating the Contract, the County may, at any time or from time to time, order additions, deletions or revisions in the Work authorized by written Change Orders or directive. Upon receipt of a Change Order, the Contractor will proceed with the work involved. All such work shall be executed under the applicable conditions of the Contract documents. If any Change Order causes an increase or decrease in the Contract Amount or any extension or shortening of the Contract Time, an equitable adjustment will be made as provided in Article 13.

Additional Work performed by the Contractor without authorization of a Change Order will not entitle him to an increase in the Contract Amount or any extension of the Contract Time, except in the case of an emergency as provided in Article 9.

It is the Contractor's responsibility to notify his Surety of any changes affecting the general scope of the Work or change of the Contract Amount and the amount of the applicable bonds shall be adjusted accordingly, and an amended bond document furnished to the County.

In the event the County directs the Contractor to make a change in the Work, and if the County and the Contractor do not arrive at a mutually acceptable increase or decrease in the Contract Amount, the Contractor shall not use any such lack of mutual acceptance as a basis or cause to stop or otherwise delay the progress or the execution and completion of any of the work ordered, directed or required pursuant to the Contract Documents.

If the Contractor believes an event or situation has occurred which justifies a change in the Contract Amount or Contract Time, he shall deliver a written notice to the Project Manager. Each such written notice shall be delivered promptly, and in any event no later than 15 days after the Contractor first discovered the occurrence. The Contractor shall be deemed to have waived the right to collect any and all costs incurred more than 15 days prior to the date of delivery of the written notice, and shall be deemed to have waived the right to seek an extension of the Contract Time with respect to any delay in the Progress Schedule which accrued more than 15 days prior to the date of delivery of the written notice.

Any such notice shall include sufficient detail to explain the basis of entitlement to a claim for an adjustment to the Contract Amount or Contract Time. When requested by the Project Manager, the Contractor shall furnish any additional information and details as may be required to determine the facts or allegations involved, which shall be provided within fifteen (15) days of the request unless a longer time period is allowed by the Project Manager.

The Contractor shall prepare proposals detailing proposed adjustments to Contract Amount and/or Contract Time in accordance with Article 13 and submit them to the Project Manager within 15 days of the County's issuance of a proposed Change Order or the Contractor's submitting a written notice of a change or claim for an adjustment to the Contract Amount or Contract Time. Contractor's proposals shall be irrevocable for a period of at least sixty (60) days after receipt by the County. Any delay in the submittal of a complete, adequate and acceptable proposal will not justify an increase in Contract Amount or Contract Time. Contractor agrees that it shall give the County access to any and all of Contractor's and Subcontractors' books, records and other materials relating to proposed Change Orders and other claims for adjustment to Contract Amount or Contract Time.

ARTICLE 13 - CHANGE OF CONTRACT AMOUNT AND CONTRACT TIME

Contract Amount - The Contract Amount constitutes the total compensation payable to the Contractor for performing the Work. All duties, responsibilities and obligations assigned to or undertaken by the Contractor shall be at his expense without change in the Contract Amount. The Contract Amount may only be changed by written Change Order issued by the County. Any claim for an increase in the Contract Amount shall be in writing and delivered to the Project Manager within fifteen (15) days of the occurrence of the event giving rise to the claim.

All claims for adjustment in the Contract Amount shall be determined by the Project Manager. However, no claim for an adjustment to the Contract Amount will be considered for unforeseeable causes that were beyond the fault or negligence of the Contractor or his Subcontractors or supplier such as acts of God, floods, riots, etc. This restriction does not restrict submission of claims for additional Contract Time due to events of this nature. Any change in the Contract Amount shall be incorporated in a Change Order.

Proposals or Claims Substantiating Adjustments; Limitations:

- A. Contractor proposals or claims shall cover all aspects of the Work involved and shall be fully documented and itemized as to all costs, quantities and charges for overhead and profit. Amounts for Subcontractors or Suppliers at any tier shall be similarly supported. When determining Subcontractors' costs, the methods to be Used shall be those used for the Contractor's costs, except that the term "Subcontractor" shall replace the term "Contractor," context permitting.
- B. Where the change in Contract Amount arises from changes in the time required to perform any Work, or where a change in Contract Time is sought, the Contractor's itemized estimates shall detail all productivity and production data, and include an analysis of the Record Schedule demonstrating the schedule status just before and after the occurrence of events on which the request is based (thereby showing the extent of delay resulting from the event involved) and any measures taken or planned to mitigate the impacts.
- C. Neither the Contract Time nor Contract Amount shall be changed due to a delay in Contractor's early completion date until all the corresponding Contract Float available in the Record Schedule at the start of the delay is used and performance of the specified Work extends necessarily beyond that Contract Time. The Contractor shall not recover from the County (a) acceleration costs incurred to overcome delays which warrant extensions in Contract Time but exclude changes in Contract Amount, (b) escalation costs for any part of the Work having Contract Float or not delayed beyond the late dates in the Record Schedule, or (c) delay costs not expressly allowed in General Conditions Article 13 as supplemented.
- D. Changes in Contract Amount for extensions in Contract Time shall exclude costs that are unaffected or do not relate to the extension in Contract Time, such as: (a) operating costs of construction equipment assigned to the Work on a continuing basis, (b) operating costs and owned/rental costs of construction equipment (crane used for specific lifts, concrete pump used for specific pours, etc.), and (c) fully paid site facilities, tools, etc.

The value of any Work covered by a Change Order or of any claim for an increase or decrease in the Contract Amount shall be determined in one of the following ways:

- A. Where the Work involved is covered by unit prices contained in the Contract Documents, by application of unit prices to the quantities of the items involved.

If the quantities originally contemplated are so changed in a proposed Change Order, that application of the Unit Prices to the quantities proposed will cause substantial inequity to the County or the Contractor, the applicable unit price(s) shall be equitably adjusted by mutual agreement.

- B. By mutual acceptance of a lump sum.
- C. By cost and mutually acceptable fixed amount for overhead and profit.
- D. If the value of work covered by a Change Order cannot be established or mutually agreed to utilizing any of the above three methods, the value shall be determined by the County on the basis of an estimate of the out-of-pocket cost and percentages that are acceptable to the County for overhead and profit. The out-of-pocket cost shall only include those direct costs which are needed to perform the work such as labor (including payroll taxes, fringe benefits, labor burden and workers' insurance), materials, equipment, and other incidental out-of-pocket construction costs directly involved in the work, including but not limited to small tools, expendables and material costs but shall not include project management or project supervisory costs unless the Change Order includes an increase in the Contract time.

Methods for Determining Adjustments in Contract Amount:

- A. If the County directs the Contractor to proceed with the Work involved pursuant to actual out-of-pocket costs plus contractual allowances for overhead and profit and states a Not-to-exceed price, Contractor claims for costs, overhead or profit beyond the Not-to-exceed price shall be invalid, unless, prior to incurring those costs, overhead or profit Contractor provides written notice and County increases the Not-to-exceed price in writing..
- B. If payment for the Work involved is to be determined by a court of law, it is agreed by the Contractor that the actual out-of-pocket cost and overhead and profit method contained in the General and Supplemental Conditions shall represent an appropriate method for determining the cost and overhead and profit for the Work involved.
- C. In computing Cost of the Work involved in a Change Order or claim, costs shall be allowable only to the extent costs (a) are consistent with those prevailing in the Orlando Metropolitan Statistical Area (which includes Orange, Seminole, Lake and Osceola Counties) and with applicable criteria set forth in 48 CFR Part 31 (federal contract cost principles and procedures), (b) include only the appropriate items for labor, material or equipment, construction equipment and special cost items specified in General Conditions Articles 13.

In such case, the Contractor will submit in the form prescribed by the County an itemized cost breakdown together with supporting data.

The amount of credit to be allowed by the Contractor to the County for any such change which results in a net decrease in cost, will be the amount of the actual net decrease as determined by the County. When both additions and credits are involved in any one change, the combined overhead and profit shall be figured on the basis of the net increase, if any.

To be eligible for consideration, the Contractor's written claim for a change in the Contract price, including claim(s) from sub-contractors, shall include an itemized cost breakdown with supporting data as described below:

- A. For labor: Provide written documentation from the Contractor and Subcontractors or others as appropriate in the form of a detailed breakdown by each labor classification involved indicating the number of hours of Work involved and the hourly payroll rate applicable to each to substantiate the basis and amount of the direct labor cost. The direct labor cost may be increased to provide an allowance for indirect payroll costs (labor burden), such as payroll taxes, fringe benefits, and workers insurance after all premium discounts, rebates and other appropriate reductions have been taken.

Allowable labor costs shall be limited to craft labor (including foremen) in the direct employ of the Contractor (or Subcontractor) assigned to the site and engaged in furnishing and incorporating materials or equipment in the Work involved in the Change Order or Claim.

When determining actual payroll costs, daily time sheets certified by the Contractor and verified by the Project Manager along with certified payroll records shall be the valid records.

- B. For material, supplies, equipment, furnishings, etc., to be installed or included in the Work: Provide written documentation from the Contractor and Subcontractors, suppliers, etc., to substantiate the basis and amount of the various cost items involved. Material costs shall reflect the Contractor's reasonably anticipated net actual cost after consideration of trade discounts and volume rebates.
- C. For construction equipment: Provide written documentation in the form of a detailed breakdown by each construction equipment category indicating, the applicable unit rates (i.e., \$'s per hour, \$'s per day etc.,) and the number of hours, days, etc. to substantiate the basis and amount of the construction equipment out-of-pocket costs.
- D. Special cost items (any out-of-pocket cost items not considered to be material, labor or construction equipment as set forth above including but not limited to small tools and expendables): Provide written documentation in the form of a detailed breakdown or itemization of the costs, fees, charges, hours, hourly rates, etc., to clarify, document and substantiate the basis and amount of the out-of-pocket cost. Special cost items due to the Work or a delay involved in a Change Order or Claim may include a proportion of the following indirect costs, to the extent those indirect costs increase or decrease on account of (a) the Cost of the Work involved for labor, Subcontractor or Supplier furnished materials or equipment, or (b) an extension in Contract Time as follows (provided that no cost shall be paid for holidays or weather days during the delay):
 1. Payroll costs for the Contractor's full-time superintendent and payroll costs for other personnel in the employ of the Contractor resident (engaged in activities) at the site if those costs arise solely from an extension in Contract Time;

2. Costs of small tools and expendables (less market value if not consumed) of items individually valued at less than \$1,000.00 that are not owned by the workers, if the Contractor provides an itemized list of items required for the performance of the Work involved; however, no such costs shall be allowed over 4% of the direct labor costs, unless the Contractor furnishes detailed data sufficient to allow verification that a higher percentage is appropriate for the Work involved;
3. Costs of office and temporary facilities at the site, including utilities, fuel and sanitary facilities, telephone and internet service at the site, materials, supplies, equipment, other minor expenses (e.g. expressage and petty cash), if those costs arise solely from an extension in Contract Time;
4. Costs of consultants not in the direct employ of the Contractor, if those costs are or were authorized by the County before proceeding with the Work involved;
5. Taxes on the Work involved, and for which the Contractor is liable; and royalty payments and charges and fees for permits, if any of them relate solely to the Work involved;
6. Physical losses, damages and expenses to the Work, not compensated by property insurance, or otherwise to be sustained by the Contractor in the prosecution of the Work (except losses and damages within the deductible amounts of property insurance, if any), but only if the losses, damages and expenses result from the fault or negligence of the County, or
7. Bond premiums and insurance premiums not included as part of the indirect labor cost, if they relate solely to the Work involved.

E. Construction Equipment Costs:

1. For equipment owned by Contractor (or Subcontractor) or rented or leased from lessors associated with or owned by them, allowable costs shall be limited to equipment required for the Work involved in a Change Order or claim with individual replacement values exceeding \$1,000.00. Transportation, loading/unloading, installation, dismantling and removal costs shall be allowed only if prior written consent is obtained from the Project Manager, and if the equipment is, or was, transported to the site solely for the Work involved. Shipping costs will be allowed only if the equipment is not available in the Orlando Metropolitan Statistical Area.

Contractor shall be entitled to ownership and operation costs of the equipment based on the Contractor's normal accounting practices, but in no event shall equipment ownership or operation costs exceed the applicable hourly rates listed in the "Cost Reference Guide," published by Prism Business Media. For multiple shifts, the equipment rate shall not exceed the shift Work adjustments recommended in the referenced Cost Guide.

Equipment costs shall be computed using the same accounting and estimating rules and prices, whether related to added or deleted Work, and shall cease when the equipment is no longer needed for the Work involved.

2. For equipment rented or leased from lessors not associated with or owned by the Contractor (or Subcontractor), the Contractor shall be entitled to rental or lease rates, but in no event shall the rates or hourly operating costs exceed applicable rates in the Rental Rate "Blue Book" published by Prism Business Media. The equipment rate for second or third shifts shall not exceed fifty percent (50%) of the base rate. Hourly rates for equipment previously in use at the site for at least a month shall be based on the monthly rate divided by 176 hours. Equipment previously in use for only one week or not previously in use at the site shall not be invoiced to the County at rates higher than the following schedule correlating equipment usage to payment category:

Less than 8 hours	Hourly Rate
1 day but less than 7 days	Daily Rate
1 week but less than 30 days	Weekly Rate
30 days or more (when in use)	Monthly Rate

3. Rented (or owned) equipment idled by actions of the County *for* reasons under the sole control of the County shall be paid as rented equipment (or as one-half of owned equipment), provided the idle period exceeds what is normal for such equipment and occurs during normal working hours.

When determining actual construction equipment costs, daily logs of the equipment, operators and actual usage, verified by the Project Manager, shall be the valid records.

With respect to the allowances for overhead and profit the following schedule shall be used in determining the total cost of any Work covered by a Change Order or of any claim for an increase or decrease in the Contract price:

- A. For the Contractor, for Work (i.e., the cost of labor, materials and construction equipment as described above) performed by the Contractor's own forces; 15% of the cost.
- B. For the Contractor, for the Work performed by the Contractor's Subcontractor; 7 ½% of the amount due the Subcontractor.
- C. For each Subcontractor involved, for Work performed by that Subcontractor's own forces 7 ½% of the cost.
- D. For each Subcontractor, for Work performed by the Subcontractor's Sub-Subcontractor's 5% of the amount due the Sub-Subcontractor.
- E. Cost to which overhead and profit is to be applied shall be determined in accordance with provisions of this Article 13.
- F. The Cost of the Work involved in a Change Order or claim shall not include any of the following costs (considered administrative costs or contingencies covered by the overhead and profit):

1. Payroll costs and other compensation of (a) executives, general and administrative managers, estimators, claim consultants, attorneys, accountants, labor relation coordinators, contract and subcontract administrators, purchasers, expeditors and other administrative staff, whether employed at the site or in the Contractor's (or Subcontractor's) principal or branch offices; and (b) project managers, construction managers, engineers, architects, schedulers, detailers, safety personnel, clerks and other administrative staff employed in his principal or branch offices;
2. Costs in the preparation of Change Orders or claims (whether or not ultimately authorized by the County);
3. Costs of engineers, architects, accountants, consultants, attorneys and others, in the direct employ of the Contractor or otherwise, utilized for services related to a controversy or claim about the acceptability of the Work;
4. Any part of the Contractor's capital expenses, including interest on capital for the Work involved, lost interest on unpaid retainage, and charges for delinquent payments;
5. Any other expenses of the Contractor's principal and branch offices, including storage and yard facilities; and any costs not specifically and expressly allowed in General Conditions Article 13 as supplemented.

If deemed necessary, the overhead and profit allowance schedule shown above may be adjusted by the Project Manger.

Cash Allowances - It is understood that the Contractor has included in the Contract Amount any allowances so named in the Contract Documents and shall cause the Work so covered to be done by such Suppliers or Subcontractors and for such sums within the limit of the allowances as the County may accept. Prior to final payment, the Contract Amount shall be adjusted as required and an appropriate Change Order issued. The Contractor agrees that the original Contract amount includes such sums as he deems proper for cost and profit on account of cash allowances. No demand for additional cost or profit in connection therewith will be allowed.

Change of Contract Time - The Contract Time may only be changed by written Change Order. Any claim for an extension in the Contract Time shall be in writing and include an analysis of the Progress Schedule as further described in the Specifications, and shall be delivered to the Project Manager within fifteen (15) days of the occurrence of the event giving rise to the claim.

All claims for adjustment in the Contract Time shall be determined by the Project Manager. Any change in the Contract Time resulting from any such claim shall be incorporated in a Change Order.

The Contract Time may be extended for an amount equal to time lost due to unforeseeable causes beyond the control of the Contractor (and his Subcontractors and Suppliers) if he makes a claim therefore. Such delays shall include, but not be restricted to, acts or neglect by any separate Contractor employed by the County; fires; floods; labor disputes; epidemics or acts of God.

All time limits stated in the Contract Documents are of the essence to the Contract. The stated time limits are agreed to be adequate to complete the work, including the procurement, manufacture and delivery of all material and equipment required, and account for any and all potential impact, delays, disruptions and costs that may be expected.

ARTICLE 14 - CONDITION OF MATERIALS AND PACKAGING:

In instances where the Specifications, (Part H) make this subject applicable (and unless otherwise indicated), all goods and items offered for sale and/or shipped by the Contractor pursuant to the requirements imposed upon said Contractor by this bid package, will be new and in first class condition; all related containers being new and suitable for storage and shipment; all prices including the cost of standard commercial packaging. Contractors will be solely responsible for making any and all claims against carriers as concerns missing or damaged items.

ARTICLE 15 - ASBESTOS FREE MATERIALS:

Project is to be constructed with asbestos free materials. A written, notarized statement on company letterhead is to be submitted with the final payment request. Final payment shall be withheld until such statement is submitted.

Contractor shall agree that if materials containing asbestos are subsequently discovered at any future time to have been included in the construction done by the Contractor or any of its Subcontractors or agents and were not specified in the design or required by the Contract document, Contractor shall be liable for all costs related to the abatement of such asbestos and damages or claims against the County.

ARTICLE 16 – WARRANTY AND GUARANTEE, ACCEPTANCE OF DEFECTIVE WORK

Warranty and Guarantee - The Contractor warrants and guarantees to the County that all materials and equipment will be new unless otherwise specified and that all Work will be of good quality, free from faults or defects and in accordance with the requirements of the Contract Documents including any required inspections, tests or approvals. All unsatisfactory Work, all faulty Work, and all Work not conforming to the requirements of the Contract Documents or such inspections, tests or approvals shall be considered defective. Prompt notice of all defects shall be given to the Contractor. All defective Work, whether or not in place, may be rejected, corrected or accepted as provided in this Article. All warranty and guarantee coverage periods shall commence from the Final Completion date of the project as determined by the Project Manager. The coverage commencement date of warranties and guarantees shall, in accordance with the provisions stated above, be entered on each warranty or guarantee document.

However, in the event the coverage commencement date entered on the warranty or guarantee document is not in accordance with the provisions stated above, the coverage commencement date shall nonetheless be the date determined by applying the provisions stated above.

Tests and Inspections - If the Contract Documents, laws, ordinances, rules, regulations or order of any public authority having jurisdiction require any Work to specifically be inspected, tested or approved by someone other than the Contractor, the Contractor will give the Project Manager timely notice of readiness therefore. The Contractor will furnish the Project Manager with the required certificates of inspection, testing or approval. All such tests will be in accordance with the methods prescribed by the American Society for Testing Materials or such other applicable organizations as may be required by law or the Contract Documents.

If any such Work required to be inspected, tested or approved is covered without written approval of the Project Manager, it must, if requested by the Project Manager, be uncovered for observation at the Contractor's expense. The cost of all such inspections, tests and approvals shall be borne by the Contractor unless otherwise provided. Neither observations by the Contractor nor inspections, tests or approvals by persons other than the Contractor shall relieve the Contractor from his obligations to perform the Work in accordance with the requirements of the Contract Documents.

Access To The Work - The Project Manager and his representative and other representatives of the County and the Professional will at all times have access to the Work. The Contractor will provide proper facilities for such access and observation of the Work and also for any inspection or testing thereof by others.

Uncovering Work - If any Work is covered contrary to the request of the Project Manager it must, if requested by the Project Manager be uncovered for observation and replaced at the Contractor's expense. If any Work has been covered which the Project Manager has not specifically requested to observe prior to its being covered, or if the Project Manager considers it necessary or advisable that covered Work be inspected or tested by others, the Contractor, at the Project Manager's request, will uncover, expose or otherwise make available for observation, inspection or testing as the Project Manager may require, that portion of the Work in question, furnishing all necessary labor, material and equipment. If it is found that such Work is defective, the Contractor will bear all the expense of such uncovering, exposure, observation, inspection and testing, and of satisfactory reconstruction. If, however, such Work is not found to be defective, the Contractor will be allowed an increase in the Contract amount or an extension of the Contract Time, or both, directly attributable to such uncovering, exposure, observation, inspection, testing and re-construction, if he makes a claim therefore as provided in Article 13.

Notice to Cure - If the County determines the Work is defective or deficient; if the Contractor fails to supply sufficient skilled workers or suitable materials or equipment; if the Contractor fails to make prompt payments to Subcontractors for labor, materials or equipment; if the work is not progressing in a safe, orderly or well coordinated manner; or if the general progress and/or quality of the work is not adequate to ensure continuation or completion of the work in accordance with the Contract completion time requirements, then the Procurement Division Manager shall issue a notice to cure, giving the Contractor a specific period of time

(1) in which to submit to the Project Manager a written Plan of Action including a schedule setting forth a plan by which the deficiencies will be corrected, and (2) a specific period of time in which to correct the deficiencies.

If the Contractor does not submit a Plan of Action to indicate how and when the deficiencies indicated in the notice to cure will be cured within the specified time frame that is acceptable to the Project Manager, and if those deficiencies are not corrected within that time frame, then the County shall take further action, up to and including Contract termination. The Contractor shall not be entitled to any delay claims as a result of the County's issuance of the notice to cure.

Correction or Removal of Defective Work - If required by the Project Manager prior to approval of final payment, the Contractor will, promptly, without cost to the County and as specified by the Project Manager, either correct any defective Work whether or not fabricated, installed or completed or, if the Work has been rejected by the Project Manager, remove it from the Site and replace it with non-defective Work.

If the Contractor does not correct such defective Work or remove and replace such rejected work within a reasonable time, or as specified in a written notice from the Project Manager, the County may have the deficiency corrected or the rejected work removed and replaced. All direct and indirect costs of such correction or removal and replacement shall be paid by the

Contractor. The Contractor will also bear the expense of making good all work of others destroyed or damaged by this correction, removal or replacement of his defective Work.

One (1) Year Correction Period - The Contractor shall be responsible for the timely correction of any deficiencies in the work for a period of one (1) year after final acceptance or such longer period of time as may be prescribed by law or by any other terms required by the Contract. The Contractor will promptly without cost to the County and in accordance with the Project Manager's written instructions either correct such defective Work or, if it has been rejected by the Project Manager, remove it from the site and replace it with non-defective Work. If the Contractor does not promptly comply with the terms of such instructions, the Project Manager may have the defective Work corrected or the rejected Work removed and replaced. All direct and indirect costs of such removal and replacement will be paid by the Contractor.

Acceptance Of Defective Work - If, instead of requiring correction or removal and replacement of defective Work, the Project Manager prefers to accept it, then he may do so. In such case, if acceptance occurs prior to approval of final payment, a Change Order shall be issued incorporating the necessary revisions in the Contract Documents including an appropriate reduction in the Contract amount. If the acceptance occurs after approval of final payment, the appropriate amount shall be paid by the Contractor to the County.

Neglected Work By Contractor - If the Contractor should neglect to prosecute the Work in accordance with the Contract Documents, including any requirements of the progress schedule, the County may, after reasonable written notice to the Contractor and without prejudice to any other remedy it may have, make good such deficiency and the cost thereof shall be charged against the Contractor. A Change Order shall be issued incorporating the necessary revision in the Contract Documents including an appropriate reduction in the Contract Amount. If the payments then or therefore due the Contractor are not sufficient to cover such amount, the Contractor will pay the difference to the County.

Notice is hereby given that the County will retain and pay for an independent materials testing laboratory to perform certain tests as follows:

- a. Initial concrete test cylinder making and testing (concrete mix design will be by Contractor).
- b. Initial earthwork compaction.
- c. Initial in-place testing of sub-grade, sub-base and base for roadways including thickness and compaction (soil cement design will be by Contractor). The County reserves the right to perform any other tests it deems necessary to ensure that any all construction is adequate for the purposes intended and meets all applicable criteria.
- d. Subsequent tests required after the initial tests to verify compliance with the Contract Documents in areas failing the initial tests shall be paid for by the Contractor by back charge to subsequent applications for payment.

The Contractor will perform and pay for all material testing and other testing specified in the Contract Documents and as stated in paragraphs a. through e. above. The purpose of performing these tests is to verify compliance with the specifications as set forth in the Contract Documents.

ARTICLE 17 – DELAYS AND EXTENSION OF TIME

County Obligation – The County owes no duty, obligation, damages, change in Contract Amount, or liability to Contractor as a result of any delay, interference, suspension or other event which may impact Contractor’s progress schedule of its contract.

Extension of Time Sole Remedy – Should Contractor’s performance, in whole or in part, be interfered with, delayed, re-sequenced, disrupted, or be suspended in the commencement, prosecution or completion, for reasons beyond Contractor’s control, and without any fault or negligence on its part contributing thereto, Contractor’s sole remedy shall be an extension of Contract Time in which to complete the Contract.

Contract Time Extension – The County may grant an extension of Contract Time when a controlling item of work on the critical path of Contractor’s progress schedule is delayed by factors not reasonably anticipated or foreseeable at the time of bid. Such time extension may be allowed only for delays occurring during the time for performance set forth in the progress schedule. Extensions of Contract Time will not be granted for delays due, in whole or in part, to the fault or negligence of Contractor or any entity or person for whom Contractor is responsible.

Utility Conflicts, Relocation, and Adjustment Delays – The Contractor is solely responsible for the coordination and resolution of all utility conflicts, relocations, and adjustments. Delays resulting from the resolution of utility conflicts, relocations, and adjustments to utilities will not be considered as the basis for granting a change in Contract Amount or Contract Time.

Limitation on Damages – In the event the provision regarding an extension of time as being the sole remedy, see above, is not legally enforceable and Contractor is not limited to the sole remedy of an extension of time,

Contractor shall not under any circumstances be allowed to recover any of the following items of damage against the County: (1) profit; (2) loss of profit; (3) work inefficiencies; (4) loss of productivity; (5) overtime premiums; (6) escalation; (7) home office overhead, including but not limited to costs of any kind for home office personnel; (8) indirect damages; and (9) consequential damages, including but not limited to loss of bonding capacity, loss of bidding opportunities, and insolvency.

ARTICLE 18 - PAYMENT AND COMPLETION

Schedule of Values – The Contractor shall submit a schedule of values for the work including quantities and unit prices totaling the total Contract Amount no later than twenty (20) days after receipt of the Notice to Proceed and prior to commencing Work on the project. The schedule of values shall be in a form satisfactory to the County.

The schedule of values shall subdivide the Work into sufficient detail to serve as the basis for progress payments during construction. Upon acceptance of the schedule of values by the Project Manager, it may be incorporated into the form of application for payment prescribed by the County.

The Contractor shall not imbalance its schedule of values nor artificially inflate any element thereof. The violation of this provision by the Contractor shall constitute a material breach of this contract.

Progress Schedule – The Contractor's Progress Schedule shall utilize the Critical Path Method ("CPM"). The Contractor's Progress Schedule shall be prepared using Primavera P-6 or other software approved by the County; the software shall be specifically intended for the preparation of construction schedules incorporating a critical path. The software used by the Contractor must be approved in advance by the County. The Contractor shall submit a Progress Schedule CPM (both in hard printed copy with network diagrams and electronic disc files) no later than twenty (20) days after receipt of the Notice to Proceed, and prior to commencing Work on the project. The Progress Schedule CPM shall clearly identify all controlling items of Work and activities defined as the critical path, which if delayed or prolonged, will delay the time of completion of the Contract. The critical path shall include a minimum 10% float time as part of the Contract Time for unforeseen conditions. Contractor shall provide additional float time above the required minimum 10% based on his experience, understanding of the scope, and inspection of the site.

Progress Payment Update Schedules CPM – The Contractor shall submit an Update Schedule CPM to the Project Manager concurrent with each Application for Progress Payment. The Update Schedule CPM shall focus on the period from the last Update Schedule CPM to the current Update Schedule CPM submitted with the Application for Progress Payment. Activities that have either started or finished shall be reported as they actually occurred and designated as complete, if actually completed. For activities in progress that are forecasted to complete longer than planned, the remaining durations shall be revised, not the original durations. All out of sequence activities are to be reviewed and their relationships either verified or changed.

The Contractor's failure to submit a Progress Payment Schedule CPM and Progress Payment Narrative Report as described herein with an Application for Progress Payment shall be sufficient reason for rejection of the Progress Payment request.

If the Project Manager rejects the Progress Payment Update Schedule CPM or the Progress Payment Narrative Report, the entire Progress Payment request shall be rejected and must be resubmitted with the corrected Progress Payment Update Schedule CPM and Progress Payment Narrative Report.

Progress Payment Narrative Report – Each Update Schedule CPM shall be accompanied by a written Narrative Report. The Narrative Report shall describe the physical progress during the report period, plans for continuing the Work during the forthcoming report period, actions planned to correct any delays, and a detailed explanation of potential delays or problems and their estimated impact on performance, milestone completion dates, the forecasted completion date, and the forecasted substantial completion date. In addition, alternatives for possible schedule recovery to mitigate any potential delays shall be discussed.

The Contractor's Progress Payment Narrative Report shall include a detailed list of all outstanding Contract Claims with a detailed description of each Contract Claim. The Narrative Report shall follow the outline set forth below:

Contractor's Narrative Report Outline:

- (1) Contractor's dated transmittal letter.
- (2) Work completed during the report period.
- (3) Description of the current critical path.
- (4) Description of problem areas.
- (5) Current and anticipated delays:
 - a. Cause of the delay
 - b. Corrective action and schedule adjustments to correct the delay.
- (6) Impact of the delay on other activities, milestones, and completion dates. Changes in construction sequences.
- (7) Pending items and status thereof:
 - a. Permits.
 - b. Change orders.
 - c. Time extensions.
- (8) A list of all outstanding Contract Claims and a detailed description of each Contract Claim.
- (9) Contract completion date status:
 - a. Ahead of schedule and number of days.
 - b. Behind schedule and number of days.

Schedule and Report Format – The Contractor shall submit the Progress Schedule CPM, Progress Payment Update Schedules CPM, and the Progress Payment Narrative Report to the Project Manager on both: (1) electronic disc files; and, (2) printed copies of the network diagrams and narrative reports.

Project Manager Review – The Project Manager shall review the Contractor's Progress Schedule CPM, Progress Payment Update Schedules CPM, and Progress Payment Narrative Reports.

The Project Manager may accept or reject Update Schedule CPMs or Narrative Reports. Rejected Update Schedule CPMs and Narrative Reports shall be corrected and re-submitted to the Project Manager.

Final Schedule Update – The Contractor within fifteen (15) days after substantial completion shall submit a final update of the schedule with actual start and actual finish dates for all activities and controlling items of Work identified as the critical path. The Final Schedule Update shall be accompanied by a certification signed by the Contractor stating, “To the best of my knowledge, the enclosed final update of the project schedule reflects the actual start and completion dates of the activities and controlling items of Work on the critical path.”

Application For Progress Payment – Applications for payments shall be processed in accordance with Florida Statute 218.735, Part VII, “Local Government Prompt Payment Act”.

The Project Manager shall provide written notice to the Contractor identifying the name, address, phone number and email address of the agent or employee the Contractor is required to submit payment requests or invoices to. This notice will be provided no later than ten (10) days after issuance of the Notice to Proceed.

Not more often than once a month, on a date established at the Project Pre-Construction Conference, the Contractor may submit to the Project Manager for review the County's standard application for payment form filled out and signed by the Contractor covering the Work completed as of the date of the Application and supported by such data as the Project Manager may reasonably require. Also, if payment is requested on the basis of materials and equipment not incorporated in the work but delivered and suitably stored at the site or at another location agreed to in writing, the application for payment shall also be accompanied by such supporting data, satisfactory to the Project Manager, as will establish the County's title to the material and equipment and protect its interest therein, including applicable insurance, partial Consent of Surety, and detailed inventory listing of stored material. Each such request shall include the submittal by the Contractor of (1) a detailed, itemized inventory listing the material stored at the site for which payment is requested, (2) documentation to indicate and substantiate the cost or value attributed to the items included in the stored material inventory list, and (3) the County's "Responsibility And Liability For Materials And Equipment Not Included In The Work" form executed by the Contractor. Failure to provide proper supporting documentation may subject the Progress Payment application to rejection. All progress payments will be subject to the retainage percentage specified in the Contract Documents that will be issued in the final payment after acceptance by the County of the Work.

Based upon Applications for Payment submitted to the Project Manager by the Contractor and Certificates for Payment issued by the Project Manager the County shall make progress payments on account of the Contract Amount to the Contractor as provided in the Contract Documents as follows:

In the timeframes outlined in FS 218.735, Section 2, ninety percent (90%) of the portion of the Contract Amount properly allocable to labor, materials and equipment incorporated in the Work and ninety percent (90%) of the portion of the Contract Amount properly allocable to materials and equipment suitably stored at the site

or at some other location agreed upon in writing, for the period covered by the application for payment, less the aggregate of previous payments made by the Owner. When the completion of the Work ascertained as payable exceeds fifty percent (50%) of the total contract amount the retainage percentage withheld shall be reduced to 5%.

Upon Final completion of the entire Work, a sum sufficient to increase the total payments to one hundred percent (100%) of the Contract Amount, less such amounts as the Owner shall determine for all incomplete work and unsettled claims as provided in the Contract Documents.

The Contractor may, at the discretion of the County's Project Manager, be required to have applications for Progress Payments accompanied by Consent of Surety to Partial Payment. However, if payment or performance bonds are not required by the contract, the County's Project Manager may require applications for Progress Payments to be accompanied by legally effective partial releases or waivers of liens executed by all Subcontractors that performed services and suppliers of material or equipment for the Contractor for services or supplies which were included in the previous Application for Progress Payment. The Contractor shall include the following certification on each Application for Progress Payments and the Application for Final Payment:

"The undersigned Contractor certifies that the work covered by this application for payment has been done, or completed in accordance with the Contract documents, that all amounts have been paid by Contractor for work, supplies, material or equipment for which previous Certificates for Payment were issued and that the current payment shown herein is now due".

Contractor's Warranty Of Title - The Contractor warrants and guarantees that title to all work, materials and equipment covered by an application for payment, whether incorporated in the Project or not, will have passed to the County prior to the making of the application for payment, free and clear of all liens, claims, security interests and encumbrances; and that no work, materials or equipment covered by an application for payment will have been acquired by the Contractor or by any other person performing the work at the site or furnishing materials and equipment for the Project subject to an agreement under which an interest therein or encumbrance thereon is retained by the seller or otherwise imposed by the Contractor or such other person.

Approval of Payments - The Project Manager will, within twenty (20) business days after receipt of each application for payment, either indicate his approval of payment or return the Application to the Contractor indicating in writing the reason for refusing to approve payment. In the latter case, the Contractor may make the necessary corrections and re-submit the Application. The County will pay the Contractor the amount approved within the time frame set forth in the Local Government Prompt Payment Act.

In the event the Contractor and the Project Manager do not achieve mutual agreement on the basis or amount of the payment, and should the Contractor be unwilling to make the necessary corrections or modifications, and re-submit the Application, then the County, to avoid delay in paying the Contractor the amount the County has determined the Contractor is entitled to receive, shall approve and process the Application by making such adjustments thereto as the County deems appropriate so that the Contractor receives, without delay, payment of the amount the County has determined to have been earned and owing to the Contractor.

In the event a dispute arises involving payments or invoices that have been rejected by the Project Manager and resubmitted by the Contractor and that cannot be resolved in accordance with F.S. 218.735 (3) the Orange County Payment/Invoice Disputes Resolution Process Procedures shall be used to resolve the dispute. The procedures can be obtained by contacting the Procurement Division at (407)-836-5635.

The Project Manager's approval of any payment requested in an application for payment shall constitute a representation by him to the County, based on the Project Manager's on-site observations of the Work in progress and on his review of the application for payment and the supporting data, that the Work has progressed to the point indicated; that, to the best of his knowledge, information and belief, the quality of the Work is in accordance with the Contract Documents (subject to an evaluation of the Work as a functioning Project upon Substantial Completion, to the results of any subsequent tests called for in his approval); and that the Contractor is entitled to payment of the amount approved.

However, by approving any such payment, the Project Manager shall not thereby be deemed to have represented that he made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, that he has reviewed the means, methods, techniques, sequences and procedures of construction nor that he has made any examination to ascertain how or for what purpose the Contractor has used the moneys paid or to be paid to him on account of the Contract Amount.

The Project Manager's approval of final payment shall constitute an additional representation by him to the County that the conditions precedent to the Contractor's belief being entitled to final payment as set forth in this Article have been fulfilled.

The Project Manager may refuse to approve the whole or any part of any payment if in his opinion he is unable to make such representations to the County. He may then refuse to approve any such payment because of subsequently discovered evidence or the results of subsequent inspections or tests, nullify any such payment previously approved, to such extent as may be necessary in his opinion to protect the County from loss because:

- A. The Work is defective;
- B. Claims have been filed or there is reasonable evidence indicating the probable filing thereof;
- C. The Contract Amount has been reduced because of Change Order(s);
- D. The County has been required to correct defective Work or complete the Work in accordance with Article 16; or
- E. Of unsatisfactory prosecution of the Work, including failure to clean up as required by Article 9.

