

SARASOTA COUNTY - INVITATION FOR BIDS SOLICITATION SUMMARY

This Invitation for Bid (IFB) document is available at www.scgov.net via eProcure. eProcure is accessible at <https://eprocure.scgov.net>.

Bidders must be registered as a vendor in eprocure prior to submitting a bid. Sarasota County is not responsible for the accuracy of solicitation documents and information obtained from any source other than eProcure.

SOLICITATION NUMBER: 132363KR

SOLICITATION TITLE: Valve Assessment Program

SUBMITTAL FORMAT: ☒ Electronic ☐ Manual

SUMMARY: The purpose of this bid is to establish a contract, to furnish all labor, equipment, materials and expertise necessary to provide maintenance, repair, and replacement parts and services for valves (including associated fittings, restraints, and pipe) on an "as needed" basis at locations to be determined within the Sarasota County Utility system.

ADVERTISE DATE: 02/19/13

PRE-BID MEETING: ☐ Mandatory¹ ☐ Non-Mandatory ☒ N/A

TIME/DATE OF PRE-BID MEETING: N/A

LOCATION OF PRE-BID MEETING: N/A

REQUEST FOR INFORMATION (RFI) DEADLINE: 03/20/2013 at 5:00 p.m.

DUE DATE AND TIME: 03/27/2013 at 2:30 p.m.

SITE VISITS: ☐ Mandatory ☐ Non-Mandatory ☒ N/A

BID OPENING LOCATION: Sarasota County Government, Procurement
1660 Ringling Blvd. 3rd Floor
Sarasota, FL 34236

PROCUREMENT ANALYST: Keith Raney, Procurement Analyst
PHONE: 941-223-9712 FAX: 941-861-5129

SUBMITTAL INSTRUCTIONS:

Solicitations identified in eProcure as Electronic: Electronic bids must be submitted via eProcure by the due date and time stated in the solicitation summary. If there is a green check mark in the Electronic Solicitation field in eProcure, the solicitation is Electronic. *Manual bid submissions will not be accepted for solicitations identified as electronic.*

Solicitations identified in eProcure as Manual: One (1) original and Three (3) signed copies of your bid must be submitted in one sealed package by the due date and time stated in the solicitation summary. If there is not a green check mark in the Electronic Solicitation field in eProcure, the solicitation is Manual. Bid packages must clearly state the name of the bidding company and "SEALED BIDS FOR BID 132363KR Valve Assessment Program" on the outside. Packages must be delivered to:

Sarasota County Government, Procurement
1660 Ringling Blvd. 3rd Floor
Sarasota, FL 34236

The County assumes no responsibility for any bids (manual or electronic) received after the posted due date and time or at any location other than that specified, no matter what the reason. *Late submittals will be held unopened and will not be considered for award.*

REQUESTS FOR INFORMATION

Requests for information must be submitted electronically through the eProcure system. RFI's submitted after the RFI deadline stated in the solicitation summary will not be accepted. No verbal RFI's will be honored. The electronic response posted in eProcure or the posting of an addendum in

¹ Failure to attend a mandatory pre-bid meeting will result in your bid being declared non-responsive.

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eProcure are the only official methods whereby interpretation, clarification or additional information will be provided.

1.0 DESCRIPTION

Sarasota County Procurement is soliciting bids for a contractor(s) to provide a Valve Assessment Program as needed throughout the county. Bidders are required to comply with the scope of services or specifications contained in Attachment "A", Specifications, attached hereto and incorporated herein.

2.0 TERM

The County intends to award an agreement for a period of one-year. This Term Contract shall commence immediately upon execution by both the County and the Contractor and shall continue for a period of one year. At the conclusion of one year, the Term Contract shall automatically renew for two (2) additional successive one (1) year terms, unless a notice of termination is provided by either party no less than ninety (90) days in advance of the annual renewal date each year.

3.0 BIDDER

For the purpose of this IFB, the term "Bidder" is defined as the legal entity submitting the bid and/or identified on Bid Form.

4.0 GENERAL TERMS AND CONDITIONS

Bidders shall be required to abide by all terms and conditions set forth in Attachment "B", General Terms and Conditions of Solicitations and Purchase Orders, attached hereto and incorporated herein.

5.0 ASSURANCE OF QUALITY

- 5.1 Preferred makes and models are listed in the Technical Specifications. These makes and models are specified for the purpose of establishing a grade or quality of material.
- 5.2 Equal alternate makes and models may be acceptable if, in the sole opinion of the County, they are comparable to those specified. Bidders wishing to submit alternative makes or models must provide a product specification for each item no later than ten (10) days before the bid opening date. The County will reply in writing to each alternative submitted to allow or deny its acceptance. If accepted, the alternate product must be noted on the bid form.
- 5.3 If an alternate product is proposed and accepted by the County, that is the brand the Bidder must supply for the duration of the agreement unless the Bidder submits a written request for a change to be approved by the County. The Technical Specifications contain a representation of products for bid evaluation purposes only.

6.0 PRICING

- 6.1 Prices shall remain firm for the first term of any resulting agreement. Price changes will only be considered within 30 days before the renewal date.
- 6.2 All trip charges, mileage, vehicle charges, travel time and labor is to be included in the hourly rate. Only time on the job site may be charged.
- 6.3 In the event of industry-wide market changes, the awarded bidder may request justifiable price changes to a resulting annual agreement at the time of extension. A

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minimum of thirty (30) days advance written notice of such change is required along with a written explanation for the price increase. If the price adjustment is requested, the County, at the County's sole option, may deny the price adjustment and rebid the agreement, transfer the bid award to the next lowest bidder, extend the agreement at the new prices on a month to month basis, or accept the new prices and continue the agreement. In the event of such price adjustments, any purchase orders or shipping releases issued prior to the effective date of the requested change or before the end of the required thirty (30) day notice period, shall be at the original price.

- 6.4 Estimated usage for each item is listed on the bid form. This is an estimated figure only and no guarantee is made or implied as to the actual quantities that will be acquired under resulting agreements. Quantities listed herein are subject to increase or decrease during the term of the agreement. In either occurrence, the Offeror will perform the work at the unit price as bid. The County, at its discretion, may authorize an initial agreement for a greater not-to-exceed amount than that submitted by the bidder.

7.0 SITE VISITS AND INFORMED BIDDING

- 7.1 When applicable, bidders are advised to visit each location to familiarize themselves with all work areas. Failure to do so will in no manner relieve the Bidder from furnishing materials or services that may be required to carry out and complete the agreement in accordance with the intent of the specifications listed herein. The County will cooperate in arranging all reasonable requests for scheduling these visits but not less than seven calendar days from the bid opening. For site visits contact the person named on the solicitation summary.

8.0 QUALIFICATIONS

- 8.1 The firm represented on the bid form by name and signature must have experience providing Valve Assessment Programs as specified in Attachment A for their bid to be considered responsible.
- 8.2 Bidders must provide 2 verifiable commercial, industrial, or governmental references where Valve Assessment Programs have been provided within the last eight (8) years using the Bidder References form provided. Failure to provide references that verify required experience will cause the bidder to be deemed non-responsible.

To be deemed responsible, references must demonstrate bidder has provided the following experience:

- 8.2.1 Valve Maintenance
- 8.2.2 GPS Mapping of Valves
- 8.2.3 Valve Marking and Minor Repairs of Valves

9.0 COUNTY WORKPLACE POLICY COMPLIANCE

- 9.1 Smoking – Smoking is not permitted inside any County facility. Smoking is restricted to designated smoking areas outside a facility.
- 9.2 Parking – The bidder's representatives shall abide by all parking restrictions. The bidder's vehicles are subject to the same restrictions, limitations, fines and tickets as posted for any other vehicle. Where time limit restrictions exceed the required time to provide services, arrangements shall be made in advance.

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- 9.3 Alcohol/Drugs - Service personnel under the influence of alcohol and/or non-prescription drugs are not permitted to work in County facilities. Any person known or thought to be under these influences will be escorted off County property.
- 9.4 Security - The bidder must adhere to all Sarasota County security procedures. The bidder's work force shall be made up of persons legally authorized to perform work in the United States. The bidder shall, at the County's request, submit the following information for each of their employees: name, date of birth, social security number and green card (if applicable).
- 9.5 Identification - The bidder shall require all employees to visibly wear identification while on County property. Said identification shall contain a color photograph of the employee, the name of the employee and the name of the company. The bidder shall require all employees to wear a company uniform, which shall include the name of the employee and the company. Persons not conforming to this requirement may be denied access to the building. Denial of access does not alleviate the bidder's responsibilities herein.

10.0 DELIVERY

- 10.1 Unless otherwise specified, all prices are to be FOB-delivered prices, to any location in the County. Should a bid call for delivery to either north or south County alone, with separate bid prices, the dividing line is Blackburn Point Road, between Laurel and Osprey, Florida.

11.0 QUALITY GUARANTEE

- 11.1 Unless otherwise specifically provided in the specifications, all equipment, materials and articles incorporated in the work covered by any resulting agreement shall be new and of the most suitable grade for the purpose intended. Unless otherwise specifically provided in the specifications, reference to any equipment, material, article or patented process, by trade name, brand name, make or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. If a bidder wishes to make a substitution in the specifications, the bidder shall furnish to the County the name of the manufacturer, the model number, and other identifying data and information necessary to aid the County in evaluating the substitution. Any such substitution shall be subject to County approval. Substitutions shall be approved only if determined by the County to be equivalent to the prescribed specifications.
- 11.2 A bid containing a substitution is subject to disqualification if the substitution is not approved by the County. Items bid must be identified by brand name, number, manufacturer and model, and shall include full descriptive information, brochures, and appropriate attachments.
- 11.3 If any product/service delivered does not meet performance representations or other quality assurance representations as published by manufacturers, producers or distributors of such products or the specifications listed in this bid, the vendor shall pick up the product from the County at no expense to the County. The County reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship or manufacturing or shipping damage. Also, the bidder shall refund to Sarasota County any money which has been paid for same.

12.0 INSURANCE REQUIREMENTS

Before performing any work, the successful bidder shall procure and maintain, during the life of the agreement, unless otherwise specified, insurance listed in Attachment "C", Insurance Requirements, attached hereto and incorporated herein.

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13.0 **SUBMITTAL DOCUMENTS**

- 13.1 The forms and documents listed below are provided as attachments to this IFB, and incorporated herein. These documents are required, and must be included with your bid submission. For electronic bids, these required documents must be submitted electronically in eProcure.

- ☒ Bid Form (REQUIRED FOR MANUAL SOLICITATIONS)
- ☒ Reference Form (REQUIRED)
- ☒ Copy of Level 3 Distribution System Operator License (REQUIRED)

- 13.2 **(REQUIRED) Immigration Status Affidavit:** All bidders must submit a notarized Immigration Status Affidavit as part of their eProcure vendor profile **prior to the submittal due date and time**. The Immigration Status Affidavit form is available at <https://eprocure.scgov.net> under "Resources".

To upload a document to your vendor profile in eProcure, refer to Section 4 of the eProcure Vendor Registration Guide.

- 13.3 **(REQUIRED) No Lobby Affidavit:** All bidders must submit a notarized No Lobby Affidavit as part of their eProcure vendor profile **prior to the submittal due date and time**. The No Lobby Affidavit form is available at <https://eprocure.scgov.net> under "Resources".

To upload a document to your vendor profile in eProcure, refer to Section 4 of the eProcure Vendor Registration Guide.

- 13.4 **Drug-Free Workplace Program Certification:** Bidders that have implemented a drug-free workplace program pursuant to Section 287.087, Florida Statutes should submit a Drug-Free Workplace Program Certification form as part of their eProcure vendor profile **prior to the submittal due date and time**. The Drug Free Workplace Program Certification form is available at <https://eprocure.scgov.net> under "Resources".

To upload a document to your vendor profile in eProcure, refer to Section 4 of the eProcure Vendor Registration Guide.

- 13.5 **Local Business Affidavit:** Bidders wishing to be considered for local preference must submit a Local Business Affidavit as part of their eProcure vendor profile prior to the submittal due date and time. The Local Business Affidavit form is available at <https://eprocure.scgov.net> under "Resources".

To upload a document to your vendor profile in eProcure, refer to Section 4 of the eProcure Vendor Registration Guide.

- 13.6 Failure to provide any of the **required** documents may be cause to declare a bidder non-responsive.

14.0 **AWARD**

- 14.1 The bid shall be awarded to the responsive and responsive bidder submitting the lowest total extended bid price.
- 14.2 In awarding this bid, preference shall be given to local businesses in accordance with Section 2-219 of the Sarasota County Procurement Code.

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- 14.3 If the responsive and responsible low bidder is not a local business (hereafter non-local business bidder), the lowest responsive and responsible local business bidder shall have five (5) business days, from the date they are deemed the responsive and responsible bidder by the Procurement Official, to submit an offer matching the bid submitted by the lowest responsive and responsible non-local bidder, provided the original bid submitted by the lowest local bidder is within 10% of the bid submitted by the lowest non-local bidder.
- 14.4 Only the lowest responsive and responsible local business bidder within 10% of the low bid shall have the opportunity to match the bid submitted by the lowest non-local bidder.
- 14.5 If the offer submitted by the lowest responsive and responsible local business bidder matches the bid submitted by the non-local lowest bidder, award shall be made to the local business bidder. If the local business bidder fails to submit a bid that matches the bid submitted by the non-local business bidder within five (5) business days, award shall be made to the non-local business bidder.

15.0 TERMINATION

- 15.1 Any resulting agreement may be terminated for convenience by Sarasota County by giving written notice to the bidder thirty (30) days in advance of termination.
- 15.2 The County reserves the right to cancel the agreement on shorter notice if, in the sole opinion of the County, bidder performance poses a threat to County property, operation or to the health or safety of any person.
- 15.3 The bidder may terminate any resulting Agreement with no less than ninety (90) days written notice prior to the annual renewal date.

SCOPE OF SERVICES

VALVE ASSESSMENT AND MAINTENANCE PROGRAM

1. SCOPE OF SERVICE

- a. The purpose of this bid is to establish a contract, by means of sealed bids, to furnish all labor, equipment, materials and expertise necessary to provide maintenance, repair, and replacement parts and services for valves (including associated fittings, restraints, and pipe) on an "as needed" basis at locations to be determined within the Sarasota County Utility system. Sarasota County will furnish the successful Contractor with the most recent electronic copy of the Utility Valve system. The Contractor shall be responsible for furnishing all materials, equipment, and ancillary services to include line stops and wet taps as necessary to complete the requested work as specified in the Scope of Services as follows.

2. CONTRACTOR'S RESPONSE TIME

- a. The Contractor shall be adequately staffed and equipped to respond to all aspects of the requested work within 24 hours, if required by the County.

