

**BOARD OF COUNTY COMMISSIONERS  
CLAY COUNTY, FLORIDA**

**REQUEST FOR BIDS**

**BID NO. 17/18-21, CONTINUING DRAIN LINE REPAIR  
AND/OR NEW CONSTRUCTION**

**DUE DATE: Monday April 30, 2018- 4:00 pm**

**OPEN DATE: Tuesday, May 1, 2018 -1:00 pm**



**Issued By:**  
**Clay County Board of County Commissioners**  
**Purchasing Division**

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## REQUEST FOR BID NOTICE

NOTICE IS HEREBY GIVEN that sealed proposals will be received until 4:00 P.M., Monday, April 30, 2018, at the Clay County Administration Building, fourth floor, Reception Area, 477 Houston Street, Green Cove Springs, Florida 32043, for the following:

### **Bid No. 17/18-21, CONTINUING DRAIN LINE REPAIR AND/OR NEW CONSTRUCTION**

Bids will be opened at 1:00 P.M., or as soon thereafter as possible, on Tuesday, May 1, 2018 in the Clay County Administration Building, Conference Room “B”, fourth floor, 477 Houston Street, Green Cove Springs, Florida, in the presence of the Purchasing Department staff and all other interested persons.

The opened Bids will be read aloud and preserved in the custody of the Purchasing Department for later examination for conformance to specifications and tabulated. The Finance and Audit Committee of the Board will present its recommendation to the Board of County Commissioners as soon thereafter as possible.

Bids will not be valid unless received by the proposal deadline and in a sealed envelope marked: **“Bid No. 17/18-21, CONTINUING DRAIN LINE REPAIR AND/OR NEW CONSTRUCTION”** to be received until 4:00 P.M., Monday, April 30, 2018. Envelopes are to be submitted in person or delivered by courier to the above address. No postal mail will be accepted.

**A mandatory pre-bid meeting will be held at the Clay County Administration Building, 4th floor Conference Room B, 477 Houston Street, Green Cove Springs, FL 32043 on April 19, 2018 at 10:00 a.m.**

During the bidding process, all prospective proposers are hereby prohibited from contacting (i) any member of the Board of County Commissioners, the County Manager or any County employee or agent regarding the solicitation in any respect during the solicitation period, and (ii) the County Manager or any County employee or agent regarding the solicitation in any respect during the evaluation period. The violation of this rule shall result in the automatic disqualification of any response to a bid solicitation submitted by the violator (as specified in Section P of Chapter 8 of the Purchasing Manual attached hereto). The no-contact rule set forth shall not apply to inquiries submitted to County employees or agents in the manner specifically provided in the bid solicitation package regarding the distribution thereof, or to communications seeking clarification regarding instructions or specifications submitted to County employees or agents in the manner specifically provided for in the bid solicitation package, or to pre-bid conferences provided for in the bid solicitation package, or to formal presentations by finalists to the Board of County Commissioners or any committee thereof specifically contemplated in the bid solicitation package. For information concerning procedures for responding to this Bid, contact the Purchasing Division, Donna Fish by email [purchasing@claycountygov.com](mailto:purchasing@claycountygov.com) or at (904) 278-3761.

The County reserves the right to waive formalities in any response, to reject any or all responses with or without cause, to waive technical and non-technical or non-material defects in the solicitation or submittal of any responses, including the lack of availability of adequate funds, regulatory agency requirements, to make award in part or completely, and/or to accept the response that, in its judgment, will be in the best interest of the County of Clay. Bid proposals in which the prices obviously are unbalanced will be rejected.