Substantial Completion - Prior to final payment, the Contractor shall certify in writing to the Project Manager that the entire Work is Substantially Complete and request that the Project Manager issue a certificate of Substantial Completion.

Within a reasonable time thereafter, the Project Manager and Contractor will make an inspection of the Work to determine the status of completion. If the Project Manager does not consider the Work Substantially Complete, the Contractor will be notified in writing giving the reasons therefore. If the Project Manager considers the Work Substantially complete, a tentative certificate of Substantial Completion will be issued. This Certificate shall fix the date of Substantial Completion and the responsibilities between the County and the Contractor for maintenance, heat and utilities.

There shall be attached to the Certificate a single punch list of items to be completed or corrected by the Contractor. The punch list must specify a date, not to exceed five (5) days after the punch list has been developed and reviewed, in which the delivery of the punch list to the Contractor must be made. Items not included on the punch list cannot be used as a basis to withhold final payment for retainage. In addition, the final contract completion date shall be at least thirty (30) days after the delivery of the punch list to the Contractor. Punch lists not provided to the Contractor by the date agreed upon for delivery will cause the contract time for completion to be extended by the number of days the local government exceeded the delivery date.

Damages may only be assessed against the Contractor in the event the Contractor fails to complete the project within the contract period as was extended by the guidelines set forth in this provision.

The final undisputed retainage payment must be made within twenty (20) business days after receipt of a proper payment request. This would be less any amount withheld in accordance with the contract provisions for incomplete or uncorrected work unless otherwise provided for by written notice to the Contractor specifying the failure of the Contractor to meet contract requirements in the development of the punch list.

The County shall have the right to exclude the Contractor from the Work after achievement of Substantial Completion, but the County will allow the Contractor reasonable access to complete items on the punch list.

Partial Utilization - Prior to Substantial Completion, the Project Manager may request the Contractor to permit the use of a specified part of the Work which it believes it may use without significant interference with construction of other parts of the Work. If the Contractor agrees, he will certify to the Project Manager that said part of the Work is Substantially Complete and request the Project Manager issue a certificate of Substantial Completion for that part of the Work. Within a reasonable time thereafter, the Project Manager and Contractor will make an inspection of that part of the Work to determine its status of completion.

If the County and the Project Manager consider that part of the Work to be Substantially Complete, the Project Manager will deliver to the Contractor a certificate to that effect, fixing the date of Substantial Completion as to that part of the Work, attaching thereto a punch list of items to be completed or corrected before final payment and fixing the responsibility between the County and Contractor for maintenance, heat and utilities as to that part of the Work.

The County shall have the right to exclude the Contractor from any part of the Work which is so certified to be Substantially Complete but the County will allow the Contractor reasonable access to complete or correct items on the punch list.

Final Inspection - Upon written notice from the Contractor that the Work is complete, including the "punch" listed deficiencies, the Project Manager will make a final inspection with the Contractor and will notify the Contractor in writing of any particulars in which this inspection reveals that the Work is defective. The Contractor shall immediately make such corrections as are necessary to remedy such defects and to complete all the required work.

Final Inspection For Payment - After the Contractor has completed any such corrections to the satisfaction of the Project Manager and delivered all maintenance and operating instructions, schedules, guarantees, bonds, Certificates of Inspection and other documents as required by the Contract Documents, he may make application for final payment following the procedure for progress payments.

For projects that the Contractor was required to furnish a payment and performance bond, the final application for payment shall be accompanied by legally effective final release or waiver of lien from the Contractor and the consent of Surety to final payment. The Final Release of Lien, Form E-12, must be utilized in all Final Pay Applications.

For projects **not** requiring bonds the final application for payment shall be accompanied by legally effective final releases or waivers of liens from the Contractor and all Subcontractors which performed services for the Contractor and all suppliers of material and/or equipment to the Contractor. The Final Release of Lien, Form E-12, must be utilized in all Final Pay Applications.

Approval Of Final Payment - If, on the basis of its observations and review of the Work during construction, its final inspection and its review of the final application for payment (all as required by the Contract Documents), the Project Manager is satisfied that the Work has been completed and the Contractor has fulfilled all of his obligations under the Contract Documents, it will, within twenty (20) business days after receipt of the final application for payment, indicate in writing its approval of payment. Otherwise, it will return the Application to the Contractor, indicating in writing its reason for refusing to approve final payment, in which case the Contractor will make the necessary corrections and re-submit the Application.

The County will, in accordance with the Local Government Prompt Payment Act, pay the Contractor the amount approved by the County and issue a Certificate of Final Completion.

If after Substantial Completion of the Work, Final Completion is materially delayed through no fault of the Contractor, and the Project Manager so confirms, the County shall, and without terminating the Contract, make payment of the balance due for that portion of the Work fully completed and accepted. If the remaining balance for Work not fully completed or corrected is less than the retainage stipulated in the Contract, the written consent of the Surety to the payment of the balance due for that portion of the Work fully completed and accepted shall be submitted by the Contractor to the Project Manager prior to certification of such payment. Such payment shall be made under the terms and conditions governing final payment, except that it shall not constitute a waiver of claims.

Contractor's Continuing Obligation - The Contractor's obligation to perform the Work and complete the Work in accordance with the Contract Documents shall be absolute. Neither approval of any progress or final payment by the County, the issuance of Certificate of Completion, any payment by the County to the Contractor under the Contract Documents, any use or occupancy of the Work or any part thereof by the County, any act of acceptance by the County, any failure to do so, nor any correction of defective Work by the County shall constitute an acceptance of Work not in accordance with the Contract Documents.

Waiver Of Claims - The making and acceptance of final payment shall constitute:

- A. A waiver of all claims by the County against the Contractor other than those arising from unsettled liens, from defective Work appearing after final payment or from failure to comply with the requirements of the Contract Documents, or from the terms of any special guarantees specified therein, and,
- B. A waiver of all claims by the Contractor against the County other than those previously made in writing and still unsettled.

ARTICLE 19 - SUSPENSION OF WORK AND TERMINATION

County May Suspend Work - The County may at any time and without cause suspend the Work or any portion thereof by notice in writing to the Contractor. The Project Manager shall fix the date on which Work shall be resumed and the Contractor will resume the Work on the date so fixed.

For unreasonable delays, the Contractor will be allowed an increase in the Contract Amount, an extension of the Contract Time or both, if directly attributable to any suspension and if he makes a claim therefore provided in Article 13. However, no profits will be allowed on claims for suspended work. Also, during any period of suspension, the Contractor shall take all available measures to mitigate costs such as taking on new work, reassigning resources to other Contracts, etc.

County May Terminate for Cause - If the Contractor is adjudged bankrupt or insolvent; if he makes a general assignment for the benefit of his creditors without County approval; if a trustee or receiver is appointed for the Contractor or for any of his property; if he files a petition to take advantage of any debtor's act or to reorganize under the bankruptcy or similar laws; if he fails to prosecute and complete the Work in accordance with the established Project schedule or within the Contract Time allowed; if he repeatedly fails to supply sufficient skilled workers or suitable materials or equipment; if he repeatedly fails to make prompt payment to Subcontractors for labor, materials or equipment; if he disregards laws, ordinances, rules, regulations or orders of any public body having jurisdiction; if he disregards the authority of the Project Manager; or if he otherwise substantially violates any provisions of the Contract Documents, then the County may, without prejudice to any other right or remedy and after giving the Contractor and his Surety if applicable seven (7) days written notice, terminate the services of the Contractor and take possession of the Work and of all materials, equipment, tools, construction equipment and machinery thereon owned by the Contractor and assign the completion of the Work to the Surety, or finish the Work by whatever method it may deem expedient. In such case, the Contractor shall not be entitled to receive any further payment until the Work is finished.

If the unpaid balance of the Contract Amount exceeds the direct and indirect cost of completing the Work, including compensation for additional professional services, such excess shall be paid to the Contractor. If such cost exceeds the unpaid balance, the Contractor shall pay the difference to the County within fifteen (15) days after notification.

If the contractor fails to provide such payment to the County, the County at its sole discretion may deduct the balance owed from payments due the Contractor on any other contracts between the Contractor and the County. Such cost incurred by the County will be determined by the County and incorporated in a Change Order.

If the County elects to assign the completion of the Work to the Surety, and the Surety tenders a replacement contractor, then Surety shall provide performance, payment and other surety bonds as may be required in accordance with the Contract Documents.

Where the Contractor's services have been so terminated by the County, said termination shall not affect any rights of the County against the Contractor then existing or which may thereafter accrue. Any retention or payment of monies by the County due the Contractor will not release the Contractor from liability.

Upon Termination for Cause, the Contractor shall not be entitled to payment for any anticipated supplemental costs, administrative expenses and/or profit for uncompleted Work.

If the Contractor's failure to perform the contract arises from causes beyond the control and without the fault or negligence of the Contractor the contract shall not be terminated for default. Examples of such causes include (1) acts of God or the public enemy, (2) acts of a government in its sovereign capacity, (3) fires, (4) floods, (5) epidemics, (6) strikes and (7) unusually severe weather.

If after notice of termination of the services of the Contractor for cause, it is determined that the Contractor was not in default, the termination shall be deemed to have been for the convenience of the County. In such event the Contractor may recover from the County payment for Work completed and reasonable termination costs as provided in the following paragraph.

Termination for Convenience: Upon seven (7) days written notice to the Contractor and the Surety, or sooner if reasonable under the circumstances, the County may, without cause and without prejudice to any other right or remedy, elect to terminate any part of the Work, or the Contract in whole or in part, as the County may deem appropriate. In any termination for convenience, the Contractor shall be paid for Work completed by the Contractor, Subcontractors and Suppliers at the time of termination provided the Work has been inspected and accepted by the County. However, the payment to the Contractor will exclude any and all anticipated supplemental costs, administrative expenses and profit for uncompleted Work. Upon termination for convenience, the County shall have full power and authority to take possession of the Work, assume any sub-agreements with Subcontractors and suppliers that the County selects, and prosecute the Work to completion by Contract or as the County may deem expedient. A termination for convenience may apply to individual delivery orders, purchase orders or to the contract in its entirety.

Authority to Terminate: The authority to terminate this Contract including all notices thereto is the sole responsibility of the Manager, Procurement Division.

ARTICLE 20 - MAINTENANCE AND EXAMINATION OF RECORDS

The Contractor shall keep adequate records and supporting documents applicable to this Contract. Said records and documentation shall be retained by the Contractor for a minimum of five (5) years after the date of final payment on this contract. If any litigation, claim or audit is commenced prior to the expiration of the five (5) year period, the records shall be maintained until all litigation, claims or audit findings involving the records have been resolved.

If applicable, time records and cost data shall be maintained in accordance with generally accepted accounting principles. This includes full disclosure of all transactions associated with the contract.

Contractor's "records and supporting documents" as referred to in this Contract shall include any and all information, materials and data of every kind and character, including without limitation, records, books, papers, documents, subscriptions, recordings, agreements, purchase orders, invoices, leases, contracts, commitments, arrangements, notes, daily diaries, superintendent reports, drawings, receipts, vouchers and memoranda, and any and all other agreements, sources of information and matters that may in the County's judgment have any bearing on or pertain to any matters, rights, duties or obligations under or covered by any Contract document. Such records and documents shall included (hard copy, as well as computer readable data, written policies and procedures; time sheets; payroll registers; cancelled checks; subcontract files (including proposals of successful and unsuccessful bidders, bid recaps, etc.); original estimates; estimating worksheets; correspondence; change order files (including pricing data used to price change proposals and documentation covering negotiated settlements); back-charge logs and supporting documentation; general ledger entries detailing cash and trade discounts earned, insurance rebates and dividends; and any other contractor records which may have a bearing on matters of interest to the County in connection with the Contractor's dealings with the County (all foregoing hereinafter referred to as "records and supporting documents") to the extent necessary to adequately permit evaluation and verification of:

- a) Contractor compliance with contract requirements; or
- b) Compliance with provisions for pricing change orders; or
- c) Compliance with provisions for pricing invoices; or
- d) Compliance with provisions regarding pricing of claims submitted by the Contractor or his payees; or
- e) Compliance with the County's business ethics; or
- f) Compliance with applicable state statutes and County Ordinances and regulations.

Records and documents subject to audit shall also include those records and documents necessary to evaluate and verify direct and indirect costs, (including overhead allocations) as they may apply to costs associated with this Contract. In those situations where Contractor's records have been generated from computerized data (whether mainframe, mini-computer, or PC based computer systems), Contractor agrees to provide the County's representatives with extracts of data files in computer readable format on data disks or suitable alternative computer exchange formats.

The County and its authorized agents shall have the right to audit, inspect and copy records and documentation as often as the County deems necessary throughout the term of this contract and for a period of five (5) years after final payment. Such activity shall be conducted during normal business hours. The County, or any of its duly authorized representatives, shall have access within forty-eight (48) hours to such books, records, documents, and other evidence for inspection, audit and copying.

The County, during the period of time defined by the preceding paragraph, shall have the right to obtain a copy of and otherwise inspect any audit made at the direction of the Contractor as concerns the aforesaid records and documentation. Records and documents shall be made accessible at the Contractor's local place of business.

If the records are unavailable locally, it shall be the Contractor's responsibility to insure that all required records are provided at the Contractor's expense including payment of travel and maintenance costs incurred by the County's authorized representatives or designees in accessing records maintained out of the county. The direct costs of copying records, excluding any overhead cost, shall be at the County's expense.

Contractor shall require all payees (examples of payees include subcontractors, insurance agents, material suppliers, etc.) to comply with the provisions of this article by including the requirements hereof in a written contract agreement between contractor and payee. Such requirements include a flow-down right of audit provisions in contracts with payees, which shall also apply to Subcontractors and Sub-subcontractors, material suppliers, etc. Contractor shall cooperate fully and shall cause all aforementioned parties and all of Contractor's subcontractors (including those entering into lump sum subcontracts and lump sum major material purchase orders) to cooperate fully in furnishing or in making available to the County from time to time whenever requested in an expeditious manner any and all such records, documents, information, materials and data.

The County's authorized representatives or designees shall have reasonable access to the Contractor's facilities, shall be allowed to interview all current or former employees to discuss matters pertinent to the performance of this Contract and shall have adequate and appropriate work space, in order to conduct audits in compliance with this article.

Even after a change order proposal has been approved, Contractor agrees that if the County later determines the cost and pricing data submitted was inaccurate, incomplete, not current or not in compliance with the terms of the contract regarding pricing of change orders, then an appropriate contract price reduction will be made. Such post-approval contract price adjustment will apply to all levels of contractors and/or subcontractors and to all types of change order proposals specifically including lump sum change orders, unit price change orders, and cost-plus change orders.

If an audit inspection or examination by the County, or its designee, in accordance with this article discloses overpricing or overcharges (of any nature) by the Contractor to the County in excess of one-half of one percent (.5%) of the total contract billings, the reasonable actual cost of the County's audit shall be reimbursed to the County by the Contractor.

Any adjustments and /or payments that must be made as a result of any such audit or inspection of the contractor's invoices and /or records and supporting documents shall be made within a reasonable amount of time (not to exceed 90 days) from presentation of the County's findings to the Contractor.

ARTICLE 21 - MINORITY/WOMEN OWNED BUSINESS ENTERPRISE REQUIREMENTS AND SMALL BUSINESS PROVISIONS

The Contractor will comply with all requirements of Orange County's Minority/Women Owned Business Enterprise Ordinance No. 94-01, as amended by Ordinance No. 2009-21. In summary, the ordinances establish a goal of 25% of the County's annual monetary value of contracts be awarded to minority/women owned business enterprises meeting Contract specifications.

The goals for work force employment levels are 18% minority and 6% women. Other provisions of the Ordinance as it pertains to construction projects may be found in Part C of this document.

To facilitate monitoring for compliance with the Ordinance, the Contractor **must**:

- A. Provide to the County's Business Development Division all subcontracts and/or purchase orders, fully executed by both parties, with each Subcontractor and supplier listed on Attachment C-2 in the Prime Contractor's bid (M/WBE's and non-M/WBE's). **The prime Contract will not be executed by the County until these documents are on file in the Business Development Division.** Prime Contractor should include in the subcontract / purchase order a statement that makes the legality of the document contingent upon execution of the prime Contract by the County.
- B. The Contractor **must** include a **Prompt Payment Clause** and payment schedule in all subcontracts and purchase orders (including those with non-M/WBE's) stating that payment will be made to the Subcontractor/suppliers within 72 hours of receipt of payment from the County. The Contractor **must** pay each Subcontractor and supplier for all work covered under an Application for Payment within the 72 hour timeframe.

This provision in no way creates any contractual relationship between any Subcontractor and Orange County or any liability on Orange County for the Contractor's failure to make timely payments. The timeliness of such payments may be evaluated by the Business Development Division in considering compliance with the Ordinance.

- C. The Contractor **must** submit:
 - 1) A Monthly Workforce Report (Current Field Employment Data). Contractor shall also ensure that all Subcontractors/suppliers with contracts over \$50,000 supply a Monthly Workforce Report; and
 - 2) A Monthly Prime Contractor's Report including M/WBE Utilization Reports

The Contractor shall furnish written documentation evidencing actual dollars paid to each Subcontractor/supplier listed and/or utilized by the Contractor. This will include, but not be limited to: copies of canceled checks, approved invoices, and signed, sworn affidavits certifying the accuracy of payments so that the County may determine actual participation achieved by the Contractor prior to issuance of final payment.

The required reports are to be submitted to the Business Development Division no later than the fifth day of each month beginning one month after the Work begins and to continue until Final Completion. Contractor's Progress Payments may be delayed if reports are not submitted in a timely manner.

The final Prime Contractor's Report-M/WBE Utilization Report must be signed by the Contractor's authorized agent certifying that all information contained therein is a true and accurate account of M/WBE utilization per the bid and contract documents. Approval of the final Application for Payment is contingent upon receipt of this certification.

- D. Contractor **must** not substitute, replace or terminate any M/WBE firm without **prior written authorization of the County**, nor **must** the Contractor reduce the scope of work or monetary value of a subcontract without prior written authorization of the County. All modifications, additions and deletions to any and all Contracts issued to said M/WBE's **must** also have prior written authorization of the County.
- E. The Contractor shall expeditiously advise all M/WBE's and the Business Development Division of all Change Orders, contract modifications, additions and deletions to any and all contracts issued to said M/WBE's.
- F. Failure of the Contractor to adhere to the provisions of the Ordinance may subject the Contractor to penalties as outlined in Sec. 17-326 of the Ordinance. The penalties include:
 - 1) Liquidated damages up to 10% of the Contract;
 - 2) Suspension or permanent debarment from bidding;
 - 3) Termination of any present contracts;
 - 4) Withholding retainage;
 - 5) A negative evaluation of good-faith effort on future bids;
 - 6) Withholding of payments.

ARTICLE 22 - FEDERAL REQUIREMENTS

In the event this Contract is paid in whole or in part from any federal government agency or source, the specific terms, regulations and requirements governing the disbursement of these funds shall be specified herein and become a part of this clause.

All Contracts in excess of one hundred thousand dollars (\$100,000) shall comply with all the requirements of Section 114 of the Clean Air Act (42 USC 7401 et seq.) as amended and Section 308 of the Federal Water Pollution Control Act (33 USC 1251 et seq.) as amended.

ARTICLE 23 – VERBAL ORDERS

The Project Manager under the following conditions may issue verbal change orders to the contract:

- A. To address bona fide emergency requirements. Emergency requirements are described as those requiring immediate action due to (1) an imminent or existing threat to the health, safety or welfare of persons or property and (2) conditions which poses serious economic damage to the County.
- B. To ensure the continuity of critical elements of contract performance.

Any such verbal direction shall be confirmed in writing by the Project Manager to the contractor within five (5) calendar days after issuance. Concurrently, a copy of the written direction shall be provided to the Manager, Procurement Division with documentation in the form of an emergency justification to support the action taken.

A formal change order and associated contract amendment, if applicable, will be negotiated in conjunction with the Procurement Division and shall succeed the written confirmation not later than thirty (30) calendar days after issuance of the verbal direction.

Board approval, as applicable, shall be obtained.

ARTICLE 24 – MISCELLANEOUS

Whenever any provision of the Contract Documents requires the giving of written notice, it shall be deemed to have been validly given if delivered in person to the individual, to a member of the firm or to an officer of the corporation for whom it is intended, or if delivered at or sent by registered or certified mail (postage prepaid) to the last business address known to the County.

All Specifications, Drawings and copies thereof furnished by the County shall remain its property. They shall not be used on another Project and, with the exception of those sets which have been signed in connection with the execution of the Contract, shall be returned to the County upon completion of the Work.

The duties and obligations imposed by these General Conditions and the rights and remedies available hereunder, and, in particular but without limitation, the warranties, guarantees and obligations imposed upon the Contractor and the rights and remedies available to the County thereunder shall be in addition to and not a limitation of any otherwise imposed or available by law, by special guarantee or other provisions of the Contract Documents.

Should the County or the Contractor suffer injury or damage to its person or property because of any error, omission or act of the other or of any of his employees, agents or others for whose acts he is legally liable, claim should be made in writing to the other party within a reasonable time of the first observance of such injury or damage.

This Contract shall be governed by the laws of the State of Florida. Any and all legal action necessary to enforce the provisions of this Contract will be held in Orange County, Florida. Venue for any litigation involving this Contract shall be the Ninth Circuit Court in and for Orange County, Florida.

The obligations of Orange County under this award are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and the Board of County Commissioners, or other specified funding source for this contract.

The County will be represented on site by one or more Inspectors who are employed by the County or by a Construction Engineering and Inspection (CEI) firm under contract to the County. The Contractor is to follow all directions provided by these Inspectors. Provided, however, that any such directions shall not be construed to:

- a. Authorize any deviation from the Contract Documents that:
 - Requires a change in the Contract Price or Contract Time;
 - Materially changes any aspect of the work covered by a permit to the extent that the regulatory agency having jurisdiction would require modification of the permit;
 - Materially changes any aspect of the work to the extent that the intent of the design is compromised;
- b. Approve any substitute materials or equipment;
- c. Undertake any of the responsibilities of Contractor, subcontractors or Contractor's superintendent, or expedite the Work; Direct the Contractor as to any aspect of the means, methods, techniques, sequences or procedures of construction unless such is specifically called for in the Contract Documents;
- d. Advise on or issue directions as to safety precautions and programs in connection with the Work.

ARTICLE 25 – CONTRACT CLAIMS

“Claim” as used in this provision means a written demand or written assertion by one of the contracting parties seeking as a matter of right, the payment of a certain sum of money, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract.

Claims made by a Contractor against the County relating to a particular contract shall be submitted to the Procurement Division Manager in writing clearly labeled “Contract Claim” requesting a final decision.

“Claim” as used in this provision applies after failure of the parties to agree to an adjustment as provided in Article 13, Change of Contract Amount and Contract Time.

The Contractor also shall provide with the claim a certification as follows: "I certify that the claim is made in good faith; that the supporting data are accurate and complete to the best of my knowledge and belief; that the amount requested accurately reflects the contract adjustment for which the Contractor believes the County is liable; and that I am duly authorized to certify the claim on behalf of the Contractor."

Failure to document a claim in this manner shall render the claim null and void. Moreover, no claim shall be accepted after final payment of the contract.

The decision of the Procurement Division Manager shall be issued in writing and shall be furnished to the Contractor.

The decision shall state the reasons for the decision reached. The Procurement Division Manager shall render the final decision within sixty (60) days after receipt of Contractor's written request for a final decision. The Procurement Division Manager's decision shall be final and conclusive.

The Contractor shall proceed diligently with performance of this contract pending final resolution of any request for relief, claim, appeal or action arising under the contract and shall comply with any final decision rendered by the Manager of the Procurement Division.

ARTICLE 26 - VALUE ENGINEERING

A. Intent and Objective: This Section applies to any cost reduction proposal (hereinafter referred to as a Value Engineering Change Proposal or VECP) initiated and developed by the CONTRACTOR for the purpose of refining the Contract Documents so as to contribute to design cost effectiveness or significantly improve the quality of the Work. This Section does not, however, apply to any such proposal unless it is identified by the CONTRACTOR, at the time of its submission to the COUNTY, as a proposal submitted pursuant to this Section.

VECPs contemplated are those that would result in net savings to the COUNTY by providing either: (A) a decrease in the cost of performance of the Work, or; (B) a reduction in cost of ownership (hereinafter referred to as collateral costs) of the Work, regardless of acquisition costs. VECPs must result in savings without impairing essential functions and characteristics such as safety, service, life, reliability, economy of operation, ease of maintenance, aesthetics and necessary standard design features. However, nothing herein prohibits the submittal of VECPs where the required functions and characteristics could be combined, reduced or eliminated as being nonessential or excessive. Plan errors which are identified by the CONTRACTOR and which result in a cost reduction, will not qualify for submittal as a VECP.

The COUNTY reserves the right to reject at its discretion any VECP submitted. Substitution of another design alternate, which is detailed in the Plans, for the one on which the CONTRACTOR bid, will not be allowed under this Section.

Pending execution of a formal supplemental Agreement, implementing an approved VECP, the CONTRACTOR shall remain obligated to perform in accordance with the terms of the existing Contract. No time extensions will be granted due to the time required to review a VECP.

B. Subcontractors: The CONTRACTOR is encouraged to include the provisions of this Section in contracts with subcontractors. The CONTRACTOR shall encourage submission of VECPs from subcontractors, however, it is not mandatory that VECPs be submitted nor is it mandatory that the CONTRACTOR accept or transmit to the COUNTY VECPs proposed by his subcontractors.

C. Data Requirements: As a minimum, the following information shall be submitted by the CONTRACTOR with each VECP;

- (1) A description of the difference between the existing requirements and the proposed change, and the comparative advantages and disadvantages.
- (2) Separate detailed cost estimates for both the existing requirements and the proposed change. The cost estimates shall be broken down by item numbers indicating quantity increases or decreases and deleted pay items.

Additional proposed Work, now covered by the Contract Documents, shall be identified by current COUNTY pay item numbers. In preparing the estimates, the CONTRACTOR shall include overhead, profit and bond. No separate pay item(s) for these costs will be allowed.

- (3) An itemization of plan details, plan sheets, design standards and Specifications that must be changed or added if the VECP is adopted. Preliminary plan drawings must be sufficient to describe the proposed changes.
- (4) An estimate of the effects the VECP would have on collateral costs to the COUNTY.
- (5) Engineering Incentive or other analysis in sufficient detail to identify and describe specific features of the Contract Documents which must be changed if the VECP is accepted, with a proposal as to how these changes can be accomplished and an assessment of their effect on other Project elements. The COUNTY may require that Engineering Incentive analyses be performed by a prequalified consultant in the applicable class of Work. Any design changes which result from the VECP must be supported by computations sealed by a Professional registered in the State of Florida.
- (6) A statement of the time by which approval of the VECP must be issued by the COUNTY to obtain the total estimated cost reduction during the remainder of this Contract noting any effect on the Contract completion time or delivery schedule.

- D. Processing Procedures:** Two copies of each VECP shall be submitted to the County's Project Manager, or his/her duly authorized representative, VECPS will be processed expeditiously; however, the COUNTY will not be liable for any delay in acting upon a VECP submitted pursuant to this Section. The CONTRACTOR may withdraw, in whole or in part, a VECP not accepted by the COUNTY within the period specified in the VECP.

The COUNTY shall not be liable for any VECP development cost in the case where a VECP is rejected or withdrawn.

The COUNTY shall be the sole judge of the acceptability of a VECP and of the estimated net savings in construction and/or collateral costs from the adoption of all or any part of such proposal. In determining the estimated net savings, the right is reserved to disregard the Contract prices if, in the judgment of the COUNTY, such prices do not represent a fair measure of the value of Work to be performed or to be deleted. Prior to approval, the COUNTY may modify a VECP, with the concurrence of the CONTRACTOR, to make it acceptable. If any modification increases or decreases the net savings resulting from the VECP, the CONTRACTOR'S fair share will be determined upon the basis of the VECP modified and upon determination of final quantities. The net savings shall be computed by subtracting the revised total cost of all bid items affected by the VECP design from the total cost of the same bid items as represented in the Contract Documents. Prior to approval of the VECP, which initiates the supplemental Contract, the CONTRACTOR shall provide acceptable contract quality Plan sheets revised to show all details consistent with the VECP design.

- E. Computations for Change in Contract Cost of Performance:** CONTRACTOR development and implementation costs for the VECP will not be recoverable. If the VECP is adopted, the CONTRACTOR'S share of the net savings as defined hereinafter shall be considered full compensation to the CONTRACTOR for the VECP. COUNTY costs of processing or implementation of a VECP will not normally be considered in the estimate.

However, the COUNTY reserves the right, where it deems such action appropriate, to require the CONTRACTOR to pay the COUNTY'S cost of investigating and implementing a VECP submitted by the CONTRACTOR as a condition of considering such proposal. Where such a condition is imposed, the CONTRACTOR shall indicate his acceptance thereof in writing, and such acceptance shall constitute full authority for the COUNTY to deduct amounts payable to the COUNTY from any monies due or that may become due to the CONTRACTOR under the Contract.

- F. Computations for Collateral Costs:** When collateral cost savings are sought by the CONTRACTOR, separate estimates must be prepared for collateral costs of both the existing Contract requirement and the proposed change.

Each estimate shall consist of an itemized breakdown of all costs and the basis for the data used in the estimate. Cost benefits to the COUNTY include, but are not limited to: reduced costs of operation, maintenance or repair, and extended useful service life. Increased collateral costs include the converse of such factors. Computations shall be as follows:

- (1) Costs shall be calculated over a 20-year period on a uniform basis for each estimate.
- (2) If the difference in the estimates as approved by the COUNTY indicate a savings, the CONTRACTOR shall divide the resultant amount by 20 to arrive at the average annual net collateral savings. The resultant savings shall be shared as stipulated in paragraph G below.

G. Sharing Arrangements: If a VECP is approved by the COUNTY, the CONTRACTOR may be entitled to share in both construction savings and collateral savings to the full extent provided for in this subsection. Except for innovative ideas, the CONTRACTOR and COUNTY shall each receive 50 percent of net reduction in the cost of performance of this Contract. For innovative ideas, the reduction in the cost of performance shall be shared as follows:

ACCRUED NET SAVINGS	CONTRACTOR'S SHARE %	COUNTY'S SHARE %
Less than \$25,000	85	15
\$25,000 to \$50,000	75	25
Over \$50,000	50	50

If an approved change is identical or similar to a previously submitted VECP or an idea previously utilized by the COUNTY it will not be considered an innovative idea, thus, will only qualify for a 50 percent sharing of savings. When collateral savings occur, the CONTRACTOR shall receive 20 percent of the average one year's net collateral savings. The CONTRACTOR shall not receive construction savings or collateral savings on optional Work listed in this Contract until the COUNTY exercises its option to obtain that Work.

ARTICLE 27 – PATENTS AND ROYALTIES

Unless otherwise provided, the bidder shall be solely responsible for clearing the right to use any patented or copyrighted materials in the performance of the contract.

The Contractor, without exception, shall indemnify and save harmless the County and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or supplied by the Contractor.

In the event of any claim against the County of copyright or patent infringement, the County shall promptly provide written notification to the Contractor. If such a claim is made, the Contractor shall use its best efforts to promptly purchase for the County any infringing products or services or procure a license, at no cost to the County, which will allow continued use of the service or product. If none of the alternatives are reasonably available, the County agrees to return the article on request to the Contractor and receive reimbursement, if any, as may be determined by a court of competent jurisdiction.

ARTICLE 28 – OWNER DIRECT PURCHASE

Pursuant to *Florida Statutes*, Section 212.08(6), and *Florida Administrative Code*, Number 12A-1.094, Orange County Florida is exempt from Florida Sales Tax for the purchase of construction materials, supplies and/or equipment incorporated into a construction project.

For construction Contracts valued at \$10,000,000, or lesser amounts as determined by the County, the County may, at its discretion, use the direct purchase method for large dollar value equipment and materials that realize a tax savings of at least \$5000.

Direct purchases will be negotiated with the Contractor based on those items identified by the Professional. The final determination as to whether to direct purchase any materials or equipment shall be made by the Manager of the Procurement Division after consultation with the County's Project Manager.

When it has been determined that the use of direct purchases is warranted, the, Orange County Owner Direct Purchase Provision in Exhibit 2 shall govern.

**EXHIBIT A
LEASED EMPLOYEE AFFIDAVIT**

CONTRACT #Y_____

I affirm that an employee leasing company provides my workers' compensation coverage. I further understand that my contract with the employee leasing company limits my workers' compensation coverage to enrolled worksite employees only. My leasing arrangement does not cover un-enrolled worksite employees, independent contractors, uninsured sub-contractors or casual labor exposure.

I hereby certify that 100% of my workers are covered as worksite employees with the employee leasing company. I certify that I do not hire any casual or uninsured labor outside the employee leasing arrangement. I agree to notify the County in the event that I have any workers not covered by the employee leasing workers' compensation policy. In the event that I have any workers not subject to the employee leasing arrangement, I agree to obtain a separate workers' compensation policy to cover these workers. I further agree to provide the County with a certificate of insurance providing proof of workers' compensation coverage prior to these workers entering any County jobsite.

I further agree to notify the County if my employee leasing arrangement terminates with the employee leasing company and I understand that I am required to furnish proof of replacement workers' compensation coverage prior to the termination of the employee leasing arrangement.

I certify that I have workers' compensation coverage for all of my workers through the employee leasing arrangement specified below:

Name of Employee Leasing Company: _____

Workers' Compensation Carrier: _____

A.M. Best Rating of Carrier: _____

Inception Date of Leasing Arrangement: _____

I further agree to notify the County in the event that I switch employee-leasing companies. I recognize that I have an obligation to supply an updated workers' compensation certificate to the County that documents the change of carrier.

Name of Contractor: _____

Signature of Owner/Officer: _____

Title: _____ Date: _____

EXHIBIT B

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

CG 25 03 03 97

THIS ENDORSMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**DESIGNATED CONSTRUCTION PROJECT(S)
GENERAL AGGREGATE LIMIT**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Designated Construction Projects:

“Any person or organization on whose behalf you are required to obtain a Designated Construction Project under a written contract or agreement”

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

- A. For all sums which the insured becomes legally obligated to pay as damages caused by “occurrences” under COVERAGE A (SECTION I), and for all medical expenses caused by accidents under COVERAGE C (SECTION I), which can be attributed only to ongoing operations at a single designated construction project shown in the Schedule above:
 - 1. A separate Designated Construction Project General Aggregate Limit applies to each designated construction project, and that limit is equal to the amount of the General Aggregate Limit shown in the Declarations.
 - 2. The Designated Construction Project General Aggregate Limit is the most we will pay for the sum of all damages under COVERAGE A, except damages because of “bodily injury” or “property damage” included in the “products-completed operations hazard”, and for medical expenses under COVERAGE C regardless of the number of:
 - a. Insureds;
 - b. Claims made or “suits” brought or
 - c. Persons or organization making claims or bringing “suits”
 - 3. Any payments made under COVERAGE A for damages or under COVERAGE C for medical expenses shall reduce the Designated Construction Project General Aggregate Limit for that designated construction project. Such payments shall not reduce the General Aggregate Limit shown in the Declarations nor shall they reduce any other Designated Construction Project General Aggregate Limit for any other designated construction project shown in the Schedule above.
- 4. The limits shown in the Declarations for Each Occurrence, Fire Damage and Medical Expense continue to apply. However, instead of being subject to the General Aggregate Limit shown in the Declarations, such limits will be subject to the applicable Designated Construction Project General Aggregate Limit.
- B. For all sums which the insured becomes legally obligated to pay as damages caused by “occurrences” under COVERAGE A (SECTION I), and for all medical expenses caused by accidents under COVERAGE C (SECTION I), which cannot be attributed only to ongoing operations at a single designated construction project shown in the Schedule above:
 - 1. Any payments made under COVERAGE A for damages or under COVERAGE C for medical expenses shall reduce the amount available under the General Aggregate Limit or the Products-Completed Operations Aggregate Limit, whichever is applicable; and
 - 2. Such payments shall not reduce any Designated Construction Project General Aggregate Limit.
- C. When coverage for liability arising out of the “products- completed operations hazard” is provided, any payments for damages because of “bodily injury” or “property damage” included in

the “products-completed operations hazard” will reduce the Products-Completed Operations Aggregate Limit, and not reduce the General Aggregate Limit nor the Designated Construction Project General Aggregate Limit.

- D.** If the applicable designated construction project has been abandoned, delayed, or abandoned and then restarted, or if the authorized contracting parties deviate from plans, blueprints, designs,

specifications or timetables, the project will still be deemed to be the same construction project.

- E.** The provisions of Limits of Insurance (SECTION **III**) not otherwise modified by this endorsement shall continue to apply as stipulated.

EXHIBIT B

BUILDERS RISK COVERAGE FORM

Various provisions in this policy restrict coverage. Read the entire policy carefully to determine rights, duties and what is and is not covered.

Throughout this policy the words “you” and “your” refer to the Named Insured shown in the Declarations. The words “we”, “us” and “our” refer to the Company providing this insurance.

Other words and phrases that appear in quotation marks have special meaning. Refer to Section G., Definitions.