3. CONTRACTOR'S PERSONNEL

- a. The Contractor shall employ and assign to every project, a Project Manager who will oversee the described work. The Project Manager shall serve as a point of contact for all requested work, be responsible for coordinating and scheduling all requested work (including restoration) and be available (by phone, if not in person) while contractor work within the County's utility system is underway.
- b. The Contractor shall assign a qualified and responsible Service Technician (Level 3 Distribution System Operator License) to each aspect of the requested work. At anytime Contractor is working within the County's Utility system, notification shall be required with the County. All Service Technicians shall wear a uniform shirt that identifies the Contractor by name. All service Technicians shall arrive at, and travel through the Utility system in a presentable service vehicle identified with the Contractors name and logo.

4. CONTRACTOR'S EQUIPMENT

- a. The Contractor shall utilize and maintain all equipment in a safe and responsible manner; it is the responsibility of the Contractor to maintain all equipment so as to avoid any leaking of fuel, oil, and/or hydraulic fluid. If such leakage occurs, it shall be the responsibility of the Contractor to protect the environment and surrounding surfaces from contamination and/or damage. If said leakage is excessive or cannot be adequately contained, said equipment must cease to operate and be removed from the job site. All Contractor service vehicles shall be maintained in a presentable manner and have the Contractor name and logo.

5. REQUIREMENTS FOR WORK AND SITE VISIT MANAGEMENT

- a. The Contractor personnel shall notify their assigned County representative each day, prior to beginning work within the County's Utility system. All Contractor personnel shall display on their person a company identification badge that is clearly visible at chest level and not covered by clothing or other items. This badge must have the company name, company phone number, the individual's name and the individual's photo. In addition, the County requires that the Contractor utilize the asset management software (Maximo). Training will be provided as necessary by the County. The Contractor shall retain a copy of the work order and must include the work order number in the invoice when applying for payment.
- b. The Contractor shall be responsible for obtaining all Utility locates through, and in accordance with "Sunshine State One Call of Florida" (SSOCOF) Excavation Guide (2207 or latest addition). The Contractor shall take all possible precautions and be responsible for protecting all underground utilities and other improvements within the utility easement and/or ROW. The Contractor shall promptly notify the County of any conflicts with existing utilities that may impact said work or of any damage to existing utilities that occurs as a result of said work. The Contractor shall be responsible for obtaining and adhering to all applicable Maintenance of Traffic (MOT) and/or Right of Way permits as required by the County and/or the State of Florida Department of Transportation (FDOT).

- c. The Contractor shall set up, manage, and restore each job site in a responsible manner that includes but is not necessarily limited to Maintenance of Traffic (MOT), pedestrian safety, and property protection, At no time during active progress of work shall the Contractor leave the job site unattended. The Contractor must request and gain approval from the County for any specific job sites work that may extend past one work day. If approval is granted, all excavated areas must be backfilled and enclosed with safety mesh and proper MOT activated at end of each work day. Each job site (regardless of duration of work) must be maintained at all times in a responsible manner that does not unduly impact the surrounding areas and allows for adequate ingress/egress from properties affected. Any and all road and/or ingress/egress closures must be approved by the County in advance of work. The Contractor shall present a contingency plan for such closures at time of approval request. Upon completion of work, the Contractor shall backfill and compact affected areas in addition to clean up and removal of any accumulated dirt and/or rubble from the job site. It shall be the ultimate responsibility of the Contractor to restore the Utility easement and/or right of way to pre-excavated condition. All restoration activities including irrigation system repairs shall be the responsibility of the contractor.
- d. The Contractor shall be responsible for notifying the County when a valve is found to be/or is damaged during exercising. The County shall be notified immediately once a valve has been determined to have failed. The County shall make the determination on how to proceed.

6. VALVE MAINTENANCE

Valve maintenance shall include the following procedures:

- a. Locate and access each valve – The County will provide the Contractor with electronic and hard copies of the project area.
- b. Raise valve box to grade (if applicable)
- c. Align valve box to vertical position (if located outside of pavement)
- d. Clean debris and standing water from valve box
- e. Operate valve from open to close and back to open position for (3) complete cycles. All valves will be exercised with the minimum torque required so as to minimize the possibility of damaging the valve. The contractor will not exceed 200 psi while exercising a valve. The Contractor shall call the appropriate County representative for authorization to exceed the 200 psi threshold.
- f. Obtain and record GPS coordinates of valve
- g. Paint valve box appropriate color
- h. Mark curb with "V" marking
- i. Document all pertinent data including location , type, and size of valve, direction of rotation to open position, number of turns to full open position, degree of operating difficulty, and noted deficiencies and/or miscellaneous findings. Additional attributes to collect may be specified by the County.

- j. Transfer all data from each valve location in "real time" to a central data base allowing for malfunctioning, broken and /or closed valves to be immediately reported to the County. All data shall be formatted to match the County's data system and/or forms.

7. GPS MAPPING

- a. All the valves encountered in this contract are to be GPS mapped within sub-foot accuracy and the data delivered in ESRI Geodatabase format, version 10.x or higher. Coordinate data shall be field collected with autonomous GPS readings and subsequently differentially corrected via post-processing. The contractor shall further refine positions through filtering and inspection to eliminate noise, problematic satellite geometry and multi-path degradation, Point valve features shall be collected at an epoch of 1 second with a minimum occupation of 20 seconds. Specific parameters include:
 - b. Elevation mask: 15 degrees above the horizon
 - c. Coordinate system; as agreed with NAD 1983 State Plane Florida EAST
 - d. Satellites: four or more
 - e. Position Dilution of Precision (PDOP): <6
 - f. Horizontal Dilution of Precision (HDOP): <4
 - g. Minimum number of raw positions collected: 20
 - h. In the event of obstructions – where a clear GPS position cannot be captured – a laser offset will be executed from a nearby location

At a minimum, and in addition to database attribute requirements, the following coordinate data items shall be generated as a result of this process

PDOP value
HDOP value
Correction Status
Date Recorder
Time Recorded
Total Positions
Filtered Positions
Horizontal Precision
Vertical Precision
Standard Deviation
Coordinate File Name
X-coordinate
Y-coordinate

Identifier to determine whether the feature was acquired through laser or GPS

DOCUMENTATION: Documentation data shall be collected on each valve and will be agreed upon, and compatible with the County's ESRI Software in advance of work startup. Data documentation shall include, at a minimum:

Physical data – Identification number, map number, valve size, type of valve, use of valve, valve structure, depth of valve, number of turns, torque, if clean out was necessary, valve discrepancies (by category and details), box/vault discrepancies (by category and details), additional physical information as necessary.

Location data – Mapping grade GPS coordinate data parameters noted in the GPS mapping section.

Discrepancies – Details on discrepancies so that a work order as described below) can be concisely created.

DELIVERABLE DATABASE; Sarasota County Government requires GIS deliverables to be in the ESRI Geodatabase format, version 10.x or higher. All data must be projected in State Plane Florida West HARN, NAD1983 datum, linear units in feet. Specific layer types, attribution requirements, and delivery methods will be detailed in Scopes of Services. Contractor shall be able to fully integrate data into ESRI and also torque chart data shall be integrated into the County's ESRI system. Metadata, including a detailed citation describing field data collection practices, equipment settings, post processing procedures, base station used for differential correction and expected accuracy, are to be submitted with final and interim data deliveries. The database shall contain the information agreed to by the County and at a minimum the following attribute data:

A unique identification number – Torque chart for large valves
Data Dictionary – Valve Condition (operable, inoperable)
Source Document Reference – Valve discrepancies
Date of Operation – Structure discrepancies
Valve Size – PDOP value
Valve Type – HDOP value

Obstructed GPS data shall be obtained through laser offset method.

The Contractor shall employ and designate a qualified Quality Control Manager who shall be responsible for re-inspection of all field processed data if it falls outside of tolerances. All such data shall be re-collected. The Quality Control Manager shall also be responsible of random sampling of not less than 10% of the total contract value. This will provide quality assurance of all physical aspects of the service and validation of all data attributes collected. Daily logs will be posted for the County to review before invoice submittals occur.

8. VALVE MARKING

- a. Valve lid covers will be marked, as the inspection and exercising process is completed, with the appropriate colored oil based enamel marking paint. The mark is intended to provide field evidence of work completed at an individual valve. The Contractor shall provide samples of the paint for approval by the County, prior to use.

Sample Colors:



Blue = Potable Water



Purple = Reclaimed Water, Irrigation, and Slurry Lines



Green = Sewer and Drain Lines

9. MINOR REPAIRS

- a. The Contractor shall complete minor repairs as they are encountered throughout this program, Minor repairs are defined as repairs which can return a valve to full operability and do not require backhoe excavation or breaking the pressure barrier of the water system. While many different repairs may be necessary in order to restore valves to full operability, the Contractor will complete the following minor repairs:
 - i. Raising valve boxes in asphalt – Locate the paved over valve, cut asphalt (small cut), jackhammer down to the cover, apply risers to raise to existing street level, backfill with compacted material and patch with cold patch material.
 - ii. Raising valve boxes in dirt - Locate the buried valve, dig down to the cover, and apply risers to raise the box to existing ground level, replace sod if necessary, and backfill with compacted soil.
 - iii. Re-aligning valve boxes – Cut asphalt, jackhammer or dig to reveal box upper section, vacuum excavate so that box can be adjusted, adjust box over the operating nut, backfill with compacted material and patch with cold patch material.

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Bidders must provide prices for each line item for their bid to be considered responsive.

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT BID PRICE		MULTIPLIER		EXTENDED BID PRICE
1	Valve assessment and maintenance (Includes sub-foot GPS location)	EACH	\$	x	15,000	=	\$
2	Valve assessment and maintenance (without GPS location)	EACH	\$	x	1000	=	\$
3	Raise valve box to grade , <12" depth (excluding concrete areas and vehicular arteries)	EACH	\$	x	1000	=	\$
4	Raise valve box to grade < 12" depth in concrete areas and vehicular arteries	EACH	\$	x	1000	=	\$
5	Raise valve box to grade (or replace valve box) >12" depth but < 42" depth in concrete areas and vehicular arteries	EACH	\$	x	500	=	\$
6	Raise valve box to grade (or replace valve box) > 42" depth but < 48" depth in concrete areas and vehicular arteries	EACH	\$	x	200	=	\$
7	Replace existing 2" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury, includes excavation materials, backfill, and compaction)	EACH	\$	x	20	=	\$
8	Replace 4" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury includes excavation, materials, backfill, and compaction)	EACH	\$	x	20	=	\$
9	Replace 6" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury includes excavation, materials, backfill, and compaction)	EACH	\$	x	20	=	\$
10	Replace 8" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury includes excavation, materials, backfill, and compaction)	EACH	\$	x	20	=	\$
11	Replace 10" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury includes excavation, materials, backfill, and compaction)	EACH	\$	x	20	=	\$
12	Replace 12" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury includes excavation, materials, backfill, and compaction)	EACH	\$	x	10	=	\$

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BID FORM

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Bidders must provide prices for each line item for their bid to be considered responsive.

13	Replace 14" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury includes excavation, materials, backfill, and compaction)	EACH	\$	x	10	=	\$
14	Replace 16" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury includes excavation, materials, backfill, and compaction)	EACH	\$	x	10	=	\$
15	Replace 20" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury includes excavation, materials, backfill, and compaction)	EACH	\$	x	10	=	\$
16	Replace 24" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury includes excavation, materials, backfill, and compaction)	EACH	\$	x	10	=	\$
Note: the following five (5) line items involve insertion valves. Approved insertion valves must match the number of turns of a standard AWWA gate valve, meet AWWA C-509 material standards, including ductile iron valve body, and have a minimum 250 psi rating. Approved insertion valves include the E-Z Valve as manufactured by Advanced Valve Technologies (or approved equal).							
17	Installation of 4" insertion valve (assume 48: of bury, includes excavation, materials, backfill, and compaction).	EACH	\$	x	10	=	\$
18	Installation of 6" insertion valve (assume 48: of bury, includes excavation, materials, backfill, and compaction).	EACH	\$	x	10	=	\$
19	Installation of 8" insertion valve (assume 48: of bury, includes excavation, materials, backfill, and compaction).	EACH	\$	x	10	=	\$
20	Installation of 10" insertion valve (assume 48: of bury, includes excavation, materials, backfill, and compaction).	EACH	\$	x	10	=	\$
21	Installation of 12" insertion valve (assume 48: of bury, includes excavation, materials, backfill, and compaction).	EACH	\$	x	10	=	\$
Line Stop Services (includes materials, excavation on < 48" bury to bottom of pipe, backfill, and compaction).							
22	4" line stop (SS fitting)	EACH	\$	x	5	=	\$
23	4" line stop (epoxy fitting)	EACH	\$	x	5	=	\$

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Bidders must provide prices for each line item for their bid to be considered responsive.

24	6" line stop (SS fitting)	EACH	\$	x	5	=	\$
25	6" line stop (epoxy fitting)	EACH	\$	x	5	=	\$
26	8" line stop (SS fitting)	EACH	\$	x	5	=	\$
27	10" line stop (SS fitting)	EACH	\$	x	5	=	\$
28	12" line stop (epoxy fitting)	EACH	\$	x	5	=	\$
29	14" line stop (epoxy fitting)	EACH	\$	x	5	=	\$
30	16" line stop (epoxy fitting)	EACH	\$	x	5	=	\$
31	20" line stop (epoxy fitting)	EACH	\$	x	5	=	\$
32	24" line stop (epoxy fitting)	EACH	\$	x	5	=	\$
Dissimilar OD pipe connection for PVC, DIP, CI, and AC pipe only							
33	6 inch	EACH	\$	x	10	=	\$
34	8 inch	EACH	\$	x	10	=	\$
35	10 inch	EACH	\$	x	10	=	\$
36	12 inch	EACH	\$	x	5	=	\$
37	14 inch	EACH	\$	x	5	=	\$
38	16 inch	EACH	\$	x	5	=	\$
39	18 inch	EACH	\$	x	5	=	\$
40	20 inch	EACH	\$	x	5	=	\$
41	24 inch	EACH	\$	x	5	=	\$
42	Additional excavation, backfill, and compaction on any lines >48" to bottom of pipe or for exploratory excavation and/or any other extenuating circumstance (requires pre-approval from Sarasota County)	EACH	\$	x	20	=	\$
43	Leak Sounding at each valve	EACH	\$	x		=	\$

IFB 132363KR – Valve Assessment Program Bidders must provide prices for each line item for their bid to be considered responsive.							
By-pass piping in conjunction with double line stop, single line stop, or by-pass wet tap.							
44	4" by-pass piping	EACH	\$	x	5	=	\$
45	6" by-pass piping	EACH	\$	x	5	=	\$
46	4" Thrust Block	EACH	\$	x	5	=	\$
47	6" Thrust Block	EACH	\$	x	5	=	\$
48	8" Thrust Block	EACH	\$	x	5	=	\$
49	10" Thrust Block	EACH	\$	x	5	=	\$
50	12" Thrust Block	EACH	\$	x	5	=	\$
TOTAL BID PRICE (sum of extended bid price line items 1 – 50)							\$

The undersigned certifies that the bidder will provide products and/or services in accordance with the specifications of the IFB and all issued addendums at the rates listed above for the term of the Agreement.