**FOLLOWING THE BID OPENING AND TABULATION, A “NOTICE OF INTENT TO AWARD BID” OR A “NOTICE OF REJECTION OF ALL BIDS” WILL BE POSTED ON THE INTERNET AT: <http://www.claycountygov.com/departments/purchasing-division/bcc-bid-tabs-current-bids-intent-bids-rejection-bids> THIS WEB PAGE CAN ALSO BE ACCESSED FROM THE HOMEPAGE OF THE COUNTY’S WEBSITE AT: [www.claycountygov.com](http://www.claycountygov.com) BY FOLLOWING THE “NOTICE OF INTENT Bids” LINK UNDER THE “BUSINESS” ROLLOVER BUTTON ON THE COUNTY’S HOMEPAGE. NO OTHER NOTICE WILL BE POSTED.**

**PROSPECTIVE BIDDERS ARE NOTIFIED THAT THE FAILURE TO INCLUDE WITHIN THE SEALED BID ENVELOPE A PROPER BID BOND OR OTHER SECURITY APPROVED UNDER THE COUNTY’S PURCHASING POLICY, OR THE FAILURE TO FILE A WRITTEN PETITION INITIATING A FORMAL PROTEST PROCEEDING WITHIN THE TIMES AND IN THE MANNER PRESCRIBED IN SECTION 8. (N), OF SAID POLICY, SHALL CONSTITUTE A WAIVER OF THE RIGHT TO PROTEST THE BID SOLICITATION, ANY ADDENDUM THERETO, OR THE BID DECISION, AS APPLICABLE, AND TO INITIATE A FORMAL PROTEST PROCEEDING UNDER SAID POLICY. THE COUNTY’S PURCHASING POLICY CAN BE VIEWED AT THE COUNTY’S WEBSITE BY FOLLOWING THE APPROPRIATE LINKS FROM THE HOMEPAGE ADDRESS SET FORTH ABOVE.**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or 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.

-----END OF NOTICE-----

**BID ADVERTISEMENTS SCHEDULE**

**Bid No. 17/18-21, CONTINUING DRAIN LINE REPAIR AND/OR NEW  
CONSTRUCTION**

(CLAY TODAY) For publication on: April 5, 2018

(CLAY COUNTY WEBSITE) For: April 5, 2018

**PLEASE SEND ORIGINAL INVOICE AND PROOF OF PUBLICATION TO:**

Clay County Board of County Commissioners  
**Purchasing Department**  
477 Houston Street  
Green Cove Springs, Florida 32043  
ATTENTION: Donna Fish

  
\_\_\_\_\_  
S. C. Kopelousos  
County Manager

## **REQUEST FOR BID INSTRUCTIONS**

### **Bid No. 17/18-21, CONTINUING DRAIN LINE REPAIR AND/OR NEW CONSTRUCTION**

1. **Delivery and Receipt of Bids:** All sealed Bids submitted shall be received by the Purchasing Division of Clay County, Florida.

Proposals submitted in person or by courier services will be received at:

Clay County Administrative Building  
Fourth Floor, Reception Area  
477 Houston Street, Green Cove Springs, Florida 32043

Three copies of the bid must be received in a sealed envelope. Proof of liability insurance, form W-9 taxpayer identification number, and bid information shall be included with all responses submitted.

The words **“Bid No. 17/18-21, CONTINUING DRAIN LINE REPAIR AND/OR NEW CONSTRUCTION”** shall be clearly marked on the front and back of the envelope containing the Bid.