A. Coverage

We will pay for direct physical loss of or damage to Covered Property at the premises described in the Declarations caused by or resulting from any Covered Cause Loss.

1. Covered Property

Covered Property as used in this Coverage Part, means the type of property described in this section, **A.1.**, and limited in **A.2.**, Property Not Covered, If a Limit of Insurance is shown in the Declarations for that type of property.

Building Under Construction, meaning the building or structure described in the Declarations while in the course of construction, including:

a. Foundations;

b. The following property:

(1) Fixtures and machinery;

(2) Equipment used to service the building; and

(3) Your building materials and supplies used for construction;

Provided such property is intended to be permanently located in or on the building or structure described in the Declarations or within 100 feet of its premises;

c. If not covered by other insurance, temporary structures built or assembled on site, including cribbing, scaffolding and construction forms.

2. Property Not Covered

Covered Property does not include:

a. Land (including land on which the property is located) or water;

(b) Subject to **(a)** above, the amount we will pay for debris removal expense is limited to 25% of the sum of the deductible plus

b. The following property when outside of buildings:

(1) Lawns, trees, shrubs or plants;

(2) Radio or television antennas (including satellite dishes) and their lead-in wiring, master or towers; or

(3) Signs (other than signs attached to buildings)

3. Covered Causes of Loss

See applicable Causes Of Loss Form as shown in the Declarations.

4. Additional Coverages

a. Debris Removal

(1) Subject to Paragraphs (3) and (4), we will pay your expense to remove debris of Covered Property caused by or resulting from a Covered Cause of Loss that occurs during the policy period. The expenses will be paid only if they are reported to us in writing within 180 days of the date of direct physical loss or damage.

(2) Debris Removal does not apply to costs to:

(a) Extract “pollutants” from land or water; or

(b) Remove, restore or replace polluted land or water.

(3) Subject to the exceptions in paragraph (4), the following provisions apply:

(a) The most we will pay for the total of direct physical loss or damage plus debris removal expense is the Limit of Insurance applicable to the Covered Property that has sustained loss or damage.

the amount that we pay for direct physical loss or damage to the Covered Property that has sustained loss or damage.

(4) We will pay up to an additional \$10,000 for debris removal expense, for each location, in any one occurrence of physical loss or damage to Covered Property if one or both of the following circumstances apply:

(a) The total of the actual debris removal expense plus the amount we pay for direct physical loss or damage exceeds the Limit of Insurance on the Covered Property that has sustained loss or damage.

(b) The actual debris removal expense exceeds 25% of the sum of the deductible plus the amount that we pay for direct physical loss or damage to the Covered Property that has sustained loss or damage.

Therefore if (4)(a) and/or (4)(b) apply, our total payment for direct physical loss or damage and debris removal expense may reach but will never exceed the Limit of Insurance on the Covered Property that has sustained loss or damage, plus \$10,000.

(5) Examples

The following examples assume that there is no Coinsurance penalty.

Example #1

Limit or Insurance:	\$90,000
Amount of Deductible:	\$ 500
Amount of Loss:	\$50,000
Amount of Loss Payable:	\$49,500
	(\$50,000 - \$500)
Debris Removal Expense:	\$10,000
Debris Removal Expense Payable:	\$10,000
	(\$10,000 is 20% of \$50,000.)

The debris removal expense is less than 25% of the sum of the loss payable plus the deductible. The sum of the loss payable and the debris removal expense (\$49,500 + \$10,000 = \$59,500.) is less than the Limit of Insurance. Therefore, the full amount of debris removal expense is payable in accordance with the terms of Paragraph (3).

Example #2

Limit of Insurance:	\$90,000
Amount of Deductible:	\$ 500
Amount of Loss:	\$80,000
Amount of Los Payable:	\$79,500
	(\$80,000 - \$500)
Debris Removal Expense:	\$30,000
Debris Removal Expense Payable	
Basic Amount:	\$10,500
Additional Amount:	\$10,000

The basic amount payable for debris removal expense under the terms of Paragraph (3) is calculated as follows: \$80,000 (\$79,500 + \$500) x .25 = \$20,000; capped at \$10,500. The cap applies because the sum of the loss payable (\$79,500) and the basic amount payable for debris

removal expense (\$10,500) cannot exceed the Limit of Insurance (\$90,000).

The additional amount payable for debris removal expense is provided in accordance with the terms of Paragraph (4), because the debris removal expense (\$30,000) exceeds 25% of the loss payable plus the deductible (\$30,000 is 37.5% of \$80,000), and because the sum of loss payable and debris removal expense (\$79,500 + \$30,00 = \$109,500) would exceed the Limit of Insurance (\$90,000). The additional amount of covered debris removal expense is \$10,000, the maximum payable under Paragraph (4). Thus the total payable for debris removal expense in this example is \$20,500; \$9,500 of the debris removal expense is not covered.

b. Preservation Of Property

If it is necessary to move Covered Property from the described premises to preserve it from loss or damage by a Covered Cause of Loss, we will pay for any direct physical loss or damage to that property:

- (1) While it is being moved or while temporarily stored at another location; and
- (2) Only if the loss or damage occurs within 30 days after the property is first moved.

c. Fire Department Service Charge

When the fire department is called to save or protect Covered Property from a Covered Cause of Loss, we will pay up to \$1,000, unless a higher limit is shown in the Declarations, for your liability for fire department service charges:

- (1) Assumed by contract or agreement prior to loss; or
- (2) Required by local ordinance.

No Deductible applies to this Additional Coverage.

d. Pollutant Clean-up And Removal

We will pay your expense to extract "pollutants" from land or water at the described premises if the discharge, dispersal, seepage, migration, release or escape of the "pollutants" is caused by or results from a Covered Cause of Loss that occurs during the policy period. The expense will be paid only if they are reported to us in writing within 180 days of the date on which the Covered Cause of Loss occurs.

This Additional Coverage does not apply to costs to test for, monitor or assess the existence, concentration or effects of "pollutants". But we will pay for testing which is performed in the course of extracting the "pollutants" from the land or water.

The most we will pay under this Additional Coverage for each described premises is \$10,000 for the sum of all covered expenses arising out of Covered Causes of

Loss occurring during each separate 12 month period of this policy.

5. Coverage Extensions

a. Building Materials And Supplies Of Others

- (1) You may extend the insurance provided by this Coverage Form to apply to building materials and supplies that are:
 - (a) Owned by others;
 - (b) In your care, custody or control;
 - (c) Located in or on the building described in the Declarations, or within 100 feet of its premises; and
 - (d) Intended to become a permanent part of the building.
- (2) The most we will pay for loss or damage under this Extension is \$5,000 at each described premises, unless a higher Limit of Insurance is specified in the Declarations. Our payment for loss of or damage to property of others will only be for the account of the owner of the property.

b. Sod, Trees, Shrubs And Plants

You may extend the insurance provided by this Coverage Form to apply to loss or damage to sod, trees, shrubs and plants outside of buildings on the described premises, if the loss or damage is caused by or results from any of the following causes of loss:

- (1) Fire;
- (2) Lightning;
- (3) Explosion;
- (4) Riot or Civil Commotion; or
- (5) Aircraft.

The most we will pay for loss or damage under this Extension is \$1,000, but not more than \$250 for any one tree, shrub or plant. These limits apply to any one occurrence, regardless of the types or number of items lost or damaged in that occurrence.

B. Exclusions And Limitations

See applicable Causes Of Loss From as shown in the Declarations.

C. Limits Of Insurance

The most we will pay for loss or damage in any one occurrence is the applicable Limit of Insurance shown in the Declarations.

The most we will pay for the loss or damage to outdoor signs attached to buildings is \$2,500 per sign in any one occurrence.

The limits applicable to the Coverage Extensions and the Fire Department Service Charge and Pollutant Clean-up And Removal Additional Coverage are in addition to the Limit of insurance.

Payments under the Preservation Of Property Additional Coverage will not increase the applicable Limit of insurance.

D. Deductible

In any one occurrence of loss or damage (hereinafter referred to as loss), we will first reduce the amount of

loss if required by Additional Condition – Need For Adequate Insurance. If the adjusted amount of loss is less than or equal to the Deductible, we will not pay for that loss. If the adjusted amount of loss exceeds the Deductible, we will then subtract the Deductible from the adjusted amount of loss, and will pay the resulting amount or the Limit of Insurance, whichever is less.

When the occurrence involves loss to more than one item of Covered Property and separate Limits of Insurance apply, the losses will not be combined in determining application of the Deductible But the Deductible will be applied only once per occurrence.

Example #1

(This example assumes there is no penalty for underinsurance.)

Deductible:	\$ 1,000
Limit of Insurance – Building #1:	\$ 60,000
Limit of Insurance – Building #2:	\$ 80,000
Loss to Building #1:	\$ 60,100
Loss to Building #2:	\$ 90,000

The amount of loss to Building #1 (\$60,100) is less than the sum (\$61,000) of the Limit of Insurance applicable to Building #1 plus the Deductible.

The Deductible will be subtracted from the amount of loss in calculating the loss payable for Building #1:

\$60,100
<u> - 1,000</u>
\$59,100 Loss Payable – Building #1

The Deductible applies once per occurrence and therefore is not subtracted in determining the amount of loss payable for Building #2. Loss payable for Building #2 is the Limit of Insurance of \$80,000.

Total amount of loss payable: \$59,100 + \$80,000 = \$139,100.

Example #2

(This example, too, assumes there is no penalty for underinsurance.)

The Deductible and Limits of Insurance are the same as those in Example #1

Loss to Building #1:	\$ 70,000
(Exceeds Limit of Insurance plus Deductible)	
Loss to Building # 2	\$ 90,000
(Exceeds Limit of Insurance plus Deductible)	
Loss Payable - Building #1:	\$ 60,000
(Limit of Insurance)	
Loss Payable – Building #2	\$ 80,000
(Limit of Insurance)	
Total amount of loss payable:	\$140,000

E. Loss Conditions

The following conditions apply in addition to the Common Policy Conditions and the Commercial Property Conditions.

1. Abandonment

There can be no abandonment of any property to us.

2. Appraisal

If we and you disagree on the value of the property or the amount of loss, either may make written demand for an appraisal of the loss. In this event, each party will select a competent and impartial appraiser. The two appraisers will select and umpire. If they cannot agree, either may request that selection be made by a judge of a court having jurisdiction. The appraiser will state separately the value of the property and amount of loss. If they fail to agree, they will submit their differences to the umpire. A decision agreed to by any two will be binding. Each party will:

- a. Pay its chosen appraiser; and
- b. Bear the other expenses of the appraisal and umpire equally.

If there is an appraisal, we will still retain our right to deny claim.

3. Duties In The Event Of Loss Or Damage

a. You must see that the following are done in the event of loss or damage to Covered Property:

- (1) Notify the police if a law may have been broken.
- (2) Give us prompt notice of the loss or damage. Include a description of the property involved.
- (3) As soon as possible, give us a description of how, when and where the loss or damage occurred.
- (4) Take all reasonable steps to protect the Covered Property from further damage, and keep a record of your expenses necessary to protect the Covered Property, for consideration in the settlement of the claim. This will not increase the Limit of Insurance. However, we will not pay for any subsequent loss or damage resulting from cause of loss that is not a Covered Cause of Loss. Also if feasible, set the damaged property aside and in the best possible order for examination.
- (5) At our request, give us complete inventories of the damaged and undamaged property. Include quantities, costs, values and amount of loss claimed.
- (6) As often as may be reasonably required, permit us to inspect the property proving the loss or damage and examine your books and records. Also permit us to take samples of damaged and undamaged property for inspection, testing and analysis, and permit us to make copies from your books and records
- (7) Send us a signed, sworn proof of loss containing the information we request to investigate the claim. You must do this within 60 days after our request. We will supply you with the necessary forms.
- (8) Cooperate with us in the investigation or settlement of the claim.

b. we may examine any insured under oath while not in the presence of any other insured and at such times as may be reasonably required, about any

matter relating to this insurance or the claim, including an insured's books and records. In the event of an examination, an insured's answer must be signed.

4. Loss Payment

a. In the event of loss or damage covered by this Coverage Form, at our option, we will either:

- (1) Pay the value of lost or damaged property;
- (2) pay the cost of repairing or replacing the lost or damaged property, subject to b. below;
- (3) Take all or any part of property at an agreed or appraised value; or
- (4) Repair, rebuild or replace the property with other property of like kind and quality, subject to b. below.

We will determine the value of lost or damaged property, or the cost of its repair or replacement, in accordance with the applicable terms of the Valuation Condition in this Coverage Form or any applicable provision which amends or supersedes the Valuation Condition.

b. The cost to repair, rebuild or replace does not include the increased cost attributable to enforcement of any ordinance or law regulating the construction, use or repair of any property.

c. We will give notice of our intentions within 30 days after we receive the sworn proof of loss.

d. We will not pay you more than your financial interest in the Covered Property.

e. We may adjust losses with the owners of lost or damaged property if other than you. If we pay the owners, such payments will satisfy your claims against us for the owners' property. We will not pay the owners more than their financial interest in the Covered Property.

f. We may elect to defend you against suits arising from claims of owners of property. We will do this at our expense.

g. We will pay for covered loss or damage within 30 days after we receive the sworn proof of loss, if you have complied with all of the terms of this Coverage Part and:

- (1) We have reached agreement with you on the amount of loss; or
- (2) An appraisal award has been made.

h. A party wall is a wall that separates and is common to adjoining buildings that are owned by different parties. In settling covered losses involving a party wall, we will pay a portion of the loss to the party wall based on your interest in the wall in proportion to the interest of the owner of the adjoining building. However, if you elect to repair or replace your building and the owner of the adjoining building elects not to repair or replace the building, we will pay you the full value of the loss to the party wall, subject to all applicable policy

provisions including Limits of Insurance, the Valuation and Coinsurance Conditions and all other provisions of this Loss Payment Condition. Our payment under the provision of this paragraph does not alter any right of subrogation we may have against any entity, including the owner or insurer of the adjoining building, and does not alter the terms of the Transfer Of Rights Of Recovery Against Others To Us Condition in this policy.

5. Recovery Property

If either you or we recover any property after loss settlement, that party must give the other prompt notice. At your option, the property will be returned to you. You must then return to us the amount we paid to you for the property. We will pay recovery expenses and the expenses to repair the recovered property, subject to the Limit of Insurance.

6. Valuation

We will determine the value of Covered Property at actual cash value as of the time of loss or damage.

F. Additional Conditions

The following conditions apply in addition to the Common Policy Conditions and the Commercial Property Conditions.

1. Mortgageholders

- a. The term mortgageholder includes trustee.
- b. We will pay for covered loss of or damage to buildings or structures to each mortgageholder shown in the Declarations in their order of precedence, as interests may appear.
- c. The mortgageholder has the right to receive loss payment even if the mortgageholder has started foreclosure or similar action on the building or structure.
- d. If we deny your claim because of your acts or because you have failed to comply with the terms of this Coverage Part, the mortgageholder will still have the right to receive loss payment if the mortgageholder:
 - (1) Pays any premium due under this Coverage Part at our request if you have failed to do so;
 - (2) Submits a signed, sworn proof of loss within 60 days after receiving notice from us of your failure to do so; and
 - (3) Has notified us of any change in ownership, occupancy or substantial change in risk known to the mortgageholder.

All of the terms of this Coverage Part will then apply directly to the mortgageholder.

- e. If we pay the mortgageholder for any loss or damage and deny payment to you because of your acts or because you have failed to comply with the terms of this Coverage Part:
 - (1) The mortgageholder's rights under the mortgage will be transferred to us to the extent of the amount we pay; and

- (2) The mortgageholder's right to recover the full amount of the mortgageholder's claim will not be impaired.

At our option, we may pay to the mortgageholder the whole principal on the mortgage plus any accrued interest. In this event, your mortgage and note will be transferred to us and you will pay your remaining mortgage debt to us.

- f. If we cancel this policy, we will give written notice to the mortgageholder at least:
 - (1) 10 days before the effective date of cancellation if we cancel for your nonpayment of premium; or
 - (2) 30 days before the effective date of cancellation if we cancel for any other reason.
- g. If we elect not to renew this policy, we will give written notice to the mortgageholder at least 10 days before the expiration date of this policy.

2. Need for Adequate Insurance

We will not pay a greater share of any loss than the portion that the Limit of Insurance bears to the value on the date of completion of the building described in the Declarations.

EXAMPLE #1 (UNDERINSURANCE)

When: The value of the building on the date of completion is: \$200,000
The Limit of Insurance for it is: \$100,000
The Deductible is: \$ 500 The amount of loss is: \$ 80,000

Step (1): $\$100,000 \div \$200,000 = .50$

Step (2): $\$80,000 \times .50 = \$40,000$

Step (3): $\$40,000 - \$500 = \$39,500$.

We will pay no more than \$39,500. The remaining \$40,500 is not covered.

EXAMPLE #2 (ADEQUATE INSURANCE)

When: The value of the building on the date of completion is: \$200,000
The Limit of Insurance for it is: \$200,000
The Deductible is: \$ 1,000
The amount of loss is: \$ 80,000

The limit of Insurance in the example is adequate and therefore no penalty applies. We will pay no more than \$79,000 (\$80,000 amount of loss minus the deductible of \$1,000).

3. Restriction Of Additional Coverage – Collapse

If the Causes Of Loss – Broad Form is applicable to this Coverage Form, Paragraph C.2.f. of the Additional Coverage – Collapse does not apply to this Coverage Form.

If the Cause Of Loss – Special Form is applicable to this Coverage Form, Paragraphs D.2.c. and D.2.d of the Additional Coverage Collapse do not apply to this Coverage Form.

4. When Coverage Ceases

The insurance provided by this Coverage Form will end when one of the following first occurs:

- a. This policy expires or is cancelled.
- b. The property is accepted by the purchaser;
- c. Your interest in the property ceases;
- d. You abandon the construction with no intention to complete it;
- e. Unless we specify otherwise in writing.
 - (1) 90 days after construction is complete or;
 - (2) 60 days after any building described in the Declarations is:
 - (a) Occupied in whole or in part; or
 - (b) Put to its intended use.

G. Definitions

“Pollutants” means any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals and waste. Waste includes materials to be recycled, reconditioned or reclaimed.

CAUSES OF LOSS – SPECIAL FORM

Words and phrases that appear in quotation marks have special meaning. Refer to Section **G.**, Definitions.

A. Covered Causes Of Loss

When Special is shown in the Declarations, Covered Causes of Loss means Risk of Direct Physical Loss unless the loss is:

1. Excluded in Section **B.**, Exclusions; or
2. Limited in Section **C.**, limitations; that follow.

B. Exclusions

1. We will not pay for loss or damage caused directly or indirectly by any of the following. Such loss or damage is excluded regardless of any other cause or event that contributes concurrently or in any sequence to the loss.

a. Ordinance or Law

The enforcement of any ordinance or law:

- (1) Regulating the construction, use or repair of any property; or
- (2) Requiring the tearing down of any property, including the cost of removing its debris.

This exclusion, Ordinance Or Law applies whether the loss results from:

- (a) An ordinance or law that is enforced even if the property has not been damaged; or
- (b) The increased costs incurred to comply with an ordinance or law in the course of construction, repair, renovation, remodeling or demolition of property, or removal of its debris, following a physical loss to that property.

b. Earth movement

- (1) Earthquake, including any earth sinking, rising or shifting related to such event;
- (2) Landslide including any earth sinking, rising or shifting related to such event.
- (3) Mine subsidence, meaning subsidence of a man-made mine, whether or not mining activity has ceased;
- (4) Earth sinking (other than sinkhole collapse), rising or shifting including soil conditions which cause settling, cracking or other disarrangement of foundations or other parts

or realty. Soil conditions include contraction, expansion, freezing, thawing, erosion, improperly compacted soil and the action of water under the ground surface.

But if Earth Movement, as described in **b.(1)** through **(4)** above, results in fire or explosion, we will pay for the loss or damage caused by that fire or explosion.

- (5) Volcanic eruption, explosion or effusion. But if volcanic eruption, explosion or effusion results in fire, building glass breakage or Volcanic Action, we will pay for the loss or damage caused by that fire, building glass breakage or Volcanic Action.

Volcanic Action means direct loss or damage resulting from the eruption of a volcano when the loss or damage is caused by:

- (a) Airborne volcanic blast or airborne shock waves;
- (b) Ash, dust or particulate matter; or
- (c) Lava flow.

All volcanic eruptions that occur within any 168-hour period will constitute a single occurrence.

Volcanic Action does not include the cost to remove ash, dust or particulate matter that does not cause direct physical loss or damage to the described property.

c. Governmental Action

Seizure or destruction of property by order of governmental authority.

But we will pay for loss or damage caused by or resulting from acts of destruction ordered by governmental authority and taken at the time of a fire to prevent its spread, if the fire would be covered under this Coverage Part.

d. Nuclear Hazard

Nuclear reaction or radiation, or radioactive contamination, however caused.

But if nuclear reaction or radiation, or radioactive contamination, results in fire, we

will pay for the loss or damage caused by that fire.

e. Utility Services

The failure of power, communication, water or other utility service supplied to the described premises, however caused, if the failure:

- (1) Originates away from the described premises; or
- (2) Originates at the described premises but only if such failure involves equipment used to supply the utility service to the described premises from a source away from the described premises.

Failure of any utility service includes lack of sufficient capacity and reduction in supply. Loss or damage caused by a surge of power is also excluded, if the surge would not have occurred but for an event causing failure of power.

But if the failure or surge of power, or the failure of communication, water or other utility service, results in Covered Cause of loss, we will pay for the loss or damage caused by that Covered Cause of Loss.

Communication services include but are not limited to service relating to Internet access or access to any electronic, cellular or satellite network.

f. War And Military Action

- (1) War, including undeclared or civil war;
- (2) Warlike action by military force, including action in hindering or defending against an actual or expected attack, by any government, sovereign or other authority using military personnel or other agents; or
- (3) Insurrection, rebellion, revolution, usurped power, or action taken by governmental authority in hindering or defending against any of these.

g. Water

- (1) Flood, surface water, waves, tides, tidal waves, overflow of any body of water or their spray, all whether driven by wind or not;
- (2) Mudslide or mudflow;
- (3) Water that backs up or overflows from a sewer, drain or sump; or
- (4) Water under the ground surface pressing on, or flowing or seeping through:

- (a) Foundations, walls, floors or paved surfaces;

- (b) Basements, whether paved or not; or

- (c) Doors, windows or other openings.

But if Water, as described in **g.(1)**. Through **g.(4)**. above, results in fire, explosion or sprinkler leakage, we will pay for the loss or damage caused by that fire explosion or sprinkler leakage.

h. "Fungus", Wet Rot, Dry Rot And Bacteria

Presence, growth, proliferation, spread or any activity of "fungus", wet or dry rot or bacteria.

But if "fungus", wet or dry rot or bacteria results in a "specified cause of loss", we will pay for the loss or damage caused by that "specified cause of loss".

This exclusion does not apply:

- 1. When "fungus", wet or dry rot or bacteria results from fire or lightning; or
- 2. To the extent that coverage is provided in the Additional Coverage – Limited Coverage For "Fungus", Wet Rot, Dry Rot And Bacteria with respect to loss or damage by a cause of loss other than fire or lightning.

Exclusions **B.1.a.** through **B.1h.** apply whether or not the loss event results in widespread damage or affects a substantial area.

2. We will not pay for loss or damage caused by or resulting from any of the following:

- a. Artificially generated electrical, magnetic or electromagnetic energy that damages, disturbs, disrupts or otherwise interferes with any:

- (1) Electrical or electronic wire, device, appliance, system or network; or
- (2) Device, appliance, system or network utilizing cellular or satellite technology.

For the purpose of this exclusion, electrical, magnetic or electromagnetic energy includes but is not limited to:

- (a) Electrical current, including arcing;
- (b) Electrical charge produced or conducted by a magnetic or electromagnetic field;
- (c) Pulse of electromagnetic energy; or
- (d) Electromagnetic waves or microwaves.

But if fire results, we will pay for the loss or damage caused by the fire.

b. Delay, loss of use or loss of market.

c. Smoke, vapor or gas from agricultural smudging or industrial operations

- d. (1) Wear and tear;**
- (2) Rust or other corrosion, decay, deterioration, hidden or latent defect or any quality in property that causes it to damage or destroy itself;**
- (3) Smog;**
- (4) Setting, cracking, shrinking or expansion;**
- (5) Nesting or infestation, or discharge or release of waste products or secretions, by insects, birds, rodents or other animals.**
- (6) Mechanical breakdown, including rupture or bursting caused by centrifugal force. But if mechanical breakdown results in elevator collision, we will pay for the loss or damage caused by the elevator collision.**
- (7) The following causes of loss to personal property:**
 - (a) Dampness or dryness of atmosphere;**
 - (b) Changes in or extremes of temperature; or**
 - (c) Marring or scratching.**

But if an excluded cause of loss that is listed in **2.d.(1).** through **(7)** results in a “specified cause of loss” or building glass breakage, we will pay for the loss or damage caused by that “specified cause of loss” or building glass breakage.

- e. Explosion of steam boilers, steam pipes, steam engines or steam turbines owned or leased by you, or operated under your control. But if explosion of steam boilers, steam pipes, steam engines or steam turbines result in fire or combustion explosion, we will pay for the loss or damage caused by that fire or combustion explosion. We will also pay for loss or damage caused by or resulting from explosion of gases or fuel within the furnace of any fired vessel or within the flues or passages through which the gases of combustion pass.**
- f. Continuous or repeated seepage or leakage of water, or the presence or condensation of humidity, moisture or vapor, that occurs over period of 14 days or more.**
- g. Water, other liquids, powder or molten material that leaks or flows from plumbing, heating, air conditioning or other equipment (except fire protective systems) caused by or resulting from freezing, unless:**
 - (1) You do your best to maintain heat in the building or structure; or**
 - (2) You drain the equipment and shut off the supply if the heat is not maintained.**

- h. Dishonest or criminal act by you, any of your partners, members, officers, managers, employees (including leased employees), directors, trustees, authorized representatives or anyone to whom you entrust the property for any purpose.**
 - (1) Acting alone or in collusion with others; or**
 - (2) You drain the equipment and shut off the supply if the heat is not maintained.**

This exclusion does not apply to acts of destruction by your employees (including leased employees); but theft by employees (including leased employees) is not covered.
- i. Voluntary parting with any property by you or anyone else to whom you have entrusted the property if induced to do so by any fraudulent scheme, trick, device or false pretense.**
- j. rain, snow, ice or sleet to personal property in the open.**
- k. Collapse, including any of the following conditions of property or any part of the property:**
 - (1) An abrupt falling down or caving in;**
 - (2) Loss of structural integrity, including separation of parts of the property or property in danger of falling down or caving in; or**
 - (3) Any cracking, bulging, sagging, bending, leaning, setting, shrinkage or expansion as such condition relates to (1) or (2) above.**

But if collapse results in a Covered Cause of Loss at the described premises, we will pay for the loss or damage caused by that Covered Cause of Loss.

The exclusion, **k.**, does not apply:

 - (a) To the extent that coverage is provided under the Additional Coverage – Collapse; or**
 - (b) To collapse caused by one or more of the following:**
 - (i) The “specified cause of loss”;**
 - (ii) Breakage of building glass;**
 - (iii) Weight of rain that collects on a roof; or**
 - (iv) Weight of people or personal property.**
- l. Discharge, dispersal, seepage, migration, release or escape of “pollutants” unless the discharge, dispersal, seepage, migration, release or escape is itself caused by any of the “specified causes of loss”. But if the discharge, dispersal, seepage, migration, release or escape of “pollutants” results in “specified cause of loss”, we will pay**

for the loss or damage caused by that “specified cause of loss”.

The exclusion, **L.**, does not apply to damage to glass caused by chemicals applied to glass.

m. Neglect of an insured to use all reasonable means to save and preserve property from further damage at and after the time loss.

3. We will not pay for loss or damage caused by or resulting from any of the following, **3.a.** through **3.c.** But if an excluded cause of loss that is listed in **3.a.** through **3.c.** results in a Covered Cause of Loss, we will pay for the loss or damage caused by that Covered Cause of Loss.

a. Weather conditions. But this exclusion only applies if weather conditions contribute in any way with a cause or event excluded in Paragraph **1.** above to produce the loss or damage.

b. Acts or decisions, including the failure to act or decide, of any person, group, organization or governmental body.

c. Faulty, inadequate or defective:

(1) Planning, zoning, development, surveying, siting;

(2) Design, specifications, workmanship, repair, construction, renovation, remodeling, grading, compaction;

(3) Materials used in repair, construction renovation or remodeling; or

(4) Maintenance;

of part or all of any property on or off the described premises.

4. Special Exclusions

The following provisions apply only to the specified Coverage Forms.

a. Business Income (And Extra Expense) Coverage Form, Business Income (Without Extra Expense) Coverage Form, Or Extra Expense Coverage Form

We will not pay for:

(1) Any loss caused by or resulting from:

(a) Damage or destruction of “finished stock”;
or

(b) The time required to reproduce “finished stock”.

This exclusion does not apply to Extra Expense.

(2) Any loss caused by or resulting from direct physical loss or damage to radio or television antennas (including satellite dishes) and their lead in-wiring, masts or towers.

(3) Any increase of loss caused by or resulting from:

(a) Delay in rebuilding, repairing or replacing the property or resuming “operations”, due to interference at the location of the rebuilding, repair or replacement by strikers or other persons; or

(b) Suspension, lapse or cancellation of any license, lease or contract. But if the suspension, lapse or cancellation is directly caused by the “suspension” of “operations”, we will cover such loss that affects your Business Income during the “period of restoration” and any extension of the “period of restoration” in accordance with the terms of the Extended business Income Additional Coverage and the Extended Periods Of Indemnity Optional Coverage or any variation of these.

(4) Any Extra Expense caused by or resulting from suspension, lapse or cancellation of any license, lease or contract beyond the “period of restoration”.

(5) Any other consequential loss.

b. Leasehold interest Coverage Form

(1) Paragraph **B.1.a.**, Ordinance Or Law, does not apply to insurance under this Coverage Form.

(2) We will not pay for any loss caused by:

(a) Your cancelling the lease;

(b) The suspension lapse or cancellation of any license; or

(c) Any other consequential loss.

c. Legal liability Coverage Form

(1) The following exclusions do not apply to insurance under this Coverage Form:

(a) Paragraph **B.1.a.**, Ordinance Or Law;

(b) Paragraph **B.1.c.**, Governmental Action

(c) Paragraph **B.1.d.**, Nuclear Hazard;

(d) Paragraph **B.1.e.**, Utility Services; and

(e) Paragraph **B.1.f.**, War And Military Action

(2) The following additional exclusions apply to insurance under this Coverage Form:

(a) Contractual Liability

We will not defend any claim or “suit”, or pay damages that you are legally liable to pay solely by reason of your assumption of liability in a contract or

agreement. But this exclusion does not apply to a written lease agreement in which you have assumed liability for building damage resulting from an actual or attempted burglary or robbery, provided that:

- (i) Your assumption of liability was executed prior to accident; and
- (ii) The building is Covered Property under this Coverage Form.

(b) Nuclear Hazard

We will not defend any claim or “suit”, or pay any damages, loss, expense or obligation, resulting from nuclear reaction or radiation, or radioactive contamination, however caused.

5. Additional Exclusion

The following provisions apply only to the specified property.

LOSS OR DAMAGE TO PRODUCTS

We will not pay for loss or damage to any merchandise, goods or other product caused by or resulting from error or omission by any person or entity (including those having possession under an arrangement where work or a portion of the work is outsourced) in any stage of the development, production or use of the product, including planning, testing, processing, packaging, installation, maintenance or repair. This exclusion applies to any effect that compromises the form, substance or quality of the product. But if such error or omission results in a Covered Cause loss, we will pay for the loss or damage caused by that Covered Cause of Loss.

C. Limitations

The following limitations apply to all policy forms and endorsements, unless otherwise stated.

- 1. We will not pay for loss of or damage to property, as described and limited in the section. In addition, we will not pay for any loss that is a consequence of loss or damage as described and limited in this section.
 - a. Steam boilers, steam pipes steam engines or steam turbines caused by or resulting from any condition or event inside such equipment. But we will pay for loss of or damage to such equipment caused by or resulting from an explosion of gases or fuel within the furnace of any fired vessel or

within the flues or passages through which the gases of combustion pass.

- b. Hot water boilers or other water heating equipment caused by ore resulting from any condition or event inside such boilers or equipment, other than an explosion.
- c. The interior of any building or structure or to personal property in the building or structure, caused by or resulting from rain, snow, sleet, ice, sand or dust, whether driven by wind or not, unless:
 - (1) The building or structure first sustains damage by a Covered Cause of Loss to its roof or walls through which the rain, snow, sleet, ice, sand or dust enters; or
 - (2) The loss or damage is caused by or results from thawing of snow, sleet or ice on the building or structure.

- d. Building materials and supplies not attached as part of the building or structure caused by or resulting from theft.

However, this limitation does not apply to:

- (1) Building materials and supplies held for sale by you, unless they are insured under the Builders Risk Coverage Form; or
- (2) Business Income Coverage or Extra Expense Coverage.

- e. Property that is missing, where the only evidence of the loss or damage is a shortage disclosed on taking inventory, or other instances where there is no physical evidence to show what happened to the property.

- f. Property that has been transferred to a person or to a place outside the described premises on the basis of unauthorized instructions.

- 2. We will not pay for loss of or damage to the following types of property unless caused by the “specified causes of loss” or building glass breakage:
 - a. Animals, and then only if they are killed or their destruction is made necessary.
 - b. Fragile articles such as statuary, marbles, chinaware and porcelains, if broken. This restriction does not apply to:
 - (1) Glass; or
 - (2) Containers of property held for sale.

c. Builders' machinery, tools and equipment owned by you or entrusted to you, provided such property is Covered Property.

(1) If the property is located on or within 100 feet of the described premises, unless the premises is insured under the Builders Risk Coverage Form; or

(2) To Business Income Coverage or to Extra Expense Coverage.

3. The special limit shown for each category, a. through d., is the total limit for loss of or damage to all property in that category. The special limit applies to any one occurrence of theft, regardless of the types or number of articles that are lost or damaged in that occurrence. The special limits are:

a. \$2,500 for furs, fur garments and garments trimmed with fur.

b. \$2,500 for jewelry, watches, watch movements, jewels, pearls, precious and semiprecious stones, bullion, gold, silver, platinum, and other precious alloys or metals. This limit does not apply to jewelry and watches worth \$100 or less per item.

c. \$2,500 for patterns, dies, molds and forms.

d. \$250 for stamps, tickets, including lottery tickets held for sale, and letters for credit.

These special limits are part of, not in addition to, the Limit of Insurance applicable to the Covered Property.

This limitation, C.3., does not apply to Business Income Coverage or Extra Expense Coverage.

4. We will not pay the cost to repair any defect to a system or appliance from which water, other liquid, powder or molten material escapes. But we will pay the cost to repair or replace damaged parts of fire-extinguishing equipment if the damage:

a. Results in discharge of any substance from an automatic fire protection system; or

b. Is directly caused by freezing.

However, this limitation does not apply to Business Income Coverage or to Extra Expense Coverage.

D. Additional Coverage – Collapse

The coverage provided under this Additional Coverage – Collapse applies only to an abrupt collapse as described and limited in D.1., through D.7.,

1. For the purpose of this Additional Coverage – Collapse, abrupt collapse means an abrupt falling down or caving in of a building or any part of a building with the result that building or part of

the building cannot be occupied for its intended purpose.

2. We will pay for direct physical loss or damage to Covered Property, caused by abrupt collapse of building or any part of a building that is insured under this Coverage Form or that contains Covered Property insured under this Coverage Form, if such collapse is caused by one or more of the following.

a. Building decay that is hidden from view unless the presence of such decay is known to an insured prior to collapse;

b. Insect or vermin damage that is hidden from view, unless the presence of such damage is known to an insured prior to collapse;

c. Use of defective material or methods in construction, remodeling or renovation if the abrupt collapse occurs during the course of the construction, remodeling or renovation.

d. Use of defective material or methods in construction, remodeling or renovation if the abrupt collapse occurs after the construction, remodeling or renovation is complete but only if the collapse is caused in part by:

(1) A cause of loss listed in 2.a. or 2.b.;

(2) One or more of the "specified causes of loss";

(3) Breakage of building glass;

(4) Weight of people or personal property; or

(5) Weight of rain that collects on a roof.

3. This **Additional Coverage – Collapse** does not apply to:

a. A building or any part of a building that is in danger of falling down or caving in;

b. A part of a building that is standing, even if it has a separated from another part of the building; or

c. A building that is standing or any part of a building that is standing even if it shows evidence of cracking, bulging, sagging, bending, leaning, setting, shrinkage or expansion.

4. With respect to the following property:

a. Outdoor radio or television antennas (including satellite dishes) and their lead-in wiring, masts or towers;

b. Awnings, gutters and downspouts;

c. Yard fixtures;

d. Outdoor swimming pools;

e. Fences;

- f. Piers, wharves and docks;
 - g. Beach or diving platforms or appurtenances;
 - h. Retaining walls; and
 - i. Walks, roadways and other paved surfaces;
- if an abrupt collapse is caused by cause of loss listed in **2.a.** through **2.d.**, we will pay for loss or damage to that property only if:

- (1) Such loss or damage is a direct result of the abrupt collapse of a building insured under this Coverage Form.
- (2) The property is Covered Property under this Coverage Form.