TOTAL BID PRICE WRITTEN IN WORDS			
BIDDER¹ (INSERT LEGAL NAME OF COMPANY)			
ADDRESS	CITY	STATE	ZIP
PREPARED BY (NAME/TITLE)		EMAIL ADDRESS OF PREPARER	
PHONE		FAX	

¹ To be considered for local business preference, Bidder must match the name of the business identified on the Affidavit as to Local Preference.

Sarasota County
BID FORM

--	--

I, _____ (name), the _____ (title)
of _____ (bidder) swear or affirm that all
information submitted with this bid is true, and that I am authorized to complete this Bid Form on behalf of the company.

Signature

Date



ATTACHMENT "B"

GENERAL TERMS AND CONDITIONS OF SOLICITATIONS AND PURCHASE ORDERS

1.0 ADDITIONAL INFORMATION

- 1.1 The County reserves the right to request clarifications or additional information from any offeror. Specific questions may be addressed to each of the offerors and the County's Review Committee or Procurement Analyst, as applicable, may consider any further elaboration by the offerors of any information previously submitted.

2.0 AMERICANS WITH DISABILITIES ACT

- 2.1 Sarasota County does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the public meetings related to any solicitation should contact the Procurement Analyst named on the solicitation summary at least 24 hours in advance of the meeting.

3.0 APPLICABILITY

- 3.1 These General Terms and Conditions apply to Sarasota County Invitations for Bid (except for Invitations for Bids for Construction Services), Requests for Professional Services, Requests for Proposals, Invitation for Quotes, Requests for Informal Quotes, and purchase orders.

4.0 APPLICABLE LAWS

- 4.1 Offeror must be authorized to transact business in the State of Florida.
- 4.2 All applicable local, state and federal laws, ordinances and regulations will apply to any resulting agreement and each offeror is responsible for full compliance therewith.
- 4.3 Any Offeror who, as a result of a code enforcement hearing conducted by a Sarasota County Special Magistrate, has been determined to be in violation of any provision of the Sarasota County Code of Ordinances (whether related to the subject matter of this Request for Proposal or not), shall be deemed non-responsible and ineligible for award of any contract hereunder. This prohibition shall be in force until the violation has been corrected and any fine imposed by the Special Magistrate has been fully paid and during the pendency of any appeal concerning such violation or fine. In the event an Offeror is awarded an agreement hereunder and subsequently is determined to be in violation of any provision of the Sarasota County Code of Ordinances as stated above, such violation shall be grounds for termination of that contract.
- 4.4 Offerors located in Sarasota County must comply with the Local Business Tax ordinance. It shall be the responsibility of the Offeror to obtain a current local business tax receipt from the Sarasota County Tax Collector (www.sarasotataxcollector.com) and supply a copy of that receipt to the County upon request.

5.0 ASSIGNMENT OR TRANSFER

- 5.1 The offeror shall be prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of its responsibilities under the Agreement, or its rights, title or interest therein or its power to execute such Agreement to any person, company, corporation, or partnership without prior written notice and consent and approval of Sarasota County which consent and approval may be withheld at Sarasota County's sole discretion.

ATTACHMENT "B"

GENERAL TERMS AND CONDITIONS OF SOLICITATIONS AND PURCHASE ORDERS

6.0 AVAILABILITY OF DOCUMENTS

- 6.1 All documentation related to Sarasota County solicitations is available for download via Sarasota County Procurement's eProcure system. eProcure is accessible via Sarasota County Procurement's website at: <https://eprocure.scgov.net>
- 6.2 Vendors must be registered in eProcure prior to submitting an offer in response to a County solicitation. Sarasota County will attempt to notify registered vendors of active solicitations that match their vendor profile, but will not be responsible if a vendor does not receive notification for any reason.
- 6.3 It is solely the responsibility of each offeror to ensure they have obtained current copies of all documents issued by the County in relation to any solicitation.
- 6.4 Only documents obtained directly from Sarasota County Procurement's eProcure system are official versions. Offerors who rely on any other sources for such documents, do so at their own risk.

7.0 OFFER DELIVERY REQUIREMENTS

- 7.1 It shall be the sole responsibility of the offeror to have their offer delivered to the Sarasota County Procurement Office for receipt on or before the due date and time indicated on the solicitation summary.
- 7.2 For solicitations designated in eProcure as manual, the time stamped on the offer by Sarasota County Procurement will be the official time of receipt. For solicitations designated in eProcure as electronic, the time in the eProcure system will be the official time of receipt. Manual offers stamped after the due date and time specified on the solicitation summary and electronic offers not received in eProcure by the due date and time specified on the solicitation summary will not be considered.
- 7.3 Delivery of offers by the specified due date and time is strictly the responsibility of the Offeror.
- 7.4 Manual offers delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the offeror's request and expense. Electronic offers not submitted electronically in eProcure by the time and date due shall be rejected by the County and will not be considered.
- 7.5 Manual offers shall clearly identify the legal name, address and telephone number of the offeror.
- 7.6 For manual offers, all printed and photocopied documents related to the submission of this solicitation and fulfillment of any resulting contract shall be double-sided and printed on recycled paper with a minimum of 30% post-consumer content.

8.0 CLARIFICATION & ADDENDA

- 8.1 Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the solicitation shall be submitted electronically through the eProcure system. All requests for information (RFI) must be received no later than the RFI deadline specified in the solicitation summary. No verbal requests for information will be honored.
- 8.2 The electronic response posted in eProcure or the posting of an addendum in eProcure are the only official methods whereby interpretation, clarification or additional information will be provided. It shall be the responsibility of each offeror, prior to submitting their offer, to visit eProcure and determine if addenda were issued and to make such addenda a part of their offer.

ATTACHMENT "B"

GENERAL TERMS AND CONDITIONS OF SOLICITATIONS AND PURCHASE ORDERS

8.3 The County shall not be responsible for oral interpretations given by any County employee, representative, or others.

8.4 By submitting a response, offerors acknowledge receipt of any and all issued addenda, and agree to the provisions of each.

9.0 CODE OF ETHICS

9.1 With respect to this offer, if any offeror violates or is a party to a violation of the State of Florida per Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such offeror may be disqualified from performing the work described in the solicitation or from furnishing the goods or services for which the offer is submitted and shall be further disqualified from submitting any future offers.

10.0 COLLUSION

10.1 By submitting an offer to a solicitation, the offeror certifies that he/she has not divulged to, discussed or compared his offer with other offerors and has not colluded with any other offeror or parties to this offer whatsoever. Also, offeror certifies, and in the case of a joint offer, each party thereto certifies, as to their own organization that in connection with the offer:

- a. Any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other offeror or with any competitor;
- b. Any prices and/or cost data quoted for this offer have not been knowingly disclosed by the offeror prior to the scheduled opening directly or indirectly to any competitor;
- c. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition;
- d. The only person or persons interested in this offer as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this offer; and
- e. No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee except bona fide employees or established commercial agencies maintained by the offeror for the purpose of doing business.

10.2 An offer may be disqualified if an offeror submits more than one offer or if there is evidence of collusion.

11.0 COMPLIANCE WITH SOLICITATION REQUIREMENTS

11.1 Each offer must meet the requirements specified in the solicitation.

11.2 Failure to submit all of the required forms and information in the manner specified may result in the offer being found non-responsive, at the sole discretion of the County.

11.3 Offerors failing to demonstrate the stated minimum qualifications may be deemed non-responsive, at the sole discretion of the County.

12.0 CONTACT WITH COUNTY STAFF

12.1 After the issuance of the solicitation, prospective offerors or any agent, representative or person acting at the request of such offeror shall not contact, communicate with or

ATTACHMENT "B"

GENERAL TERMS AND CONDITIONS OF SOLICITATIONS AND PURCHASE ORDERS

discuss any matter relating in any way to the solicitation with any officer, agent or employee of Sarasota County, including members of review committees, other than the Procurement Official or Procurement Analyst named in the solicitation summary. Failure to comply with this provision may result in the disqualification of the offeror, at the option of the County.

- 12.2 This prohibition begins with the issuance of any solicitation, and ends upon execution of the agreement or when the solicitation has been canceled. Violation of this prohibition may result in the offeror being considered non-responsible.

13.0 CONTRACT FORMS

- 13.1 Any agreement or Purchase Order resulting from the acceptance of an offer shall be on forms either supplied by or approved by the County.
- 13.2 Any amendments to the resulting agreement shall require the formal written approval of both parties.

14.0 DUE DILIGENCE

- 14.1 Due care and diligence have been exercised in the preparation of the solicitation, and all information contained within is believed to be substantially correct. However, the responsibility for determining the full extent of the services or goods being solicited rests solely with the offeror.

15.0 EQUAL EMPLOYMENT OPPORTUNITY

- 15.1 Offeror shall comply with all federal, state, and local laws, regulations and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement.

16.0 FUNDING

- 16.1 This solicitation is subject to the appropriation of funds in an amount sufficient to allow continuation of the County's performance in accordance with the terms and conditions of this solicitation for each fiscal year for which an agreement is awarded.

17.0 INDEMNIFICATION OF THE COUNTY

- 17.1 The offeror shall pay on behalf of or indemnify and hold harmless Sarasota County Government from and against any and all claims, actions, damages, fees, fines, penalties, defense costs, suits or liabilities which may arise out of any act, neglect, error, omission or default of the offeror arising out of or in any way connected with the offerors or sub-contractor's performance or failure to perform under the terms of any contract resulting from any solicitation. Depending upon the nature of the services being provided, additional indemnification requirements may apply.
- 17.2 If procuring construction services, the following indemnification requirements apply:
- Pursuant to Section 725.06(2), Florida Statutes the Contractor shall indemnify and hold harmless Sarasota County Government from liabilities, damages, losses and costs, including but not limited to, reasonable attorney's fees to the extent caused by the negligence, recklessness or intentional wrongful conduct of the Contractor and persons employed or utilized by the Contractor in the performance of the contract.
- 17.3 If procuring professional services, as defined by Section 287.055, Florida Statutes, the following indemnification requirements apply:



ATTACHMENT "B"

GENERAL TERMS AND CONDITIONS OF SOLICITATIONS AND PURCHASE ORDERS

Pursuant to Section 725.08(1), Florida Statutes the design professional shall indemnify and hold harmless Sarasota County Government from liabilities, damages, losses, and costs, including but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract. This provision shall survive the termination or expiration of the contract.

18.0 INSURANCE

- 18.1 The offeror shall submit proof of insurance per Sarasota County's specifications including additional insured upon request.

19.0 INVOICING

- 19.1 All invoices must be mailed to the Sarasota County Finance Department, Clerk of the Circuit Court, P.O. Box 8, Sarasota, FL 34230-0008. Invoices must contain the Purchase Order number, required identification information, and reflect the Contract prices, terms, and conditions. Invoices containing deviations or omissions will be returned to the vendor for correction and resubmission.
- 19.2 The County shall pay offeror through payment issued by the Clerk of the Circuit Court in accordance with Section 218.70 et.seq, Florida Statutes, Local Government Prompt Payment Act, upon receipt of the offeror's properly submitted invoice.
- 19.3 Offerors shall not perform any service or provide products until they have been issued a Purchase Order number. If the County has arranged to make payments with a purchasing card, the procedures below shall apply.
- 19.4 The County reserves the right to pay for purchases made under any agreement resulting from a solicitation through its Purchasing Card Program which utilizes VISA credit cards. When payment is received utilizing the County credit card, an original invoice should not be mailed to the Finance Department as defined above. Only the credit card receipt is issued for this charge with the original receipt being provided with the delivery to the individual cardholder placing the order. No surcharges will be accepted for the use of purchasing cards.
- 19.5 The County's administrative agent will approve invoices for payment only if the work is completed to the satisfaction of the County. Upon completion of a project the Offeror is to mail or deliver to the administrative agent a work order indicating the location, the work performed, and the Purchase Order number. Invoicing must comply with the directions per the Instructions, Terms, and Conditions section listed above herein.

20.0 IRREVOCABLE OFFER

- 20.1 Any offer may be withdrawn up until the due date and time specified on the solicitation summary. Any offer not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of 120 days.

21.0 LICENSES AND CERTIFICATIONS

- 21.1 The successful offeror shall be required to submit proof of all licenses and/or certifications required by the County upon request.

ATTACHMENT "B"

GENERAL TERMS AND CONDITIONS OF SOLICITATIONS AND PURCHASE ORDERS

22.0 LOCAL PREFERENCE

- 22.1 Unless otherwise noted in the solicitation, preference shall be given to a "local business" in the awarding of any Invitation for Bid or Request for Proposal in accordance with Sections 2-219 and 2-220 of the Sarasota County Code. Local preference shall not apply to other types of solicitations unless explicitly stated in subject solicitation.
- 22.2 "Local business" means the vendor has paid a local business tax either to Sarasota County or to the county in which the vendor is located, if applicable prior to bid submission that authorizes the vendor to provide the commodities or services to be purchased, and maintains a permanent physical business address located within the limits of either Sarasota, Manatee, DeSoto or Charlotte County from which the vendor operates or performs business, and at which at least one full time employee is located.
- 22.3 In addition, fifty percent (50%) or more of the employees based at the local business location must reside within Sarasota, Manatee, DeSoto, or Charlotte County.
- 22.4 In the event the local office is not the primary location of the vendor, at least 10% of the vendor's entire full-time employees must be based at the local office location.
- Alternatively, this requirement may be satisfied if at least one corporate officer, managing partner or principal owner of the vendor resides in Sarasota, Manatee, DeSoto or Charlotte County.
- 22.5 To determine if you may qualify for local business preference, please refer to the Local Preference Checklist for Vendors located at:
- <http://www.scgov.net/CFPO/ProcurementPurchasing/procurementpurchasing.asp>
- 22.6 Offerors wishing to be given preference as a local business must submit a local preference affidavit as part of their eProcure vendor registration prior to the due date and time listed in the solicitation summary.
- 22.7 For local preference to be granted, the name of the company represented on required forms must be the same as the name on the local preference affidavit.
- 22.8 Information regarding Sarasota County's Local Business Tax can be found at <http://sarasotataxcollector.governmax.com>.
- 22.9 In the case of a proposal submitted by more than one entity, any one of those entities can qualify the proposal for the local preference. Sub-contractors or sub-consultants cannot qualify a proposal for local preference.

23.0 MATHEMATICAL ERRORS

- 23.1 In the event of mathematical error(s), unit price shall prevail. All offers shall be reviewed mathematically and corrected, prior to award.