2. **Due Date and Opening Date:** Bids will be received by carrier or in person until Monday, April 30, 2018 at 4:00 p.m. and will be opened on Tuesday, May 1, 2018 at 1:00 p.m. or soon thereafter, in the Clay County Administration Building, 477 Houston Street, Conference Room “B”, Fourth Floor, Green Cove Springs, Florida. Bids will be reviewed by Clay County as soon thereafter as possible.
  - A. All Bids will be “clocked” at the time they are received to indicate the time and date of receipt.
  - B. Bids WILL NOT be accepted in person after the time and date specified.
  - C. Bids received by mail WILL NOT be accepted if they are received after the time and date specified regardless of the circumstances.
  - D. No postal mail will be accepted.
3. **A mandatory pre-bid meeting will be held at the Clay County Administration Building, 4th floor Conference Room B, 477 Houston Street, Green Cove Springs, FL 32043 on April 19, 2018 at 10:00 a.m.**
4. **Withdrawal of Bid:** Bids may be withdrawn by a written or faxed request by the Bidder and received by the Purchasing Department before the date and time for receiving Bids has expired. Negligence on the part of the Bidder in preparing a Bid is not grounds for withdrawal or modification of a Bid after such Bid has been opened by the County. Bidders may not withdraw or modify a Bid after the appointed Bid Opening, and Bids will be in force for a minimum of thirty (30) days after the Bid Opening. Bidders may not assign or otherwise transfer their Bids.
5. **Inquiries/Questions:** Any questions regarding this Bid must be directed to **Donna Fish** (the

authorized contact person) via email at [purchasing@claycountygov.com](mailto:purchasing@claycountygov.com) (preferred method) or by calling (904) 278-3761. Written inquiries/questions must be received by **April 23, 2018**. Responses to questions, clarifications, and addenda will be distributed to potential Bidders by email. It is the responsibility of interested Bidders to verify if this information has been issued prior to submitting a Bid.

6. **No Contact Period:** During the Bidding process, all prospective Bidders are hereby prohibited from contacting (1) any member of the Board of County Commissioners, the County Manager or any County employee or agent regarding the solicitation in any respect during the solicitation period, and (2) the County Manager or any County employee or agent regarding the solicitation in any respect during the evaluation period. The violation of this rule shall result in the automatic disqualification of any Bid submitted by the violator, as specified in Section P of Chapter 8 of the Clay County Purchasing Manual. **Exceptions:** The no-contact rule set forth shall not apply to inquiries submitted to the authorized contact person, the pre-bid conference, or to formal presentations by finalists to the Board of County Commissioners or to the County's evaluation committee.
7. **Additional Evaluation:** The County reserves the right to request any additional information from Bidders after Bid Opening and before award as may be necessary to assist in review and evaluation of any Bid prior to submittal of a recommendation for award to the Board of County Commissioners.
8. **Award:** The Bid will be awarded to the responsible Bidder(s) submitting a Bid determined to provide the best value to the County with price, technical, and other applicable factors considered. The County reserves the right to award to multiple bidders.
9. **Waiver of Formalities/Rejection of Bids:** The County reserves the right to waive formalities in any Bid, to reject any or all Bids with or without cause, to waive irregularities/technicalities, and waive technical and non-technical or non-material defects in the Bid document or submittal of any Bid. The County reserves the right to make award either in part or completely, and/or to accept the Bid that, in its judgment, will be in the best interest of the County. Bids in which the prices obviously are unbalanced will be rejected. The County reserves the right to reject any and all Bids and to re-advertise for all or any part of this solicitation as deemed in its best interest.
10. **Cancellation of Bid:** Clay County reserves the right to cancel a solicitation at any time prior to approval of the award. The decision to cancel a solicitation cannot be the basis for a protest under the formal protest process as referenced herein.
11. **No Bid:** Each company not intending to respond to this Bid should reply with a written "No Bid Statement". Such action will maintain the company on the appropriate active Bidder solicitation list. Three (3) failures to respond to solicitations may result in deletion from the Bidder solicitation list.
12. **Bid Errors:** Where Bid forms have erasures or corrections, each erasure or correction must be initialed in ink by the Bidder. In case of unit price Bid items, if an error is committed in the

extension of an item, the unit price as shown in the Bid response will govern. Errors between any sum, computed by the Bidder, and the correct sum thereof will be resolved in favor of the correct sum. Any discrepancy between words and numbers will be resolved in favor of the written words.