5. If personal property abruptly falls down or caves in and such collapse is **not** the result of abrupt collapse of a building, we will pay for loss or damage to Covered property caused by such collapse of personal property only if:

- a. The collapse of personal property was caused by a cause of loss listed in **2.a.** through **2.d.**;
- b. The personal property which collapses is inside a building; and
- c. The property which collapses is not of a kind listed in **4.**, regardless of whether that kind of property is considered to be personal property or real property.

The coverage stated in the Paragraph **5.** does not apply to personal property if marring and/or scratching is the only damage to that personal property caused by the collapse.

6. This Additional Coverage – Collapse does not apply to a personal property that has not abruptly fallen down or caved in, even if the personal property shows evidence of cracking, bulging, sagging, bending, leaning, settling, shrinkage or expansion.

7. This Additional Coverage – Collapse will not increase the Limits of Insurance provided in this Coverage Part.

8. The term Covered Cause of Loss includes the Additional Coverage – Collapse as described and limited in **D.1.** through **D.7.**

E. Additional Coverage – Limited Coverage For “Fungus”, Wet Rot, Dry Rot And Bacteria

1. The coverage described in **E.2.** and **E.6.** only applies when the “fungus”, wet or dry rot or bacteria is the result of one or more of the following causes that occurs during the policy period and only if all reasonable means were used to save and preserve the property from further damage at the time of and after that occurrence.

a. A “specified cause of loss” other than fire or lightning; or

b. Flood, if Flood Coverage Endorsement applies to the affected premises.

2. We will pay for loss or damage by “fungus” wet or dry rot or bacteria. As used in this Limited Coverage, the term loss or damage means:

a. Direct physical loss or damage to Covered Property caused by “fungus”, wet or dry rot or bacteria including the cost of removal of the “fungus”, wet or dry rot or bacteria;

b. The cost to tear out and replace any part of the building or other property as needed to gain access to the “fungus”, wet or dry rot or bacteria; and

c. The cost of testing performed after removal, repair, replacement or restoration of the damaged property is completed, provided there is a reason to believe that “fungus”, wet or dry rot or bacteria are present.

3. The coverage described under **E.2.** of this Limited Coverage is limited to \$15,000. Regardless of the number of claims, this limit is the most we will pay for the total of all loss or damage arising out of all occurrences of “specified cause of loss” (other than fire or lightning) and Flood which take place in a 12 month period (starting with the beginning of the present annual policy period). With respect to a particular occurrence of loss which results in “fungus”, wet or dry rot or bacteria, we will not pay more than a total of \$15,000 even if the “fungus”, wet or dry rot or bacteria continues to be present or active, or recurs, in a later policy period.

4. The coverage provided under this Limited Coverage does not increase the applicable Limit of Insurance on any Covered Property. If a particular occurrence results in loss or damage by “fungus”, wet or dry rot or bacteria, and other loss or damage, we will not pay more, for the total of all loss or damage, than the applicable Limit of Insurance on the affected Covered Property.

If there is covered loss or damage to Covered Property, not caused by “fungus”, wet or dry rot or bacteria, loss payment will not be limited by the terms of this Limited Coverage, except to the extent that “fungus”, wet or dry rot or bacteria causes an increase in the loss. Any such increase

in the loss will be subject to the terms of this Limited Coverage.

5. The terms of this Limited Coverage do not increase or reduce the coverage provided under Paragraph F.2. (Water Damage, Other Liquids, Powder Or Molten Material Damage) of this Causes Of Loss Form or under the Additional Coverage – Collapse.

6. The following, 6.a or 6.b., applies only if Business Income and/or Extra Expense Coverage applies to the described premises and only if the “suspension” of “operations” satisfies all terms and conditions of the applicable Business Income and/or Extra Expense Coverage Form.

a. If the loss which resulted in “fungus”, wet rot or dry rot or bacteria does not in itself necessitate a “suspension” of “operations”, but such “suspension” is necessary due to loss or damage to property caused by “fungus” wet or dry rot or bacteria, then our payment under Business Income and/or Extra Expense is limited to the amount of loss and/or expense sustained in a period of not more than 30 days. The days need not be consecutive.

b. If a covered “suspension” of “operations” was caused by loss or damage other than “fungus”, wet or dry rot or bacteria but remediation of “fungus”, wet or dry rot or bacteria but remediation of “fungus”, wet or dry rot or bacteria prolongs the “period of restoration”, we will pay for loss and/or expense sustained during the delay (regardless of when such delay occurs during the “period of restoration”), but such coverage is limited to 30 days. The days need not be consecutive.

F. Additional Coverage Extensions

1. Property In Transit

This Extension applies only to your personal property to which this form applies.

a. You may extend the insurance provided by this Coverage Part to apply to your personal property (other than property in the care, custody or control of your salespersons) in transit more than 100 feet from the described premises. Property must be in or on a motor vehicle you own, lease or operate while between points in the coverage territory.

b. Loss or damage must be caused by or result from one of the following causes of loss:

(1) Fire, lightning, explosion, windstorm or hail riot or civil commotion, or vandalism.

(2) Vehicle collision, upset or overturn. Collision means accidental contact of your vehicle with another vehicle or object. It does not mean your vehicle’s contact with the roadbed.

(3) Theft of an entire bale, case or package by forced entry into a securely locked body or compartment of the vehicle. There must be visible marks of the forced entry.

c. The most we will pay for loss or damage under this Extension is \$5,000.

This Coverage Extension is additional insurance. The Additional Condition, Coinsurance, does not apply to this Extension.

2. Water Damage, Other Liquids, Powder Or Molten Material Damage

If loss or damage caused by or resulting from covered water or other liquid, powder or molten material damage loss occurs, we will also pay the cost to tear out and replace any part of the building or structure to repair damage to the system or appliance from which the water or other substance escapes. This Coverage Extension does not increase the Limit of Insurance.

3. Glass

a. We will pay for expenses incurred to put up temporary plates or board up openings if repair or replacement of damaged glass is delayed.

b. We will pay for expenses incurred to remove or replace obstructions when repairing or replacing glass that is part of a building. This does not include removing or replacing window displays.

The Coverage Extension, F.3., does not increase the Limit of Insurance.

G. Definitions

1. “Fungus” means type or form of fungus, including mold or mildew, and any mycotoxins, spores, scents or by-products produced or released by fungi.

2. “Specified cause of loss” means the following: fire; lightning; explosion; windstorm or hail; smoke; aircraft or vehicles; riot or civil commotion; vandalism; leakage from fire-extinguishing equipment; sinkhole collapse; volcanic action; falling objects; weight of snow, ice or sleet; water damage.

a. Sinkhole collapse means sudden sinking or collapse of land into underground empty spaces

created by the action of water on limestone or dolomite. This cause of loss does not include:

- (1) The cost of filling sinkholes; or
- (2) Sinking or collapse of land into manmade underground cavities.

b. Falling objects does not include loss or damage to:

- (1) Personal property in the open; or
- (2) The interior of a building or structure, or property inside a building or structure, unless the roof or an outside wall of the

building or structure is first damaged by a falling object.

c. Water damage means accidental discharge or leakage of water or steam as the direct result of the breaking apart or cracking of a plumbing, heating, air conditioning or other system or appliance (other than a sump system including its related equipment and system including its related equipment and parts), that is located on the described premises and contains water or steam.

EXHIBIT E
SAMPLE ONLY

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 37 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS
SCHEDULED PERSON – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) and Description Of Completed Operations
Orange County Board of County Commissioners Procurement Division 400 E. South Street Orlando, FL 32801	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule but only with respect to liability for “bodily injury”, or “property damage” caused, in whole or in part by “your work” at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the “products-completed operations hazard”.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by laws; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required

by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III-Limits of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations; Whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

EXHIBIT F
SAMPLE ONLY

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 20 10 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS-
SCHEDULE PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):	Location(s) Of Covered Operations
Orange County Board of County Commissioners Procurement Division 400 E. South Street Orlando, FL 32801	
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	
<p>A. Section II – Who is An Insured is amended to include as an additional insured the person(s) or organizations(s) shown in the Schedule, but only with respect to liability for “bodily injury”, “property damage” or “personal and advertising injury” caused, in whole or in part, by:</p> <ol style="list-style-type: none">1. Your acts omissions; or2. The acts or omissions of those acting on your behalf; <p>In the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.</p> <p>However:</p> <ol style="list-style-type: none">1. The insurance afforded to such additional insured only applies to the extent permitted by law; and2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.	<p>B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply: This insurance does not apply to “bodily injury” or property damage occurring after::</p> <ol style="list-style-type: none">1. All work , including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured (s) at the location of the covered operations has been completed; or2. That portion of “your work” out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project. <p>C. With respect to the insurance afforded to these additional insureds, the following is added to Section III- Limits of Insurance: If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:</p> <ol style="list-style-type: none">1. Required by the contract or agreement; or2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less. <p>This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.</p>

EXHIBIT G
SAMPLE ONLY

WORKERS COMPENSATION AND EMPLOYERS LIABILITY INSURANCE POLICY WC 00 03 13
(Ed. 4-84)

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Name of Person or Organization:

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS
PROCUREMENT DIVISION
400 E. SOUTH STREET
ORLANDO, FL 32801

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement

Effective Policy No.

Endorsement No.

Insured

Insurance Company

Countersigned by _____

WC 00 03 13

EXHIBIT H
SAMPLE ONLY

POLICY NUMBER: _____

COMMERCIAL GENERAL LIABILITY
CG 24 04 0509

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST
OTHERS TO US**

This endorsement modifies Insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

ORANGE COUNTY BOARD OF COUNTY COMMISSIONERS
PROCUREMENT DIVISION
400 E. SOUTH STREET
ORLANDO, FL 32801

(Information required to complete this Schedule, if not shown above, will be shown in the Declarations.)

The following is added to Paragraph 8, Transfer of rights of Recovery Against Others To Us of Section IV – Conditions:

We waive any right to recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or “your work” done under a contract with that person or organization and included in the “Products-completed operations hazard”. This waiver applies only to the person or organization shown in the Schedule above.

**ORANGE COUNTY
OWNER DIRECT PURCHASE PROVISION**

1. OBJECTIVE:

To provide guidelines for Owner Direct Purchases (ODP) in order to realize the benefits of owner tax exempt status for the procurement of materials for incorporation into a public works project.

2. AUTHORITY:

Pursuant to *Florida Statutes*, Section 212.08(6), and *Florida Administrative Code*, Number 12A-1.094, Orange County Florida is exempt from Florida Sales Tax for the purchase of construction materials, supplies and/or equipment incorporated into a construction project. Under this program, the Florida Sales Tax rate of 6% shall apply to purchases of \$5000.01 and above. For purchases of \$5000 or less 6.5% shall apply. For example on a \$100,000 purchase 6% sales tax would apply to the total purchase and the .5% would apply to the first \$5000 only. Total sales tax saved on a \$100,000 purchase would be \$6025.

3. DIRECTION:

The Owner has elected to exercise this right to direct purchase selected materials on all construction projects and such direct purchase shall be without any additional cost to the Owner. **All bids are to be submitted with all applicable taxes included.**

The Contractor shall be fully responsible for all matters relating to the receipt of materials, equipment, supplies and furnishings, including but not limited to providing and obtaining all warranties and guarantees in favor of and for the benefit of the County for all materials, equipment, supplies and furnishings as required by the Contract. At the time of and subsequent to the delivery of such materials, equipment, supplies and furnishings, the County shall be liable for all loss or damage to materials, equipment, supplies and furnishings purchased pursuant to the owner direct purchase provisions. Notwithstanding the foregoing, the County shall be responsible for payment of the invoices issued by the supplier, vendor or subcontractor. The County shall retain the risk of loss of and damage to County furnished materials, equipment, supplies and furnishings for the purpose of receiving a tax exemption under Section 212.08(6), Fla. Stat, which meets the criteria in Rule 12A 1.094(4)(b)(1-4), Fla. Admin. Code, to determine if the County is the purchaser for the purposes of the tax exemption under Section 212.08(6), Fla. Stat.

The procedures outlined here may change at any time without prior notice to Contractor.

4. TERMS - For the purpose of this document, the following terms are defined as:

- a. **Change Order (CO):** A written order authorizing a change in the scope of work, contract amount or contract time. (Attachment F)
- b. **Contractor:** A General Contractor (GC), Construction Manager (CM) or Design Builder.
- c. **Orange County Board of County Commissioners, Orange County, Florida:** OC or Owner.

**ORANGE COUNTY
OWNER DIRECT PURCHASE PROVISION**

- d. **Owner Direct Purchase Order (ODP):** A purchase order issued by the Owner directly to the Contractor's vendor for the purchase of materials exempt from sales tax.
- e. **Owner Direct Purchase Procedures:** Guidelines outlined in this document.
- f. **Material:** Any material, supplies, or equipment incorporated into an OC construction project.
- g. **Letter of Indemnification:** Agreement between Contractor and Owner that will undertake to indemnify Contractor from any and all liability for unpaid sales tax due to DPO. (Attachment E)
- h. **Letter of Understanding:** Agreement between Contractor and Owner that Contractor contractual duties remain the same insofar as the inspection, handling, storage, protection and installation of the direct purchase item into the work. (Attachment D)
- i. **Purchase Requisition (PR):** A request to purchase stated material or services for a quoted price. (Attachment A)
- j. **Purchase Order (PO):** A written authorization issued by the Owner for a vendor to delivery material or services at a specified price, which becomes a legally binding contract upon acceptance by the vendor.
- k. **Vendor:** A company supplying material to the Project, whether such provision includes installation or not.
- l. **Vendor List:** A list provided by the Contractor of the vendors the Owner will direct purchase material from.

5. FUNCTIONS:

The County reserves the right to require the Contractor to assign some or all of its subcontracts or other agreements with material suppliers directly to the County. This process will be referred to as ODP and is a method that may be utilized to create savings for the County.

A. Initial Requirements.

A purchase order may be awarded for supplies or materials without competition where such supplies or materials are being procured by the County as an ODP for incorporation into a public works project (as defined in Section 12A-1.094, 4c. of the Florida Department of Revenue, Florida Administrative Code), the contract for which was previously awarded by the County and which prior award included the cost of such supplies or materials. In such event, the County may procure the supplies or materials in compliance with the requirements of the Florida Department of Revenue, Florida Administrative Code Section 12A-1.094, as amended; for the direct purchase of materials and/or other tangible personal property that is incorporated into or becomes a part of a public facility pursuant to a public works contract, and that will not be used to furnish or equip the project in accordance with Section 12A-1.038(4) of the Florida Administrative Code, as amended. *Under no circumstances shall any materials which will not be incorporated into the public works project be purchased by the County as ODP materials, including but not limited to, any consumables such as fuel or any equipment related to the public works project which will not be affixed or otherwise incorporated into the public works project such as reusable construction equipment.*

**ORANGE COUNTY
OWNER DIRECT PURCHASE PROVISION**

B. Procedural Requirements.

The following steps are to be followed unless modified by the Manager of the Procurement Division, or designee, and may be enhanced based on individual project circumstances or at the discretion of the Manager of the Procurement Division:

- i. The price for all construction materials will be provided in the Contractor's bid. The Contractor's bid shall also include all Florida State Sales and other taxes normally applicable to such material. The County may consider purchasing any approved materials.
- ii. At any time upon the request of the County, the Contractor shall provide County with a list of all intended suppliers for such materials as specified by County for consideration for procurement by the County as ODP materials. The list shall include price quotes from the suppliers, as well as a description of the materials to be supplied, estimated quantities and prices. The Owner will purchase the material from Vendors selected by the Contractor for the price originally negotiated by the Contractor.
- iii. The Contractor shall be responsible for maintaining the project schedule and the execution of the terms and conditions of the ODP purchase order, including expediting the suppliers' delivery schedules. The Contractor shall assume all risk and remain fully responsible for all material incorporated into any project, directly purchased by the Owner or not. This will include, but not be limited to, insurance, theft, storage, damage during installation, coordination, quantities ordered, submittals, protection, scheduling, shipping, security, expediting, receiving, installation, cleaning and all applicable warranties, etc.
- iv. After receipt of the Purchase Requisition Form and all required documents, the County shall prepare a purchase order for all items of material which County chooses to purchase directly. The purchase order shall include the County's Consumer's Certificate of Exemption number and a copy of the Consumer's Certificate of Exemption, and a Certificate of Entitlement (See Attachment "B"). The County's purchase order shall be sent directly to the supplier by the County with a copy sent to the Contractor, including a copy of the Certificate of Entitlement. Pursuant to the purchase order, the supplier will provide the required quantities of material at the price established in the supplier's quote to the Contractor or subcontractor.
- v. In conjunction with the PR the Contractor shall submit the Letter of Understanding and a Letter of Indemnification.

**ORANGE COUNTY
OWNER DIRECT PURCHASE PROVISION**

- vi. In conjunction with the issuance by the County of Purchase Orders for ODP materials to suppliers, Owner shall submit a deductive change order to Contractor who shall execute and deliver to County deductive change orders, with a complete description referencing the full value of all ODP materials to be provided by each supplier from whom the County elected to purchase materials directly, plus all sales taxes associated with such materials in Contractor's bid to the County.
- vii. The Contractor shall be required to obtain consent from their Surety acknowledging that Surety's obligation under our Payment and Performance. Bond remains unmodified and in full force and effect, notwithstanding that Orange County has entered into a separate Purchase Order with (Supplier) for the direct purchase of the Materials that will be deducted and deleted from the Contract by the Deductive Change Order. This must accompany the deductive change order.
- viii. Notwithstanding the transfer of ODP materials by the County to the Contractor's possession, the County shall retain legal and equitable title to any and all ODP materials. The transfer of possession of ODP materials from the County to the Contractor shall constitute a bailment for the mutual benefit of the County and the Contractor. The County shall be considered the bailor and the Contractor the bailee of the ODP materials. Transfer of possession shall be deemed to occur immediately and automatically upon delivery of ODP materials to the County without notice from County to Contractor. ODP materials shall be considered returned to the County for purposes of their bailment at such time as they are incorporated into the project. While in Contractor's possession, Contractor shall handle and store all ODP materials in a manner consistent with the supplier's or manufacturer's instructions regarding handling and storage to ensure later installation of ODP materials in a sound and undamaged condition.
- ix. The County will make payment directly to the suppliers of the ODP materials.
- x. The Contractor shall purchase and maintain builders risk insurance sufficient to protect against any loss of or damage to ODP materials. Such insurance shall cover the full value of any ODP materials not yet incorporated into the work during the period between the time the County first takes title to any of such ODP materials and the time when the last of such is incorporated into the work. The Contractor shall purchase and maintain builders risk, "all-risk" insurance based on the completed value of the Project. The Contractor must name the County as additional insured on its policy with respect to all ODP materials and County shall be solely entitled to all proceeds related to the loss or damage of ODP materials.
- xi. The Contractor shall be required to review all invoices submitted to the County by suppliers of ODP materials and either concur or object to the County's issuance of payment to the suppliers, based upon Contractor's records of materials and any defects detected in such materials.

**ORANGE COUNTY
OWNER DIRECT PURCHASE PROVISION**

The County shall directly pay all suppliers with respect to ODP materials purchased by the County.

- xii. The Contractor shall ensure that ODP materials conform to all specifications contained in the contract documents.

Contractor shall determine prior to incorporation into the work if such materials are patently defective, and whether such materials are identical to the materials ordered and match the description on the bill of lading.

If the Contractor discovers defective or non-conformities in ODP materials upon such visual inspection, the Contractor shall not utilize such nonconforming or defective materials in the work and instead shall promptly notify the County of the defective or nonconforming condition so that repair or replacement of those materials can occur without any undue delay or interruption to the work.

If the Contractor fails to perform such inspection and otherwise incorporates into the work such defective or nonconforming ODP materials, the condition of which it either knew or should have known by performance of an inspection, Contractor shall be responsible for all damages to County resulting from Contractor's incorporation of such materials into the work, including liquidated or delay damages.

- xiii. In order to arrange for timely payment to the suppliers of ODP materials, Contractor shall promptly submit to County within five (5) days of County's receipt of an invoice from a supplier (i) a copy of the applicable purchase order as receiving report, (ii) copies of the delivery tickets, (iii) written acceptance of the delivered items by the Contractor, and (iv) such other documentation as may be reasonably required by the COUNTY. Upon receipt of the appropriate documentation, the County shall prepare a check drawn to the supplier based upon the data provided by Contractor. This check will be made payable and remitted directly to the supplier. The Contractor agrees to assist the County to immediately obtain partial or final release of waivers as appropriate.

- xiv. The Contractor shall maintain records of all ODP materials it incorporates into the work. The Contractor shall account monthly to the County for any ODP materials delivered into the Contractor's possession, indicating portions of all such materials which have been incorporated into the work

- xv. The Contractor shall be responsible for obtaining and managing all warranties and guarantees for all ODP materials in the same manner and on the same terms as materials obtained by the Contractor as required by the contract documents. All repair, maintenance or damage-repair calls shall be forwarded to the Contractor for resolution with the appropriate supplier or subcontractor.

**ORANGE COUNTY
OWNER DIRECT PURCHASE PROVISION**

The Contractor agrees and understands that it shall undertake all warranty enforcement and other related duties of the County for all ODP materials. Additionally, all ODP materials shall be warranted and guaranteed by the Contractor as part of the Contractor's warranty and guarantee of the work to the same extent and degree as other materials procured and provided to the work by Contractor. Contractor's warranty and guarantee duties shall be governed by and carried out pursuant to the terms of the contract documents. To that end, the Contractor expressly agrees it shall make no distinction in discharging such warranty and guarantee duties and obligations between ODP materials and equipment and materials otherwise supplied by the Contractor.

- xvi. The County shall in no way be liable for any interruption or delay in the public works project, for any defects or other problems with the public works project, or for any extra costs resulting from any delay in the delivery of, or defects in ODP materials. Contractor's sole or exclusive remedy shall be an extension of the time of completion of the public works project for such reasonable time as determined by County.

6. REQUIREMENTS FOR PURCHASE ORDER ISSUANCE:

The Procurement Division will issue a Purchase Order to the intended supplier and a deductive change order will be prepared by the County's Project Manager to reduce the amount of the contract with the Contractor by the cost of materials purchased through ODP (including tax savings).

Upon request from the County and in a timely manner, Contractor shall prepare a Purchasing Requisition Request Form which shall, in form and detail acceptable to County, specifically identify the materials which County, in its discretion, has identified and elected to purchase directly as ODP materials. The Purchasing Requisition Request Form shall include:

- a. the name, address, telephone number and a contact person for the material supplier;
 - b. the manufacturer or brand, model or specification number of the item;
 - c. quantity needed as estimated by Contractor;
 - d. the price quoted by the supplier for the materials identified;
 - e. any sales tax associated with such quote;
 - f. delivery dates as established by Contractor;
 - g. the PR and the quote must indicate FOB Destination or Job Site.
- The Owner will not pay shipping and handling charges.

Upon receipt of a Purchase Order Request Form, the PM will initiate a requisition specifying price, quantity, delivery, material/equipment description, etc. and provide a copy of the Purchase Order Request form and all backup to the Procurement Division. Upon receipt of the electronic requisition, the Procurement Division will review all submittals and issue the purchase order.

**ORANGE COUNTY
OWNER DIRECT PURCHASE PROVISION**

The original ODP purchase order, along with a copy of the County's Tax Exemption Certificate and the signed Certificate of Entitlement, will be either e-mailed or faxed and mailed to the material supplier; and a copy will be sent to the Contractor including a copy of the Certificate of Entitlement.

7. REQUIREMENTS FOR PURCHASE ORDER PAYMENT:

- a. Upon delivery of ODP materials to such locations as the County may designate, the Contractor shall visually inspect all shipments from suppliers, and sign off on all receiving reports for ODP material delivered or received. The Contractor shall assure that each delivery of ODP materials is accompanied by delivery tickets or such other documentation as is adequate to identify the purchase order against which the purchase is made. This documentation may consist of a delivery ticket and a copy of the invoice from the supplier conforming to the purchase order together with such additional information as the County may require. The Contractor will then forward the delivery tickets to the County to match up with the invoice for payment. The County shall be directly invoiced by the suppliers for all ODP materials. In the event that Contractor receives any invoices (other than copies of invoices the originals of which have been sent directly by the supplier to the County), Contractor shall not pay such invoice and shall immediately notify the supplier that the County must be directly invoiced on all ODP materials.
- b. Invoices for payment will be submitted by the materials supplier to the County. The purchase order number must be noted on all invoices.
- c. Except as expressly stated herein, Contractor shall be fully responsible for all matters relating to the procurement of ODP materials furnished by and incorporated into the public works project including, but not limited to, assuring the correct quantities, verifying documents and the placement of all orders in a timely manner, assuring coordination of purchases, providing and obtaining all warranties and guarantees required by the contract documents, and inspection and acceptance of the materials at the time of delivery. The Contractor shall coordinate delivery locations and schedules, sequence of delivery, loading orientation, and other arrangements normally required by the Contractor for the particular materials furnished. The Contractor shall provide all services required for the unloading, handling and storage of materials through installation. **The County assumes the risk of loss of ODP materials from the time title to such material passes from the supplier at purchase, or upon delivery if allowed by Laws and Regulations.**

8. REFERENCES:

Attachment "A" - Owner Direct Purchase Requisition Form
Attachment "B" - Certificate of Entitlement
Attachment "C" - Consumers Certificate of Exemption
Attachment "D" - Letter of Understanding
Attachment "E" - Letter of Indemnification
Attachment "F" - Change Order Form
Attachment "G" - Example Consent of Surety

DIRECT PURCHASE REQUISITION

Project Name: _____ Request No: _____

It is requested that Orange County make arrangements for Direct Purchase by the County of the following item which is included in the work to be done by the Contractor pursuant to the requirements set forth in Contract #Y16-705

ITEM (Brief Description):

COST (Value) of item to be purchased:

Total Cost (Value) including taxes and freight charges	\$
Amount of Florida State Sales Tax	\$
Direct Purchase Cost Less Florida State Sales Tax	\$

PURCHASE Directly from (Vendor):

Vendor's Complete Company Name:
Federal Employee Identification No.:

Mailing Address:

Contact Person:
Position/Title:

Telephone No.:
Email Address:

Purchase Deletion:

This Direct Purchase is to be deleted by Change Order to the contract which has been executed between the Contractor and:

Company/Trade/Sub Contractor Name
Trade/Sub Contract Execution Date

REQUEST MADE BY:

Construction Manager/General Contractor/Design Builder

By:

Title:

Date:

CERTIFICATE OF ENTITLEMENT

(For direct purchase of construction materials by a governmental entity pursuant to 212.08(6), F.S. and Rule 12A-1.094, F.A.C.)

The undersigned authorized representative of Orange County Board of County Commissioners (hereinafter "Governmental Entity"), Florida Consumer's Certificate of Exemption Number 85-8012622266C-O, affirms that the tangible personal property purchased pursuant to Purchase Order Number _____ from _____ (Vendor) on or after _____ (date) will be incorporated into or become a part of a public facility as part of a public works Contract # Y _____ with _____ (Name of Contractor) for the construction of _____.

Governmental Entity affirms that the purchase of the tangible personal property contained in the attached Purchase Order meets the following exemption requirements contained in Section 212.08(6), F.S., and Rule 12A-1.094, F.A.C.:

Initial each of the following requirements.

- _____ 1. The attached Purchase Order is issued directly to the vendor supplying the tangible personal property the Contractor will use in the identified public works.
- _____ 2. The vendor's invoice will be issued directly to Governmental Entity.
- _____ 3. Payment of the vendor's invoice will be made directly by Governmental Entity to the vendor from public funds.
- _____ 4. Governmental Entity will take title to the tangible personal property from the vendor at the time of purchase or of delivery by the vendor.
- _____ 5. Governmental Entity assumes the risk of damage or loss at the time of purchase or delivery by the vendor.

Governmental Entity affirms that if the tangible personal property identified in the attached Purchase Order does not qualify for the exemption provided in Section 212.08(6), F.S. and Rule 12A-1.094, F.A.C., Governmental Entity will be subject to the tax, interest, and penalties due on the tangible personal property purchased. If the Florida Department of Revenue determines that the tangible personal property purchased tax-exempt by issuing this Certificate does not qualify for the exemption, Governmental Entity will be liable for any tax, penalty, and interest determined to be due.

I understand that if I fraudulently issue this certificate to evade the payment of sales tax I will be liable for payment of the sales tax plus a penalty of 200% of the tax and may be subject to conviction of a third degree felony.

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

Johnny M. Richardson, CPPO, CACM
Manager, Procurement Division

Date

Federal Employer Identification Number: _____

Telephone Number: _____

You must attach a copy of the Purchase Order to this Certificate of Entitlement.

Do not send to the Florida Department of Revenue.

This Certificate of Entitlement must be retained in the vendor's and the contractor's books and records.



Consumer's Certificate of Exemption

DR-14
R. 04/11

Issued Pursuant to Chapter 212, Florida Statutes

85-8012622266C-0	10/31/2012	10/31/2017	COUNTY GOVERNMENT
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

ORANGE COUNTY BOARD OF COUNTY
COMMISSIONERS
201 S ROSALIND AVE 4TH FL
ORLANDO FL 32801-3527

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 04/11

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

LETTER OF UNDERSTANDING

CM/DB/GC _____, in its capacity as Construction Manager/Design Builder/General Contractor, agrees that the direct purchase of _____ by Orange County, Owner, from _____, as Supplier/Vendor, does not in any way or manner diminish or modify the contractual duties of the Construction Manager/Design-Builder/General Contractor to the Owner insofar as the inspection, handling, storage, protection, and installation of the aforementioned direct purchase item into the Work is concerned and that such duties pertinent thereto as are set forth in the contract between CM/DB/GC, as Construction Manager/Design-Builder/General Contractor, and Orange County, as Owner, remain unchanged.

ORANGE COUNTY
BOARD OF COUNTY COMMISSIONERS

CM/DB/GC

By: _____
Johnny M. Richardson, CPPO, CACM
Manager, Procurement Division

By: _____

Name Typed

Date: _____

Title

LETTER OF INDEMNIFICATION

The County does hereby undertake to indemnify _____ (CM/DB/GC) from any and all liability for unpaid sales tax which the CM/DB/GC may suffer as a result of claims, demands, costs or judgments against the CM/DB/GC, made by or in favor of the State of Florida on occasion by any claim on account of failure of the CM/DB/GC to pay Florida State taxes on materials purchased by County under this Purchase Order. The County agrees to defend against any such claims or actions brought against the CM/DB/GC whether rightfully or wrongfully brought or filed. The CM/DB/GC agrees that it will promptly notify the County in writing of any such claim, demand or action.

ORANGE COUNTY
BOARD OF COUNTY COMMISSIONERS CM/DB/GC

By: _____
Johnny M. Richardson, CPPO, CFCM,
Procurement Division

By: _____

Name Printed

Date: _____

Title:

**ORANGE COUNTY PROCUREMENT DIVISION
CHANGE ORDER REQUEST FORM**

DATE	DEPARTMENT/DIVISION	CONTACT NAME	CONTACT PHONE

CHANGE ORDER NO.	VENDOR	DOCUMENT NO.	DOOC	POOC	CONTRACT NUMBER	ORIGINAL DOCUMENT APPROVAL BUYER/PA/CA NAME

INCREASE, DECREASE OR DELETE COMMODITY LINE

CMDTY. LINE NO.	ACTION		PREVIOUS LINE DOLLAR AMOUNT	NEW LINE DOLLAR AMOUNT	COMMODITY LINE DESCRIPTION/COMMENTS	NET DOLLAR CHANGE
	FROM	TO				

ADD COMMODITY LINE

CMDTY. LINE NO.	CMDTY. CODE	DESCRIPTION		QTY.	UNIT OF MEAS.	UNIT COST	ACCOUNTING LINE	NET DOLLAR CHANGE
		FOR D.O. YOU MUST SPECIFY AN MA LINE	MA LINE					

ACCOUNTING LINE CHANGE

CMDTY. LINE NO.	ACCTG. LINE NO.	FROM AMOUNT	FROM ACCOUNTING LINE		TO ACCOUNTING LINE	

OTHER CHANGES

DESCRIBE

ENCUMBERED/DE-ENCUMBERED (REQUIRED FOR ALL TRANSACTIONS)

ORIGINAL PO/DO AMT.	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	DOCUMENT TOTAL AFTER THIS C/O
	<input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	<input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	

CONTRACT AMOUNT

AWARD AMOUNT	NET DOLLARS PREVIOUS C/O	NET DOLLARS FOR THIS C/O	CONTRACT TOTAL AFTER THIS C/O
	<input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	<input type="checkbox"/> ADD <input type="checkbox"/> SUBTRACT	

- CANCEL ENTIRE PO/DO
- DO NOT MAIL VENDOR COPY

JUSTIFICATION (REQUIRED FOR ALL TRANSACTIONS)

--

By signing this agreement, the Contractor hereby releases the County, its agents and employees from any and all liabilities under this contract for further equitable adjustments and/or claims associated with this change order.

VENDOR/ CONTRACTOR AUTHORIZATION _____ DATE: _____

DEPARTMENT APPROVAL SIGNATURE _____ DATE: _____

OFFICIAL PROCUREMENT DIVISION USE ONLY

PROCUREMENT DIVISION APPROVAL: _____	DATE: _____
ADD THE FOLLOWING TEXT TO PO/DO: TRACK CHANGES: <input type="checkbox"/> YES <input type="checkbox"/> NO	CHANGE AWARD AMOUNT TO : _____

CHANGE ORDER REQUEST FORM CONTINUATION SHEET

CHANGE ORDER NO.	DOCUMENT NUMBER

INCREASE, DECREASE OR DELETE COMMODITY LINE

CMDTY. LINE NO.	ACTION		PREVIOUS LINE DOLLAR AMOUNT	NEW LINE DOLLAR AMOUNT	COMMODITY LINE DESCRIPTION/COMMENTS	NET DOLLAR CHANGE
	FROM	TO				

ADD COMMODITY LINE

CMDTY. LINE NO.	CMDTY. CODE	DESCRIPTION		QTY.	UNIT OF MEAS.	UNIT COST	ACCOUNTING LINE	NET DOLLAR CHANGE
		FOR D.O. YOU MUST SPECIFY AN MA LINE	MA LINE					

ACCOUNTING LINE CHANGE

CMDTY. LINE NO.	ACCTG. LINE NO.	FROM AMOUNT	FROM ACCOUNTING LINE	TO AMOUNT	TO ACCOUNTING LINE

OTHER CHANGES

DESCRIBE

Proc (01/2014)

Date

Contractor/Trade Contractor/Subcontractors Name

Point of Contact

Address

Re:Orange County Project Name and Contract Number

Please be advised that we have reviewed a copy of Deductive Change Order No. _____ issued to (CM/DB/GC) and we acknowledge that its obligation under our Payment and Performance Bond remains unmodified and in full force and effect, notwithstanding that Orange County has entered into a separate Purchase Order with (Supplier) for the direct purchase of the Materials deducted and deleted from the Contract by the Deductive Change Order.

Sincerely,

(Name of Attorney in Fact for Surety)

Attorney in Fact

(Name of Surety)

NOTE: Must be accompanied by effectively dated Power of Attorney

TECHNICAL SPECIFICATIONS

ORANGE COUNTY SOLID WASTE MANAGEMENT FACILITY DISCHARGE MODIFICATION TO POND 1

Prepared for:



**ORANGE COUNTY UTILITIES
SOLID WASTE DIVISION**

5901 Young Pine Road
Orlando, Florida 32829

Sequence #66786
CIP #4410-038-1106-01-9255
IFB # _____

Prepared by:



S2L, INCORPORATED
531 Versailles Drive, Suite 202
Maitland, Florida 32751
407-475-9163

Project No. 14-561

June 2015

TECHNICAL SPECIFICATIONS

**ORANGE COUNTY SOLID WASTE MANAGEMENT FACILITY
ORANGE COUNTY, FLORIDA**

DISCHARGE MODIFICATION TO POND 1

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* * * * *

SECTION 01000

GENERAL REQUIREMENTS

PART 1 – GENERAL

1.01 DESCRIPTION OF WORK

- A. Description: The work to be done consists of the furnishing of all labor, materials and equipment, and the performance of all work included in this Contract. The summary of the work is presented in Section 01010.
- B. Requirements Included:
 - 1. The Contractor shall furnish all labor, superintendence, materials, plant, power, light, heat, fuel, water, tools, appliances, equipment, supplies, and other means of construction necessary or proper for performing and completing the work, from the date of Notice to Proceed until the date of Final Completion and Acceptance by Owner. The Contractor shall obtain and pay for all required permits. The Contractor shall perform and complete the work in the manner best calculated to promote rapid construction consistent with safety of life and property and to the satisfaction of the Owner, and in strict accordance with the Contract Documents. The Contractor shall clean up the work and maintain it during and after construction, until accepted, and shall do all work and pay all costs incidental thereto. The Contractor shall repair or restore all structures and property that may be damaged or disturbed during performance of the work.
 - 2. The cost of incidental work described in these General Requirements, for which there are no specific Contract Items, shall be considered as part of the general cost of doing the work and shall be included in the prices for the various Contract Items. No additional payment will be made therefore.
 - 3. The Contractor shall provide and maintain such modern plant, tools, and equipment as may be necessary, in the opinion of the Engineer, to perform in a satisfactory and acceptable manner all the work required by this Contract. Only equipment of established reputation and proven efficiency shall be used. The Contractor shall be solely responsible for the adequacy of his workmanship, materials and equipment, prior approval of the Engineer notwithstanding.