24.0 OWNERSHIP AND FORMAT OF WORK PRODUCT

- 24.1 All plans and specifications developed for a solicited project shall become the property of Sarasota County Government and may not be re-used by the offeror.

25.0 OWNERSHIP OF RESPONSES

- 25.1 All documents submitted as part of an offer shall become the property of the County.



ATTACHMENT "B"

GENERAL TERMS AND CONDITIONS OF SOLICITATIONS AND PURCHASE ORDERS

26.0 PRE-SUBMITTAL CONFERENCES

- 26.1 Failure of an offeror to attend any mandatory conference will result in their offer being considered non-responsive.

27.0 PROTECTION OF RESIDENT WORKERS

- 27.1 Sarasota County supports the Federal Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification and non-discrimination. The Offeror is held responsible to establish appropriate procedures and controls so no service under this contract will be performed by any worker who is not legally eligible to perform such services.
- 27.2 Sarasota County shall have the right to immediately terminate an agreement if the County determines that the Offeror has failed to perform satisfactorily with respect to its employment practices in support of INA.
- 27.3 Offerors shall be required to confirm the employment eligibility of all employees through participation in E-Verify or an employment eligibility program approved by the Social Security Administration and will require same requirement to confirm employment eligibility of all subcontractors.

28.0 PROTESTS

- 28.1 Protest procedures are available by contacting the Procurement Analyst listed on the solicitation summary. Protest procedures are also available online at:
<https://www.scgov.net/Procurement/Pages/default.aspx>
- 28.2 Any protest of the terms, conditions and specifications contained in a solicitation and subsequent addendums, including, but not limited to, any provisions governing the methods for awarding the solicitation must be filed in writing with the Procurement Official, via facsimile at 941-861-5171 or delivered to the Sarasota County Procurement Office within five (5) working days of the posting of this solicitation or issuance of applicable addendum. Email is not an acceptable means of submitting a protest.
- 28.3 Any offeror who believes that they have been aggrieved in connection with the award of this solicitation, as the result of a violation of the requirements of the Sarasota County Procurement Code or any applicable provision of law, may protest the award action. Protestors must verbally notify the Procurement Official, at 941-861-5000 of their intent to protest within three (3) working days of the posting of the Notice of Award Action.
- 28.4 Pursuant to Section 2-223(b) of the Procurement Code, protestors, and those acting on behalf of a protestor, are prohibited from directly contacting any County officer, agent, or employee other than the procurement staff, to discuss any matter relating in any way to the solicitation being protested. This prohibition begins with the issuance of the solicitation and ends upon the execution of an agreement or cancellation of the solicitation. Failure to adhere to this restriction may result in the protest being rejected or denied by the County without further consideration.

29.0 PUBLIC ENTITY CRIMES

- 29.1 In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit an offer 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 or real

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property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

- 29.2 Additionally, pursuant to County policy, a conviction of a public entity crime may cause the rejection of an offer. The County may make inquiries regarding alleged convictions of public entity crimes. The failure of an offeror to promptly supply information in connection with an inquiry may be grounds for rejection of an offer.

30.0 PUBLIC MEETINGS

- 30.1 Notice of any public meetings pertaining to this solicitation shall be posted at www.scgov.net.

31.0 PUBLIC RECORDS

- 31.1 Offerors acknowledge that all documents submitted with their offer are subject to disclosure under Florida public records laws. If an offeror wishes to claim exemption from disclosure to the public records law for any of its documents submitted, the offeror must cite the specific statutory exemption being asserted.

32.0 RESERVED RIGHTS

- 32.1 The County reserves the right to accept or reject any or all offers, to waive irregularities and technicalities, and to request clarifications or additional information from offerors.
- 32.2 The County reserves the right to accept all or any part of the offer and to increase or decrease quantities to meet additional or reduced requirements of the County.
- 32.3 Any sole response received by the submission date may or may not be rejected by the County depending on available competition and current needs of the County.
- 32.4 The County reserves the right to cancel a solicitation at any time and to cancel any recommended award or recommended contract at any time prior to execution.
- 32.5 To be responsive, offeror shall submit an offer which conforms in all material respects to the requirements set forth in the solicitation.
- 32.6 To be responsible, offeror shall have the demonstrated ability or capability to fully perform the requirements of the solicitation and has the integrity and reliability to assure contractual performance.
- 32.7 Offerors are advised that any person, firm, or other party to whom they propose to award a subcontract must meet all minimum qualifications as stated in the specifications.
- 32.8 Offerors are required to submit pricing on forms supplied by the County. Offers, may be deemed non-responsive if required forms are not used and duly signed by an authorized representative of the offeror.
- 32.9 Offerors submitting more than one bid form or price proposal in response to a solicitation will be deemed non-responsive.
- 32.10 Unless otherwise stated in the specifications, any contracts resulting from this solicitation are non-exclusive. The County reserves the right, in its sole opinion, to direct purchase items listed in this solicitation.



ATTACHMENT "B"

GENERAL TERMS AND CONDITIONS OF SOLICITATIONS AND PURCHASE ORDERS

- 32.11 Offerers submitting unbalanced bids or quotes may be deemed non-responsive by the County. The County reserves the right to request itemized pricing if, in their sole opinion, offeror has submitted a bid or quote that appears to be unbalanced.

33.0 RESULTING AGREEMENT

- 33.1 Any agreement resulting from a solicitation may, at the sole discretion of the County, contain provisions that differ from the terms of the solicitation.

34.0 ROYALTIES AND PATENTS

- 34.1 The offeror shall pay all royalties and license fees for equipment or processes in conjunction with the equipment and/or services being furnished. Offerors shall defend all suits or claims for infringement of any patent, trademark or copyright, and shall save the County harmless from loss on account thereof, including costs and attorney's fees.

35.0 SOLICITATION EXPENSES

- 35.1 Offerors shall bear all costs and expenses incurred with developing, preparing, and submitting their offers.

36.0 STRIKE-THROUGH

- 36.1 The use of strike-through in the solicitation documents, including all attachments, indicates that the provision is not applicable to the purchase.

37.0 SUSTAINABILITY

- 37.1 As stated in Sarasota County Code, Section 2-230, "The County is committed to the procurement of products and services that minimize negative environmental and social impacts and emphasize long-term values. Preference shall be given to products or services that have a lesser or reduced effect on human health and the environment when compared to other products and services that serve the same purpose." Sarasota County expects offerors to provide cost effective and functional methods to meet this objective in their work products. Offerors should optimize post-consumer recycled content and reduce packaging and waste in creating their offers.

38.0 TAXES

- 38.1 Sarasota County is exempt from Federal Excise and State Sales Taxes (Department of Revenue Certification No. 85-8012515235C-5).

39.0 TECHNOLOGY

- 39.1 Computer systems and databases used for providing the documents necessary to any Agreement shall be compatible with existing County systems. The County operates on a Cisco/Nortel hybrid optical network behind a CheckPoint firewall. County PCs run Microsoft Windows XP and Windows-compatible software. The County's wireless network is Cisco-based.
- 39.2 The County records all land related changes and/or activities in its corporate ESRI ArcGIS 9.x based Geographic Information System (GIS). Therefore, all GIS or Computer Aided Drafting (CAD) formatted data created or modified in support of a project will be provided to the County as a project deliverable for inclusion into the County's GIS, at no additional cost. GIS data files submitted in support of a project must adhere to Sarasota County GIS Standards, and CAD drawings submitted must



ATTACHMENT "B"

GENERAL TERMS AND CONDITIONS OF SOLICITATIONS AND PURCHASE ORDERS

adhere to Sarasota County CAD Standards. Both standards are available via the County website (www.scgov.net).

40.0 TIME EXTENSION

- 40.1 The County may extend a Term Contract up to ninety (90) days beyond the expiration date of the existing contract. The price in effect on the last day of the contract shall remain in effect for the contract extension period. Additional extensions shall be subject to agreement of both parties.

41.0 TRAVEL EXPENSE

- 41.1 Any travel expenses of an offeror which are approved for reimbursement by the County shall be subject to the limitations set forth in Section 112.061, Florida Statutes.

ATTACHMENT "C" - INSURANCE REQUIREMENTS

This document contains all of Sarasota County's standard insurance requirements. Those requirements which are not applicable to this purchase or solicitation have been struck through.

A. INSURANCE

Before performing any contract work, Contractor shall procure and maintain, during the life of the contract, unless otherwise specified, insurance listed below. The policies of insurance shall be primary and written on forms acceptable to the County and placed with insurance carriers approved and licensed by the Insurance Department in the State of Florida and meet a minimum financial AM Best Company rating of no less than "A- Excellent: FSC VII." No changes are to be made to these specifications without prior written specific approval by County Risk Management.

1. WORKERS' COMPENSATION:

Contractor will provide Workers' Compensation insurance on behalf of all employees who are to provide a service under this contract, as required by the laws of the state where the contractor is domiciled. Florida Contractors must provide evidence of Workers' Compensation insurance which meets the requirements of Florida Statutes, Chapter 440, **AND** Employer's Liability with limits of not less than \$100,000 per employee per accident, \$500,000 disease aggregate, and \$100,000 per employee per disease. If applicable, coverage for the Jones Act and Longshore Harbor Workers Exposures must also be included. ****NOTE**** Contractors who are exempt from Florida's Workers' Compensation law must provide proof of such exemption issued by the Florida Department of Financial Services, Bureau of Workers' Compensation and qualify for the County waiver.

In the event the Contractor has "leased" employees, the Contractor or the employee leasing company must provide evidence of a Workers' Compensation policy for all personnel on the worksite. All documentation must be provided to Sarasota County Risk Management, 1660 Ringling Blvd., 4th Floor, Sarasota, FL 34236.

2. **COMMERCIAL GENERAL LIABILITY:** Including but not limited to bodily injury, property damage, contractual, products and completed operations, watercraft, if under twenty-six (26) feet and Ocean Marine if over, and personal injury with limits of not less than 1,000,000 each occurrence, covering all work performed under this contract.

3. **BUSINESS AUTOMOBILE LIABILITY:** Contractor agrees to maintain Business Automobile Liability at a limit of liability not less than 1,000,000 each accident covering all work performed under this contract.

Contractor further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event Contractor does not own automobiles, Contractor agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy. If private passenger automobiles are used in the business, they must be commercially insured.

If the Contractor is shipping a product via common carrier, the contractor shall be responsible for any loss or damage sustained in delivery/transit.

4. **UMBRELLA LIABILITY:** With limits of not less than 2,000,000 each occurrence covering all work performed under this contract.

ATTACHMENT "C" - INSURANCE REQUIREMENTS

5. **HAZARDOUS MATERIALS INSURANCE:** For the purpose of this section, the term "hazardous materials" includes all materials and substances that are now designated or defined as hazardous by Florida or Federal law or by the rules or regulations of Florida or any Federal Agency. If work being performed involves hazardous materials, the need to procure and maintain any or all of the following coverage will be specifically addressed upon review of exposure. However, if hazardous materials are identified while carrying out this contract, no further work is to be performed in the area of the hazardous material until County Risk Management has been consulted as to the potential need to procure and maintain any or all of the following coverage through an addendum to the contract:
- a. **CONTRACTORS POLLUTION LIABILITY** – For sudden and gradual occurrences and in an amount no less than \$1,000,000 per claim and \$1,000,000 in the aggregate arising out of work performed under this contract, including but not limited to, all hazardous materials identified under the contract.
 - b. **ASBESTOS LIABILITY** – For sudden and gradual occurrences and in an amount no less than \$1,000,000 per claim and \$1,000,000 in the aggregate arising out of work performed under this contract.
 - c. **DISPOSAL** – When applicable, the Contractor shall designate the disposal site and furnish a Certificate of Insurance from the disposal facility for Environmental Impairment Liability Insurance, covering liability for sudden and accidental occurrences in an amount not less than \$3,000,000 per claim and \$3,000,000 in the aggregate and shall include liability for non-sudden occurrences in an amount not less than \$6,000,000 per claim and \$6,000,000 in the aggregate.
 - d. **HAZARDOUS WASTE TRANSPORTATION** – When applicable, the Contractor shall designate the hauler and furnish a Certificate of Insurance from the hauler for Automobile Liability insurance with Endorsement MCS90 for liability arising out of the transportation of hazardous materials with an amount not less than \$1,000,000 annual aggregate and provide a valid EPA identification number.

*****Note: CERTIFICATES OF INSURANCE shall clearly state the hazardous material exposure work being performed under the contract.*****

6. **GARAGE LIABILITY:** With limits equal to the full value of the lot or garage. Legal liability form will be acceptable. This coverage shall be required if the maintenance, servicing, cleaning or repairing of any County motor vehicles is inherent or implied within the provisions of the contract.

B. POLICY FORM

- 1. Unless specific approval is given, all policies required by this contract with the exception of Professional Liability and Workers' Compensation are to be written on an occurrence basis. Commercial General Liability policies shall name Sarasota County Government as additional insured as their interest may appear under this contract.
- 2. Insurance requirements itemized in this contract and required of the Contractor shall be provided on behalf of all sub-contractors to cover their operations performed under this contract. The Contractor shall be held responsible for any modifications, deviations, or omissions in these insurance requirements as they apply to sub-contractors.
- 3. Each insurance policy required by this contract shall:

ATTACHMENT "C" - INSURANCE REQUIREMENTS

- a. Apply separately to each insured against whom claim is made and suit is brought, except with respect to limits of the insurer's liability
- b. Not be suspended, voided or canceled by either party except after thirty (30) calendar days prior written notice by certified mail, return receipt requested, has been given to County Risk Management.
4. The County shall retain the right to review, at any time, coverage, form, and amount of insurance.
5. The procuring of required policies of insurance shall not be construed to limit Contractor's liability nor to fulfill the indemnification provisions and requirements of this contract.
6. The Contractor shall be solely responsible for payment of all premiums for insurance contributing to the satisfaction of this contract and shall be solely responsible for the payment of all deductibles and retentions to which such policies are subject.
7. Claims Made Policies will be accepted for Professional Liability, Workers' Compensation and Hazardous Materials, and such other risks as are authorized by County Risk Management. All Claims Made Policies contributing to the satisfaction of the insurance requirements herein shall have an extended reporting period option or automatic coverage of not less than two years. If provided as an option, the Contractor agrees to purchase the extended reporting period on cancellation or termination unless a new policy is effected with a retroactive date, including at least the last policy year.
8. Certificates of Insurance evidencing Claims Made or Occurrence Form Coverage and conditions to this Contract are to be furnished to Sarasota County Risk Management (1660 Ringling Boulevard, 4th Floor, Sarasota, FL 34236) prior to commencement of work AND a minimum of thirty (30) calendar days prior to expiration of the insurance contract, when applicable. All insurance certificates shall be received by County Risk Management before the Contractor will be allowed to commence or continue work.
9. Notices of Accidents (occurrences) and Notices of Claims associated with work being performed under this Contract, shall be provided to the Contractor's/sub-Contractor's/Consultant's insurance company and County Risk Management as soon as practicable after notice to the insured.
10. The Certificate of Insurance must include the following:
 - a. In the "Description of Operations/Special Provisions" section:
 - Sarasota County Government is named as an additional insured, as their interests may appear on Commercial General Liability.
 - Note: ACORD 2009 edition can use "X" for General Liability Additional Insured inclusion.
 - b. In the "Certificate Holder" section:

Sarasota County Government
Attn: Risk Management
1660 Ringling Blvd., 4th floor
Sarasota, FL 34236

Sarasota County
REFERENCE FORM

NAME OF SUBMITTING FIRM	SOLICITATION #
	132363KR

NAME OF COMPANY PROVIDING REFERENCE

REFERENCE POINT OF CONTACT (NAME & TITLE)

PHONE #	FAX #	EMAIL ADDRESS

REFERENCE MAILING ADDRESS

CITY	STATE	ZIP

CONTRACT START DATE	CONTRACT END DATE	STILL PROVIDING SERVICES?
		☐ YES ☐ NO

1	Does the reference include Valve Maintenance as specified in this bid with in the last 8 years? Y or N
2	Does the reference include GPS Mapping of Valves as specified in this bid with in the last 8 years? Y or N
3	Does the reference include Valve Marking and Minor Repairs of Valves as specified in this bid with in the last 8 years? Y or N

**SARASOTA COUNTY GOVERNMENT
PROCUREMENT**

1660 Ringling Blvd., 3rd Floor • Sarasota, Florida 34236
Telephone 941-861-5266 • Fax 941-861-5129

SOLICITATION # : #132363KR
Valve Assessment Program

ADDENDUM NO. 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the Bid. Items not referenced herein remain unchanged, including the response date.