13. **Deviations:** Bidders are hereby advised the County will only consider Bids that meet the specifications and other requirements imposed upon them by this Bid document. In instances where a deviation is stated in the Bid Form, said Bid will be subject to rejection by the County in recognition of the fact that said Bid does not meet the exact requirements imposed upon the Bidder by the Bid or Contract documents.
14. **Bid Protests:** Any company affected adversely by the County's decision may file with the County Purchasing Division a "Notice of Protest" in writing within 72 hours after the posting of the recommended award. Failure to file a written Notice of Protest shall constitute a waiver of proceedings under Chapter 8 (N) of the Clay County Purchasing Policies. Failure to file a written petition initiating a formal protest proceeding within the time frame and in the manner prescribed in Section 8 (N) of said policy shall constitute a waiver of the right to protest the Bid solicitation, any addendum thereto, or the Bid award recommendation or decision, and to initiate a formal protest proceeding under said policy. The County's Purchasing Policy may be viewed at the County's website by following the appropriate links from the Homepage.
15. **Public Entity Crimes:** Pursuant to Section 287.133(2)(a) of the Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Bid for a Contract to provide any goods or services to a public entity, may not submit a Bid for a Contract with a public entity for the construction or repair of a public building or public work, may not submit Bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or 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 of the Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. By submitting a Bid, Proposal or Reply - Bidder attests that they have not been placed on the Convicted Vendor List".
16. **Debarment:** By submitting a Bid, Proposal or Reply, the Bidder certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Florida and that it is not an agent of a person or entity that is currently debarred from submitting proposals for contracts issued by any subdivision or agency of the State of Florida.
17. **Scrutinized Companies Certification:** In compliance with subsection (5) of Section 287.135(5), Florida Statutes the Bidder certifies that the company is not participating in a boycott of Israel as defined in subsection (1) of the Statute; is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List as referred to in subsection (2) of the Statute; and does not have business operations in Cuba or Syria as defined in subsection (1) of the Statute. The



included Scrutinized Companies Certification Form must be completed and returned as part of the bid submittal.

18. **Laws and Regulations:** The Bidder shall comply with all laws and regulations applicable to provide the goods and/or services specified in this solicitation. The Bidder shall be familiar with all federal, state and local laws that may affect the goods and/or services offered. All applicable Federal and State laws, municipal and Clay County ordinances, and the rules and regulations of all authorities having jurisdiction over any part of the project shall apply to the entire project and Contract.
19. **Copyright Restrictions:** Both the County seal and the County logo are being registered for a copyright. Neither the Clay County seal nor the logo may be used or provided to non-Clay County government users for use on company Bids, presentations, etc.
20. **Indemnification:** The awarded Bidder shall indemnify and hold harmless the County, and its officers and employees, 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 company and other persons employed or utilized by the company in the performance of the Contract. The provisions of Florida Statute 768.28 applicable to Clay County, Florida apply in full to this Contract. Any legal actions to recover monetary damages in tort for injury or loss of property, personal injury, or death caused by the negligent or wrongful act or omission of any employee of the County acting within the scope of his/her office or employment are subject to the limitations specified in this statute.

No officer, employee or agent of the County acting within the scope of his/her employment or function shall be held personally liable in tort or named as a defendant in any action for any or damage suffered as a result of any act, event, or failure to act. The County shall not be liable in tort for the acts or omissions of an officer, employee, or agent committed while acting outside the course and scope of his/her employment. This exclusion includes actions committed in bad faith or with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property.

21. **Insurance Requirements:** Prior to commencement of the project, the awarded Bidder shall provide the County Purchasing Division with proof of the following insurance:

- a. Commercial General Liability

1. General Aggregate	\$1,000,000
2. Products and Completed Operations Aggregate	\$1,000,000
3. Personal and Advertising Injury	\$1,000,000
4. Each Occurrence	\$1,000,000
5. Fire Damage (any one fire)	\$ 50,000
6. Medical Expense (any one person)	\$ 5,000