1.02 DRAWINGS AND PROJECT MANUAL

- A. Drawings:
 - 1. The Drawings referred to in the Contract Documents bear the general project name and number as shown in the Notice to Bidders (Advertisement).
 - 2. When obtaining data and information from the Drawings, figures shall be used in preference to scaled dimensions, and large-scale drawings in preference to small-scale drawings.
- B. Copies Furnished to Contractor:
 - 1. After the Contract has been executed, the Contractor will be furnished one (1) complete set of reproducible sheets (22 inches by 34 inches) or electronic files and one (1) copy of the Project Manual (Contract Requirements and Specifications) and all addenda.
 - 2. The Contractor shall furnish each of the subcontractors, manufacturers, and material men such copies of the Contract Documents as may be required for their work. All copies of the Contract Documents shall be printed from the reproducible sets furnished to the Contractor. All costs of reproduction and printing shall be borne by the Contractor.

C. Supplementary Drawings:

1. When, in the opinion of the Engineer, it becomes necessary to explain more fully the work to be done or to illustrate the work further or to show any changes which may be required, drawings known as Supplementary Drawings, with specifications pertaining thereto, will be prepared by the Engineer and the Contractor will be furnished one (1) complete set of reproducible sheets (22 inches by 34 inches) or electronic files and one (1) copy of the Specifications.
2. The Supplementary Drawings shall be binding upon the Contractor with the same force as the Drawings. Where such Supplementary Drawings require either less or more than the estimated quantities of work, credit to the Owner or compensation therefor to the Contractor shall be subject to the terms of the Contract Documents.

D. Contractor to Check Drawings and Data:

1. The Contractor shall verify all dimensions, quantities and details shown on the Drawings, Supplementary Drawings, schedules, Specifications or other data received from the Engineer, and shall notify him of all errors, omissions, conflicts, and discrepancies found therein. Failure to discover or correct errors, conflicts or discrepancies shall not relieve the Contractor of full responsibility for unsatisfactory work, faulty construction or improper operation resulting therefrom nor from rectifying such conditions at his own expense. He will not be allowed to take advantage of any errors or omissions, as the Engineer will furnish full instructions, should such errors or omissions be discovered.
2. All schedules are given for the convenience of the Engineer and the Contractor and are not guaranteed to be complete. The Contractor shall assume all responsibility for the making of estimates of the size, kind, and quality of materials and equipment included in work to be done under the Contract.

E. Specifications: The Technical Specifications consist of three parts: General, Products and Execution. The General Section contains General Requirements, which govern the work. Products and Execution modify and supplement these by detailed requirements for the work and shall always govern whenever there appears to be a conflict.

F. Intent:

1. All work called for in the Specifications applicable to this Contract, but not shown on the Drawings in their present form, or vice versa, shall be of like effect as if shown or mentioned in both. Work not specified in either the Drawings or in the Specifications, but involved in carrying out their intent or in the complete and proper execution of the work, is required and shall be performed by the Contractor as though it were specifically delineated or described.
2. The apparent silence of the Specifications as to any detail, or the apparent omission from them of a detailed description concerning any work to be done and materials to be furnished, shall be regarded as meaning that only the best general practice is to prevail and that only material and workmanship of the best quality is to be used, and interpretation of these Specifications shall be made upon that basis. In the event of inconsistencies in the requirements of the Drawings and Specifications, the more expensive will be required.

1.03 MATERIALS

A. Manufacturer:

1. The names of proposed manufacturers, suppliers and dealers who are to furnish materials, fixtures, or other fittings shall be submitted to the Engineer for approval, as early as

possible, to afford proper investigation and checking. Such approval must be obtained before Shop Drawings will be checked. No manufacturer will be approved for any materials to be furnished under this Contract unless he shall be of good reputation and have a plant of ample capacity. He shall, upon the request of the Engineer, be required to submit evidence that he has manufactured a similar product to the one specified and that it has been previously used for a like purpose for a sufficient length of time to demonstrate its satisfactory performance.

2. All transactions with the manufacturers or subcontractors shall be through the Contractor, unless the Contractor shall request, in writing to the Engineer, that the manufacturer or subcontractor deal directly with the Engineer. Any such transactions shall not in any way release the Contractor from his full responsibility under this Contract.
3. Any two or more pieces of material of the same kind, type or classification, and being used for identical types of service, shall be made by the same manufacturer.

B. Delivery:

1. The Contractor shall deliver materials in ample quantities to ensure the most speedy and uninterrupted progress of the work so as to complete the work within the allotted time.
2. The Contractor shall also coordinate deliveries in order to avoid delay in, or impediment of, the progress of the work of any related Contractor.

1.04 INSPECTION AND TESTING

A. General:

1. The Contractor will provide for the testing of materials unless otherwise specified.
2. For tests specified to be made by the Owner, the testing personnel shall make the necessary inspections and tests and the reports thereof shall be in such form as will facilitate checking to determine compliance with the Contract Documents. Five copies of the reports shall be submitted and authoritative certification thereof must be furnished to the Owner as a prerequisite for the acceptance of any material.
3. If, in the making of any test of any material, it is ascertained by the Owner that the material does not comply with the Contract Documents, the Contractor will be notified thereof and he will be directed to refrain from delivering said material, or to remove it promptly from the site or from the work and replace it with acceptable material, without cost to the Owner.

B. Costs:

1. All inspection and testing of materials furnished under this Contract will be paid for by the Contractor, unless otherwise expressly specified.
2. Materials submitted by the Contractor as the equivalent to those specifically named in the Contract may be tested by the Owner for compliance. The Contractor shall reimburse the Owner for the expenditures incurred in making such tests of materials, which are rejected, for noncompliance.

C. Inspection of Materials:

1. The Contractor shall give notice in writing to the Owner, sufficiently in advance of his intention to commence the manufacture or preparation of materials especially manufactured or prepared for use in or as part of the permanent construction. Such notice shall contain a request for inspection, the date of commencement and the expected date of completion of

the manufacture or preparation of materials. Upon receipt of such notice, the Owner will arrange to have a representative present at such times during the manufacture as may be necessary to inspect the materials or he will notify the Contractor that the inspection will be made at a point other than the point of manufacture.

2. The Contractor must comply with these provisions before shipping any material. Such inspection shall not release the Contractor from the responsibility for furnishing materials meeting the requirements of the Contract Documents.

D. Certificate of Manufacture:

1. When inspection is waived or when the Owner so requires, the Contractor shall furnish to him authoritative evidence in the form of Certificate of Manufacture that the materials to be used in the work have been manufactured and tested in conformity with the Contract Documents.
2. These certificates shall be notarized and shall include copies of the results of physical tests and chemical analyses, where necessary, that have been made directly on the product or on similar products of the manufacturer.

E. Failure of Tests:

1. Any defects in the materials or their failure to meet the tests, guarantees or requirements of the Contract Documents shall be promptly corrected by the Contractor by replacements or otherwise. The decision of the Owner as to whether or not the Contractor has fulfilled his obligations under the Contract shall be final and conclusive.
2. The Contractor shall reimburse the County for all failed conformance tests or shall pay for all re-tests.
3. If the Contractor fails to make these corrections or if the improved materials, when tested, shall again fail to meet the guarantees or specified requirements, the Owner, notwithstanding its partial payment for work, and materials, may reject the materials and may order the Contractor to remove them from the site at his own expense.
4. In case the Owner rejects any materials, then the Contractor shall replace the rejected materials within a reasonable time. If he fails to do so, the Owner may, after the expiration of a period of thirty (30) calendar days after giving him notice in writing, proceed to replace such rejected materials and the cost thereof shall be deducted from any compensation due or which may become due the Contractor under his Contract.

- F. Final Inspection: During such final inspections, the work shall be clean and free from water. In no case will the final estimate be prepared until the Contractor has complied with all requirements set forth and the Owner has made the final inspection with the Contractor of the entire work and is satisfied that the entire work is properly and satisfactorily constructed in accordance with the requirements of the Contract Documents.

1.05 TEMPORARY STRUCTURES

A. Temporary Fences:

1. If, during the course of the work, it is necessary to remove or disturb any fence or part thereof, the Contractor shall provide a suitable temporary fence at his own expense.
2. The Engineer shall be solely responsible for the determination of the necessity for approving a temporary fence and the type of temporary fence to be used.

- B. Responsibility for Temporary Structures: In accepting the Contract, the Contractor assumes full responsibility for the sufficiency and safety of all temporary structures or work and for any damage which may result from their failure or their improper construction, maintenance or operation and will indemnify and save harmless the Owner from all claims, suits or actions and damages or costs of every description arising by reason of failure to comply with the above provisions.

1.06 TEMPORARY SERVICES

- A. Accident Prevention:
 - 1. Precautions shall be exercised at all times for the protection of person and property. The safety provisions of applicable laws, building and construction codes shall be observed.
 - 2. The Contractor shall comply with the U.S. Department of Labor Safety and Health Regulations for construction promulgated under the Occupational Safety and Health Act of 1970 (PL 91-596). Hours and Safety Standards Act (PL 91-54), except where state and local safety standards exceed the federal requirements and except where state safety standards have been approved by the Secretary of Labor in accordance with provisions of the Occupational Safety and Health Act, shall be complied with.
- B. First Aid: The Contractor shall keep upon the site, at each location where work is in progress, a completely equipped first aid kit and shall provide ready access thereto at all times when personnel are employed on the work.

1.07 LINES AND GRADES

- A. Grade:
 - 1. All work under this Contract shall be constructed in accordance with the lines and grades shown on the Drawings, or as given by the Engineer. The full responsibility for keeping alignment and grade shall rest upon the Contractor.
 - 2. The Owner has established benchmarks and base line controlling points for the Contractor to use. Reference marks for lines and grades as the work progresses will be located to cause as little inconvenience to the prosecution of the work as possible.
 - 3. The Contractor shall so place excavation and other materials as to cause no inconvenience in the use of the reference marks provided. He shall remove any obstructions placed by him contrary to this provision.
- B. Surveys:
 - 1. The Contractor shall furnish and maintain, at his own expense, stakes and other such materials for setting project control points.
 - 2. The Contractor shall check the Owner's permanent reference points by such means as he may deem necessary and, before using them, shall call the Engineer's attention to any inaccuracies.
 - 3. The Contractor shall, at his own expense, establish all working or construction lines and grades as required from the Owner's permanent reference marks set by the Owner, and shall be solely responsible for the accuracy thereof. He shall, however, be subject to the check and review of the Owner.

C. Safeguarding Marks:

1. The Contractor shall safeguard all points, stakes, grade marks, monuments and bench marks made or established on the work, bear the cost of reestablishing them if disturbed, and bear the entire expense of rectifying work improperly installed due to not maintaining or protecting or to removing without authorization such established points, stakes and marks.
2. The Contractor shall safeguard all existing and known property corners, monuments and marks adjacent to but not related to the work and, if required, shall bear the cost of reestablishing them if disturbed or destroyed.

1.08 ADJACENT STRUCTURES AND LANDSCAPING

A. Responsibility:

1. The Contractor shall also be entirely responsible and liable for all damage or injury as a result of his operations to all other adjacent public and private property, structures of any kind and appurtenances thereto met with during the progress of the work.
2. The cost of protection, replacement in their original locations and conditions or payment of damages for injuries to such adjacent public and private property and structures affected by the work, whether or not shown on the Drawings, and the removal, relocation and reconstruction of such items called for on the Drawings or specified shall be included in the various Contract Items.
3. Contractor is expressly advised that the protection of buildings, structures, tunnels, tanks, pipelines, etc. and related work adjacent and in the vicinity of his operations, wherever they may be, is solely his responsibility.
4. Conditional inspection of buildings or structures in the immediate vicinity of the project which may reasonably be expected to be affected by the work shall be performed by and be the responsibility of the Contractor.
5. Contractor shall, before starting operations, make an examination of the interior and exterior of the adjacent structures, buildings, facilities, etc., and record by notes, measurements, photographs, etc., conditions which might be aggravated by open excavation and construction. Repairs or replacement of all conditions disturbed by the construction shall be made to the satisfaction of the Owner. This does not preclude conforming to the requirements of the insurance underwriters. Copies of surveys, photographs, reports, etc., shall be given to the Owner.
6. Prior to the beginning of any excavations, the Contractor shall advise the Owner of all buildings or structures on which he intends to perform work or which performance of the project work will affect.

1.09 PROTECTION OF WORK AND PUBLIC

A. The Contractor shall submit a Maintenance of Traffic (MOT) Plan based on the Uniform Traffic Control Manual. The MOT Plan must be approved by the Engineer.

B. Barriers and Lights:

1. During the prosecution of the work, the Contractor shall put up and maintain at all times such barriers and lights as will effectually prevent accidents.

2. The Contractor shall provide suitable barricades, red lights, "danger" or "caution" or "street closed" signs and watchmen at all places where the work causes obstructions to the normal traffic or constitutes in any way a hazard to the public.
- C. Noise:
1. The Contractor shall eliminate noise to as great an extent as practicable at all times. Air compressing plants shall be equipped with silencers and the exhaust of all gasoline motors or other power equipment shall be provided with mufflers.
 2. Except in the event of an emergency, no work shall be done between the hours of 7:00 P.M. and 7:00 A.M. Monday through Friday, on Saturdays, Sundays and legal holidays without written permission of the Owner. If the proper and efficient prosecution of the work requires operations during the night, the written permission of the Owner shall be obtained before starting such items of the work.
- D. Access to Public Services: Neither the materials excavated nor the materials or plant used in the construction of the work shall be so placed as to prevent free access to all fire hydrants, valves or manholes.
- E. Dust Prevention: The Contractor shall prevent dust nuisance from his operations or from traffic by keeping the roads and/or construction areas sprinkled with water at all times.

1.10 CUTTING AND PATCHING

- A. The Contractor shall do all cutting, fitting or patching of his portion of the work that may be required to make the several parts thereof join and coordinate in a manner satisfactory to the Engineer and in accordance with the Drawings and Specifications.
- B. The work must be done by competent personnel skilled in the trade required by the restoration.
- C. Where existing pavement, curb, curb and gutter, sidewalk, or unpaved road is removed only for the purposes of constructing or removing culverts, pipes, etc., such pave, etc., shall be replaced and restored to as good condition, as determined by the Engineer, as before removal. The replaced pavement or unpaved road shall be the same or similar type as removed unless otherwise directed.

1.11 CLEANING

- A. During Construction:
1. During construction of the work, the Contractor shall, at all times, keep the site of the work and adjacent premises as free from material, debris and rubbish as is practicable and shall remove the same from any portion of the site if, in the opinion of the Owner and Engineer, such material, debris, or rubbish constitutes a nuisance or is objectionable.
 2. The Contractor shall remove from the site all of his surplus materials and temporary structures when no further need therefore develops. Contractor shall be responsible and liable for all spillage and incur all associated costs including, but not limited to, costs related to repair and maintenance resulting from damages thereof.
- B. Final Cleaning:
1. At the conclusion of the work, all erection plant, tools, temporary structures and materials belonging to the Contractor shall be promptly taken away, and he shall remove and promptly dispose of all water, dirt, rubbish or any other foreign substances.

2. The Contractor shall thoroughly clean all materials installed by him and shall deliver such materials undamaged in a bright, clean, polished and new operation condition.

1.12 MISCELLANEOUS

A. Protection Against Siltation and Bank Erosion:

1. The Contractor shall arrange his operations and construct erosion control devices to minimize siltation and bank erosion on construction sites and on existing or proposed watercourse and drainage ditches.
2. The Contractor, at his own expense, shall remove any siltation deposits and correct any erosion problems as directed by the Owner, which results from his construction operations.

B. Protection of Wetland Areas:

1. The Contractor shall properly dispose of all surplus material, including soil, in accordance with local, State and federal regulations.
2. Under no circumstances shall surplus material be disposed of in wetland areas as defined by the Florida Department of Environmental Protection or U.S. Army Corps of Engineers.

C. Existing Facilities: The work shall be so conducted to maintain existing facilities in operation insofar as is possible. Requirements and schedules of operations for maintaining existing facilities in service during construction shall be as described in the Section 01010, Summary of Work.

D. Use of Chemicals: All chemicals used during project construction or furnished for project operation, whether herbicide, pesticide, disinfection, polymer, reactant, or of other classification, must show approval of either EPA or USDA. Use of all such chemicals and disposal of residues shall be in strict conformance with instructions. Contractor must maintain a file on site of MSDs for above materials.

E. Cooperation With Other Contractors and Forces:

1. During progress of work under this Contract, it may be necessary for other contractors and persons employed by the Owner to work in or about the project.
2. The Owner reserves the right to put such other contractors to work and to afford such access to the site of the work to be performed hereunder at such times as the Owner deems proper.
3. The Contractor shall not impede or interfere with the work of such other contractors engaged in or about the work and shall so arrange and conduct his work that such other contractors may complete their work at the earliest date possible.

F. Construction shall be conducted and shall result in construction of the improvements of this project in full accordance with the conditions of the permits granted for the project.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

**CONTRACTOR'S AFFIDAVIT VERIFYING ACCURACY
OF
DRAWINGS AND SPECIFICATIONS**

(This Affidavit shall be submitted to the Engineer prior to the start of Construction)

STATE OF _____)
COUNTY OF _____)

The undersigned being first duly sworn as provided by law, deposes and certifies that:

1. The undersigned is authorized to make this Affidavit on behalf of,

_____)
(Name of Corporation, Partnership, Individual, etc.)

A _____, formed under the laws of _____
of which he is _____)
(Sole Owner, Partner, President, etc.)

2. Prior to the start of work on the site, Affiant has carefully studied, reviewed, and compared the Drawings and Specifications and checked and verified all pertinent figures shown thereon and all applicable field measurements;

3. Affiant hereby verified that the Drawings and Specifications in the Contract Documents for the _____ (Project Name) accurately represent the existing site conditions and do not contain any conflicts, errors, ambiguities, or discrepancies except as specifically noted below.

4. Number of exceptions _____ (if none, please indicate zero in the space provided). Each exception is explained in detail on the attached sheets. _____ additional sheets are attached.

_____)
Affiant

BY: _____)

Sworn and subscribed before me this ____ day of _____, 20__.

Notary Public

My Commission Expires:

END OF CONTRACTOR VERIFICATION FORM

SECTION 01010

SUMMARY OF WORK

PART 1 – GENERAL

1.01 LOCATION OF WORK

- A. Work included in this Contract will be done at the Orange County Solid Waste Management Facility, 5901 Young Pine Road, Orlando, Florida 32829. The Orange County Solid Waste Management Facility is owned by the Orange County Board of County Commissioners and operated by the Orange County Solid Waste Division.

1.02 DESCRIPTION OF WORK

- A. The Work of this construction project, in general, is to modify the discharge pipe system at the Orange County Solid Waste Management Facility, as shown on the plans. The Work includes furnishing all labor, materials, equipment, tools, transportation, services, incidentals, and performing all work necessary to perform the specified modifications, which consists of the following:
- a. Construction of erosion/sediment control.
 - b. Construction of floating turbidity barrier.
 - c. Removal of existing rip-rap.
 - d. Removal of existing Corrugated Metal Piping (CMP).
 - e. Installation of drainage structures.
 - f. Installation of Reinforced Concrete Piping (RCP).
 - g. Installation of Grout Filled Fabric Revetment (GFFR).
 - h. Asphalt/roadway repair.

The County shall lower the water level of the pond during the construction period to elevation 69 feet.

The discharge pipe system modification is to be complete, in place, and ready for operation and use by the Owner, in accordance with the Drawings and Specifications titled "Discharge Modification to Pond 1 Orange County Solid Waste Management Facility."

The discharge pipe modification of the Orange County Solid Waste Management Facility shall proceed in an orderly manner as to protect the materials placed.

Insofar as operations by the Owner are required to be ongoing during the construction period, the Contractor is required to sequence the work to eliminate interruption of the Owner's operations. The submitted construction schedule shall denote work areas and time necessary to complete the work items within these areas.

- B. This project is a Lump Sum cost basis contract. This Contract is for construction to modify the discharge pipe system to Pond 1.

The new topographic surveys shall be in AutoCAD 2010 (or earlier) format with contours of assigned elevations, and shall be submitted to the Engineer in electronic format.

- C. The Contractor shall complete all work described above and all other work incidental whether specifically mentioned or not in accordance with the Plan Drawings, Specifications, and Contract Documents.
- D. Work shall conform to the following Drawings that form a part of these Contract Documents.

<u>DWG. NO.</u>	<u>TITLE</u>
	COVER SHEET
2	LOCATION MAP AND DRAINAGE STRUCTURE TABLE
3	GENERAL NOTES
4	AREA 1 PARTIAL SITE PLAN AND PROFILE
5	AREA 2 PARTIAL SITE PLAN AND PROFILE

1.03 WORK BY OWNER

- A. Owner will continue the use of the Solid Waste Management Facility that is located at the construction area. Therefore, portions of the parking area must be kept open during each phase of construction and the Contractor is to furnish flagmen and/or all weather bypass lanes when necessary.
- B. Construction Quality Assurance (CQA). Owner will provide on-site inspection and quality assurance during construction. Quality control procedures will involve construction observation of the material and equipment components. Some of the functions are as follows:
- Inspection of materials, and
 - Inspection of slope.

Contractor shall adhere to CQA procedures and work in cooperation with the Owner's and Engineer's representatives toward the successful completion of the project.

1.04 WORK BY CONTRACTOR

- A. The Contractor shall furnish all labor, materials, equipment, tools, services and incidentals to complete all of the work required as shown on the Drawings and specified.
- B. The Contractor shall complete the work, in place, ready for continuous service, and shall include repairs, testing, permits, cleanup, replacements, and restoration required as a result of damages caused during construction.
- C. All material, equipment, skills, tools, and labor which are reasonably and properly inferable and necessary for the proper completion of the work, in a substantial manner and in compliance with the requirements stated or implied by the Specifications or Drawings, shall be furnished and installed by the Contractor without additional compensation, whether specifically indicated in the Contract Documents or not.
- D. The Contractor shall comply with all municipal, county, state, and federal laws, rules, guidelines, and codes, which are applicable to the work.
- E. The Contractor will be responsible for any and all traffic control around the construction area including constructing any by-pass roads to avoid construction areas.
- F. The Contractor shall maintain dust control on all roads used for access to construction and all construction areas.

1.05 CONTRACTOR USE OF SITE

- A. Access to Site: Limited to the roads and public rights-of-way around the Solid Waste Management Facility.
- B. Working Period: The normal work hours for the Owner(s) inspector(s) are defined as any 10-hour period between 7:00 a.m. and 7:00 p.m., Monday through Friday. Any work outside the 10-hour period shall be paid for by the Contractor and requested in writing, 48 hours in advance. Weekends, County holidays, all overtime, and weekend work shall be at the rate of \$150/hour and shall be deducted from payments due the Contractor on a monthly basis.

- C. Construction Operations: Limited to Solid Waste Management Facility Pond 1 Area.
- D. Limit Use of Property:
 - 1. Allow use of parking areas by public and Owner including utilization of paved entrance roads.
 - 2. Allow Owner activities for operation.
- E. Utility Outages and Shutdown: Prior approval by Owner and minimized in duration.
- F. Safety Precautions
 - 1. No smoking on County property.
 - 2. Explosive and hazardous gases may be present. Provide detection equipment and procedures for protection.
- G. Observe regulations posted at the landfill entrance for disposal of materials and use of the landfill.

1.06 SITE CONDITIONS

- A. The Contractor shall be responsible for having determined to his satisfaction, prior to the submission of his Bid, the conformation of the ground, the character and quality of the substrate, the types and quantities of materials to be encountered, the nature of the ground water conditions, the execution of the work, the general and local conditions and all other matters which can, in any way, affect the work under this Contract. No claim for extras based on substrate or ground water table conditions will be allowed.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01025

MEASUREMENT AND PAYMENT

PART 1 – GENERAL

- A. Payments to the Contractor shall be made on the basis of the Bid Items as full and complete payment for furnishing all Material, labor, tools and equipment, and for performing all operations necessary to complete the Work included in the Contract Documents. Such compensation shall also include payments for any loss or damages arising directly or indirectly from the Work, or from any discrepancies between the actual quantities of work and those shown in the Contract Documents, or from any unforeseen difficulties which may be encountered during the prosecution of the Work until the final acceptance by the Owner.
- B. The price stated in the Bid Form includes all costs and expenses for taxes, labor, equipment, Material, commissions, transportation charges and expenses, patent fees and royalties, labor for handling Material during inspection, together with any and all other costs and expenses for performing and completing the Work, as shown on the Plans and specified herein. The basis of payment for Bid Items at the price shown in the Bid Form shall be in accordance with its description of the item in this section and as related to the Work specified and shown on the Drawings. Unit prices where used will be applied to actual quantities furnished and installed in conformance with the Contract Documents.
- C. All existing grades shown on the drawings are approximate and the Contractor is responsible to field-verify all grades.
- D. The Contractor shall have the duty of reporting overpayment on any item, immediately upon his discovery of same.
- E. The Owner will have the right to deduct for overpayment of any item, when discovery of overpayment is made, and to adjust the amounts due the Contractor accordingly.
- F. The Owner will have the right to require the Contractor to excavate and expose any item which was covered after installation for the purpose of measuring, testing, or inspecting the item; and the Contractor shall comply with such request. No separate or additional payment will be made for such extra work. The Contractor shall, when accepted or directed to by the Owner, restore and repair the Work in conformance to the Contract Documents.
- G. Work performed beyond the Contract requirements, shall be approved and accepted before payment may be made. Mere knowledge by the Owner or the Engineer that the Contractor has performed a task shall not constitute approval or acceptance of the task for the purpose of payment, and the Owner will not be under obligation to pay for the task.
- H. The Owner reserves the right to request of the Contractor, a breakdown of any of the Lump Sum Bid Items, which the Contractor shall promptly provide. The breakdown shall consist of labor, equipment, and the cost of material for the Bid Item or the various components included within the Bid Item.
- I. Lump Sum items have been established for various portions of the Work. The term "Lump Sum" shall mean complete payment for the unit of work described. Where the unit measurement is described as "Lump Sum", the unit shall include all necessary appurtenances and incidentals required to complete the unit of work. Measurement of the lump sum work will not be made. However, the completed portion of work will be estimated on a percent complete basis for purposes of monthly payment estimates.

PART 2 – MEASUREMENTS

- A. Progress payments for Lump Sum Bid Items will be considered on a percent completed basis. The Contractor shall estimate the percent complete of the work performed, subject to the review and acceptance by the Owner.

- B. The Owner will review calculations prior to making payments. The Contractor shall give the Owner access to all field data, calculations, and computations. In the event of discrepancies or the need for additional field data to confirm quantities, the Contractor shall be responsible for the additional surveying cost.
- C. Prior to submitting his first requisition for payment, the Contractor shall secure the Owner's concurrence on the methods and procedures for making field measurements and the manner in which calculations will be performed in preparation of progress and final payment estimates.
- D. Quantity estimates, field measurements, certifications, and related backup information that are submitted in support of a payment request will be considered by the Owner as having been prepared by the Contractor, even when prepared by or submitted on behalf of the Contractor by others.
- E. The value of furnished materials, for which partial progress or full payment is made during the course of the Work, that remain unused at the closing of the Contract, shall be deducted from the amounts due the Contractor in the Final Payment.

END OF SECTION

SECTION 01027

APPLICATION FOR PAYMENT

PART 1 – GENERAL

1.01 RELATED REQUIREMENTS

- A. General provisions of Contract, including General and Supplementary Conditions.
- B. Division 1 Specification Sections.

1.02 SECTION INCLUDES

- A. Administrative and procedural requirements governing the Contractor's Schedule of Values and Applications for Payment.

1.03 SCHEDULE OF VALUES

- A. Coordinate preparation of the Schedule of Values with preparation of the Progress Schedule.
- B. Submit the preliminary and finalized Schedule of Values in accordance with Section 01370.
- C. Sub-Schedules: Where the work is separated into phases that require separately phased payments, provide sub-schedules showing values correlated with each phase of payment.
- D. Format and Content: Use County's Continuation Sheet as the form for the Schedule of Values and the Project Manual Table of Contents Divisions 1 and 3 as a guide to establish the format.
 - 1. Identification: Include the following Project Identification on the Schedule of Values:
 - a. Project name and location.
 - b. Name of the Engineer.
 - c. Project or bid number.
 - d. Contractor's name and address.
 - e. Date of submittal.
 - 2. Arrange the Schedule of Values in a tabular form with separate columns to indicate the following for each item listed:
 - a. Generic name.
 - b. Related Specification Section.
 - c. Change Orders (numbers) that have affected value.
 - d. Dollar value.
 - e. Percentage of Contract.
 - 3. Provide a breakdown of the Contract Sum in sufficient detail to facilitate continued evaluation of Applications for Payment and progress reports. Separate principal subcontracts into several line items.
 - 4. Round amounts off to the nearest whole dollar; the total shall equal the Contract Sum.
 - 5. For each part of the work where an Application for Payment may include materials or equipment, purchased or fabricated and stored, but not yet installed, provide separate line items on the Schedule of Values for initial cost of the materials for each subsequent stage of completion, and for total installed value of that part of the work.

6. Each item in the Schedule of Values and Applications for Payment shall be complete including its total cost and proportionate share of indirect cost, general overhead, and profit margin.
- E. Schedule Updating: Update and resubmit the Schedule of Values when Change Orders or Construction Change Directives result in a change in the Contract Price.

1.04 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by the Engineer and paid for by the Owner.
- B. The initial Application for Payment, the Application for Payment at time of Substantial Completion, and the final Application for Payment involve additional requirements.
- C. Payment Application Times: Will be determined at the Preconstruction Meeting.
- D. Payment Application Forms: The Owner's form shall be used. Applications for payment shall be made once per month.
- E. Application Preparation: Complete every entry on the form, including notarization and execution by person authorized to sign legal documents on behalf of the Contractor. Incomplete applications will be returned without action.
 1. Entries shall match data on the Schedule of Values and Progress Schedule. Provide updated schedules if revisions have been made.
 2. Include amounts of Change Orders and work Change Directives issued prior to the last day of the construction period covered by the application.
- F. Transmittal: Submit seven (7) complete original executed copies of each Application for Payment to the Resident Project Representative (RPR), including Contractor's Warranty of Title, Consent of Surety, waivers of liens from the Contractor, all subcontractors and vendors, and similar attachments, when required, each on the forms provided in the Contract Documents.
 1. Transmit each copy with a transmittal form listing attachments, and recording appropriate information related to the application in a manner acceptable to the Owner.
- G. Waivers of Mechanics Lien: With each Application for Payment, submit waivers of mechanics liens on the forms provided in the Contract Documents from Contractor and from subcontractors or sub-subcontractors and suppliers for the construction period covered by the previous application.
 1. Submit partial waivers on each item for the amount requested, prior to deduction for retainage, on each item.
 2. When an application shows completion of an item, submit final or full waivers.
 3. The Owner reserves the right to designate which entities involved in the work must submit waivers.
 4. Submit Final Application for Payment with or preceded by final waivers on the forms provided in the Contract Documents from every entity involved with performance of work, including material and/or equipment suppliers, covered by any Application for Payment who could lawfully be entitled to a lien.

5. Subcontract and Supplier lien waivers shall itemize the current cost and status of their contract with the Contractor, including change orders.
 6. Waivers Form: Submit waivers of lien on the forms provided in the Contract Documents and executed in a manner acceptable to Owner.
- H. Application for Payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment; this application shall reflect any Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the work.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01039

COORDINATION AND MEETINGS

PART 1 – GENERAL

1.01 PRECONSTRUCTION MEETING

- A. Prior to commencement of work, a pre-construction meeting will be held in compliance with the applicable provisions of Section 01200, for the purpose of clarifying the administrative procedures for prosecution of the work and explaining any requirements of the Contract Documents, which are not understood.

1.02 COORDINATION OF DRAWINGS AND SPECIFICATIONS

- A. Before execution of work, review all Drawings and Specifications and immediately report to the Engineer or Owner, in writing, all errors, discrepancies, and/or omissions discovered and submit one set of Contract Documents marked in red pencil clearly indicating the discrepancies.
- B. Where variances occur between Drawings and Specifications, between large-scale drawings over small scale, or within either document itself, include the item or arrangement of better quality, greater quantity, or higher cost in Bid Price. Engineer will have final decision regarding item and manner in which the work is to be installed.
- C. Where such variances are encountered, notify Engineer for interpretation or decision before proceeding with the work, and such interpretation or decision will be final.
- D. Compare Drawings and verify the figures before laying out work. The Contractor will be held responsible for conflicts which might have been avoided by such verification.
- E. Drawings are diagrammatic and indicate general arrangement of systems and work included in the Contract.
 - 1. Follow Drawings in laying out the work and check Drawings of various trades to verify spaces in which work is to be installed.
 - 2. Notify Engineer where space conditions appear inadequate before proceeding.
 - 3. If directed by Engineer, make reasonable modifications in layout as needed to prevent conflict with work of various trades or for proper execution of work, without extra charge.

1.03 COORDINATION OF THE WORK

- A. Coordinate construction activities of the various trades and disciplines to assure efficient and orderly sequence of installation of construction elements, with provisions for accommodating items installed later.
- B. Verify that characteristics and elements of interrelated operating equipment are compatible. Coordinate work of various trades having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.
- C. The Contractor must submit a “Contractor’s Assistance Request” form to Owner with a minimum of seven (7) days notice for access to Owner’s facilities. The aforementioned form is attached to this Section.
- D. The Contractor must submit a Concrete Placement Form (Exhibit B) prior to the installation of concrete. The aforementioned form is attached to this Section.

1.04 COORDINATION RESPONSIBILITIES

A. Subcontractor Coordination:

1. Insure subcontractors are knowledgeable of all provisions of Division 1, General Requirements, and are responsible for conforming to applicable requirements and instructions stated.
2. Assume responsibility for administering work performed by subcontractors in accordance with Division 1, General Requirements.

B. Installation Sequencing:

1. Examine materials and installations performed by other trades before starting next stage or adjacent work.
2. Immediately correct unsatisfactory conditions, which hinder or restrict correct installation of next stage or adjacent work.
3. Start of next stage or adjacent work will be construed as acceptance of previous or adjacent work whether or not conditions are satisfactory.
4. Any work requiring subsequent removal or replacement due to unsatisfactory or defective work shall be at no expense to the Owner.

1.05 PROJECT SIGNS

- A. Subject to prior approval of Engineer and Owner as to size, design, type and location, and local regulations, temporary signs may be erected by the Contractor and Subcontractor for purposes of identification and for controlling traffic.
- B. Furnish, erect, and maintain such signs as may be required by Safety Regulations or as necessary to safeguard life and property.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01200

PROJECT MEETINGS

PART 1 – GENERAL

1.01 DESCRIPTION OF WORK

- A. The Engineer will schedule and administer a preconstruction conference, periodic construction progress meetings, and specially called meetings throughout the progress of the work.
 - 1. Prepare agenda for meetings.
 - 2. Make physical arrangements for meetings.
 - 3. Preside at meetings.
 - 4. Prepare and distribute meeting minutes to all attendees.
- B. Representatives of contractors, subcontractors and suppliers attending meetings shall be qualified and authorized to act on behalf of the entity each represents.
- C. The Contractor shall attend meetings to ascertain that work is expedited consistent with Contract Documents and construction schedules.
- D. Related Work Described Elsewhere:
 - 1. Section 01310: Progress Schedule and Report.
 - 2. Section 01340: Shop Drawings, Working Drawings, and Samples.
 - 3. Section 01720: Project Record Documents.

1.02 PRECONSTRUCTION CONFERENCE

- A. A preconstruction conference shall be scheduled by the Engineer.
- B. Location: The location of the conference shall be a central site, convenient for all parties, designated by the Engineer.
- C. Attendance Requested:
 - 1. Owner's representative.
 - 2. Resident project representative (RPR).
 - 3. Engineer and their professional consultants.
 - 4. Contractor's representative.
 - 5. Subcontractor's representative.
 - 6. Supplier's representative.
 - 7. Others, as appropriate.
 - 8. Permitting agencies.
- D. Suggested Agenda:
 - 1. Project schedule.
 - 2. Critical work sequencing: Relationships and coordination with facility operation.
 - 3. Major equipment deliveries and priorities.
 - 4. Project coordination and control.
 - 5. Procedures and processing of:
 - a. Field decisions.
 - b. Proposal requests.
 - c. Submittals.
 - d. Change orders.
 - e. Applications for payment.

6. Submittal of Shop Drawings.
7. Adequacy of distribution of Contract Documents.
8. Procedures for maintaining Record Documents.
9. Use of premises:
 - a. Office, work and storage areas.
 - b. Owner's requirements.
 - c. Access and traffic control.
10. Construction facilities, controls and construction aids.
11. Temporary utilities.
12. Safety and first aid procedures.
13. Check of required Bond and Insurance certifications.
14. Completion time for contract and liquidated damages.
15. Request for extension of contract time.
16. Request for a weekly job meeting for all involved.
17. Security procedures.
18. Procedures for making partial payments.
19. Guarantee on completed work.
20. Equipment to be used.
21. Staking of work.
22. Project inspection.
23. Labor requirements.
24. Laboratory testing of material requirements.
25. Inventory of material stored on site provisions.
26. Requirements of railroads, highway departments, and other organizations.
27. Rights-of-way and easements.
28. Housekeeping procedures.
29. Liquidated damages.
30. Posting of signs.
31. Pay request submittal dates.
32. Equal opportunity requirements.
33. Permits.