Part I - Pertaining to the Solicitation Package:

8.0 Qualifications of the General Notes and Requirements has been amended to read:

8.1 The firm represented on the bid form by name and signature must have experience providing Valve Assessment Programs as specified in ~~Attachment A~~ Scope of Services for their bid to be considered responsible.

Part II – Pertaining to the Technical Specifications / Scope of Work:

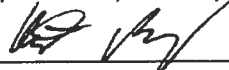
N/A

Part III – Responses to Questions:

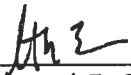
N/A

By submitting a response, offerors acknowledge receipt of any and all issued addenda, and agree to the provisions of each.

Approved by County:



Keith Raney, Procurement Analyst



For: Edward F. Coyman, Jr., Procurement Official

2-27-13

Date

**SARASOTA COUNTY GOVERNMENT
PROCUREMENT**

1660 Ringling Blvd., 3rd Floor • Sarasota, Florida 34236
Telephone 941-861-5266 • Fax 941-861-5129

**SOLICITATION # : IFB 132363KR
Valve Assessment Program**

ADDENDUM NO. 2

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the Bid. Items not referenced herein remain unchanged.

Part I - Pertaining to the Solicitation Package

Words, phrases or sentences with a ~~striketrough~~ represent deletions to the original specification. Underlined words, phrases or sentences represent additions to the original specification.

Due Date and Time: April ~~27~~ 3, 2013 at 2:30 p.m.

Request for Information (RFI) Deadline: March ~~20~~ 27, 2013 at 5:00 p.m.

Section 13 Submittal Documents

SUBMITTAL DOCUMENTS

13.1 The forms and documents listed below are provided as attachments to this IFB, and incorporated herein. These documents are required, and must be included with your bid submission. For electronic bids, these required documents must be submitted electronically in eProcure.

- ☒ Bid Form (REQUIRED FOR MANUAL SOLICITATIONS)
- ☒ Reference Form (REQUIRED)
- ☒ Copy of Level 3 Distribution System Operator License (REQUIRED)
- ☒ Florida Underground Contractors License (REQUIRED)

Part II - Pertaining to the Technical Specifications

Section 7 GPS Mapping

- a. All the valves encountered in this contract are to be GPS mapped within sub-foot accuracy and the data delivered in ESRI Geodatabase format, version 10.x or higher. Coordinate data shall be field collected with autonomous GPS readings and subsequently differentially corrected via post-processing. **Contractor shall have a GIS Certified Professional on staff and assign to every project, who will oversee the described work.** The contractor shall further refine positions through filtering and inspection to eliminate noise, problematic satellite geometry and multi-path degradation, Point valve features shall be collected at an epoch of 1 second with a minimum occupation of 20 seconds. Specific parameters include:

Please see attached revised **Bid Form**.

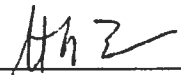
**SARASOTA COUNTY GOVERNMENT
PROCUREMENT**

1660 Ringling Blvd., 3rd Floor • Sarasota, Florida 34236
Telephone 941-861-5266 • Fax 941-861-5129

By submitting a response, offerors acknowledge receipt of any and all issued addenda, and agree to the provisions of each.

Approved by County:

Keith Raney, Procurement Analyst



Edward F. Coyman, Jr., Procurement Official

 3/6/2013
Date

IFB #132363KR – Valve Assessment Program

REVISED

Bidders must provide prices for each line item for their bid to be considered responsive.

ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT BID PRICE		MULTIPLIER		EXTENDED BID PRICE
1	Valve assessment and maintenance (Includes sub-foot GPS location)	EACH	\$	x	15,000	=	\$
2	Valve assessment and maintenance (without GPS location)	EACH	\$	x	1000	=	\$
3	Raise valve box to grade, <12" depth in dirt, grass, sand, and gravel	EACH	\$	x	1000	=	\$
4	Raise valve box to grade, (>1' – 4' deep) in dirt, grass, sand, and gravel	EACH	\$	x	5	=	\$
5	Raise valve box to grade, (4' – 10' deep) in dirt, grass, sand, and gravel	EACH	\$	x	5	=	\$
6	Raise valve box to grade, (>10' deep) in dirt, grass, sand, and gravel	EACH	\$	x	5	=	\$
7	Raise valve box to grade, < 12" depth in concrete areas and vehicular arteries	EACH	\$	x	1000	=	\$
8	Raise valve box to grade, (<1 – 4') deep in concrete areas and vehicular arteries	EACH	\$	x	5	=	\$
9	Raise valve box to grade, (4' – 10') deep in concrete areas and vehicular arteries	EACH	\$	x	5	=	\$
10	Raise valve box to grade, (>10') deep in concrete areas and vehicular arteries	EACH	\$	x	5	=	\$
11	Raise valve box to grade (or replace valve box) > 12" depth but < 42" depth in concrete areas and vehicular arteries	EACH	\$	x	500	=	\$
12	Raise valve box to grade (or replace valve box) > 42" depth but < 48" depth in concrete areas and vehicular arteries	EACH	\$	x	200	=	\$
13	Replace existing 2" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury, includes excavation materials, backfill, and compaction)	EACH	\$	x	20	=	\$
14	Replace 4" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury includes excavation,	EACH	\$	x	20	=	\$

IFB #132363KR – Valve Assessment Program

REVISED

Bidders must provide prices for each line item for their bid to be considered responsive.

	materials, backfill, and compaction)		\$		x		=	\$
15	Replace 6" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury includes excavation, materials, backfill, and compaction)	EACH	\$		x	20	=	\$
16	Replace 8" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury includes excavation, materials, backfill, and compaction)	EACH	\$		x	20	=	\$
17	Replace 10" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury includes excavation, materials, backfill, and compaction)	EACH	\$		x	20	=	\$
18	Replace 12" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury includes excavation, materials, backfill, and compaction)	EACH	\$		x	10	=	\$
19	Replace 14" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury includes excavation, materials, backfill, and compaction)	EACH	\$		x	10	=	\$
20	Replace 16" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury includes excavation, materials, backfill, and compaction)	EACH	\$		x	10	=	\$
21	Replace 20" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury includes excavation, materials, backfill, and compaction)	EACH	\$		x	10	=	\$
22	Replace 24" valve with resilient wedge gate valve on "dry" pipe (assume 48" of bury includes excavation, materials, backfill, and compaction)	EACH	\$		x	10	=	\$
Note: the following five (5) line items involve insertion valves. Approved insertion valves must match the number of turns of a standard AWWA gate valve, meet AWWA C-509 material standards, including ductile iron valve body, and have a minimum 250 psi rating. Approved insertion valves include the E-Z Valve as manufactured by Advanced Valve Technologies (or approved equal).								
23	Installation of 4" insertion valve (assume 48: of bury, includes excavation, materials, backfill, and compaction).	EACH	\$		x	10	=	\$
24	Installation of 6" insertion valve (assume 48: of bury, includes excavation, materials, backfill, and compaction).	EACH	\$		x	10	=	\$

IFB #132363KR – Valve Assessment Program

REVISED

Bidders must provide prices for each line item for their bid to be considered responsive.

		\$	x	10	=	\$
25	Installation of 8" insertion valve (assume 48: of bury, includes excavation, materials, backfill, and compaction).	EACH		10	=	\$
26	Installation of 10" insertion valve (assume 48: of bury, includes excavation, materials, backfill, and compaction).	EACH	x	10	=	\$
27	Installation of 12" insertion valve (assume 48: of bury, includes excavation, materials, backfill, and compaction).	EACH	x	10	=	\$
Line Stop Services (includes materials, excavation on < 48" bury to bottom of pipe, backfill, and compaction).						
28	4" line stop (SS fitting)	EACH	x	5	=	\$
29	4" line stop (epoxy fitting)	EACH	x	5	=	\$
30	6" line stop (SS fitting)	EACH	x	5	=	\$
31	" line stop (epoxy fitting)	EACH	x	5	=	\$
32	8" line stop (SS fitting)	EACH	x	5	=	\$
33	10" line stop (SS fitting)	EACH	x	5	=	\$
34	12" line stop (epoxy fitting)	EACH	x	5	=	\$
35	14" line stop (epoxy fitting)	EACH	x	5	=	\$
36	16" line stop (epoxy fitting)	EACH	x	5	=	\$
37	20" line stop (epoxy fitting)	EACH	x	5	=	\$
38	24" line stop (epoxy fitting)	EACH	x	5	=	\$
Dissimilar OD pipe connection for PVC, DIP, CI, and AC pipe only						
39	6 inch	EACH	x	10	=	\$
40	8 inch	EACH	x	10	=	\$
41	10 inch	EACH	x	10	=	\$
42	12 inch	EACH	x	5	=	\$

IFB #132363KR – Valve Assessment Program

REVISED

Bidders must provide prices for each line item for their bid to be considered responsive.

43	14 inch	EACH	\$	X	5	=	\$
44	16 inch	EACH	\$	X	5	=	\$
45	18 inch	EACH	\$	X	5	=	\$
46	20 inch	EACH	\$	X	5	=	\$
47	24 inch	EACH	\$	X	5	=	\$
48	Additional excavation, backfill, and compaction on any lines >48" to bottom of pipe or for exploratory excavation and/or any other extenuating circumstance (requires pre-approval from Sarasota County)	EACH	\$	X	20	=	\$
49	Leak Sounding at each valve	EACH	\$	X	5,000	=	\$
50	By-pass piping in conjunction with double line stop, single line stop, or by-pass wet tap.						
51	4" by-pass piping	EACH	\$	X	5	=	\$
52	6" by-pass piping	EACH	\$	X	5	=	\$
53	4" Thrust Block	EACH	\$	X	5	=	\$
54	6" Thrust Block	EACH	\$	X	5	=	\$
55	8" Thrust Block	EACH	\$	X	5	=	\$
56	10" Thrust Block	EACH	\$	X	5	=	\$
57	12" Thrust Block	EACH	\$	X	5	=	\$
Valve Realign Services							

IFB #132363KR – Valve Assessment Program							
REVISED							
Bidders must provide prices for each line item for their bid to be considered responsive.							
58	Realign valve box to grade in dirt, grass, sand or gravel (0' – 4' deep)	EACH	\$	X	5	=	\$
59	Realign valve box to grade in dirt, grass, sand or gravel (>4' – 10' deep)	EACH	\$	X	5	=	\$
60	Realign valve box to grade in dirt, grass, sand or gravel (>10' deep)	EACH	\$	X	5	=	\$
61	Realign valve box to grade in pavement (0' – 4' deep), includes permanent asphalt patch or replacement of entire "joint" if realignment is within a sidewalk	EACH	\$	X	5	=	\$
62	Realign valve box to grade in pavement (>4' – 10' deep), includes permanent asphalt patch or replacement of entire "joint" if realignment is within a sidewalk	EACH	\$	X	5	=	\$
63	Realign valve box to grade in pavement (>10' deep), includes permanent asphalt patch or replacement of entire "joint" if realignment is within a sidewalk	EACH	\$	X	5	=	\$
TOTAL BID PRICE (sum of extended bid price line items 1 – 63)							\$

The undersigned certifies that the bidder will provide products and/or services in accordance with the specifications of the IFB and all issued addendums at the rates listed above for the term of the Agreement.

TOTAL BID PRICE WRITTEN IN WORDS			
BIDDER¹ (INSERT LEGAL NAME OF COMPANY)			
ADDRESS		CITY	STATE
			ZIP

¹ To be considered for local business preference, Bidder must match the name of the business identified on the Affidavit as to Local Preference.

PREPARED BY (NAME/TITLE)	EMAIL ADDRESS OF PREPARER
PHONE	FAX

I, _____ (name), the _____ (title)
 of _____ (bidder) swear or affirm that all

information submitted with this bid is true, and that I am authorized to complete this Bid Form on behalf of the company.

_____ Signature _____ Date

**SARASOTA COUNTY GOVERNMENT
PROCUREMENT**

1660 Ringling Blvd., 3rd Floor • Sarasota, Florida 34236
Telephone 941-861-5266 • Fax 941-861-5129

**SOLICITATION # : # 132363KR
Valve Assessment Program**

ADDENDUM NO. 3

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the Bid. Items not referenced herein remain unchanged, including the response date.

Part I - Pertaining to the Solicitation Package:

- 1.) The Due Date has been extended to April 10, 2013 at 2:30 pm.
- 2.) Sarasota County recently adopted Procurement Ordinance 2013-009. The ordinance became effective on April 1, 2013. Bidders need to be made aware of changes regarding local preference and protest procedures. The adopted Procurement Ordinance, 2013-009, may be viewed at <https://www.scgov.net/Procurement/Pages/default.aspx>
- 3.) Bidders seeking consideration for local preference **must** submit a new Local Business Affidavit (revised per ordinance 2013-009) in order to be considered as a local business. The revised Local Business Affidavit is attached.
- 4.) Words, phrases or sentences with a ~~strikethrough~~ represent deletions to the original specification. Underlined words, phrases or sentences represent additions to the original specification.