1.03 PROGRESS MEETINGS

- A. Regular periodic construction progress meetings will be scheduled.
- B. Meetings shall be held as required by progress of the work.
- C. Location of the meetings: The location of the conference shall be a central site, convenient for all parties, designated by the Engineer.
- D. Attendance:
 1. Engineer and their professional consultants (as needed).
 2. Contractor.
 3. Owner's representative.
 4. Subcontractors (as appropriate to the agenda).
 5. Suppliers (as appropriate to the agenda).
 6. Others (as appropriate).

E. Suggested Agenda:

1. Review approval of minutes of previous meeting.
2. Review of work progress since previous meeting.
3. Field observations, problems, and conflicts.
4. Problems which impede the Construction Schedule.
5. Review of off-site fabrication and delivery schedules.
6. Corrective measures and procedures to regain projected schedule.
7. Revisions to Construction Schedule.
8. Progress schedule during succeeding work period.
9. Coordination of schedules.
10. Shop Drawing submittals.
11. Maintenance of quality standards.
12. Pending changes and substitutions.
13. Review proposed changes for:
 - a. Effect on Construction Schedule and on completion date.
 - b. Effect on other contracts of the Project.
14. Other business.
15. Construction Schedule.
16. Critical/long-lead items.

F. The Contractor shall attend construction progress meetings and shall study previous meeting minutes and current agenda items, in order to be prepared to discuss pertinent topics regarding progress of the work.

G. The Contractor is to provide a current submittal log at each progress meeting in accordance with Section 01340.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01310

PROGRESS SCHEDULE AND REPORT

PART 1 – GENERAL

1.01 DESCRIPTION OF WORK

- A. A Progress Schedule shall be submitted to the Owner for approval within ten (10) calendar days after Notice to Proceed. The schedule shall include sequence and dates of construction operations for all major stages of work, order and delivery of materials and equipment, and an estimated time of completion. Changes in the approved schedule will not be allowed without written order. If the construction progress does not adhere to the schedule, as approved or revised, measures shall be taken to make up for lost time so completion of the work is in accordance with the schedule.
- B. Procedures for preparation and submittal of construction progress schedules and periodical updating.

1.02 FORMAT

- A. Progress schedules shall be accomplished by a program, which develops a Critical Path giving data similar and equivalent to PRIMAVERA “Sure Trak” or Microsoft Project.
- B. Content: Identify for each major and minor construction stage, portion of work or operation, with initial start dates and durations. The critical path shall be indicated on the network together with the cumulative number of calendar days to complete the project.
- C. Sequence of Listing: The chronological order of the start of each item of work.
- D. Cost Data: Include a cost estimate for each activity, based on and compatible with the project Bid Quantity line items.
- E. Scale and Spacing: To provide for notations and revisions.
- F. Sheet Size: Minimum 11 x 17 inches.

1.03 CONTENT

- A. Show complete sequence of construction by activity, with dates for beginning and completion of each element of construction.
- B. Each event or node of the network shall be uniquely numbered and each activity shall be labeled with a suitable description together with an estimate of the number of working days required for the activity.
- C. With the approved network, the Contractor shall submit two (2) copies of each of two (2) different tabulations giving the type of information: Starting Node, Ending Node, Duration in working days, Description, Earliest Start, Earliest Finish, Latest Start, Latest Finish, Total Float, Free Float.
- D. One tabulation shall be a listing of activities in order of ascending starting node numbers. If there is more than one activity with the same starting node number, than all such activities shall be listed in order of ascending ending node numbers. The second tabulation shall be a listing of all activities in order of ascending "latest starts" as related to the start of the Project. If there is more than one activity with the same "latest start," all such activities shall be listed in order of ascending node numbers.

- E. Show accumulated percentage of completion of each item, and total percentage of work completed, as of the first day of each month.
- F. Computer services, if used to process the tabulation, shall be furnished by the Contractor.

1.04 REVISIONS TO SCHEDULES

- A. Indicate progress of each activity to date of submittal, and projected completion date of each activity.
- B. Identify activities modified since previous submittal, major changes in scope, and other identifiable changes.
- C. Provide narrative report to define problem areas, anticipated delays, and impact on schedule. Report corrective action taken, or proposed, and its effect, including effect of changes on schedule of separate contractors.
- D. If in the opinion of the Engineer, the Contractor falls behind in scheduled progress, the Contractor shall take steps as required to improve their progress and shall submit their revised network diagram, tabulations, and operational plans to demonstrate the manner in which the lost progress will be regained, all without any time loss or additional cost to the Owner.
- E. Lack of satisfactory progress, as adjusted by the Engineer, shall be considered grounds for the withholding of payment until necessary changes have been made.

1.05 SUBMITTALS

- A. Submit preliminary outline schedules within 10 days after Effective Date of the Agreement for coordination with work of separate contracts. After review, submit detailed schedules within 10 days, modified to accommodate revisions recommended by the Owner.
- B. Submit revised progress schedules and progress site photographs with each application for payment.
- C. Submit number of opaque reproductions, which Contractor requires, plus three copies retained by the Owner.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01340

SHOP DRAWINGS, WORKING DRAWINGS, AND SAMPLES

PART 1 – GENERAL

1.01 REQUIREMENTS INCLUDED

- A. The Contractor shall submit to the Engineer for review and approval, such working drawings, shop drawings, test reports and data on materials, material samples, materials list, certificates and affidavits as required for proper control of work, including but not limited to those working drawings, shop drawings, data and samples for materials and equipment specified elsewhere in the Specifications and in the Contract Drawings.
- B. Within ten (10) calendar days after the Effective Date of the Agreement, the Contractor shall submit to the Engineer a complete materials list of preliminary data on items for which Shop Drawings are to be submitted. Included in this materials list shall be the names of all proposed suppliers furnishing specified items. Review of this list by the Engineer shall in no way expressed or implied relieve the Contractor from submitting complete Shop Drawings and providing materials fully in accordance with the Specifications.
- C. The Contractor shall maintain an accurate updated submittal log and will bring this log to each scheduled progress meeting with the Owner and the Engineer. This log shall include the following items:
 - 1. Submittal-Description and Number assigned.
 - 2. Date submitted to Engineer.
 - 3. Date returned to Contractor (from Engineer).
 - 4. Status of Submittal (Reviewed, Not Reviewed, Rejected).
 - 5. Date of Resubmittal and Return (as applicable).
 - 6. Projected date of delivery to site.
 - 7. Specification Section.
 - 8. Drawings Sheet Number.

1.02 CONTRACTOR'S RESPONSIBILITY

- A. The Contractor shall check all drawings, data, and samples prepared by or for him before submitting them to the Engineer for review. Each and every copy of the drawings and data shall bear Contractor's stamp and signature showing that they have been so checked and by affixing the stamp that they comply to the Contract Documents unless exceptions are given. Shop drawings submitted to the Engineer without the Contractor's stamp and signature will be returned to the Contractor for conformance with this requirement. Shop drawings shall indicate any deviations in the submittal from requirements of the Contract Documents. If the Contractor takes exception to the specifications, the Contractor shall note the exception in the letter of transmittal to the Engineer. Shop drawing submittals shall not be used as a vehicle for requesting approval of substitute or alternative materials.
- B. The Contractor shall stamp each shop drawing with a standard stamp. The stamp will verify the Contractor has reviewed the information included in the shop drawing. In addition, the stamp will note any variation from the Contract Documents. The Contractor's stamp shall be submitted to the

Engineer for acceptance fourteen (14) days prior to construction or submittal of shop drawings. The Engineer will only review shop drawings which have an Engineer-accepted stamp.

- C. The Contractor shall determine and verify:
1. Field measurements.
 2. Field construction criteria.
 3. Catalog numbers and similar data.
 4. Conformance with Specifications.
 5. Conformance with drawings and details.
- D. At the beginning of the project, the Contractor shall furnish the Engineer a schedule of Shop Drawings submittals fixing the respective dates for the submission of shop and working drawings, the beginning of manufacture, testing and installation of materials. This schedule shall indicate those that are critical to the progress schedule.
- E. The Contractor shall not begin any work covered by a drawing, data, or a sample returned for correction until a revision or correction thereof has been reviewed and returned by the Engineer, with no exceptions.
- F. The Contractor shall submit to the Engineer all drawings and schedules sufficiently in advance of construction requirements to provide no less than thirty (30) calendar days for checking and appropriate action from the time the Engineer receives them. No extension of contract time will be authorized because of failure to transmit submittals to the engineer sufficiently in advance of the work to permit processing.
- G. All submittals shall be accompanied by a transmittal letter prepared in duplicate containing the following information:
1. Date.
 2. Project Title and Number.
 3. Contractor's name and address.
 4. The number of each Shop Drawing, Product Data, and Sample submitted.
 5. Notification of deviations from Contract Documents.
 6. Submittal Log Number conforming to Specification Section Numbers.
- H. The Contractor shall submit three (3) copies of descriptive or product data submittals to complement shop drawings for the Engineer plus the number of copies that the Contractor requires returned. The Engineer will retain four (4) sets. All blueprint shop drawings shall be submitted with one (1) set of mylar reproducibles or electronic files (in AutoCAD[®] format) and four (4) sets of prints. The Engineer will review the blueprints and return to the Contractor the set of marked-up drawings with appropriate review comments. All blueprint shop drawings, when practical, shall be 22 inch by 34 inch in size.
- I. The Contractor shall be responsible for and bear all costs of damages, which may result from the ordering of any material or from proceeding with any part of work prior to the completion of the review by Engineer of the necessary shop drawings.

1.03 ENGINEER'S REVIEW OF SHOP DRAWINGS

- A. The Engineer's review of drawings, data and samples submitted by the Contractor will include only general conformity with the design concept of the Project and with the information given in the contract documents. The Engineer's review and exceptions, if any, will not constitute approval of dimensions, quantities, and details of the material or item shown.
- B. The review of drawings and schedules will be general, and shall not be construed:
 - 1. as permitting any departure from the Contract requirements;
 - 2. as relieving the Contractor of responsibility for any errors, including details, dimensions, and materials;
 - 3. as approving departures from details furnished by the Engineer, except as otherwise provided herein.
- C. If the drawings or schedules as submitted describe variations per paragraph (1.04.E), and show a departure from the Contract requirements which Engineer finds to be in the interest of the Owner and to be so minor as not to involve a change in Contract Price or time for performance, the Engineer may return the reviewed drawings without noting an exception.
- D. When reviewed by the Engineer, each of the Shop Drawings will be identified as having received such review, being so stamped and dated. Shop Drawings stamped "REVISE AND RESUBMIT" and with required corrections shown will be returned to the Contractor for correction and resubmittal.
- E. Resubmittals will be handled in the same manner as first submittals. On resubmittals the Contractor shall direct specific attention, in writing or on resubmitted Shop Drawings, to revisions other than corrections requested by the Engineer on previous submissions. The Contractor shall make any corrections required by the Engineer.
- F. If the Contractor considers any correction indicated on the drawings to constitute a change to the Contract Drawings or Specifications, the Contractor shall give written notice thereof to the Engineer.
- G. Shop drawings and submittal data shall be reviewed by the Engineer for each original submittal and first and second resubmittal; thereafter review time for subsequent resubmittals shall be charged to the Contractor.
- H. When the Shop Drawings have been completed to the satisfaction of the Engineer, the Contractor shall carry out the construction in accordance therewith and shall make no further changes therein except upon written instructions from the Engineer.
- I. No partial submittals will be reviewed. Submittals not complete will be returned to the Contractor for resubmittal. Make all submittals in groups containing all associated items as indicated in specific Specifications Sections. All drawings, schematics, supplier's product data, certifications and other shop drawing submittals required shall be submitted at one time as a package to facilitate interface checking.

1.04 SHOP DRAWINGS

- A. When used in the Contract Documents, the term "Shop Drawings" shall be considered to mean Contractor's plans for materials, which become an integral part of the Project. These drawings shall be complete and detailed. Shop Drawings shall consist of setting and schedule drawings and supplier's scale drawings. Descriptive literature, and performance and test data, shall be considered only as supportive to required Shop Drawings as defined above.

- B. Supplier's diagrams, illustrations, and other standard descriptive data shall be clearly marked to identify pertinent materials, product, or models. Delete information, which is not applicable to the work by striking or cross-hatching.
- C. Drawings and schedules shall be checked and coordinated with the work of all trades involved, before they are submitted for review by the Engineer and shall bear the Contractor's stamp of approval as evidence of such checking and coordination. Drawings or schedules submitted without this stamp of approval shall be returned to the Contractor for resubmission.
- D. Each Shop Drawing shall have a blank area 3-1/2 inches by 3-1/2 inches, located adjacent to the title block. The title block shall display the following:
 - 1. Project Title and Number.
 - 2. Name of project material.
 - 3. Number and title of the shop drawing.
 - 4. Date of shop drawing or revision.
 - 5. Name of Contractor and subcontractor submitting drawing.
 - 6. Name of Supplier.
 - 7. Separate detailer when pertinent.
 - 8. Specification title and number.
 - 9. Specification Section.
 - 10. Application Contract Drawing Number.
- E. If drawings show variations from Contract requirements for any reason, the Contractor shall describe such variations in his letter of transmittal. If acceptable, proper adjustment in the Contract shall be implemented where appropriate. If the Contractor fails to describe such variations, they shall not be relieved of the responsibility for executing the work in accordance with the Contract.
- F. Data on materials and include, without limitation, materials lists, catalog data sheets, cuts, materials of construction and similar descriptive material. Materials lists shall give, for each item thereon, the name and location of the supplier, trade name, catalog reference, size, and all other pertinent data.
- G. All suppliers who proposed to furnish products shall submit an installation list to the Engineer along with the required shop drawings. The installation list shall include at least five (5) installations where identical material has been installed and has been in operation for a period of at least one (1) year.
- H. Only the Engineer will utilize the color "red" in marking shop drawing submittals.

1.05 WORKING DRAWINGS

- A. When used in the Contract Documents, the term "working drawings" shall be considered to mean the Contractor's plan for temporary structures such as support of open cut excavation, utilities, ground water control systems, falsework and any other work as may be required for construction but is not an integral part of the Project.
- B. Copies of working drawings as noted in paragraph 1.05 A. above shall be submitted to the Engineer for information only, not review, where required by the Contract Documents or requested by the Engineer, and shall be submitted at least thirty (30) calendar days (unless otherwise specified by the Engineer) in advance of their being required for work.
- C. Working drawings shall be signed by a registered Professional Engineer, currently licensed to practice in the State of Florida and shall convey, or be accompanied by, calculation or other sufficient information to completely explain the structure, machine, or system described and its intended manner of use. Review of working drawings by the Engineer will not relieve the Contractor in any way from his responsibility with regard to the fulfillment of the terms of the Contract. The Contractor assumes all risks of error; the Owner and Engineer shall have no responsibility therefor.

- D. Submittals that relate to the means, methods, techniques, sequencing, procedures, or safety programs of the contractor will be received by the Engineer for information only. A review of the information will not be conducted. These submittals that will not be reviewed include:
1. Fit-up of parts,
 2. Shoring and bracing,
 3. Constructability tolerances,
 4. Field measurements,
 5. De-watering plans, except with respect to the requirements of the technical specification, and
 6. False work forming plans.

1.06 SAMPLES

- A. The Contractor shall furnish, for the approval of the Engineer, samples required by the Contract Documents or requested by the Engineer. Samples shall be delivered to the Engineer as specified or directed. The Contractor shall prepay all shipping charges on samples. Materials or equipment for which samples are required shall not be used in work until after review by the Engineer and required corrections are made.
- B. Samples shall be of sufficient size and quantity to clearly illustrate the functional characteristics of the product. A minimum of two samples of each item shall be submitted.
- C. Each sample shall have a label indicating:
1. Name of Project.
 2. Name of Contractor and Subcontractor.
 3. Material Represented.
 4. Place of Origin.
 5. Name of Producer and Brand (if any).
 6. Location in Project.
- D. The Contractor shall prepare a transmittal letter in triplicate for each shipment of samples containing the information required in paragraph 1.06 B. above. He shall enclose a copy of this letter with the shipment and send a copy of this letter to the Engineer. Review of a sample shall be only for the characteristics or use on the project and shall not be construed to change or modify any Contract requirements.
- E. Samples not destroyed in testing shall be sent to the Engineer or stored at the site of the work. Materials incorporated in work shall match the Engineer reviewed samples. Samples, which failed testing, will be returned to the Contractor at his expense, if so requested at time of submission.

1.07 CERTIFICATES AND AFFIDAVITS

- A. Where specified in the Contract Documents that a certificate or affidavit be submitted to the Engineer for a particular product or product component, such submittals shall be made in accordance with the following:
1. For Installation: A certificate of compliance shall indicate that the material has been properly installed in compliance with supplier's instructions. The supplier's representative shall provide the certificate.
- B. Each certificate shall include a sworn statement by an official of the company originating the certificate attesting to the truth and accuracy of all information contained in the certificate. If such attestation of truth and accuracy cannot be included in the certificate itself, it must be provided as an affidavit accompanying the certificate.

1.08 ALTERNATIVES TO SPECIFIED PRODUCTS

- A. The Contract Documents may indicate the name of a trade name or a material to be used in the Contract. Reference made to a particular product of the supplier is made to identify a particular design, quality, construction, arrangement, or style.

- B. Where the Contractor proposes to use a substitute product for that specified, complete information on such substitute product including all necessary redesign of the material or any other part of the Contract requiring modification as a result of the use of the requested substitute shall be submitted to the Engineer, for review. All such redesign and all new drawings and detailing required as a result thereof shall be prepared by the Contractor at his own expense, including regulatory permit acquisition for the modifications. Requests for additional money for such substitution will not be considered.

- C. If the Contractor proposes to provide products as "equals" to those specified, it shall be his responsibility to furnish complete, specific, detailed information to the Engineer from the supplier of the product he proposes to provide in which the requirements of the Contract Documents are shown to be met. This shall consist of a point-by-point comparison of the Contract requirements with the product proposed to be provided. The burden of responsibility in furnishing this information is with the Contractor. If incomplete or irrelevant data is submitted as evidence of compliance with this subparagraph, the request for approval to provide this specific substitute product will be denied and no further submission will be considered.

1.09 MISCELLANEOUS DATA

- A. Any other submittals required by these Specifications but not directly addressed under this Section shall be submitted in accordance with the requirements for the shop drawings.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01370

SCHEDULE OF VALUES

PART 1 – GENERAL

1.01 DESCRIPTION

- A. Scope of work:
 - 1. Submit to the Engineer a Schedule of Values allocated to the various portions of the work (lump sum items) at the Pre-Construction meeting, and as otherwise specified or requested to be submitted earlier as evidence of the Awarded Contractor's qualifications.
 - 2. Upon request of the Engineer, support the values with data, which will substantiate their correctness including the cost of material, labor, and O&P.
 - 3. The Schedule of Values shall establish the actual value of the component parts of the work to be completed, and shall be used as the basis of the Contractor's Application for Payment.
- B. Related Requirements Described Elsewhere:
 - 1. Conditions of the Construction Contract.
 - 2. Application for Payment: Section 01027.

1.02 FORM AND CONTENT OF SCHEDULE OF VALUES

- A. The Schedule of Values shall be typed on an 8-1/2 inch x 11 inch white paper. Standard construction forms and computer format in MS-Excel spreadsheet will be considered acceptable by the Engineer. Identify schedule with:
 - 1. Title of project, location, Owner, Bid Number
 - 2. Engineer and Engineer's project number
 - 3. Name and address of Contractor
 - 4. Date of submission
- B. Schedule shall list the installed value of the component parts of the work in sufficient detail to serve as a basis for computing item prices for progress payments during construction.
- C. Identify each line item with the number and title of the respective major section of the specifications.
- D. For each major line item, list sub-values of major products or operations under the item.
- E. For the various portions of the work:
 - 1. Each item shall include a directly proportional amount of the Contractor's overhead and profit.
 - 2. For items on which progress payments will be requested for stored materials, break down the value into:
 - a. The cost of the materials, delivered and unloaded, with taxes paid. Paid invoices are required for materials upon request by the Engineer.
 - b. The total installed value.

F. The sum of all lump sum values listed in the schedule shall equal the total contract sum.

1.03 REVIEW AND RESUBMITTAL

A. After review by Engineer, revise and resubmit Schedule of Values as required.

B. Resubmit revised Schedule in same manner as previously submitted schedule.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01400

QUALITY ASSURANCE/QUALITY CONTROL

PART 1 – GENERAL

1.01 QUALITY ASSURANCE/QUALITY CONTROL OF INSTALLATION

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.
- B. Comply fully with manufacturers' instructions, including each step in sequence.
- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Engineer before proceeding.
- D. Comply with specified standards as a minimum quality for the work except when more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Perform work by persons qualified to produce workmanship of specified quality.
- F. Complete daily reports documenting, at a minimum, work completed, problems encountered, and solutions.
- G. Comply with Technical Specification 01340 – Shop Drawings, Working Drawings, and Samples, regarding compliance of products with product specifications.
- H. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, or disfigurement.
- I. The Engineer shall determine and decide all questions which may arise as to the quality and acceptability of materials and work performed; the manner of performance and the rate of progress of said work; the interpretations of the Contract Documents relating to the work; the acceptable fulfillment of the Contract Documents on the part of the Contractor; and the amount and quantity of the several kinds of work performed and materials which are to be paid for under the Contract.

1.02 INSPECTION AND TESTING SERVICES

- A. Engineer will observe construction for verification purposes only of supplied materials and work performed by the Contractor.
- B. Contractor shall perform the necessary testing to document compliance with the technical specifications and construction drawings.
- C. Cooperate with Engineer, furnish samples of materials, design mix, equipment, tools, storage and assistance as requested. Provide incidental labor and facilities to provide access to work to be tested, to obtain and handle samples at the Site or at source of products to be tested, and to facilitate tests and inspections.
- D. Retesting required as a result of non-conformance with specified requirements shall be performed as instructed by the Engineer and shall not be charged to the Owner.

1.03 MANUFACTURERS' FIELD SERVICES AND REPORTS

- A. When specified in individual Specification Sections, required material or product suppliers or manufacturers shall provide qualified staff personnel to observe Site conditions, conditions of surfaces and installation, and quality of workmanship as applicable, and to initiate instructions when necessary.

- B. Individuals shall report observations and Site decisions or instructions given to applicators or installers that are supplemental or contrary to manufacturers' written instructions.
- C. Submit report within ten days of observation to Engineer for review.

1.04 CONTRACTOR'S RESPONSIBILITIES

- A. Provide test results as required by the specifications in a timely manner to the Engineer for review and approval.
- B. Provide to the laboratory the preliminary design mix proposed to be used for concrete, and other material mixes that require control by the testing laboratory.
- C. Furnish incidental labor and facilities:
 - 1. To provide access to work to be tested.
 - 2. To obtain and handle samples at the project site or at the source of the product to be tested.
 - 3. To facilitate inspections and tests.
 - 4. To facilitate storage and curing the test samples.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01501

HEALTH AND SAFETY PROVISIONS

PART 1 – GENERAL

1.01 PURPOSE

- A. The purpose of this Section is to establish minimum health and safety requirements for the Contractor to satisfy in the preparation of the Contractor's Site-Specific Health and Safety Plan (H&S Plan).
- B. The Contractor shall provide an H&S Plan appropriate for the work that will be performed.

1.02 APPLICABILITY

- A. These requirements shall be used by the Contractor's Site Health and Safety Officer (Contractor's SHSO) to assist in preparation of the Contractor's H&S Plan. These requirements shall not relieve the Contractor from compliance with any applicable State, Federal, or other health and safety requirements and safe construction practices even if not specifically identified in these requirements. These requirements shall not relieve the Contractor's complete responsibility for the Site's safety and security, including Health and Safety.
- B. If, at any time, the Engineer is apprised of a safety hazard which demands immediate attention because of its high potential for harm to public travel, persons on or about the work, or public or private property, the Engineer shall have the right to order such safeguards to be erected and such precautions to be taken as necessary and the Contractor shall comply with such orders.
- C. If, under such circumstances, the Contractor does not or cannot immediately put the work into proper and approved condition, or if the Contractor or his representative is not upon the Site so that he can be notified immediately of the insufficiency of safety precautions, then the Engineer may put the work into such a condition that it shall be, in his opinion, in all respects safe, and the Contractor shall pay all costs of such labor and materials. The fact that the Engineer does not observe a safety hazard or does not order the Contractor to take remedial measures shall in no way relieve the Contractor of the entire responsibility for any costs, loss, or damage by any party sustained on account of the insufficiency of the safety precautions taken by the Contractor or by the Engineer acting under authority of this Section.
- D. It is the responsibility of the Contractor to take appropriate safety precautions to meet whatever conditions of hazard may be present during the performance of the work, whether the hazard may or may not be reasonably foreseeable. The Contractor is alerted to the fact that it shall be his responsibility to anticipate and provide such additional safety precautions, facilities, personnel, and equipment as shall be necessary to protect life and property from whatsoever conditions of hazard are present or may be present.

1.03 MINIMUM REQUIREMENTS

- A. The Contractor shall prepare and implement a Site-specific H&S Plan that shall conform to applicable OSHA State and Federal requirements.
- B. The Contractor's H&S Plan shall incorporate the requirements contained herein and shall describe all actions to be taken to protect the health and safety of workers and the surrounding community. The plan shall identify all tasks to be undertaken by the Contractor and shall establish health and safety procedures for each task. The Contractor's H&S Plan shall be submitted to the Engineer prior to the initiation of any fieldwork. Any modifications to the H&S Plan shall also be submitted to the Engineer prior to construction. The Engineer may comment on the Contractor's Site-specific H&S Plan and any modifications thereto, but will not provide approval of the Site-specific H&S Plan.

- C. Training requirements of all field personnel shall be specified in the Site-specific H&S Plan. As a minimum, training in accordance with 29 CFR 1910.120 should be required for all personnel involved in intrusive activities (i.e., all below grade work and all grading and handling of soil).

PART 2 – PRODUCTS

2.01 SAFETY EQUIPMENT

- A. All construction equipment shall have safety belts.
- B. The Contractor shall issue or cause to be issued prior to commencing the job, all necessary personal protective equipment (i.e. steel toe boots, hard hats, high visibility vests, etc.).

PART 3 – EXECUTION

3.01 RECORDKEEPING

- A. All parties engaged in on-Site activities shall read the Contractor’s Site-specific H&S Plan for the relevant tasks. Documentation demonstrating compliance with this requirement shall be maintained on-site by the Contractor. Written evidence of compliance with 29 CFR 1910.120 and applicable State and Federal requirements, for all parties engaged in on-site activities, shall be maintained on-site in the Contractor’s files. Copies of such documentation shall be provided to the Engineer.
- B. Contractor’s personnel not following safety requirements shall immediately be removed from the project site. Anyone that has violated safety rules and removed from the project site shall not be allowed to return.
- C. Delays in the performance of the work caused by the removal of personnel due to safety violations shall be the responsibility of the Contractor. These delays shall not create any additional cost to the Owner, and no time extensions shall be granted.

END OF SECTION

SECTION 01550

SITE ACCESS AND TRAFFIC CONTROL

PART 1 – GENERAL

1.01 DESCRIPTION OF WORK

- A. The Contractor shall furnish all materials, labor, equipment, tools, and appurtenances required to maintain site access and traffic control. Traffic congestion around the Site shall be minimized to maintain public safety, and to avoid the potential conflicts with the on-going transfer station operations, other construction activities, and for complaints from the public.
- B. The Contractor shall comply with all applicable codes, ordinances, rules, regulations and laws of local, municipal, State, and Federal authorities having jurisdiction. This includes, but is not limited to, compliance with all traffic laws and with vehicular weight and axle-loading limitations.
- C. The Contractor's responsibility for the maintenance of site access and traffic control shall not cease until the work has been accepted by the Owner.

1.02 SUBMITTALS

- A. Within ten (10) days after the Notice to Proceed and prior to mobilization onto the Site, the Contractor shall develop and submit a Site Access and Traffic Control Plan in accordance with the requirements of Section 01340 of these Specifications, and as specified herein.
- B. The Site Access and Traffic Control Plan shall include, but not be limited to, proposed traffic patterns and layouts, required traffic control devices (i.e., signs, barricades, cones, etc.) and utilization, hours of operation, and other associated details for the proper maintenance and protection of traffic.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION

3.01 SITE ACCESS

- A. Access to the Site will be from the main entrance road as shown on the design drawings.
- B. The Contractor shall coordinate Site access with the Owner. This includes, but is not limited to, scheduling of deliveries and available working hours.

3.02 OFF-LOADING

- A. Coordinate with the Engineer to select the areas to be used for off-loading and temporary storage of materials. Clearly delineate the boundary of all storage and laydown areas.
- B. To reduce tracking of soils back on to the roads, dumping of soils should be done in a manner that minimizes wheel contact with the soils. Off-loading of materials shall be coordinated with construction of temporary access roads to minimize tracking of soils. If tracking of soil onto public roads from the Contractor's operations is severe in the opinion of the Owner and Engineer, the Contractor shall take action such as constructing a wheel-washing station or installation gravel tracking pads as required.

3.03 COVERING OF MATERIALS

- A. The Contractor shall take such steps as necessary to prevent spillage, wind blown deposits on the roads, and damage to other vehicles. All trucks used for transport of soils shall be covered with a well-secured tarp before transportation on public roads.
- B. After dumping the load at the Site, the Contractor shall inspect the truck bed for residual materials and shall remove or cover residual material before allowing the truck to leave the Site and enter public roads.

3.04 STREET CLEANING

- A. Remove all soils, dirt, rock, asphalt and other deposits that accumulate on the public roads, and the on-Site access roads that are a result of the Contractor's hauling operation. This includes windblown deposits, spillage, and materials tracked onto the roads.
- B. Inspection of the roads is to be performed by the Contractor at least daily during hauling operations. When the inspection determines that cleaning is required, or as directed by the Engineer, the Contractor shall immediately perform such cleaning.

3.05 TRAFFIC CONTROL

- A. Facility traffic is not expected in the areas of proposed construction. However, the Contractor shall limit access to these areas for protection of facility personnel, and direct traffic through these areas only if it can be safely accomplished.

3.06 ON-SITE TRANSPORTATION

- A. The control of on-Site traffic is the Contractor's sole responsibility and shall be performed in a safe and orderly manner. A speed limit of 5 MPH or less shall be enforced by the Contractor on all vehicles and equipment on the Site.
- B. Access roads shall be constructed and maintained by the Contractor to prevent adverse impacts or delays to the work. The Contractor is responsible for maintaining the current level-of-service and condition of the on-Site access roads to prevent adverse impacts or delays to the work.
- C. On-site traffic shall be limited to the existing access roads. Damage to, or deterioration of, the Site's access roads, or any other damages to existing on-Site features caused by unauthorized deviation from these pathways, shall be restored and/or replaced to the satisfaction of the Engineer at the Contractor's expense to an "as-was" or "better condition."

END OF SECTION

SECTION 01600

MATERIAL AND EQUIPMENT

PART 1 – GENERAL

1.01 DESCRIPTION OF REQUIREMENTS

- A. Contractor furnished materials and equipment shall be new and shall not have been in service at any other installation unless otherwise provided. It shall conform to applicable specifications approved in writing by the Engineer.
- B. Fabricated and manufactured products shall be designed, fabricated, and assembled in accordance with the best engineering and shop practices. Like parts of duplicate units shall be manufactured to standard sizes and gages to be interchangeable.
- C. Two or more items of the same kind shall be identical, by the same manufacturer.
- D. Products shall be suitable for project service conditions.
- E. Equipment dimensions, sizes, and capacities shown or specified shall be adhered to unless variations are specifically approved in writing.
- F. Equipment and material shall not be used for any purpose other than that for which it is specified or designed.
- G. Where equipment or material is specifically shown or specified to be reused in the work, special care shall be used in removal, handling, storage, and reinstallation, to assure proper function in the completed work.
- H. Contractor shall arrange for transportation, storage, and handling of products that require off-site storage, restoration, or renovation.
- I. Installation of all work shall comply with manufacturer's printed instructions. Contractor shall obtain and distribute copies of the manufacturer's instructions to the parties involved in the installation, including two copies to the Engineer. Also a set of instructions shall be available at the job site during installation and until completion. All equipment and products shall be handled, installed, connected, cleaned, conditioned, and adjusted in accordance with the manufacturer's instructions and specified instructions. Should specified requirements or job conditions conflict with the manufacturer's instructions, these conflicts shall be called to the Engineer's attention for review and revised instructions.
- J. All materials and equipment, which are furnished and/or installed by the Contractor, shall be guaranteed. The guarantee shall be against manufacturing and/or design inadequacies, materials and workmanship not in conformity with the paragraph above, hidden damage, improper assembly, failure of device and/or components, excessive leakage or other circumstances which would cause the equipment to fail under normal design and/or specific operating conditions for a period of two years or a longer period as may be shown and/or specified from the date of acceptance of the equipment by the Owner. If a piece of equipment, device, or component shall fail within the above specified term of the guarantee shall be replaced and installed with reasonable promptness by the Contractor without cost to the Owner.
- K. Rotating machinery shall be designed and fabricated to provide satisfactory operation without excessive wear and without excessive maintenance during its operating life. Rotating parts shall be statically and dynamically balanced and shall operate without excessive vibration.
- L. Screens, guards, or cages shall be provided for all exposed, rotating, or moving parts in accordance with accepted practices of applicable governmental agencies.

- M. Each major component of equipment shall have the manufacturer's name, catalog and/or model number, and serial number on stainless steel or weather resistant plate securely attached to the item of equipment.

1.02 TRANSPORTATION AND HANDLING

- A. Equipment and materials shall be loaded and unloaded by methods affording adequate protection against damage. Precaution shall be taken to prevent injury to the equipment or materials during transportation and handling. Suitable equipment will be used and the material or equipment shall be under control at all times. Under no condition shall the material or equipment be dropped, bumped, or dragged. When a crane is used, a suitable hook or lift sling shall be used. The crane shall be placed so that all lifting is done in a vertical plane.
- B. Equipment and material shall be delivered to the job site by means that will adequately support it and not subject it to undue stress.

1.03 STORAGE AND PROTECTION

- A. All equipment, products, and materials shall be stored in accordance with the manufacturer's instructions, with seals and labels intact and legible. Humidity and temperature shall be maintained within the ranges required by the manufacturer's instructions. Products subject to damage by the elements shall be stored in weather-tight enclosures. Fabricated products shall be stored above the ground on blocking or skids. Products that are subject to deteriorations shall be covered with impervious coatings with adequate ventilation to avoid condensation. Loose granular materials shall be stored in a well-drained area on solid surfaces to prevent mixing with foreign matter.
- B. Storage shall be arranged in such a manner to provide easy access for inspection. Periodic inspections shall be made of all stored products to assure that they are maintained under specified conditions, and free from damage or deterioration.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01700

CONTRACT CLOSEOUT

PART 1 – GENERAL

1.01 DESCRIPTION

- A. Scope of Work: Comply with the requirements stated in Conditions of the Contract and in specifications for administrative procedures in closing out the work.

1.02 SUBSTANTIAL COMPLETION

- A. When Contractor considers the work as substantially complete, he shall submit to the Engineer:
 - 1. A written notice that the work is substantially complete.
 - 2. All operations and maintenance manuals and instructions and spare parts required by the Contract Documents.
- B. Within a reasonable time after receipt of such notice, County, Contractor, and Engineer shall make an inspection of the work to determine the status of completion.
- C. If Engineer doesn't consider the work substantially complete:
 - 1. The Engineer will promptly notify the Contractor in writing, listing the reasons for determining that the work isn't substantially complete.
 - 2. Contractor shall remedy the deficiencies in the work and deliver a second written notice of substantial completion to the Engineer.
 - 3. Engineer will reinspect the work.
- D. When Engineer finds that the work is substantially complete, he will:
 - 1. Prepare and deliver to Owner a tentative Certificate of Substantial Completion on the form provided herein, with a tentative list of items to be completed or corrected before Final Completion.
 - 2. After consideration of any objections made by Owner as provided in the Conditions of the Contract, and when Engineer considers the work to be substantially complete, he will execute and deliver to Owner and Contractor a definite Certificate of Substantial Completion with a tentative list of items to be completed or corrected.

1.03 FINAL INSPECTION

- A. When Contractor has completed the minor items in the list attached to the Certificate of Substantial Completion and considers the work to be complete, he shall submit to the Engineer:
 - 1. A written notice of Final Completion.
 - 2. Written certification that:
 - a. The Contract Documents have been reviewed.
 - b. The work has been inspected for compliance with the Contract Documents.
 - c. The work has been completed in accordance with the Contract Documents and is ready for final inspection.
- B. Engineer, Contractor, and County will make an inspection to verify the status of completion with reasonable promptness after receipt of such certification.

- C. Should the Engineer consider the work to be incomplete or defective:
1. Engineer will promptly notify the Contractor in writing, listing the incomplete or defective work.
 2. Contractor shall take immediate steps to remedy the stated deficiencies, and send a second written certification to the Engineer that the work is complete.
 3. Engineer, Contractor, and County will reinspect the work.
- D. After Contractor has completed all corrections to the satisfaction of the Engineer and County as verified by the Final Inspection and delivered all maintenance and operating instructions, schedules, warranties, guarantees, Bonds, certificates of inspection, and record documents, all as required by the Contract Documents and acceptable to County and Engineer, the Engineer will execute and deliver to Owner and Contractor a Certificate of Final Completion and the Contractor may then submit an application for Final Payment.