The General Notes and Requirements Section **14. Award** has been amended to read:

- 14.2 In awarding this bid, preference shall be given to local businesses in accordance with Section ~~2-219~~ 2-215 of the Sarasota County Procurement Code.
- 5.) A revised Attachment "B" General Terms and Conditions of Solicitations and Purchase Orders has been attached to this addendum and replaces the Attachment B included in the advertised solicitation. Sections 22 (Local Preference), 28 (Protests) and 37 (Sustainability) have been revised.

Part II – Pertaining to the Technical Specifications / Scope of Work: N/A

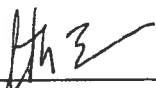
Part III – Responses to Questions: N/A

By submitting a response, offerors acknowledge receipt of any and all Issued addenda, and agree to the provisions of each.

Approved by County:



Keith Raney, Procurement Analyst



Edward F. Coyman, Jr., Procurement Official

Fdc
4-3-2013

Date

**SARASOTA COUNTY GOVERNMENT
PROCUREMENT**

1660 Ringling Blvd., 3rd Floor • Sarasota, Florida 34236
Telephone 941-861-5266 • Fax 941-861-5129

Attachments:

Local Business Affidavit (revised 04/01/13))
Attachment "B" – Revised General Terms and Conditions of Solicitations and Purchase Orders
dated 4/1/2013

**SARASOTA COUNTY
LOCAL BUSINESS AFFIDAVIT**

When applicable, Sarasota County grants preference to local businesses in accordance with Section 2-215 of the Sarasota County Procurement Code. Businesses wishing to be given preference as a local business for any solicitation, must submit a local business affidavit as part of their eProcure vendor profile prior to the due date and time listed in the solicitation summary. Businesses who submit falsified data shall be subject to Section 2-213 of the Sarasota County Procurement Code and subject to suspension and debarment pursuant to Chapter 13 of the Sarasota County Procurement Manual.

(Complete and Initial Items 1-4)

1. Authorized Representative

I, [name] _____, am the
[title] _____ and the duly authorized representative of:
[name of business] _____, and attest that I possess direct
personal knowledge to make informed responses to these certifications and the legal authority to make this
Affidavit on behalf of myself and the business for which I am acting; and shall be deemed to understand and
agree to the local business preference policies of Sarasota County; and that I have the direct knowledge to state
that this firm complies with all of the following conditions to be considered to be a Local Business as required
by Section 2-215 of the Sarasota County Procurement Code. [Initial] _____

2. Place of Business

I certify that the above named business is legally authorized to engage in the sale of goods and/or services and
has a permanent physical place of business in (select one) ☐ Sarasota County ☐ Manatee County ☐ Charlotte
County. The physical address of the business which meets the above criteria is: _____
_____. [city] _____. [state] _____
Length of time at this location: [years] _____ [months] _____. [Initial] _____

**If the business has been located at the address above for less than 1 year, please provide the previous
physical address of the business:** _____
[city] _____, [state] _____ Length of time at this location: [years] _____
[months] _____. [Initial] _____

3. Local Business Tax

If the business identified above is located in Sarasota or Charlotte County: I certify that the business has
paid a local business tax in the County which the business is located. The local business tax receipt number for
the above business is: _____.

If the business identified above is located in Manatee County: I have submitted with this affidavit, verifiable
documentation to substantiate the location of this business. [Initial] _____

4. Local Business Employees

The place of business identified in Section 2 above employs [number] _____ full-time employees.
[Initial] _____

**SARASOTA COUNTY
LOCAL BUSINESS AFFIDAVIT**

5. Principal Officer

A Principal Officer of the Business listed above is employed at the location identified in Section 2.

☐ Yes ☐ No. If yes, please provide name and title below.

[name] _____, [title] _____.

[Initial]_____

Each of the above certifications is required to meet the qualification of "Local Business" in accordance with Section 2-215 of the Sarasota County Procurement Code.

Signature of Affiant_____

STATE OF FLORIDA

COUNTY OF_____

Sworn to (or affirmed) and subscribed before me this _____ day of, _____ 20____,
by _____ (name of person making statement).

(Notary Seal) Signature of Notary:_____

Name of Notary (Typed or Printed)_____

Personally Known ____ OR Produced Identification ____ Type of Identification Produced _____

Upload to eProcure when registering as a vendor.



ATTACHMENT "B"

GENERAL TERMS AND CONDITIONS OF SOLICITATIONS AND PURCHASE ORDERS

1.0 ADDITIONAL INFORMATION

- 1.1 The County reserves the right to request clarifications or additional information from any offeror. Specific questions may be addressed to each of the offerors and the County's Review Committee or Procurement Analyst, as applicable, may consider any further elaboration by the offerors of any information previously submitted.

2.0 AMERICANS WITH DISABILITIES ACT

- 2.1 Sarasota County does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation for the public meetings related to any solicitation should contact the Procurement Analyst named on the solicitation summary at least 24 hours in advance of the meeting.

3.0 APPLICABILITY

- 3.1 These General Terms and Conditions apply to Sarasota County Invitations for Bid (except for Invitations for Bids for Construction Services), Requests for Professional Services, Requests for Proposals, Invitation for Quotes, Requests for Informal Quotes, and purchase orders.

4.0 APPLICABLE LAWS

- 4.1 Offeror must be authorized to transact business in the State of Florida.
- 4.2 All applicable local, state and federal laws, ordinances and regulations will apply to any resulting agreement and each offeror is responsible for full compliance therewith.
- 4.3 Any Offeror who, as a result of a code enforcement hearing conducted by a Sarasota County Special Magistrate, has been determined to be in violation of any provision of the Sarasota County Code of Ordinances (whether related to the subject matter of this Request for Proposal or not), shall be deemed non-responsible and ineligible for award of any contract hereunder. This prohibition shall be in force until the violation has been corrected and any fine imposed by the Special Magistrate has been fully paid and during the pendency of any appeal concerning such violation or fine. In the event an Offeror is awarded an agreement hereunder and subsequently is determined to be in violation of any provision of the Sarasota County Code of Ordinances as stated above, such violation shall be grounds for termination of that contract.
- 4.4 Offerors located in Sarasota County must comply with the Local Business Tax ordinance. It shall be the responsibility of the Offeror to obtain a current local business tax receipt from the Sarasota County Tax Collector (www.sarasotataxcollector.com) and supply a copy of that receipt to the County upon request.

5.0 ASSIGNMENT OR TRANSFER

- 5.1 The offeror shall be prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of its responsibilities under the Agreement, or its rights, title or interest therein or its power to execute such Agreement to any person, company, corporation, or partnership without prior written notice and consent and approval of Sarasota County which consent and approval may be withheld at Sarasota County's sole discretion.



ATTACHMENT "B"

GENERAL TERMS AND CONDITIONS OF SOLICITATIONS AND PURCHASE ORDERS

6.0 AVAILABILITY OF DOCUMENTS

- 6.1 All documentation related to Sarasota County solicitations is available for download via Sarasota County Procurement's eProcure system. eProcure is accessible via Sarasota County Procurement's website at: <https://eprocure.scgov.net>
- 6.2 Vendors must be registered in eProcure prior to submitting an offer in response to a County solicitation. Sarasota County will attempt to notify registered vendors of active solicitations that match their vendor profile, but will not be responsible if a vendor does not receive notification for any reason.
- 6.3 It is solely the responsibility of each offeror to ensure they have obtained current copies of all documents issued by the County in relation to any solicitation.
- 6.4 Only documents obtained directly from Sarasota County Procurement's eProcure system are official versions. Offerors who rely on any other sources for such documents, do so at their own risk.

7.0 OFFER DELIVERY REQUIREMENTS

- 7.1 It shall be the sole responsibility of the offeror to have their offer delivered to the Sarasota County Procurement Office for receipt on or before the due date and time indicated on the solicitation summary.
- 7.2 For solicitations designated in eProcure as manual, the time stamped on the offer by Sarasota County Procurement will be the official time of receipt. For solicitations designated in eProcure as electronic, the time in the eProcure system will be the official time of receipt. Manual offers stamped after the due date and time specified on the solicitation summary and electronic offers not received in eProcure by the due date and time specified on the solicitation summary will not be considered.
- 7.3 Delivery of offers by the specified due date and time is strictly the responsibility of the Offeror.
- 7.4 Manual offers delayed by mail shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the offeror's request and expense. Electronic offers not submitted electronically in eProcure by the time and date due shall be rejected by the County and will not be considered.
- 7.5 Manual offers shall clearly identify the legal name, address and telephone number of the offeror.
- 7.6 For manual offers, all printed and photocopied documents related to the submission of this solicitation and fulfillment of any resulting contract shall be double-sided and printed on recycled paper with a minimum of 30% post-consumer content.

8.0 CLARIFICATION & ADDENDA

- 8.1 Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the solicitation shall be submitted electronically through the eProcure system. All requests for information (RFI) must be received no later than the RFI deadline specified in the solicitation summary. No verbal requests for information will be honored.
- 8.2 The electronic response posted in eProcure or the posting of an addendum in eProcure are the only official methods whereby interpretation, clarification or additional information will be provided. It shall be the responsibility of each offeror, prior to submitting their offer, to visit eProcure and determine if addenda were issued and to make such addenda a part of their offer.

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- 8.3 The County shall not be responsible for oral Interpretations given by any County employee, representative, or others.
- 8.4 By submitting a response, offerors acknowledge receipt of any and all issued addenda, and agree to the provisions of each.

9.0 CODE OF ETHICS

- 9.1 With respect to this offer, if any offeror violates or is a party to a violation of the State of Florida per Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such offeror may be disqualified from performing the work described in the solicitation or from furnishing the goods or services for which the offer is submitted and shall be further disqualified from submitting any future offers.

10.0 COLLUSION

- 10.1 By submitting an offer to a solicitation, the offeror certifies that he/she has not divulged to, discussed or compared his offer with other offerors and has not colluded with any other offeror or parties to this offer whatsoever. Also, offeror certifies, and in the case of a joint offer, each party thereto certifies, as to their own organization that in connection with the offer:
 - a. Any prices and/or data submitted have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other offeror or with any competitor;
 - b. Any prices and/or cost data quoted for this offer have not been knowingly disclosed by the offeror prior to the scheduled opening directly or indirectly to any competitor;
 - c. No attempt has been made or will be made by the offeror to induce any other person or firm to submit or not to submit an offer for the purpose of restricting competition;
 - d. The only person or persons interested in this offer as principal or principals is/are named therein and that no person other than therein mentioned has any interest in this offer; and
 - e. No person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee except bona fide employees or established commercial agencies maintained by the offeror for the purpose of doing business.
- 10.2 An offer may be disqualified if an offeror submits more than one offer or if there is evidence of collusion.

11.0 COMPLIANCE WITH SOLICITATION REQUIREMENTS

- 11.1 Each offer must meet the requirements specified in the solicitation.
- 11.2 Failure to submit all of the required forms and information in the manner specified may result in the offer being found non-responsive, at the sole discretion of the County.
- 11.3 Offerors failing to demonstrate the stated minimum qualifications may be deemed non-responsive, at the sole discretion of the County.

12.0 CONTACT WITH COUNTY STAFF

- 12.1 After the issuance of the solicitation, prospective offerors or any agent, representative or person acting at the request of such offeror shall not contact, communicate with or

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discuss any matter relating in any way to the solicitation with any officer, agent or employee of Sarasota County, including members of review committees, other than the Procurement Official or Procurement Analyst named in the solicitation summary. Failure to comply with this provision may result in the disqualification of the offeror, at the option of the County.

- 12.2 This prohibition begins with the issuance of any solicitation, and ends upon execution of the agreement or when the solicitation has been canceled. Violation of this prohibition may result in the offeror being considered non-responsible.

13.0 CONTRACT FORMS

- 13.1 Any agreement or Purchase Order resulting from the acceptance of an offer shall be on forms either supplied by or approved by the County.
- 13.2 Any amendments to the resulting agreement shall require the formal written approval of both parties.

14.0 DUE DILIGENCE

- 14.1 Due care and diligence have been exercised in the preparation of the solicitation, and all information contained within is believed to be substantially correct. However, the responsibility for determining the full extent of the services or goods being solicited rests solely with the offeror.

15.0 EQUAL EMPLOYMENT OPPORTUNITY

- 15.1 Offeror shall comply with all federal, state, and local laws, regulations and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement.

16.0 FUNDING

- 16.1 This solicitation is subject to the appropriation of funds in an amount sufficient to allow continuation of the County's performance in accordance with the terms and conditions of this solicitation for each fiscal year for which an agreement is awarded.

17.0 INDEMNIFICATION OF THE COUNTY

- 17.1 The offeror shall pay on behalf of or indemnify and hold harmless Sarasota County Government from and against any and all claims, actions, damages, fees, fines, penalties, defense costs, suits or liabilities which may arise out of any act, neglect, error, omission or default of the offeror arising out of or in any way connected with the offerors or sub-contractor's performance or failure to perform under the terms of any contract resulting from any solicitation. Depending upon the nature of the services being provided, additional indemnification requirements may apply.
- 17.2 If procuring construction services, the following indemnification requirements apply:
- Pursuant to Section 725.06(2), Florida Statutes the Contractor shall indemnify and hold harmless Sarasota County Government from liabilities, damages, losses and costs, including but not limited to, reasonable attorney's fees to the extent caused by the negligence, recklessness or intentional wrongful conduct of the Contractor and persons employed or utilized by the Contractor in the performance of the contract.
- 17.3 If procuring professional services, as defined by Section 287.055, Florida Statutes, the following indemnification requirements apply:



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Pursuant to Section 725.08(1), Florida Statutes the design professional shall indemnify and hold harmless Sarasota County Government from liabilities, damages, losses, and costs, including but not limited to, reasonable attorneys' fees, to the extent caused by the negligence, recklessness, or intentionally wrongful conduct of the design professional and other persons employed or utilized by the design professional in the performance of the contract. This provision shall survive the termination or expiration of the contract.

18.0 INSURANCE

- 18.1 The offeror shall submit proof of insurance per Sarasota County's specifications including additional insured upon request.

19.0 INVOICING

- 19.1 All invoices must be mailed to the Sarasota County Finance Department, Clerk of the Circuit Court, P.O. Box 8, Sarasota, FL 34230-0008. Invoices must contain the Purchase Order number, required identification information, and reflect the Contract prices, terms, and conditions. Invoices containing deviations or omissions will be returned to the vendor for correction and resubmission.
- 19.2 The County shall pay offeror through payment issued by the Clerk of the Circuit Court in accordance with Section 218.70 et.seq, Florida Statutes, Local Government Prompt Payment Act, upon receipt of the offeror's properly submitted invoice.
- 19.3 Offerors shall not perform any service or provide products until they have been issued a Purchase Order number. If the County has arranged to make payments with a purchasing card, the procedures below shall apply.
- 19.4 The County reserves the right to pay for purchases made under any agreement resulting from a solicitation through its Purchasing Card Program which utilizes VISA credit cards. When payment is received utilizing the County credit card, an original invoice should not be mailed to the Finance Department as defined above. Only the credit card receipt is issued for this charge with the original receipt being provided with the delivery to the individual cardholder placing the order. No surcharges will be accepted for the use of purchasing cards.
- 19.5 The County's administrative agent will approve invoices for payment only if the work is completed to the satisfaction of the County. Upon completion of a project the Offeror is to mail or deliver to the administrative agent a work order indicating the location, the work performed, and the Purchase Order number. Invoicing must comply with the directions per the Instructions, Terms, and Conditions section listed above herein.

20.0 IRREVOCABLE OFFER

- 20.1 Any offer may be withdrawn up until the due date and time specified on the solicitation summary. Any offer not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of 120 days.

21.0 LICENSES AND CERTIFICATIONS

- 21.1 The successful offeror shall be required to submit proof of all licenses and/or certifications required by the County upon request.



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22.0 LOCAL PREFERENCE

- 22.1 Unless otherwise noted in the solicitation, preference shall be given to a "local business" in the awarding of any Invitation for Bid or Request for Proposal in accordance with Section 2-215 of the Sarasota County Code. Local preference shall not apply to other types of solicitations unless explicitly stated in subject solicitation.
- 22.2 "Local business" means (1) The vendor has paid a local business tax either to Sarasota, Manatee or Charlotte County, if applicable, or is a business entity registered with the State of Florida Division of Corporations indicating a principal office located in Sarasota, Manatee, or Charlotte County or presents other verifiable documents to substantiate business location in Sarasota, Manatee or Charlotte County that are satisfactory to the Procurement Official and (2) Has maintained a permanent physical business address located within the limits of either Sarasota, Manatee or Charlotte County from which the vendor operates or performs business for at least one year prior to the submission of a response to a Sarasota County solicitation and, (3) Has at least five full time employees or one principal officer at this location.
- 22.3 Bidders and Proposers wishing to be granted local preference must submit all required documentation, including a Local Business Affidavit. Bidders and Proposers with businesses located in Sarasota or Charlotte County must submit a copy of their business tax receipt to be considered a local business.
- 22.4 Bidders or proposers who submit falsified data may be suspended or debarred in accordance with Section 2-223 of the Procurement Code.
- 22.5 To determine if you may qualify for local business preference, please refer to the Local Preference Checklist for Vendors located at:
<https://www.scgov.net/Procurement/Pages/default.aspx>
- 22.6 Offerors wishing to be given preference as a local business must submit a local business affidavit as part of their eProcure vendor registration prior to the due date and time listed in the solicitation summary.
- 22.7 For local preference to be granted, the name of the company represented on required forms must be the same as the name on the local business affidavit.
- 22.8 Information regarding Sarasota County's Local Business Tax can be found at <http://sarasotataxcollector.governmax.com>.
- 22.9 In the case of a proposal submitted by more than one entity, any one of those entities can qualify the proposal for the local preference. Sub-contractors or sub-consultants cannot qualify a proposal for local preference.

23.0 MATHEMATICAL ERRORS

- 23.1 In the event of mathematical error(s), unit price shall prevail. All offers shall be reviewed mathematically and corrected, prior to award.

24.0 OWNERSHIP AND FORMAT OF WORK PRODUCT

- 24.1 All plans and specifications developed for a solicited project shall become the property of Sarasota County Government and may not be re-used by the offeror.

25.0 OWNERSHIP OF RESPONSES

- 25.1 All documents submitted as part of an offer shall become the property of the County.



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26.0 PRE-SUBMITTAL CONFERENCES

- 26.1 Failure of an offeror to attend any mandatory conference will result in their offer being considered non-responsive.

27.0 PROTECTION OF RESIDENT WORKERS

- 27.1 Sarasota County supports the Federal Immigration and Nationality Act (INA) which includes provisions addressing employment eligibility, employment verification and non-discrimination. The Offeror is held responsible to establish appropriate procedures and controls so no service under this contract will be performed by any worker who is not legally eligible to perform such services.
- 27.2 Sarasota County shall have the right to immediately terminate an agreement if the County determines that the Offeror has failed to perform satisfactorily with respect to its employment practices in support of INA.
- 27.3 Offerors shall be required to confirm the employment eligibility of all employees through participation in E-Verify or an employment eligibility program approved by the Social Security Administration and will require same requirement to confirm employment eligibility of all subcontractors.

28.0 PROTESTS

- 28.1 Protest procedures are available by contacting the Procurement Analyst listed on the solicitation summary. Protest procedures are also available online at:
<https://www.scgov.net/Procurement/Pages/default.aspx>
- 28.2 Any protest of the terms, conditions and specifications contained in a solicitation and subsequent addendums, including, but not limited to, any provisions governing the methods for awarding the solicitation must start with a verbal notification to the Procurement Official, within three (3) business days of the posting of this solicitation or issuance of applicable addendum.
- 28.3 Any offeror who believes that they have been aggrieved in connection with the award of this solicitation, as the result of a violation of the requirements of the Sarasota County Procurement Code or any applicable provision of law, may protest the award action. Protestors must verbally notify the Procurement Official of their Intent to protest within three (3) business days of the posting of the Notice of Award Action.
- 28.4 Pursuant to Section 2-221 of the Procurement Code, protestors, and those acting on behalf of a protestor, are prohibited from directly contacting any County officer, agent, or employee other than the procurement staff, to discuss any matter relating in any way to the solicitation being protested. This prohibition begins with the issuance of the solicitation and ends upon the execution of an agreement or cancellation of the solicitation. Failure to adhere to this restriction may result in the protest being rejected or denied by the County without further consideration.

29.0 PUBLIC ENTITY CRIMES

- 29.1 In accordance with Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit an offer 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 or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount



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GENERAL TERMS AND CONDITIONS OF SOLICITATIONS AND PURCHASE ORDERS

provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

- 29.2 Additionally, pursuant to County policy, a conviction of a public entity crime may cause the rejection of an offer. The County may make inquiries regarding alleged convictions of public entity crimes. The failure of an offeror to promptly supply information in connection with an inquiry may be grounds for rejection of an offer.

30.0 PUBLIC MEETINGS

- 30.1 Notice of any public meetings pertaining to this solicitation shall be posted at www.scgov.net.

31.0 PUBLIC RECORDS

- 31.1 Offerors acknowledge that all documents submitted with their offer are subject to disclosure under Florida public records laws. If an offeror wishes to claim exemption from disclosure to the public records law for any of its documents submitted, the offeror must cite the specific statutory exemption being asserted.

32.0 RESERVED RIGHTS

- 32.1 The County reserves the right to accept or reject any or all offers, to waive irregularities and technicalities, and to request clarifications or additional information from offerors.
- 32.2 The County reserves the right to accept all or any part of the offer and to increase or decrease quantities to meet additional or reduced requirements of the County.
- 32.3 Any sole response received by the submission date may or may not be rejected by the County Administrator or designee.
- 32.4 The County reserves the right to cancel a solicitation at any time and to cancel any recommended award or recommended contract at any time prior to execution.
- 32.5 To be responsive, offeror shall submit an offer which conforms in all material respects to the requirements set forth in the solicitation.
- 32.6 To be responsible, offeror shall have the demonstrated ability or capability to fully perform the requirements of the solicitation and has the integrity and reliability to assure contractual performance.
- 32.7 Offerors are advised that any person, firm, or other party to whom they propose to award a subcontract must meet all minimum qualifications as stated in the specifications.
- 32.8 Offerors are required to submit pricing on forms supplied by the County. Offers, may be deemed non-responsive if required forms are not used and duly signed by an authorized representative of the offeror.
- 32.9 Offerors submitting more than one bid form or price proposal in response to a solicitation will be deemed non-responsive.
- 32.10 Unless otherwise stated in the specifications, any contracts resulting from this solicitation are non-exclusive. The County reserves the right, in its sole opinion, to direct purchase items listed in this solicitation.
- 32.11 Offerors submitting unbalanced bids or quotes may be deemed non-responsive by the County. The County reserves the right to request itemized pricing if, in their sole opinion, offeror has submitted a bid or quote that appears to be unbalanced.



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33.0 RESULTING AGREEMENT

- 33.1 Any agreement resulting from a solicitation may, at the sole discretion of the County, contain provisions that differ from the terms of the solicitation.

34.0 ROYALTIES AND PATENTS

- 34.1 The offeror shall pay all royalties and license fees for equipment or processes in conjunction with the equipment and/or services being furnished. Offerors shall defend all suits or claims for infringement of any patent, trademark or copyright, and shall save the County harmless from loss on account thereof, including costs and attorney's fees.

35.0 SOLICITATION EXPENSES

- 35.1 Offerors shall bear all costs and expenses incurred with developing, preparing, and submitting their offers.

36.0 STRIKE-THROUGH

- 36.1 The use of strike-through in the solicitation documents, including all attachments, indicates that the provision is not applicable to the purchase.

37.0 SUSTAINABILITY

- 37.1 As stated in Sarasota County Code, Section 2-229, "The County is committed to the procurement of products and services that minimize negative environmental and social impacts and emphasize long-term values. Preference shall be given to products or services that have a lesser or reduced effect on human health and the environment when compared to other products and services that serve the same purpose." Sarasota County expects offerors to provide cost effective and functional methods to meet this objective in their work products. Offerors should optimize post-consumer recycled content and reduce packaging and waste in creating their offers.

38.0 TAXES

- 38.1 Sarasota County is exempt from Federal Excise and State Sales Taxes (Department of Revenue Certification No. 85-8012515235C-5).

39.0 TECHNOLOGY

- 39.1 Computer systems and databases used for providing the documents necessary to any Agreement shall be compatible with existing County systems. The County operates on a Cisco/Nortel hybrid optical network behind a CheckPoint firewall. County PCs run Microsoft Windows XP and Windows-compatible software. The County's wireless network is Cisco-based.
- 39.2 The County records all land related changes and/or activities in its corporate ESRI ArcGIS 9.x based Geographic Information System (GIS). Therefore, all GIS or Computer Aided Drafting (CAD) formatted data created or modified in support of a project will be provided to the County as a project deliverable for inclusion into the County's GIS, at no additional cost. GIS data files submitted in support of a project must adhere to Sarasota County GIS Standards, and CAD drawings submitted must adhere to Sarasota County CAD Standards. Both standards are available via the County website (www.scgov.net).



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40.0 TIME EXTENSION

- 40.1 The County may extend a Term Contract up to ninety (90) days beyond the expiration date of the existing contract. The price in effect on the last day of the contract shall remain in effect for the contract extension period. Additional extensions shall be subject to agreement of both parties.

41.0 TRAVEL EXPENSE

- 41.1 Any travel expenses of an offeror which are approved for reimbursement by the County shall be subject to the limitations set forth in Section 112.061, Florida Statutes.

**SARASOTA COUNTY GOVERNMENT
PROCUREMENT**

1660 Ringling Blvd., 3rd Floor • Sarasota, Florida 34236
Telephone 941-861-5266 • Fax 941-861-5129

**SOLICITATION # : IFB 132363KR
Valve Assessment Program**

ADDENDUM NO. 4

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the Bid. Items not referenced herein remain unchanged.

Part I - Pertaining to the Solicitation Package

Words, phrases or sentences with a ~~strike through~~ represent deletions to the original specification. Underlined words, phrases or sentences represent additions to the original specification.

Due Date and Time: April ~~10~~ 24, 2013 at 2:30 p.m. RFI deadline has been extended to April 17, 2013.

Section 13 Submittal Documents

SUBMITTAL DOCUMENTS

13.1 The forms and documents listed below are provided as attachments to this IFB, and incorporated herein. These documents are required, and must be included with your bid submission. For electronic bids, these required documents must be submitted electronically in eProcure.

- ☒ Bid Form (REQUIRED FOR MANUAL SOLICITATIONS)
- ☒ Reference Form (REQUIRED)
- ☒ Copy of Level 3 Distribution System Operator License (REQUIRED)
- ☒ ~~Florida Underground Contractors License (REQUIRED)~~

Part II - Pertaining to the Technical Specifications

Words, phrases or sentences with a ~~strike through~~ represent deletions to the original specification. Underlined words, phrases or sentences represent additions to the original specification.

Please see revised Attachment "A"- Scope of Services and Bid Form- Revised 2

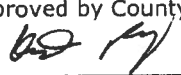
See Attached :

Revised Bid Form 2

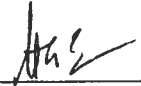
Attachment "A" Scope of Services

By submitting a response, offerors acknowledge receipt of any and all issued addenda, and agree to the provisions of each.

Approved by County:



Keith Raney, Procurement Analyst



Edward F. Coyman, Jr., Procurement Official

fol
4/9/13

Date

SCOPE OF SERVICES

VALVE ASSESSMENT AND MAINTENANCE PROGRAM

1. SCOPE OF SERVICE

- a. The purpose of this bid is to establish a contract, by means of sealed bids, to furnish all labor, equipment, materials and expertise necessary to provide valve assessment, valve conditions, confirm locations spatially, and perform maintenance, repair, and replacement parts and services for valves (including associated fittings, restraints, and pipe) on an "as needed" basis at locations to be determined within the Sarasota County Utility system. Sarasota County will furnish the successful Contractor with the most recent electronic copy of the Utility Valve system. The Contractor shall be responsible for furnishing all materials, equipment, and ancillary services to complete the requested work as specified in the Scope of Services as follows.

2. CONTRACTOR'S RESPONSE TIME

- a. The Contractor shall be adequately staffed and equipped to respond to all aspects of the requested work within 24 hours, if required by the County.

3. CONTRACTOR'S PERSONNEL

- a. The Contractor shall employ and assign to every project, a Project Manager who will oversee the described work. The Project Manager shall serve as a point of contact for all requested work, be responsible for coordinating and scheduling all requested work (including restoration) and be available (by phone, if not in person) while contractor work within the County's utility system is underway.
- b. The Contractor shall assign a qualified and responsible Service Technician (Level 3 Distribution System Operator License) to each aspect of the requested work. At anytime Contractor is working within the County's Utility system, notification shall be required with the County. All Service Technicians shall wear a uniform shirt that identifies the Contractor by name. All service Technicians shall arrive at, and travel through the Utility system in a presentable service vehicle identified with the Contractor's name and logo.

4. CONTRACTOR'S EQUIPMENT

- a. The Contractor shall utilize and maintain all equipment in a safe and responsible manner; it is the responsibility of the Contractor to maintain all equipment so as to avoid any leaking of fuel, oil, and/or hydraulic fluid. If such leakage occurs, it shall be the responsibility of the Contractor to protect the environment and surrounding surfaces from contamination and/or damage. If said leakage is excessive or cannot be adequately contained, said equipment must cease to operate and be removed from the job site. All Contractor service vehicles shall be maintained in a presentable manner and have the Contractor name and logo.