1.04 FINAL PAYMENT

- A. Contractor shall follow the procedures for Final Payment found in the General Conditions of the Contract Documents.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 01720

PROJECT RECORD DOCUMENTS

PART 1 – GENERAL

1.01 SUMMARY

- A. The Contractor shall maintain at the site one record copy of:
 - 1. Drawings.
 - 2. Project Manual.
 - 3. Addenda.
 - 4. Change orders and other modifications to Contract.
 - 5. Project Manager field orders, written instructions or clarifications.
 - 6. Approved submittals.
 - 7. Field test records.
 - 8. Construction photographs.
 - 9. Associated permits.
 - 10. Certificates of inspection and approvals.

1.02 SUBMITTALS

- A. Accompany the submittals with a transmittal letter in duplicate, containing the following.
 - 1. Date.
 - 2. Project title and number.
 - 3. Contractor's name and address.
 - 4. Title of record document.
 - 5. Signature of Contractor or authorized representative.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION

3.01 MAINTENANCE OF RECORD DOCUMENTS AND SAMPLES

- A. The Contractor shall:
 - 1. Store documents and samples in Contractor's field office, if used for this project, apart from documents used for construction.
 - a. Provide files and racks for storage of documents.
 - b. Provide secure storage space for storage of samples.
 - 2. Maintain documents in clean, dry, legible condition and in good order. Do not use record documents for construction purposes.
 - 3. Make documents and samples available at all times for inspection by Engineer or Owner.
- B. Failure to properly maintain record documents may be reason to delay a portion of progress payments until records comply with Contract Documents.

3.02 CONSTRUCTION PHOTOGRAPHS

- A. The Contractor shall submit to the Engineer a Pre-Construction video of the proposed area of construction, construction staging area, and each proposed access to the construction area. Submittal shall be in a DVD format.
- B. The Contractor shall provide a series of digital color photographs, in print form and CD ROM (2 megapixel resolution or better), documenting all aspects of construction. Record photographs shall be 4"x6", printed in color two per 8.5"x11" page, with the following identified for each photograph:
 - Project Name
 - Contractor's Name
 - Date and Time (digital on front side of photograph)
 - Photograph file name
 - A detailed description identifying location and name of feature photographed.
- C. The photographs shall detail each major stage of construction as follows:
 - 1. Project site prior to Mobilization.
 - 2. Demolition of designated areas.
 - 3. Rehabilitation of maintenance shop floor within various areas and at various stages.
 - 4. Damage and repair of any existing utilities, appurtenances, or curbing.
 - 5. Project site after Demobilization.
- D. Photographs shall be taken weekly or during execution of individual work items, whichever is more frequent, beginning prior to the start of construction and continuing through the completion of all construction. Submittal of the above shall be with each application for payment, and shall detail all of the construction which has taken place during the payment period.

3.03 RECORD DOCUMENTS

- A. Label each document "PROJECT RECORD" in neat, large printed letters.
- B. Maintain record set of Drawings and Specifications legibly annotated to show all changes are made during construction.
 - 1. Graphically depict changes by modifying or adding to plans, details, sections, elevations, or schedules.
 - 2. Make changes on each sheet affected by changes.
- C. Record information concurrently with construction progress.
 - 1. Do not conceal field work until required information is recorded.
 - 2. Record changes made by Written Amendment, Field Order, Change Order or Work Directive Change.
- D. Drawings:
 - 1. Record drawings should include the following:
 - a. Title Sheet (includes site location map, site address and phone number, and designer address and phone number).
 - b. Topography of the asphalt pavement.
 - c. Post-rehabilitation.
 - d. As-Built Typical Details.

E. Project Documentation:

1. Each copy shall be typed, bound and, at the minimum, consist of the following information:
 - a. Construction Notes/Bill of Materials.
 - b. Cover Sheet.
 - c. Table of Contents.
 - d. List of Addenda.
 - e. Project Summary - a comprehensive narrative explaining how construction of the project was accomplished along with a brief discussion of problems encountered and the measures taken to resolve these problems.
 - f. Project Contact List - includes the names, phone numbers and addresses of the following:
 - Project Manager
 - Site Representative
 - Designer
 - Surveyor
 - Record Documenter
 - g. Project Vendor List.
 - h. Project Record Drawing Summary.
 - i. Photographs.

F. General File Requirements:

1. A CD ROM with the Project Documentation text data (where applicable) saved for Microsoft Office 2007 compatibility.
2. A CD ROM with the Project Documentation photos saved in jpeg format.
3. A CD ROM with the AutoCAD files, saved for version 2007 or later compatibility, for all record drawings including:
 - a. 2-dimensional, 1:1 format.
 - b. Existing survey reference points.
 - c. Breaklines that define all surface features.
 - d. All data must be on accurate levels and have proper line weights.
 - e. Contours and spot elevations must be at correct elevation.
4. Label CD ROM(s) with name, date, and file reference names.

END OF SECTION

SECTION 01740

WARRANTIES AND BONDS

PART 1 – GENERAL

1.01 REQUIREMENTS INCLUDED

- A. Scope of Requirements:
 - 1. Compile specified warranties and bonds as specified in these Specifications.
 - 2. Co-execute submittals when so specified.
 - 3. Review submittals to verify compliance with Contract Documents.
 - 4. Submit to Engineer for review and transmittal to Owner.
- B. Related Work Described Elsewhere:
 - 1. Instructions to Bidders: Bid Bonds
 - 2. Conditions of the Contract: Performance Bond, Payment Bond, and Maintenance Bond
 - 3. Conditions of the Contract: Instructions to Contractors
 - 4. Section 01700: Contract Closeout

1.02 SUBMITTAL REQUIREMENTS

- A. Assembly warranties, bonds and service and maintenance contracts, executed by each of the respective manufacturers, suppliers, and subcontractors.
- B. Number of original signed copies required: Two each.
- C. Table of Contents: Neatly typed, in orderly sequence. Provide complete information for each item.
 - 1. Product of work item.
 - 2. Firm, with name of principal, address and telephone number.
 - 3. Scope.
 - 4. Date of beginning of Substantial Completion, bond or service and maintenance contract.
 - 5. Duration of warranty, bond or service maintenance contract.
 - 6. Provide information for Owner's personnel:
 - a. Proper procedure in case of failure.
 - b. Instances that might affect the validity or warranty or bond.
 - 7. Contractor, name of responsible principal, address and telephone number.

1.03 FORM OF SUBMITTALS

- A. Prepare in duplicate packets.
- B. Format:
 - 1. Size 8-1/2 inches x 11 inches, punch sheets for standard three-post binder.
Fold larger sheets to fit into binders.
 - 2. Cover: Identify each packet with typed or printed title "WARRANTIES AND BONDS".
List:
 - a. Title of Project.
 - b. Name of Contractor.
- C. Binders: Commercial quality, three-post binder, with durable and cleanable plastic covers and maximum post width of two inches.

1.04 WARRANTY SUBMITTALS REQUIREMENTS

- A. For all major pieces of equipment, submit a warranty from the equipment manufacturer. Manufacturer's warranty period shall be concurrent with Contractor's for one (1) year, unless otherwise specified, commencing at the time of Owner's acceptance of Substantial Completion.
- B. In the event that the equipment manufacturer or supplier is unwilling to provide a one-year warranty commencing at the time of Owner acceptance, the Contractor shall obtain from the manufacturer a two (2) year warranty commencing at the time of equipment delivery to the job site. This two-year warranty from the manufacturer shall not relieve Contractor of the one-year warranty starting at the time of Owner acceptance of the equipment.
- C. Owner shall incur no labor or equipment cost during the guarantee period.
- D. Guarantee shall cover all necessary labor, equipment and replacement parts resulting from faulty or inadequate design, improper assembly or erection, defective workmanship and materials, leakage, breakage or other failure of all equipment and components furnished by manufacturer.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION (NOT USED)

END OF SECTION

SECTION 02100

SITE PREPARATION

PART 1 – GENERAL

1.01 DESCRIPTION

- A. Scope of Work:
1. This Section covers clearing, grubbing, and stripping along the construction sites and within the limits of construction designated on the drawings, complete as specified herein.
 2. The Contractor shall clear and grub all of the area within the limits of actual construction as required, which includes, but is not limited to, roadways, trenchwork, structures, and open areas. The width of the area to be cleared shall be approved by the CQA Manager prior to the beginning of any clearing.

PART 2 – PRODUCTS (NOT USED)

PART 3 – EXECUTION

3.01 CLEARING

- A. The surface of the ground, for the area to be cleared and grubbed shall be completely cleared of all timber, brush, stumps, roots, grass, weeds, rubbish, and all other objectionable obstructions resting on, or protruding through, the surface of the ground. However, those trees which are designated by the CQA Manager shall be preserved as hereinafter specified. Clearing operations shall be conducted so as to prevent damage to existing structures and installations, and to those under construction, so as to provide for the safety of employees and others.

3.02 GRUBBING

- A. Grubbing shall consist of the complete removal of all stumps, roots larger than 1 1/2-inches in diameter, matted roots, brush, timber, logs, and any other organic or metallic debris not suitable for foundation purposes, resting on, under or protruding through the surface of the ground to a depth of 2 feet below the excavated surface under roadways and structures, and 1 foot below all other areas requiring clearing and grubbing. All depressions excavated below the original ground surface for or by the removal of such objects, shall be refilled with suitable materials and compacted to a density conforming to the surrounding ground surface.

3.03 STRIPPING

- A. For open areas for sodding or seeding, grass and roots shall be stripped to a depth of 4 inches.
- B. Stripped material suitable for topsoil shall be stockpiled and shall be protected until it is replaced. Any topsoil remaining after all work is in place shall remain for use by Owner.

3.04 DISPOSAL OF CLEARED AND GRUBBED MATERIAL

- A. The Contractor shall dispose of all material and debris from the clearing and grubbing operation by hauling such material and debris away to the on site Class III landfill. No burning shall be allowed on-site. The cost of disposal (hauling) of cleared and grubbed material and debris shall be considered an obligation of the Contractor; the cost of which shall be included in the contract sum.

3.05 PRESERVATION OF TREES

- A. Trees outside the limits of construction shall be carefully protected from damage. The Contractor shall erect such barricades, guards, and enclosures as may be considered necessary for him for the protection of the trees during all construction operations.
- B. Removal of trees within the limits of construction shall be in accordance with applicable local ordinances. The Contractor shall apply for and pay for all costs associated with the permitting of and removal of trees from the proposed developed area.

END OF SECTION

SECTION 02220

EXCAVATION, BACKFILLING, AND COMPACTION

PART 1 – GENERAL

1.01 DESCRIPTION

- A. Scope of Work: The work included under this Section consists of furnishing all labor, materials, equipment and incidentals necessary to perform all excavation, removal of unsuitable material, backfill, fill and grading required to complete the work shown on the Drawings and specified herein. The work shall include, but not necessarily be limited to, all excavation and trenching; all backfilling; embankment and grading; ditch grading; and all related work such as sheeting, bracing, dewatering, all earthwork and all other requirements shown on the drawings and specified herein.
- B. Definitions:
1. Maximum Density: Maximum weight in pounds per cubic foot of a specific material.
 2. Optimum Moisture Content: The optimum moisture content shall be determined by ASTM D 698 (latest) specified to determine the maximum dry density for relative compaction. Field moisture content shall be determined on the basis of the fraction passing the 3/4-inch sieve.
 3. Rock Excavation: Excavation of any hard natural substance which requires the use of explosives and/or special impact tools such as jack hammers, sledges, chisels or similar devices specifically designed for use in cutting or breaking rock, but exclusive of trench excavating machinery.
 4. Unsuitable: Unsuitable materials are highly organic soil (peat or muck) classified as A-8 in accordance with AASHTO Designation M 145.
- C. Plan for Earthwork:
1. The Contractor shall be responsible for having determined to his satisfaction, prior to the submission of his bid, the conformation of the ground, the character and quality of the substrata, the types and quantities of materials to be encountered, the nature of the groundwater conditions, the prosecution of the work, the general and local conditions and all other matters which can in any way affect the work under this Contract according to the General Conditions.
 2. The Owner will secure on or off-site borrow sources which can meet the requirements of these specifications, drawings and contract documents for this project.
 3. The work of this section shall include, but not necessarily be limited to excavating, hauling, backfilling, compaction, and grading of soil. The work will pertain all or in part to the construction of landfill entrance road, stormwater pond excavation, pipes, drainage ditches, and disposal of surplus materials. Contractor shall conform to the dimension lines, grades and sections specified on the Drawings.
 4. The Owner will furnish transportation if the offsite borrow source is not contiguous to the landfill property.
- D. Trench Safety Act: The Contractor shall comply with all of the requirements of the Florida Trench Safety Act (Chapter 90-96, CS/CB 2626, Laws of Florida). The Contractor shall acknowledge that included in various items of his bid proposal and in the total bid price are costs for complying with the provisions of the Act. Additionally, the Contractor is required to break out the costs for complying with the Florida Trench Safety Act. **FAILURE TO COMPLY WITH THE REQUEST IN THIS SECTION SHALL RESULT IN THE BID BEING DECLARED NON-RESPONSIVE.**

1.02 RELATED WORK

- A. Section 02100 – Site Preparation
Section 02630 – Storm Drainage

1.03 APPLICABLE PUBLICATIONS

- A. All publications and standard specifications referred to herein are the latest or current issue of that publication or specification as of the specification date.

1.04 QUALITY ASSURANCE

- A. All earthwork and related installations shall be performed in accordance with the requirements of these Specifications.
- B. Costs for pre-qualification testing of materials including onsite/offsite materials shall be paid by the Owner.

1.05 FEDERAL AND STATE REGULATORY REQUIREMENTS

- A. All trench excavations which exceed 5 feet in depth shall comply with the applicable trench safety standards as stated in the OSHA excavation safety standards 29 CFR S.1926.650 Subpart P as regulated and administered by the Florida Department of Labor and Employment Security as the "Florida Trench Safety Act."

1.06 JOB CONDITIONS

- A. If, in the opinion of the Engineer, conditions encountered during construction warrant a change in the elevations or in the depth of removal of unsuitable material from that indicated in the soils report, an adjustment will be made in the contract price, as provided in the General and Special Conditions.

1.07 PROTECTION

- A. Pre-Construction Survey:
 - 1. Prior to commencing excavation, backfill or dewatering, the CQA Manager and Contractor shall jointly conduct a survey of any existing structures which, in the opinion of the CQA Manager, may be subject to settlement or distress resulting from excavation or dewatering operations.
- B. The Contractor shall install and maintain all erosion control features (i.e., silt fences around all areas downslope of soil disturbance, and wetland boundaries). Other areas which may require erosion protection or silt fences shall be identified by the CQA Manager during construction. Silt fences shall not be removed until the contained areas are covered with sod (exterior of containment berms) or other sufficient erosion control measures such as erosion matting, seeding/mulching and the CQA Manager determines that soils are adequately stable (not eroding).

1.08 SUBMITTALS

- A. Submit to the Engineer for review the proposed methods of construction, including dewatering, excavation, filling, compaction and backfilling for the various portions of the work. Review shall be for method only. The Contractor shall remain responsible for the adequacy and safety of the methods.

PART 2 – PRODUCTS

2.01 MATERIALS

A. General:

1. All fill material from on and off-site sources shall be subject to review by the CQA Manager.
2. All fill material shall be unfrozen and free of organic material, roots, trash, or other objectionable material. Excess or unsuitable material as designated by the CQA Manager shall be removed from the job site by the Contractor.

B. Clean Common Fill Material:

1. Clean common fill shall be sand not containing stones, rock, concrete, clods, or other rubble larger than 1/4 inch in diameter. It shall have physical properties which allow it to be easily spread and compacted. Material shall be free of solid waste and degradable organic material, as determined by the CQA Manager.
2. The Contractor shall utilize as much excavated material as possible for reuse in accordance with the contract drawings and specifications or as directed by the CQA Manager.
3. Materials excessively wet or dry are unsuitable. Allow such material to dry, or moisten, to bring material within plus 3 percent of optimum moisture content range for specified compaction.
4. The CQA Manager shall direct the Contractor on the type of material allowed in certain sections of the earthwork operations.

C. Structural Fill: Structural fill shall be well graded sand to gravelly sand having the following gradation:

<u>U.S. Sieve Size</u>	<u>Percent Passing By Weight</u>
1 - inch	100
No. 4	75-100
No. 40	15-80
No. 100	0-30
No. 200	0-10

Any soil material which does not meet the above requirement must be classified either SW, SP, SM, or SC, according to the Unified Soil Classification System, and must be evaluated and approved for use by a Florida registered Professional Engineer with primary expertise in geotechnical engineering. The engineer must state any additional construction requirements to be performed in order for the soil to perform the project design requirements as structural fill.

D. Class I Soils¹: Manufactured angular, granular material, 1/4 to 1/2 inches (6 to 12 mm) in size, including materials having significance such as crushed stone or rock, broken coral, or crushed shells. Sieve analysis for crushed stone is given below separately.

1. Crushed Stone: Crushed stone shall consist of clean mineral aggregate free from clay, loam or organic matter, conforming with ASTM C33 stone size No. 89 and with particle size limits as follows:

¹ Soils defined as Class I soils are not defined in ASTM D2487.

<u>U.S. Sieve Size</u>	<u>Percent Passing By Weight</u>
1/2	100
3/8	90-100
No. 4	20-55
No. 8	5-30
No. 16	0-10
No. 50	0-5

- E. Class II Soils²:
1. GW: Well-graded gravels and gravel-sand mixtures, little or no fines. Fifty (50) percent or more retained on No. 4 sieve. More than 95 percent retained on No. 200 sieve. Clean.
 2. GP: Poorly graded gravels and gravel-sand mixtures, little or no fines. Fifty (50) percent or more retained on No. 4 sieve. More than 95 percent retained on No. 200 sieve. Clean.
 3. SW: Well-graded sands and gravelly sands, little or no fines. More than fifty (50) percent passes No. 4 sieve. More than 95 percent retained on No. 200 sieve. Clean.
 4. SP: Poorly graded sands and gravelly sands, little or no fines. More than fifty (50) percent passes No. 4 sieve. More than 95 percent retained on No. 200 sieve. Clean.
- F. Other Material: All other material, not specifically described, but required for proper completion of the work shall be selected by the Contractor and approved by the CQA Manager.

PART 3 – EXECUTION

3.01 FIELD QUALITY CONTROL

- A. The minimum frequency of quality control testing is as provided in these specifications or as set during construction by the Owner. Frequency of testing for field Quality Control shall be the same as defined for conformance testing.
- B. Sampling locations may be selected by the CQA Manager. If necessary, the location of routine in-place moisture content and dry density test shall be determined using a non-biased sampling plan.
- C. An increased testing frequency shall be used at the discretion of the CQA Manager when visual observations of construction performance indicate a potential problem.
- D. All perforations resulting from testing the subgrade or embankment shall be filled by the Contractor with soil compacted to the satisfaction of the CQA Manager.
- E. If a defective area is discovered in the earthwork, the CQA Manager will determine the extent and nature of the defect and notify the Contractor. If the defect is indicated by an unsatisfactory test result, the CQA Manager shall determine the extent of the defective area by additional tests, observations, a review of record, or other means. The Contractor shall be responsible for the cost of these additional tests. If the defect is related to material, and/or adverse site conditions, such as overly wet soils or surface desiccation, the CQA Manager shall define the limits and nature of the defect.
- F. After determining the extent and nature of a defect, the Contractor shall correct the deficiency to the satisfaction of the CQA Manager. The cost of corrective actions shall be borne by the Contractor.
- G. Additional testing shall be performed to verify that the defect has been corrected before any additional work is performed by the Contractor in the area of the deficiency. The Contractor shall be responsible for the cost of these additional tests.

² In accordance with ASTM D2487, less than 5 percent pass No. 200 sieve.

3.02 PROTECTION

A. Sheeting and Bracing:

1. Furnish, put in place, and maintain sheeting and bracing as required to support the sides of excavations, to prevent movement which could in any way diminish the width of the excavation below that necessary for proper construction, and to protect adjacent structures, and to protect workers from hazardous conditions or other damage. Such support shall consist of braced steel sheet piling, braced wood lagging and soldier beams or other approved methods. If the Owner is of the opinion that sufficient or proper supports have not been provided, he may order additional supports be installed at the expense of the Contractor, and compliance with such order shall not relieve or release the Contractor from his responsibility for the sufficiency of such supports. Care shall be taken to prevent voids beside the sheeting, but if voids are formed, they shall be immediately filled and compacted. Where soil cannot be properly compacted to fill a void, lean concrete shall be used as backfill at no additional expense to the Owner.
2. The Contractor shall construct sheeting outside the neat lines of the foundation unless deemed desired otherwise for his method of operation. Sheeting shall be plumb and securely braced and tied in position. Sheeting and bracing shall withstand all pressure to which the structure or trench will be subjected. Any deformation shall be corrected by the Contractor at his own expense so as to provide the necessary clearances and dimensions.
3. Where sheeting and bracing are required to support the sides of excavations for structures, the Contractor shall engage a Professional Geotechnical Engineer registered in the State of Florida to design the sheeting and bracing. The sheeting and bracing installed shall conform with the design, and certification of this shall be provided by the Professional Geotechnical Engineer.
4. The installation of sheeting, particularly by driving or vibrating, may cause distress to existing structures. The Contractor shall evaluate the potential for such distress and, if necessary, take all precautions to prevent distress of existing structures because of sheeting installation.
5. The Contractor shall leave in place to be embedded in the backfill, all sheeting and bracing not shown on the Drawings but which the Owner directs him in writing to leave in place at any time during the progress of the work for the purpose of preventing injury to structures, utilities, or property, whether public or private. The Owner may direct that timber used for sheeting and bracing be cut off at any specified elevation.
6. All sheeting and bracing not left in place shall be carefully removed in such manner as not to endanger the construction, or other structures, utilities, or property. All voids left or caused by withdrawal of sheeting shall be immediately refilled with sand by ramming with tools especially adapted for that purpose, or otherwise directed by the Owner.
7. The right of the Owner to order sheeting and bracing left in place shall not be construed as creating any obligation on his part to issue such orders, and his failure to exercise his right to do so shall not relieve the Contractor from liability for damages to persons or property occurring from or upon the work occasioned by negligence or otherwise, growing out of a failure on the part of the Contractor to leave in place sufficient sheeting and bracing to prevent any caving or moving of the ground.
8. No wood sheeting is to be withdrawn if driven below mid-diameter of any pipe, and under no circumstances shall any wood sheeting be cut off at a level lower than 1 foot above the top of any pipe.

B. Pumping and Drainage:

1. The Contractor shall at all times during construction provide and maintain proper equipment and facilities to remove all water entering excavations, and shall keep such excavations dry so as to obtain a satisfactory undisturbed subgrade foundation condition until the fills, structures or pipes to be built thereon have been completed to such extent that they will not be floated or otherwise damaged by allowing water levels to return to natural levels. The Contractor shall submit to the Engineer for review a plan for dewatering systems prior to commencing work. The installed dewatering system shall be in conformity with the overall construction plan. The Contractor shall be required to monitor the performance of the dewatering systems during the progress of the work and require such modifications as may be required to assure that the systems are performing satisfactorily.
2. Dewatering shall at all times be conducted in such a manner as to preserve the undisturbed bearing capacity of the subgrade soils at the bottom of the excavation and to preserve the integrity of adjacent structures.
3. Water entering the excavation from surface runoff shall be collected in shallow ditches around the perimeter of the excavation, drained to sumps, and pumped from the excavation to maintain a bottom free from standing water.
4. The Contractor shall take all additional precautions to prevent buoyant uplift of any structure during construction.
5. The conveying of dewatering liquids off site will not be allowed unless approval by the proper regulatory agencies is obtained. Dewatering liquids should be routed into the facility's stormwater management system, or other onsite storage area if approved by the Owner and Engineer. The Contractor shall not cause flooding by overloading or blocking up the flow in the drainage facilities, and he shall leave the facilities unrestricted and as clean as originally found. Any damage to facilities shall be repaired or restored as directed by the Owner.
6. Flotation shall be prevented by the Contractor by maintaining a positive and continuous operation of the dewatering system. The Contractor shall be fully responsible and liable for all damages which may result from failure of this system.
7. Removal of dewatering equipment shall be accomplished after the system is no longer required; the material and equipment constituting the system shall be removed by the Contractor.
8. The Contractor shall take all necessary precautions to preclude the accidental discharge of fuel, oil, etc. in order to prevent adverse effects on groundwater quality.

3.03 EXCAVATION

A. Excavating for Landfill Entrance Road, and Structures and Utilities:

1. Excavation work shall be performed in a safe and proper manner with appropriate precautions being taken against all hazards. Excavations shall provide adequate working space and clearances for the work to be performed therein and for installation and removal of concrete forms.
2. The landfill site shall be graded to drain as shown on the plans and will require the contractor to excavate some portions of the site and to fill others. The Contractor shall provide a surveyor to determine excavation or fill required in the landfill area to meet the lines and grades presented on the plans.

3. Excavation shall be made to such dimensions as will give suitable room for bracing and supporting, for pumping and draining, for installing the pipelines, and for all other work required.
 - a) Excavation for precast or prefabricated structures shall be carried to an elevation 2 feet lower than the proposed outside bottom of the structure to provide space for the structural backfill material.
 - b) Excavation for structures constructed or cast-in-place in dewatered excavations shall be carried down to the bottom of the structure where dewatering methods are such that a dry excavation bottom is exposed and the naturally occurring material at this elevation leveled and left ready to receive construction.
4. Immediately document the location, elevation, size, material type, and function of all new subsurface installations and utilities encountered during the course of construction.
5. Excavation equipment operators and other concerned parties shall be familiar with subsurface obstructions as shown on the Drawings and should anticipate the encounter of unknown obstructions during the course of the work.
6. Encounters with subsurface obstructions shall be hand excavated unless otherwise approved by owner.
7. Excavation and dewatering shall be accomplished by methods which preserve the undisturbed state of subgrade soils. Subgrade soils which become soft, loose, "quick" or otherwise unsatisfactory for support of the proposed road and structures as a result of inadequate dewatering or other construction methods, shall be removed and replaced with Class I soils for pipes and structures, as required by the CQA Manager at the Contractor's expense. Placement and compaction of the replacement material shall conform to the requirements contained herein.
8. The bottom of excavations shall be rendered firm and dry before placing any soil, structure or pipe. Excavated material not suitable for backfill shall be removed from the work and stockpiled as directed by the Owner. The bedding schedule for pipes shall be as shown in Table 02220-B.
9. Excavated material shall be stockpiled in such a manner as to prevent nuisance conditions. Surface drainage shall not be hindered.
10. All soil, structure and pipe locations and elevations as required herein must be permanently documented by the Contractor on the Record Drawings prior to the CQA Manager's approval of the Application for Payment for that work.
11. All pavements shall be cut prior to removal, with saws or approved power tools.
12. All trenches opened during the day shall be closed at the end of the workday or safely secured.

3.04 DRAINAGE

- A. The Contractor shall at all times during construction provide and maintain proper equipment and facilities to remove promptly and dispose of properly all water entering excavations, and keep such excavations dry so as to obtain a satisfactory undisturbed liner subgrade foundation condition or structure subgrade foundation condition. The dewatering method used shall prevent disturbance of earth below grade.

- B. All water pumped or drained from the excavated area shall be disposed of in a suitable manner without undue interference with other work, without damage to surrounding property, and in accordance with pertinent rules and regulations. See related discussion on Drawing C8.
- C. No construction, including pipe laying, shall be allowed in water. Groundwater shall be maintained at least 12 inches below excavation except in borrow areas. The Contractor shall constantly guard against damage due to water and take full responsibility for all damage resulting from his failure to do so.
- D. The Contractor will be required at his expense to excavate below grade and refill with approved fill material if the Owner determines that adequate drainage has not been provided.

3.05 UNDERCUT

- A. If the bottom of any excavation is below that shown on the Drawings or specified because of Contractor error, convenience, or unsuitable subgrade due to the Contractor's excavation methods, refill to normal grade with fill at Contractor's cost. Fill material and compaction method shall be as directed by the CQA Manager.

3.06 STABILIZATION

- A. Subgrades for structures and trench bottoms shall be firm, dense, and thoroughly compacted and consolidated; shall be free from mud and muck; and shall be sufficiently stable to remain firm and intact.
- B. Subgrades for structures or trench bottoms which are otherwise solid, but which become mucky on top due to construction operations, shall be reinforced with one or more layers of crushed rock or gravel. Not more than 1/2 inch depth of mud or muck shall be allowed to remain on stabilized trench bottoms when the pipe bedding material is placed thereon. The finished elevation of stabilized subgrades for structures shall not be above subgrade elevations shown on the Drawings.
- C. All stabilization work shall be performed by and at the expense of the Contractor.

3.07 FILL AND COMPACTION

- A. Materials:
 - 1. To the maximum extent available, excess earth obtained from subgrade, structure, and trench excavation shall be used for the construction of fills and embankments.
 - 2. Materials used as backfill shall be free from rocks or stones larger than 2 inches in their greatest dimension; brush, stumps, logs, roots, debris, and organic or other deleterious materials; and must be acceptable to the CQA Manager.
- B. Placement and Compaction:
 - 1. Degree of compaction: Degree of compaction shall be expressed as a percentage of the maximum density obtained by the test procedure presented in AASHTO T180. Field verification will be obtained by the test procedure presented in AASHTO T191. The term "maximum density" shall mean the maximum density determined under AASHTO T180.
 - 2. Backfill materials shall be placed in approximately horizontal layers not to exceed 8 inches in uncompacted thickness. Material deposited in piles or windrows by excavating and hauling equipment shall be spread and leveled before compaction.
 - 3. Each layer of material being compacted shall have the best practicable uniform moisture content to ensure satisfactory compaction. The Contractor will be required to add water and harrow, disc, blade, or otherwise work the material in each layer to ensure uniform moisture

content and adequate compaction. Each layer shall be thoroughly compacted by rolling or other method acceptable to the CQA Manager to the percent of maximum density at optimum moisture content as described in Table 02220-A and as determined by AASHTO T180, (latest).

4. Whenever a trench passes through a backfill or embankment, material shall be placed and compacted to an elevation 12 inches above the top of the pipe before the trench is excavated.
- C. Compact and backfill excavations and construct embankments according to the schedule listed in Table 02220-A. Backfill schedule for pipes is listed in Table 02220-B. (AASHTO T180, (latest)).
 - D. Pipe shall be laid in open trenches unless otherwise indicated on the Drawings or elsewhere in the Contract Documents.
 - E. Excavations shall be backfilled to the original grade or as indicated on the Drawings. Deviation from this grade because of settling shall be corrected. Backfill operation shall be performed to comply with all rules and regulations and in such a manner that it does not create a nuisance or safety hazard.

Table 02220-A
COMPACTION AND BACKFILL SCHEDULE

Area	Material	Compaction
Perimeter road berms embankments, containment berms, and drainage conveyance berms	Common Fill (Para. 2.01 B)	8 inch lifts, compacted to 95% Modified Proctor maximum dry density. Fill should not be placed over any in-placed soils until those layers have been compacted to 95% Modified Proctor maximum dry density.
Beneath all structures, and foundations (minimum 2 foot depth)	Structural Fill (Para. 2.01 C)	8 inch lifts, compacted to 98% Modified Proctor maximum dry density. Fill should not be placed over any in-place soils until those layers have been compacted to 95% Modified Proctor maximum dry density.
Beneath pavements (minimum 2 foot depth and minimum distance of 2 feet outside the edge of pavement)	Structural Fill (Para. 2.01 C)	8 inch lifts, compacted to 95% Modified Proctor maximum dry density. Fill should not be placed over any in-place soils until those layers have been compacted to 98% Modified Proctor maximum dry density.

Table 02220-B

**BACKFILL SCHEDULE FOR GRAVITY
AND PRESSURE PIPING (Non-Perforated)**

<u>Pipe Material</u>	<u>Pipe Size</u>	<u>Trench Condition</u>	<u>Bedding Material</u>	<u>PIPE ENVELOPE</u>				<u>Others</u>
				<u>PRIMARY ZONE</u>		<u>SECONDARY ZONE</u>		
				<u>Material</u>	<u>Depth</u>	<u>Material</u>	<u>Depth</u>	
HDPE, PVC and other Plastic Pipe	>□6"	Normal ^a	Class II or Common Fill	Class II or Common Fill	0.7 O.D.	Class II or Common Fill	0.3 O.D.+12"	
		Special ^b	Class I	Class II or Common Fill	0.7 O.D.	Class II or Common Fill	0.3 O.D.+12"	
R.C.P.	<48"	Normal ^a	Class II or Common Fill	Class II or Common Fill	0.5 O.D.	Common Fill	-	
		Special ^b	Class I	Class II or Common Fill	0.5 O.D.	Common Fill	-	

^a Dry soils.

^b Saturated soils.

^c Outside Diameter of pipe = O.D.

- Notes:
1. No special bedding shall be required in case of suitable undisturbed earth type trench bottom.
 2. Bedding thickness shall be 12 inches unless specified otherwise.
 3. The backfill shall be placed and compacted in 6-inch lifts for pipe envelope and in 12-inch lifts from secondary zone to grade. Common fill shall be used as final backfill material.
 4. It is intended that additional excavation be conducted to remove unsuitable material below bedding level which prevents bedding compaction as required herein and replaces such materials with suitable materials. Over excavation, geotextile fabric, gravel blanket, granular fill and other acceptable stabilization method shall be placed within 4 feet of the bedding level or within 10 feet of the existing ground (whichever is greater depth) at no additional cost to the Owner. Construction required beyond these limits shall be executed in accordance with the General Conditions. When indicated on the Drawings, the Contractor shall remove unsuitable material below bedding level to the limits indicated and replace with coarse sand or other acceptable stabilization method up to the bedding level without any additional cost to the Owner.

- F. Embankments shall be constructed true to lines, grades, and cross sections shown on the plans or ordered by the Owner. Embankments shall be placed in successive layers of not more than 12 inches in thickness, loose measure, for the full width of the embankment. As far as practicable, traffic over the work during the construction phase shall be distributed so as to cover the maximum surface area of each layer.
- G. If the Contractor requests approval to backfill material utilizing lifts and/or methods other than those specified herein, such request shall be in writing to the CQA Manager. Approval will be considered only after the Contractor has performed tests, at the Contractor's expense, to identify the material used and density achieved throughout the backfill area utilizing the method of backfill requested. The CQA Manager's approval will be in writing.
- H. Foundation Preparation
 - 1. Backfilled areas shall be compacted in 8-inch layers to a density of not less than the percent of Modified Proctor maximum dry density as described in Table 02220-A for a depth of not less than 2-feet below the bottom of the foundations or concrete slabs to be not less than that depth indicated in Table 02220-A. Any unsuitable foundation material shall be removed and replaced with suitable material.
 - 2. Slabs On Grade: Subgrades for concrete slabs shall be removed, backfilled, and compacted to the required grade. The top 2-feet of concrete slab subgrade in cut sections and all fill material shall be compacted in 8-inch layers to a density of not less than the percent of Modified Proctor maximum dry density as described in Table 02220-A.

3.08 TRENCH EXCAVATION

- A. The Contractor shall not open more trench in advance of pipe laying than is necessary to expedite the work. Four hundred (400) feet shall be the maximum length of open trench on any line under construction. All trench excavation shall be open cut from the surface.
 - 1. Alignment, Grade, and Minimum Cover: The alignment and grade or elevation of each pipeline shall be fixed and determined from offset stakes. Vertical and horizontal alignment of pipes, and the maximum joint deflection used in connection therewith, shall be in conformity with requirements of the section covering installation of pipe.
 - 2. Where pipe grades or elevations are not definitely fixed by the contract drawings, trenches shall be excavated to a depth sufficient to provide a minimum depth of backfill cover over the top of the pipe of 42 inches where in paved or graded streets where surface grades are definitely established and 36 inches in other locations. Greater pipe cover depths may be necessary on vertical curves or to provide necessary clearance beneath existing pipes, conduits, drains, drainage structures, or other obstructions encountered at normal pipe grades. Measurement of pipe cover depth shall be made vertically from the outside top of pipe to finished ground or pavement surface elevation.
- B. Limiting Trench Widths:
 - 1. Trenches shall be excavated to a width which will provide adequate working space and sidewall clearances for proper pipe installation, jointing, and embedment. However, minimum permissible sidewall clearances between the installed pipe and each trench wall, expressed in inches, shall be as follows:

<u>Pipe Size</u>	<u>Minimum Sidewall Clearance</u>
60	24
54	21
48	19
36 or smaller	12

2. Stipulated minimum sidewall clearances are not minimum average clearances, but are minimum clear distances which will be required.
3. Cutting trench banks on slopes to reduce earth load to prevent sliding and caving will be permitted only in areas where the increased trench width will not interface with surface features or encroach on right-of-way limits. Slopes shall not extend lower than 1 foot above the top of the pipe.

C. Mechanical Excavation:

1. The use of mechanical equipment will not be permitted in locations where its operation would cause damage to trees, buildings, culverts, and other existing property, utilities, or structures above or below ground. In all such locations, hand excavating methods shall be used.
2. Mechanical equipment used for trench excavation shall be of the type, design, and construction, and shall be so operated, that the rough trench excavation bottom elevation can be controlled, that uniform trench widths and vertical sidewalls are obtained at least from an elevation one foot above the top of the installed pipe to the bottom of the trench, and that trench alignment is such that pipe when accurately laid to specified alignment will be centered in the trench with adequate clearance between the pipe and sidewalls of the trench. Undercutting the trench sidewall to obtain clearance will not be permitted.