5. REQUIREMENTS FOR WORK AND SITE VISIT MANAGEMENT

- a. The Contractor personnel shall notify their assigned County representative each day, prior to beginning work within the County's Utility system. All Contractor personnel shall display on their person a company identification badge that is clearly visible at chest level and not covered by clothing or other items. This badge must have the company name, company phone number, the individual's name and the individual's photo. In addition, the County requires that the Contractor utilize the asset management software (Maximo). Training will be provided as necessary by the County. The Contractor shall retain a copy of the work order and must include the work order number in the invoice when applying for payment.
- b. The Contractor shall be responsible for obtaining all Utility locates through, and in accordance with "Sunshine State One Call of Florida" (SSOCOF) Excavation Guide (2207 or latest addition). The Contractor shall take all possible precautions and be responsible for protecting all underground utilities and other improvements within the utility easement and/or ROW. The Contractor shall promptly notify the County of any conflicts with existing utilities that may impact said work or of any damage to existing utilities that occurs as a result of said work. The Contractor shall be responsible for obtaining and adhering to all applicable Maintenance of Traffic (MOT) and/or Right of Way permits as required by the County and/or the State of Florida Department of Transportation (FDOT).
- c. Pricing for MOT shall be as follows:

Roadways within residential areas with speed limits of 35 mph or lower, and are single travel lanes, shall be included in the valve assessment bid pricing. Arterial roadways (up to 50 mph and multiple travel lanes) and FDOT roadways shall be bid per each set up. FDOT maintenance of traffic requirements and guidelines shall be followed at all times for arterial and FDOT roadways/ROW.

The Contractor shall submit MOT set up plans to the County and/or FDOT in advance for approval. The MOT will need to be approved by the County and/or FDOT before any work is performed.

- d. The Contractor shall set up, manage, and restore each job site in a responsible manner that includes but is not necessarily limited to Maintenance of Traffic (MOT), pedestrian safety, and property protection. At no time during active progress of work shall the Contractor leave the job site unattended. The Contractor must request and gain approval from the County for any specific job sites work that may extend past one work day. If approval is granted, all excavated areas must be backfilled and enclosed with safety mesh and proper MOT activated at end of each work day. Each job site (regardless of duration of work) must be maintained at all times in a responsible manner that does not unduly impact the surrounding areas and allows for adequate ingress/egress from properties affected. Any and all road and/or Ingress/egress closures must be approved by the County in advance of work. The Contractor shall present a contingency plan for such closures at time of approval request. Upon completion of work, the Contractor shall backfill and compact affected areas in addition to clean up and removal of any accumulated dirt and/or rubble from the job site. It shall be the ultimate responsibility of the Contractor to restore the Utility easement and/or right of way to pre-excavated condition. All restoration activities including irrigation system repairs shall be the responsibility of the contractor.
- e. The Contractor shall be responsible for notifying the County when a valve is found to be/or is damaged during exercising. The County shall be notified immediately once a valve has been determined to have failed. The County shall make the determination on how to proceed.

6. VALVE MAINTENANCE

Valve maintenance shall include the following procedures:

- a. Locate and access each valve – The County will provide the Contractor with electronic and hard copies of the project area.
- b. Raise valve box to grade (if applicable)
- c. Align valve box to vertical position (if located outside of pavement)
- d. Clean debris and standing water from valve box
- e. Operate valve from open to close and back to open position for (3) complete cycles. All valves will be exercised with the minimum torque required so as to minimize the possibility of damaging the valve. The contractor will not exceed 200 psi while exercising a valve. The Contractor shall call the appropriate County representative for authorization to exceed the 200 psi threshold.
- f. Obtain and record GPS coordinates of valve
- g. Paint valve box appropriate color
- h. Mark curb with "V" marking
- i. Document all pertinent data including location, type, and size of valve, direction of rotation to open position, number of turns to full open position, degree of operating difficulty, and noted deficiencies and/or miscellaneous findings. Additional attributes to collect may be specified by the County.

- j. Transfer all data from each valve location in "real time" to a central data base allowing for malfunctioning, broken and /or closed valves to be immediately reported to the County. All data shall be formatted to match the County's data system and/or forms.

7. GPS MAPPING

- a. All the valves encountered in this contract are to be GPS mapped within sub-foot accuracy and the data delivered in ESRI Geodatabase format, version 10.x or higher. Coordinate data shall be field collected with autonomous GPS readings and subsequently differentially corrected via post-processing. The contractor shall further refine positions through filtering and inspection to eliminate noise, problematic satellite geometry and multi-path degradation, Point valve features shall be collected at an epoch of 1 second with a minimum occupation of 20 seconds. Specific parameters include:
 - b. Elevation mask: 15 degrees above the horizon
 - c. Coordinate system; as agreed with NAD 1983 State Plane Florida EAST
 - d. Satellites: four or more
 - e. Position Dilution of Precision (PDOP): <6
 - f. Horizontal Dilution of Precision (HDOP): <4
 - g. Minimum number of raw positions collected: 20
 - h. In the event of obstructions – where a clear GPS position cannot be captured – a laser offset will be executed from a nearby location

At a minimum, and in addition to database attribute requirements, the following coordinate data items shall be generated as a result of this process

PDOP value
HDOP value
Correction Status
Date Recorder
Time Recorded
Total Positions
Filtered Positions
Horizontal Precision
Vertical Precision
Standard Deviation
Coordinate File Name
X-coordinate
Y-coordinate

Identifier to determine whether the feature was acquired through laser or GPS

DOCUMENTATION: Documentation data shall be collected on each valve and will be agreed upon, and compatible with the County's ESRI Software in advance of work startup. Data documentation shall include, at a minimum:

Physical data – Identification number, map number, valve size, type of valve, use of valve, valve structure, depth of valve, number of turns, torque, if clean out was necessary, valve discrepancies (by category and details), box/vault discrepancies (by category and details), additional physical information as necessary.

Location data – Mapping grade GPS coordinate data parameters noted in the GPS mapping section.

Discrepancies – Details on discrepancies so that a work order as described below) can be concisely created.

DELIVERABLE DATABASE; Sarasota County Government requires GIS deliverables to be in the ESRI Geodatabase format, version 10.x or higher. All data must be projected in State Plane Florida West HARN, NAD1983 datum, linear units in feet. Specific layer types, attribution requirements, and delivery methods will be detailed in Scopes of Services. Contractor shall be able to fully integrate data into ESRI and also torque chart data shall be integrated into the County's ESRI system. Metadata, including a detailed citation describing field data collection practices, equipment settings, post processing procedures, base station used for differential correction and expected accuracy, are to be submitted with final and interim data deliveries. The database shall contain the information agreed to by the County and at a minimum the following attribute data:

A unique Identification number – Torque chart for large valves
Data Dictionary – Valve Condition (operable, inoperable)
Source Document Reference – Valve discrepancies
Date of Operation – Structure discrepancies
Valve Size – PDOP value
Valve Type – HDOP value

Obstructed GPS data shall be obtained through laser offset method.

The Contractor shall employ and designate a qualified Quality Control Manager who shall be responsible for re-inspection of all field processed data if it falls outside of tolerances. All such data shall be re-collected. The Quality Control Manager shall also be responsible of random sampling of not less than 10% of the total contract value. This will provide quality assurance of all physical aspects of the service and validation of all data attributes collected. Daily logs will be posted for the County to review before Invoice submittals occur.

8. VALVE MARKING

- a. Valve lid covers will be marked, as the inspection and exercising process is completed, with the appropriate colored oil based enamel marking paint. The mark is intended to provide field evidence of work completed at an individual valve. The Contractor shall provide samples of the paint for approval by the County, prior to use.

Sample Colors:



Blue = Potable Water



Purple = Reclaimed Water, Irrigation, and Slurry Lines



Green = Sewer and Drain Lines

9. MINOR REPAIRS

- a. The Contractor shall complete minor repairs as they are encountered throughout this program, Minor repairs are defined as repairs which can return a valve to full operability and do not require backhoe excavation or breaking the pressure barrier of the water system. While many different repairs may be necessary in order to restore valves to full operability, the Contractor will complete the following minor repairs:
 - i. Raising valve boxes in asphalt – Locate the paved over valve, cut asphalt (small cut), jackhammer down to the cover, apply risers to raise to existing street level, backfill with compacted material and patch with cold patch material.
 - ii. Raising valve boxes in dirt - Locate the buried valve, dig down to the cover, and apply risers to raise the box to existing ground level, replace sod if necessary, and backfill with compacted soil.
 - iii. Re-aligning valve boxes – Cut asphalt, jackhammer or dig to reveal box upper section, vacuum excavate so that box can be adjusted, adjust box over the operating nut, backfill with compacted material and patch with cold patch material.

IFB #132363KR – Valve Assessment Program

REVISED 2

Bidders must provide prices for each line item for their bid to be considered responsive.

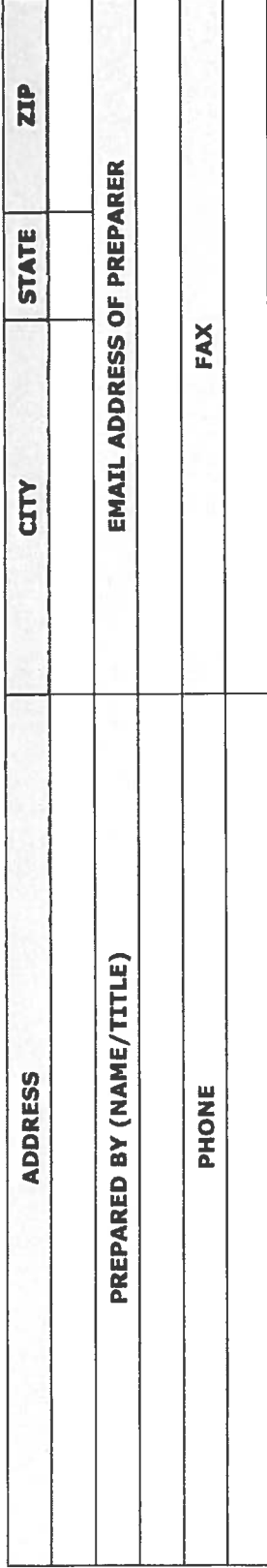
ITEM	DESCRIPTION	UNIT OF MEASURE	UNIT BID PRICE	MULTIPLIER	EXTENDED BID PRICE
1	Valve assessment and maintenance (Includes sub-foot GPS location)	EACH	\$	15,000	\$
2	Valve assessment and maintenance (without GPS location)	EACH	\$	1000	\$
3	Raise valve box to grade, <12" depth in dirt, grass, sand, and gravel	EACH	\$	1000	\$
4	Raise valve box to grade, (>1' – 4' deep) in dirt, grass, sand, and gravel	EACH	\$	5	\$
5	Raise valve box to grade, (4' – 10' deep) in dirt, grass, sand, and gravel	EACH	\$	5	\$
6	Raise valve box to grade, (>10' deep) in dirt, grass, sand, and gravel	EACH	\$	5	\$
7	Raise valve box to grade, < 12" depth in concrete areas and vehicular arteries	EACH	\$	1000	\$
8	Raise valve box to grade, (<1 – 4') deep in concrete areas and vehicular arteries	EACH	\$	5	\$
9	Raise valve box to grade, (4' – 10') deep in concrete areas and vehicular arteries	EACH	\$	5	\$
10	Raise valve box to grade, (>10') deep in concrete areas and vehicular arteries	EACH	\$	5	\$
11	Replace valve box and raise to grade, >12" depth but < 42" depth in concrete areas and vehicular arteries	EACH	\$	50	\$
12	Replace valve box and raise to grade, > 42" depth but < 48" depth in concrete areas and vehicular arteries	EACH	\$	20	\$
Valve Realign Services					

IFB #132363KR – Valve Assessment Program REVISED 2						
Bidders must provide prices for each line item for their bid to be considered responsive.						
13	Realign valve box to grade in dirt, grass, sand or gravel (0' – 4' deep)	EACH	\$	X	5	\$
14	Realign valve box to grade in dirt, grass, sand or gravel (>4' – 10' deep)	EACH	\$	X	2	\$
15	Realign valve box to grade in dirt, grass, sand or gravel (>10' deep)	EACH	\$	X	2	\$
16	Realign valve box to grade in pavement (0' – 4' deep), includes permanent asphalt patch or replacement of entire "joint" if realignment is within a sidewalk	EACH	\$	X	5	\$
17	Realign valve box to grade in pavement (>4' – 10' deep), includes permanent asphalt patch or replacement of entire "joint" if realignment is within a sidewalk	EACH	\$	X	2	\$
18	Realign valve box to grade in pavement (>10' deep), includes permanent asphalt patch or replacement of entire "joint" if realignment is within a sidewalk	EACH	\$	X	2	\$
19	MOT for Arterial Roadways	EACH	\$	X	5	\$
20	MOT for FDOT Roadways	EACH	\$	X	5	\$
TOTAL BID PRICE (sum of extended bid price line items 1 – 18)						\$

The undersigned certifies that the bidder will provide products and/or services in accordance with the specifications of the IFB and all issued addendums at the rates listed above for the term of the Agreement.

TOTAL BID PRICE WRITTEN IN WORDS
BIDDER¹ (INSERT LEGAL NAME OF COMPANY)

¹ To be considered for local business preference, Bidder must match the name of the business identified on the Affidavit as to Local Preference.



information submitted with this bid is true, and that I am authorized to complete this Bid Form on behalf of the company.

Date _____

**SARASOTA COUNTY GOVERNMENT
PROCUREMENT
NOTICE OF RECOMMENDED AWARD**

SOLICIATION NUMBER: #132363KR

SOLICITATION TITLE: Valve Assessment Program

DUE DATE AND TIME: April 24, 2013 at 2:30 p.m.

RESPONDENTS:

<u>Company Name</u>	<u>City</u>	<u>County</u>	<u>Total Bid Price</u>
Wachs Valve and Hydrant Services, LLC/ Mark French/ 561-314-9179	Buffalo Grove	Cook	\$1,021,970.00
Mueller Service Co., LLC/ Chad Mize/ 813-764-8183	Plant City	Hillsborough	\$1,206,988.50
R & M Service Solutions, LLC/David J. Mills/ 352-585-1504	Trilby	Pasco	\$617,074.42

AWARD CRITERIA: The bid shall be awarded to the responsive and responsible bidder submitting the lowest total extended price

RESULTS: R & M Service Solutions, LLC. having submitted the lowest responsive and responsible bid is recommended for award

By: 
Edward F. Coyman, Jr., Procurement Official

Date: 5/21/2013

By: 
Procurement Analyst

By: 
Project Manager