D. Pavement Cutting:

1. Cuts in concrete pavement, asphalt pavement, and asphalt base pavements shall be no larger than necessary to provide adequate working space for proper installation of pipe and appurtenances. Cutting shall be started with asphalt or concrete saw in a manner which will provide a clean groove for the full depth of pavement along each side of the trench and along the perimeter of cuts for structures.
2. Asphalt pavement and asphalt base pavement over trenches excavated for pipelines shall be removed so that a shoulder not less than 6 inches in width at any point is left between the cut edge of the pavement and the top edge of the trench. Trench width at the bottom shall not be greater than at the top and no undercutting will be permitted. Pavement cuts shall be made to and between straight or accurately marked curved lines which, unless otherwise required, shall be parallel to the centerline of the trench.
3. Pavement removed for connections to existing lines or structures shall not be greater than necessary for the installation as determined by the CQA Manager.

- E. Artificial Foundations in Trenches: Whenever so ordered by the CQA Manager, the Contractor shall excavate to such depth below grade as the CQA Manager may direct and the trench bottom shall be brought to grade with such material as the CQA Manager may order installed. All piling, concrete, or other foundations made necessary by unstable soil shall be installed as directed by the CQA Manager. Compensation for extra excavation and piling, concrete, or other foundations, except where provided by contract unit prices, shall be made in accordance with the contract provisions for extra work.

- F. Bell Holes: Bell holes shall provide adequate clearance for tools and methods used in installing pipe. No part of any bell or coupling shall be in contact with the trench bottom, trench walls, or granular embedment when the pipe is jointed.

3.09 TESTS

- A. All tests required for preliminary review of materials shall be made by the Owner. Moisture-density (Proctor) tests and relative in place density tests on the materials, and all in-place field density tests, shall be made at the expense of the Owner.
- B. The frequency for testing the density of placed material will be at a minimum rate of two tests per acre per lift, or as necessary.
- C. Re-tests for failures will be at the cost of the Contractor.

3.10 DRAINAGE MAINTENANCE

- A. Trenches across roadways, driveways, walks, or other trafficways adjacent to drainage ditches or water courses shall not be backfilled prior to completion of backfilling the trench on the upstream side of the trafficway to prevent impounding water after the pipe has been laid. Bridges and other temporary structures required to maintain traffic across such unfilled trenches shall be constructed and maintained by the Contractor. Backfilling shall be done so that water will not accumulate in unfilled or partially filled trenches. All material deposited in roadway ditches or other water courses crossed by the line of trench shall be removed immediately after backfilling is completed and the original sections, grades, and contours of ditches or water courses shall be restored. Surface drainage shall not be obstructed longer than necessary.

3.11 FINAL GRADING

- A. After other outside work has been finished and backfilling completed and settled, all areas on the site of the work which are to be graded shall be brought to grade with the tolerance of ± 0.1 feet at the indicated elevations, slopes, and contours where seeding or sodding is not required or, where sodding is required within 2 inches of finished grade. Use of graders or other power equipment will be permitted for final grading and dressing of slopes, provided the result is uniform and equivalent to hand work. All surfaces shall be graded to secure effective drainage. Unless otherwise shown, a slope of at least one percent shall be provided.
- B. Grading and surfacing shall be completed to the satisfaction of the CQA Manager.

3.12 EXCESS EXCAVATED MATERIALS

- A. Insofar as needed, suitable excavated materials shall be used in fills and embankments shown on the Drawings. All suitable excess excavated material shall be placed outside the limits of construction, in an area approved by the Owner.
- B. The Contractor shall segregate different types of excavated materials (i.e. sands, clayey sands, clay) in the stockpile area. All debris, junk (such as broken pipe, or other discarded construction material), stones, logs, stumps, roots, and other unsuitable materials may be disposed of by the Contractor in the landfill, if approved by the Owner.
- C. The Contractor shall slope and compact the stockpile with a light roller type vehicle to maintain stability.
- D. The Contractor shall maintain proper soil and erosion control measures.

3.14 SETTLEMENT

- A. The Contractor shall be responsible for all settlement of backfill, fills, and embankments which may occur within the correction period stipulated in the General Conditions.
- B. The Contractor shall make, or cause to be made, all repairs or replacements made necessary by settlement within 30 days after notice from the CQA Manager or Owner.

END OF SECTION

SECTION 02270

EROSION CONTROL

PART 1 – GENERAL

1.01 DESCRIPTION OF WORK

- A. The work specified in this Section consists of furnishing all necessary labor, equipment, material and transportation necessary to provide temporary and permanent erosion and sediment control as required by appropriate government agency permits, as required so as to prevent pollution of water, detrimental effects of public or private property adjacent to the project, and damage to work on the project.

1.02 RELATED WORK

Not Used.

1.03 QUALITY ASSURANCE

Not Used.

1.04 SUBMITTALS

- A. Submit shop drawings of all proposed erosion control measures including but not limited to silt fence, enviro-fence, sandbagging, hay bales, and floating silt barriers for approval prior to construction.

1.05 START OF WORK

- A. Prior to starting, field survey and stake the limits of construction.
- B. Obtain the Owner's Representative's approval of the field survey.
- C. Install all silt fence, hay bales and enviro-fence along the limits of construction.
- D. Initiate clearing and grubbing operations.

PART 2 – PRODUCTS (Not used)

PART 3 – EXECUTION

3.01 INSTALLATION

- A. Install temporary erosion and sediment control items prior to clearing and commencing earthwork.

3.02 PROTECTION

- A. Stabilization of Denuded Areas: No disturbed area may be denuded for more than eighteen (18) calendar days (excluding rights-of-way), unless otherwise authorized by the Owner. During construction, denuded areas shall be covered by mulches such as straw, hay, filter, seed and mulch, sod or some other permanent vegetation. Within three (3) calendar days after final grade is established on any portion of a project site, that portion of the site shall be provided with established permanent soil stabilization measures per the original site plan, whether by impervious surface or landscaping.
- B. Protection and Stabilization of Stockpiles: Fill material stockpiles shall be protected at all times by on-site drainage controls which prevent erosion of the stockpiled material. Control of dust from such stockpiles may be required, depending upon their location and the expected length of time the stockpiles will be present. In no case shall an unstabilized stockpile remain after thirty (30) calendar days.

- C. Protection of Existing Storm Water Management System: During construction, all storm water management inlets, that may be impacted by the Contractor's activities shall be protected by approved sediment traps such as secured hay bales, sod, stone, etc., which shall be maintained and modified as required by construction progress, and which must be approved by the Owner.
- D. Sediment Trapping Measures: Sediment basins and traps, perimeter berms, filter fences, berms, sediment barriers (hay bales), vegetative buffers and other measures intended to trap sediment and/or prevent the transportation of sediment onto adjacent properties, or into existing waterbodies, must be installed, constructed or, in case of vegetative buffers, protected from disturbance, as a first step in the land alteration process.
- E. Swales and Ditches: All swales and ditches leading from the site shall be sodded within three (3) days of excavation. All other interior swales, etc., including detention areas will be sodded prior to issuance of a Certification of Occupancy.

3.03 REMOVAL OF TEMPORARY EROSION CONTROL FEATURES

- A. In general, remove or incorporate into the soil any temporary erosion control features existing at the time of construction of the permanent erosion control features in such a manner that there will be no detrimental effect.

3.04 MAINTENANCE OF EROSION CONTROL FEATURES

- A. General: Provide routine maintenance of permanent and temporary erosion control features until the project is completed and accepted.

3.05 PROTECTION DURING SUSPENSION OF CONTRACT TIME

- A. In the event that it is necessary that the construction operations be suspended for any appreciable length of time, shape the top of the earthwork in such a manner as to permit runoff of rainwater and construct earth berms along the top edges of embankments to intercept runoff water. Provide temporary slope drains to carry runoff from cuts and embankments which are located in the vicinity of rivers, streams, canals, lakes, and impoundments. Should such preventive measures fail, immediately take such other action as necessary to effectively prevent erosion and siltation.

3.06 SURFACE WATER MANAGEMENT, STORMWATER RUNOFF CONTROL AND EROSION CONTROL

- A. The Contractor shall be responsible for all runoff control efforts, including without limitation providing protection of areas receiving runoff, in accordance with any applicable regulations, codes, plans and permits.
- B. The Contractor shall furnish, install and maintain, at no additional cost to the owner, all necessary surface protection such as temporary retention basins, silt screens, diapers, jute mesh, filter fabric, hay bales, sandbags, etc., for turbidity control and to prevent erosion and surface degradation.

END OF SECTION

SECTION 02310

GROUT FILLED FABRIC REVETMENTS

PART 1 – GENERAL

1.01 SUMMARY

- A. The Contractor shall furnish all labor, materials, equipment, and incidentals required to perform all operations in connection with the installation of the proposed, fabric formed concrete lining in accordance with the lines, grades, design and dimensions shown on the Contract Drawings and as specified herein.
- B. The work shall consist of installing a non-reinforced concrete mat lining, by positioning a specially woven double-layer synthetic fabric form on the surface to be protected and filling it up with a pumpable fine aggregate fiber mesh concrete (structural grout) in such a way as to form a stable mat of required thickness, weight and configuration.

PART 2 – PRODUCTS

2.01 FINE AGGREGATE FIBER MESH CONCRETE

- A. Fine aggregate concrete shall consist of a mixture of fiber mesh cement, fine aggregate (sand), and water so proportioned and mixed as to provide a pumpable grout. Pozzolan and grout fluidifier conforming to these specifications may be used at the option of the Contractor. The mix shall exhibit a compressive strength of 2,500 psi at 28 days when made and tested in accordance with ASTM C-31 and C-39.
- B. Portland cement shall conform to ASTM C-150, Type I or Type II. The average compressive strength of concrete test cylinders shall be 20% higher at 7 days than that of comparison test cylinders made in accordance with ASTM C-31, and not less than 2,500 psi at 28 days.
- C. Fine aggregate shall conform to ASTM C-33, except as to grading. Aggregate grading shall be reasonably consistent and shall be well graded from the maximum.
- D. Water for mixing shall be clean and free from injurious amounts of oil, acid, salt, alkali, organic matter or other deleterious substances.
- E. Pozzolan, if used, shall conform to ASTM C-350.

2.02 FABRIC FORM

- A. The fabric form shall be 8-inch Filter Point Mat (FPM) as manufactured by Construction Techniques, or approved equal. Each layer of fabric shall meet or exceed the statistical mean (average) results as shown below:

PROPERTY	TEST METHOD VALUES	UNIT	MIN.
Physical:			
Composition			Nylon
Weight (double-layer)	ASTM D-3776-9	oz/yd	12
Thickness (single-layer)	ASTMD-1777-75	mils	25
Mill Width		in	75
Mechanical:			
Grab Tensile Strength	ASTM D-1682-75	lbs	
Warp			90
Fill			90
Grab Tensile Elongation	ASTM D-4632	%	
Warp		%	15
Fill		%	15
Trapezoid Tear Strength	ASTM D-4533		
Warp		lbs/in	60
Fill		lb/in	40
Puncture Strength	ASTM D-3737	lb	80
Break Strength-Warp	ASTM D-3787	%	80
Hydraulic:			
Water Flow Rate	ASTM D-4491	gal/min/sf	90
Permittivity (k/l) (Two Layers)	ASTM D-4491	l/sec	0.28

The Contractor shall furnish the Engineer, in duplicate, manufacturer's certified test results showing values obtained when the above physical properties were tested or compliance with the Specifications.

- B. Fabric form fabric shall consist of double-layer woven fabric joined together by spaced interwoven filter points to produce a mat with a finished average thickness of eight-(8) inches, and a nominal weight of 90 lbs./sq. ft. Nominal density of fabric shall be at least 2.0 lb/ft². Material shall be 100% nylon, industrial grade. No carpet or staple yams will be allowed. The filter points shall be on approximately 8-inch centers. The filter points shall relieve hydrostatic uplift pressure and provide a deeply cobbled surface appearance.
- C. Individual mill width rolls of fabric form shall be a minimum width of 80 inches. Mill width rolls shall be cut to the length required, and the two layers of fabric separately jointed bottom edge to bottom edge, and top edge to top edge by means of sewing thread, to form multiple mill width panels. All factory-sewn seams shall be downward facing. The grab tensile strength of all sewn seams shall not be less than 150 lbs. /in. when tested in accordance with ASTM D -1682-75.
- D. Grout stops shall be installed at predetermined, mill width, intervals to regulate the flow of fine aggregate concrete.
- E. Immediately following receipt of fabric forms to the job site, forms should be inspected and stored in a clean dry area where they will not be subject to mechanical damage, exposure to moisture, or direct sunlight.

2.03 FABRIC FILTER

- A. The fabric filter underlayment material shall be an 8 ounce per square yard, non-woven geotextile and shall be furnished by a single geotextile manufacturer.

- B. Unless otherwise noted on the drawings, geotextile manufacturer shall furnish materials whose minimum average roll values for geotextile materials, as defined by the Federal Highway Administration (FHA), Task Force 25 Guidelines shall meet or exceed the criteria listed below under Geotextile Properties. The geotextiles provided by the supplier shall meet or exceed the property values specified and shall be stock products.
- C. The non-woven material shall be comprised of yarns of polypropylene or polyester fibers, oriented into a stable network by needle punching which retains its structure during handling, placement, and long-term service. Geotextiles shall be capable of withstanding direct exposure to sunlight for thirty (30) days with no measurable deterioration and shall be mildew and rot resistant, and be insect and rodent resistant.

REQUIRED PROPERTY VALUES NONWOVEN FABRIC FILTER

Property	Units	Value ¹	Test
Mass per unit area	oz/sy	8	ASTM D 5261
Trapezoidal tear strength ²	lb	80	ASTM D 4533
Resistance Range	pH	2-12	-
U.V. Resistance Strength Retained	%	70	ASTM D 4355
<hr/>			
<i>¹All values specified are minimums unless otherwise noted.</i>			
<i>²Values represent minimum average roll values (for this parameter) as defined by the Federal Highway Administration</i>			

PART 3 – EXECUTION

3.01 SITE PREPARATION

- A. Area on which fabric forms are to be placed shall be constructed to the lines and grades shown on the Contract Drawings. Where such areas are below the allowable grades, they shall be brought to grade by placing compacted layers of granular fill material. Suitable material shall be placed in eight (8) inch lifts compacted to ninety-five (95) percent of maximum modified proctor as determined by ASTM D1557, or as specified by Engineer. All obstructions such as roots and projecting stones shall be removed.
- B. Excavation and preparation of anchor trenches, terminal trenches, and toe trenches or aprons shall be done in accordance with the manufacturer’s recommendations.
- C. Immediately prior to placing the fabric forms, the prepared area shall be inspected by the Engineer and no forms shall be placed thereon, until the area has been approved.

3.02 FABRIC FORM PLACEMENT

- A. Installation should be accomplished during dry weather and surface conditions.
- B. Place fabric immediately following reaching of final grade elevations and/or at berm or terrace grading and placement of filter fabric.
- C. Fabric is to be continuous across the channel or spillway.
- D. Provide anchor trench to the dimensions shown on the Drawing.

- E. Fabric form panels shall be placed within the limits shown on the Contract Drawings.
- F. Fabric forms shall be placed over filter fabric as specified herein and shown on drawings.
- G. Adjacent fabric form panels shall be joined before fine aggregate concrete injection, by field sewing or zippering the two bottom layers of fabric together and shall be downward facing except with the approval of the Engineer.
- H. When conventional joining of panels is impractical, or when called for on Contract Drawings, adjacent top panels may be overlapped a minimum of two feet pending approval by the Engineer. In no case shall simple butt joints between panels be permitted.
- I. Lap joints and expansion joints shall be provided at intervals recommended by the manufacturer.
- J. Immediately prior to injection of fine aggregate concrete, the assembled fabric form panels shall be inspected by the Engineer and no fine aggregate concrete shall be pumped therein until the fabric seams and panel connections have been approved.
- K. The Contractor shall provide a 6" turndown to anchor the grout filled fabric revetment (GFFR) blanket in place.

3.03 FINE AGGREGATE CONCRETE PLACEMENT

- A. Following panel placement, small slits shall be cut in the top layer of the fabric form to allow for the insertion of the injection pipe. Fine aggregate concrete shall be injected between the top and bottom layers of fabric, filling the panel to the recommended thickness and configuration.
- B. Fine aggregate concrete shall be injected in such a way that excessive pressure on the fabric form and cold joints is avoided. Care shall be taken so not to over fill the fabric form enough to cause bursting of the fabric form.
- C. Holes in the fabric left by the removal of the injection pipe shall be temporarily closed by inserting a piece of burlap or similar material. The burlap shall be removed when the concrete is no longer fluid and the concrete surface at the hole has hardened. The concrete at the hole shall be smoothed by hand. Foot traffic on the filled mat shall be restricted to an absolute minimum for one hour after pumping.
- D. Upon completion of the fine aggregate concrete placement, all the anchor trenches, terminal trenches, and toe trenches shall be backfilled, compacted, and protected as specified or as required by the drawings.

3.04 CLEANING

Filter points shall be inspected and clean of any dirt, excess grout, or any other type of blockage that could prevent the relief of hydrostatic uplift pressure before final acceptance by the Owner.

END OF SECTION

SECTION 02630

STORM DRAINAGE

PART 1 - GENERAL

1.01 SUMMARY

- A. Section includes storm drainage system.

1.02 QUALITY ASSURANCE

- A. Compliance: Comply with Florida Department of Environmental Protection (FDEP) and local government regulations pertaining to storm drainage systems.

1.03 DELIVERY, STORAGE, AND HANDLING

- A. Do not store plastic structures in direct sunlight.
- B. Do not store plastic pipe or fittings in direct sunlight.
- C. Protect pipe, pipe fittings, and seals from dirt and damage.
- D. Handle precast concrete manholes and other structures according to manufacturer's rigging instructions.

PART 2 - PRODUCTS

2.01 PIPES AND FITTINGS

- A. Reinforced Concrete Pipe:
 - 1. Pipe: ASTM C 76, Class III unless indicated otherwise on Drawings.
 - 2. Gaskets: ASTM C 443; rubber compression gaskets installed in accordance with manufacturer's published instructions.
- B. Polyvinyl Chloride (PVC) Pipe:
 - 1. Pipe: ASTM D 3034, SDR 35 Rated.
 - a. Continuously mark pipe with manufacturer's name, pipe size, cell classification, SDR rating, and ASTM D 3034 classification.
 - 2. Joints: ASTM D 3034, Table 2; integrally molded bell ends with factory supplied elastomeric gaskets and lubricant.
- C. High Density Polyethylene (HDPE) Pipe:
 - 1. Pipe Material: ASTM D3350 minimum cell classification 335420C; or STM 1248 Type III, Class C, Category 4, Grade P33.
 - 2. Pipe, Joints, and Fittings:
 - 12" to 36": AASHTO M294 Type S
 - 42" and 48": AASHTO MP6-95

2.02 SPECIAL PIPE COUPLINGS AND FITTINGS

- A. Sleeve-Type Pipe Couplings: Rubber or elastomeric sleeve and band assembly fabricated to match outside diameters of pipes to be joined, for non-pressure joints.
1. Sleeves for Concrete Pipe: ASTM C 443, rubber.
 2. Sleeves for Cast-Iron Soil Pipe: ASTM C 564, rubber.
 3. Sleeves for Plastic Pipe: ASTM F 477, elastomeric seal.
 4. Sleeves for Dissimilar Pipes: Compatible with pipe materials being joined.
 5. Bands: Stainless steel, at least one at each pipe insert.
- B. Gasket-Type Pipe Couplings: Rubber or elastomeric compression gasket, made to match outside diameter of smaller pipe and inside diameter or hub of adjoining larger pipe, for non-pressure joints.
1. Gaskets for Concrete Pipe: ASTM C 443, rubber.
 2. Gaskets for Cast-Iron Soil Pipe: ASTM C 564, rubber.
 3. Gaskets for Plastic Pipe: ASTM F 477, elastomeric seal.
 4. Gaskets for Dissimilar Pipes: Compatible with pipe materials being joined.
- C. Internal, Expansion-Type Pipe Couplings: Stainless-steel expansion band with ethylene-propylene-diene-monomer (EPDM), rubber-compound sealing sleeve, made to match inside diameter of pipes for non-pressure joints. Use nitrile rubber-compound sealing sleeve for fluids containing oil or gasoline.

2.03 MANHOLES (Not Used)

- A. Precast Concrete Manholes and Catch Basins: Precast, reinforced concrete, with provision for rubber gasket joints. For manholes, comply with ASTM C 478. For catch basins, comply with ASTM C 858.
1. Gaskets: ASTM C 443, rubber.
 2. Grade Rings: Include 2 or 3 reinforced-concrete rings, of 6- to 9-inch total thickness, that match a 24-inch-diameter frame and cover.
 3. Steps: Fiberglass, individual steps, or ladder. Include a width that allows a worker to place both feet on one step and is designed to prevent lateral slippage off the step. Cast steps or anchor ladder into base, riser, and top section sidewalls at 12- to 16-inch intervals. Omit steps for manholes less than 60 inches deep.
 4. Pipe Connectors: ASTM C 923, resilient, of size required, for each pipe connecting to base section.
 5. Additional requirements, manholes:
 - a. Base Section: 6-inch minimum thickness for floor slab and 4-inch minimum thickness for walls and base riser section, and having a separate base slab or base section with integral floor.
 - b. Riser Sections: 4-inch minimum thickness, 48-inch diameter, and lengths to provide depth required.
 - c. Top Section: Eccentric cone type. Top of cone of size that matches grade rings.
- B. Brick Manholes: Brick and mortar.
1. Base, Channel, and Bench: Concrete.
 2. Wall: ASTM C 32, Grade MS, manhole brick; 8-inch minimum thickness and an inside diameter of 48 inches with tapered top for a 24-inch frame and cover. Include 12-inch minimum wall thickness for section of manhole deeper than 96 inches.
 - a. Option: ASTM C 139, concrete masonry units may be used instead of brick.

3. Mortar and Parging: ASTM C 270, Type S, using ASTM C 150, Type II, Portland cement, 1/2-inch minimum thickness on exterior surface.
 4. Steps: Fiberglass, individual steps, or ladder. Include a width that allows a worker to place both feet on one step and is designed to prevent lateral slippage off the step. Cast steps or anchor ladder into sidewalls at 12- to 16-inch intervals. Omit steps for manholes less than 60 inches deep.
- C. Cast-in-Place Concrete Manholes: Construct of reinforced-concrete bottom, walls, and top, designed according to ASTM C 857 for loading.
1. Steps: Fiberglass, individual steps, or ladder. Include a width that allows a worker to place both feet on one step and is designed to prevent lateral slippage off the step. Cast steps or anchor ladder into sidewalls at 12- to 16-inch intervals. Omit steps for manholes less than 60 inches deep.
- D. Manhole Frames and Covers: ASTM A 536, Grade 60-40-18, heavy-duty ductile iron.
1. Manhole Covers: 24-inch inside diameter by 7- to 9-inch riser with 4-inch minimum width flange, and 26-inch-diameter cover. Include indented top design with lettering, STORM SEWER, cast into cover.
 2. Square Drainage Frames and Grates: Include 24-by-24-inch minimum flat grate with small square or short-slotted drainage openings.
 3. Round Drainage Frames and Grates: 24-inch inside diameter by 7- to 9-inch riser with 4-inch minimum width flange, and 26-inch-diameter flat grate having small square or short-slotted drainage openings.

2.04 FRAMES AND GRATES (Not Used)

- A. Frames and Grates: ASTM A 536, Grade 60-40-18, heavy-duty ductile iron, frames and flat grates, of dimensions according to authority standards. Include small square or short-slotted drainage openings in grates.

2.05 CONCRETE (Not Used)

- A. General: Cast-in-place concrete according to ACI 318, ACI 350R, and the following:
1. Cement: ASTM C 150, Type II.
 2. Fine Aggregate: ASTM C 33, sand.
 3. Coarse Aggregate: ASTM C 33, crushed gravel.
 4. Water: Potable.
- B. Structures: Portland-cement design mix, 4000 psi minimum, with 0.45 maximum water-cement ratio.
1. Reinforcement Fabric: ASTM A 185, steel, welded wire fabric, plain.
 2. Reinforcement Bars: ASTM A 615, Grade 60, deformed steel.
- C. Ballast and Pipe Supports: Portland-cement design mix, 3000 psi minimum, with 0.58 maximum water-cement ratio.
1. Reinforcement Fabric: ASTM A 185, steel, welded wire fabric, plain.
 2. Reinforcement Bars: ASTM A 615, Grade 60, deformed steel.

2.06 OUTFALLS

- A. Construct headwall, apron, and tapered sides of cast-in-place, reinforced concrete.
- B. Riprap: Broken stone, irregular size and shape, weighing 15 to 50 pounds each.

PART 3 - EXECUTION

3.01 INSTALLATION, GENERAL

- A. Install piping beginning at low point of systems, true to grades and alignment with unbroken continuity of invert. Place bell ends of piping facing upstream. Install gaskets, seals, sleeves, and couplings according to manufacturer's recommendations for use of lubricants, cements, and other installation requirements. Maintain swab or drag in line and pull past each joint as it is completed.
- B. Use manholes for changes in direction, except where fittings are indicated. Use fittings for branch connections, except where direct tap into existing sewer is indicated.
- C. Use proper size increasers, reducers, and couplings, where different sizes or materials of pipes and fittings are connected. Reduction of the size of piping in the direction of flow is prohibited.
- D. Install gravity-flow-systems piping at constant slope between points and elevations. Install straight piping runs at constant slope.
- E. Install drainage piping pitched down in direction of flow, at minimum slope of 1 percent and 36-inch minimum cover, unless otherwise indicated.
- F. Tunneling: Install pipe under streets or other obstructions that cannot be disturbed by tunneling, jacking, or a combination of both.
- G. Set tops of frames and covers flush with finished surface where manholes occur in pavements. Set tops 3 inches above finished surface elsewhere, except where otherwise indicated.

3.02 PIPE JOINT CONSTRUCTION AND INSTALLATION

- A. General: Join and install pipe and fittings according to the following.
- B. Ductile-Iron Pipe with Ductile-Iron or Cast-Iron Fittings: With push-on-joint, rubber gaskets according to AWWA C600.
- C. Install with top surfaces of components, except piping, flush with final finished surface.
- D. Corrugated-Steel Pipe: Join and install according to ASTM A 798. Use soiltight joints made with coupling bands and gaskets.
- E. Corrugated-Aluminum Pipe: Join and install according to ASTM B 788. Use soiltight joints made with coupling bands and gaskets, except where other joints are indicated.
- F. Polyethylene (PE) Plastic Pipe and Fittings: As follows:
 - 1. Join pipe, tubing, and fittings with couplings for soiltight joints according to AASHTO "Standard Specifications for Highway Bridges," Division II, Section 26.4.2.4 "Joint Properties" and manufacturer's written instructions.
 - 2. Join pipe, tubing, and gasketed fittings with elastomeric seals for watertight joints according to ASTM D 2321 and manufacturer's written instructions.
 - 3. Install according to ASTM D 2321 and manufacturer's written instructions.
- G. Concrete Pipe and Fittings: Install according to ACPA "Concrete Pipe Handbook," with ASTM C 443, rubber gaskets.

- H. Join piping made of different materials or dimensions with couplings made for this application. Use couplings that are compatible with and fit both systems' materials and dimensions.

3.03 SPECIAL PIPE COUPLING AND FITTING APPLICATIONS

- A. Special Pipe Couplings: Use where required to join piping and no other appropriate method is specified. Do not use instead of specified joining methods.
 - 1. Use the following pipe couplings for non-pressure applications:
 - a. Strait-pattern, sleeve type to join piping, of same size, with small difference in outside diameters.
 - b. Increaser/reducer-pattern, sleeve type to join piping of different sizes.
 - c. Gasket type to join piping of different sizes where annular space between smaller piping outside diameter and larger piping inside diameter permits installation.
 - d. Internal-expansion type to join piping with same inside diameter.

3.04 CONCRETE PLACEMENT

- A. Place cast-in-place concrete according to ACI 318, ACI 350R.

3.05 TAP CONNECTIONS

- A. Make connections to existing piping and underground structures so finished work conforms as nearly as practical to requirements specified for new work.
- B. Use commercially manufactured wye fittings for piping branch connections. Remove section of existing pipe, install wye fitting into existing piping, and encase entire wye fitting plus 6-inch overlap, with not less than 6 inches of 3000-psi, 28-day, compressive-strength concrete.
- C. Protect existing piping and structures to prevent concrete or debris from entering while making tap connections. Remove debris or other extraneous material that may accumulate.

3.06 FIELD QUALITY CONTROL

- A. Clear interior of piping and structures of dirt and superfluous material as the work progresses. Maintain swab or drag in piping and pull past each joint as it is completed.
 - 1. In large, accessible piping, brushes and brooms may be used for cleaning.
 - 2. Place plug in end of incomplete piping at end of day and whenever work stops.
 - 3. Flush piping between manholes and other structures, if required by authorities having jurisdiction, to remove collected debris.
- B. Inspect interior of piping to determine whether line displacement or other damage has occurred. Inspect after approximately 24 inches of backfill is in place, and again at completion of the Project.
 - 1. Defects requiring correction include the following:
 - a. Alignment: Less than full diameter of inside of pipe is visual between structures.
 - b. Deflection: Flexible piping with deflection that prevents passage of a ball or cylinder of a size not less than 92.5 percent of piping diameter.
 - c. Crushed, broken, cracked, or otherwise damaged piping.
 - d. Infiltration: Water leakage into piping.
 - e. Exfiltration: Water leakage from or around piping.

2. Replace defective piping using new materials and repeat inspections until defects are within allowances specified.
3. Re-inspect and repeat procedure until results are satisfactory.

END OF SECTION

SECTION 02930

SODDING

PART 1 – GENERAL

1.01 DESCRIPTION OF WORK

- A. The extent of sodding consists of supplying and placing sod on finished slopes that are steeper than 3:1.
- B. The sod work shall include, but not be limited to, supplying all labor, materials, and equipment necessary to perform sodding, fertilizing, watering, mowing, and cleanup.

1.02 QUALITY ASSURANCE

- A. The CQA Manager and Engineer reserve the right to test, reject, or accept all materials before application.
- B. Sod shall be provided in accordance with Section 981-2, placed in accordance with Section 575, and maintained in accordance with Section 570-5 of the Florida Department of Transportation – Standard Specifications for Road and Bridge Construction, 1991 or as amended.

1.03 DELIVERY, STORAGE AND HANDLING

- A. Deliver fertilizer in waterproof bags showing weight, chemical, analysis, and name of manufacturer.
- B. The Contractor shall, at the time of delivery, furnish the CQA Manager invoices of all materials received in order that the minimum application rate of materials may be determined. Failure to supply invoices at the time of delivery will warrant that payment for those items be delayed until proper submittal of invoices is obtained and the minimum application rates of material may be verified.

PART 2 – PRODUCTS

2.01 SOD

- A. All slopes with equal to or greater than a 3H:1V slope, and portions of the perimeter ditches and berms shall be sodded. Additionally, all grassed areas on the property disturbed by the Contractor's activities shall be sodded by the Contractor after the areas are fine graded.
- B. Sod shall be Bahia with well matted roots.
- C. The sod shall be supplied in commercial size rolls.
- D. The sod shall be sufficiently thick to secure a dense stand of live grass, with a minimum thickness of 2-inches. The sod shall be live, fresh, and uninjured at the time of planting. It shall have a soil mat of sufficient thickness adhering firmly to the roots to withstand all necessary handling. It shall be reasonably free of weeds and other grasses.
- E. Sod shall be planted as soon as possible after being harvested and shall be shaded and kept moist from the time of harvesting until it is planted. No sod which has been cut for more than 72 hours may be used.
- F. The source of the sod may be inspected and accepted by the CQA Manager prior to construction.

2.02 FERTILIZER

- A. The fertilizer shall be a commercial granular type with a chemical designation of 12-8-8.
- B. The numerical designations for fertilizer indicate the minimum percentages (respectively) of (1) total nitrogen, (2) available phosphoric acid, and (3) water soluble potash, contained in the fertilizer.
 - 1. At least 50 percent of the phosphoric acid shall be from a normal super phosphate or an equivalent source which will provide a minimum of two units of sulfur.
 - 2. The amount of sulfur shall be indicated on the quantitative analysis card attached to each bag or container.
- C. Commercial fertilizers shall comply with the State fertilizer laws.
- D. Fertilizer may, at the discretion of the CQA Manager, upon satisfactory evidence of its feasibility from the manufacturer, be applied in liquid form.

2.03 WATER

- A. The water used in the sodding operations may be obtained from any accepted spring, pond, lake, stream, or municipal water system. The Contractor may use water from the on-site stormwater pond.
- B. The water shall be free of excess and harmful chemicals, acids, alkalies, or any substance which might be harmful to plant growth or obnoxious to traffic.
- C. Salt water shall not be used.

2.04 EROSION CONTROL MAT

- A. A permanent erosion control mat shall be placed under the sod in areas designated on the construction drawings.
- B. The mat edges shall be buried in place in accordance with the manufacturer's recommendation.
- C. The erosion control mat to be used shall be identified for velocities of 10 ft/sec. for vegetated and un-vegetated state. Contractor to use North American Green SC150®, or approved equal.

PART 3 – EXECUTION

3.01 GENERAL

The order of work for sod installation shall be as follows:

- A. Fine grading
- B. Removal of debris
- C. Application of fertilizer
- D. Placement of sod
- E. Clean-up
- F. Watering

3.02 SOIL MANIPULATION

All soil manipulation shall be done at right angles to the direction of the slope.

3.03 FINE GRADING

- A. After removal of debris, fine grading shall be performed as required to bring all areas to receive sod to an acceptable smooth and finished grade. Areas to receive sod shall be fine graded by raking to eliminate wind rows, ridges, depressions, and other irregularities.
- B. All sodded areas bordered by paving shall have a finished grade (top of the sod) that is 1/2 inch below the grade established by the adjacent paving. All sodded areas bordered by planting areas shall have a finished grade (top of the sod) that is 2 inches above the soil level in the adjacent planting bed.

3.04 REMOVAL OF DEBRIS

- A. Areas to receive sod shall be cleaned of all stones larger than one-inch in diameter, sticks, stumps, paper, glass, and other debris which might interfere with the placement of sod, growth of grass, or subsequent maintenance of sod area. All weeds shall be removed from areas to be sodded.

3.05 APPLICATION OF FERTILIZER

- A. The fertilizer (and/or lime) shall be spread uniformly in one or more applications as specified below.
 - 1. Test soil for pH which must be between 5.5 and 6.5 before installation of sod.
 - 2. An initial application of 500 lbs. per acre is required for fertilizer.
 - 3. Lime shall be spread at a minimum uniform rate of 250 pounds per acre and thoroughly mixed with the soil to a depth of 4-inches. Additional lime may be required as determined by the pH tests. If pH is above the required limits, the Contractor shall apply a suitable soil amendment to bring the pH into compliance.
- B. Fertilizing operations will not be permitted when wind velocities exceed 15 miles per hour.

3.06 PLACING OF SOD

- A. Sod size shall be as previously specified. The setting of sod shall be staggered in such a manner as to avoid continuous seams. Sod shall be moist and shall be placed on a moist earth bed. Sod shall be carefully placed by hand, edge to edge, in rows at an oblique angle to the slope, commencing at the base of the area to be sodded and working upward. Sod shall be immediately pressed firmly into contact with the sod bed by rolling with a one ton roller or any other CQA Manager accepted equipment. The rolling operation shall provide a true and even surface and insure knitting without displacement of sod or deformation of the surfaces. Sod located on slopes should be placed carefully enough so that rolling with a power roller is not necessary. Sod located around retention areas, along pavement areas, in swales or sideslopes may require staking. The repair of any erosion or sod relocation necessary prior to the sod becoming firmly rooted to the existing soil will be the responsibility of the Contractor. Stakes, if used, shall not interfere with the mowing of the lawn areas. All sod placed in areas with slopes steeper than 4:1 shall be staked.
- B. The Contractor shall ensure that the finished grade of sod placed directly adjacent to buildings or other walls does not vary more than 1/2-inch from a 10 foot long straight edge.
- C. A letter of certification from the grassing contractor as to when the sod was cut, and what type, shall be provided to the CQA Manager upon delivery of the sod to the job site.

3.07 CLEAN UP

- A. Upon completion of the work, all debris, fertilizer bags, pallets, etc. shall be removed from the site. Any paved areas including curbs and sidewalks shall be thoroughly swept.

3.08 WATERING

- A. The sod shall be kept in a moist condition after planting and for the duration of the Contract (and in no case less than two weeks). The moistened condition shall extend to at least the full depth of the rooting zone.

3.09 MAINTENANCE

- A. The Contractor shall, at his expense, maintain the planted areas in satisfactory condition until final acceptance. Such maintenance shall include watering, filling, leveling, and repairing any washed or eroded areas, and additional fertilizer and sod applied to areas where satisfactory stand of grass has not been achieved.
- B. Immediately prior to final inspection, the Contractor shall mow the areas sodded under this Contract.

3.10 ACCEPTANCE

- A. The Contractor shall schedule the laying of sod to allow the sod to be well established prior to the date of final completion. The Owner shall not accept the sod unless the roots have grown into the soil and the sod cannot be raised. The sod shall also show signs of health, good growth, and proper maintenance.

END OF SECTION