- b. Automobile Liability

1. Any automobile-Combined bodily injury/  
property damage,  
with minimum limits for all additional  
coverages as required by Florida law \$1,000,000
- c. Workers Compensation/Employers Liability
  1. Workers Compensation statutory limits
  2. Employers Liability
    - a. Each Accident \$ 100,000
    - b. Disease-Policy \$ 500,000
    - c. Disease-Each Employee \$ 100,000
- d. Professional Liability when required by Contract-per occurrence \$ 1,000,000

The awarded Bidder must maintain insurance coverage at the above-prescribed levels through the date of completion of the project and such coverage must include all independent Contractors and subcontractors. Either prior to, or simultaneously with the execution of the Contract, the awarded Bidder must deliver certificates of insurance for the required insurance coverage to the County naming "Clay County, a political subdivision of the State of Florida, the Board of County Commissioners, Clay County, Florida; and all public agencies of Clay County, as their interests may appear" as "Additional Insured." Said certificates of insurance shall also include a thirty-day prior written notice of cancellation, modification or non-renewal to be provided to the County.

22. **Performance and Payment Bond Requirements:** Prior to commencement of a project, the awarded Bidder(s) shall file a \$200,000.00 Performance and Payment Bond (using Clay County's Standard Form) in the Public Record of Clay County, Florida, Recording Dept./Room 130, 825 North Orange Avenue, Green Cove Springs, Florida 32043. The recorded Performance and Payment Bonds shall be provided prior to the commencement of construction to Clay County Purchasing Division, PO Box 1366, Green Cove Springs, Florida 32043. Performance and Payment Bonds must be increased in accordance with any change order increases on the project. The Performance and Payment Bond will be required and held through the duration of the primary contract.
23. **Bid Preparation Costs:** By submission of a Bid, the Bidder agrees that all costs associated with the preparation of his/her Bid will be the sole responsibility of the Bidder and shall not be borne by the County. The Bidder also agrees that the County bears no responsibility for any costs associated with the preparation of their Bid and/or any administrative or judicial proceedings resulting from the solicitation process.
24. **Contractor Qualifications and Requirements:** At the time of Bid Opening, all Bidders must be certified or registered pursuant to Chapter 489, Florida Statutes, or hold a Clay County certification under Article III of Chapter 7 of the Clay County Code, as applicable, at the time of submitting a Bid. All Bidders must submit evidence of current state certification

or registration, or County certification, as applicable, prior to award of this Bid.

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

- a. State of Florida, Department of Professional Regulation, Construction Industries Licensing Board and licensed by other federal, state, regional, county or municipal agencies having jurisdiction over the specified construction work.
- b. Said licenses shall be in the Bidder's name as it appears on the Bid Form. Bidder shall supply a copy of each applicable license showing the appropriate license numbers, with expiration dates as required by the County. Failure to hold and provide proof of proper licensing, certification and registration may be grounds for rejection of the Bid and/or termination of the Contract.
- c. Subcontractors Contracted by the Prime Contractor shall be licensed in their respective fields to obtain construction permits from the County. Said license must be in the name of the subcontractor.

The following licensing requirements shall apply when applicable (Contractor Prequalification):

Florida Law and Rules of the State of Florida, Department of Transportation, require contractors to be prequalified with the Department in order to bid for the performance of road, bridge, or public transportation construction contracts greater than \$250,000.00. The Contractor Prequalification process results in the issuance of a Certificate of Qualification for each successful applicant which lists the approved work classes and the Maximum Capacity Rating in dollars. It is the responsibility of potential bidders to review the requirement and meet the qualifications listed at: [http://www.dot.state.fl.us/cc-admin/PreQual\\_Info/prequalified.shtm](http://www.dot.state.fl.us/cc-admin/PreQual_Info/prequalified.shtm). Contractors not meeting the applicable work types associated with the scope of the work may utilize subcontractors to assist with meeting the requirement of all necessary prequalification work classes.

The County shall have the right to review the references, experience of assigned personnel, and qualifications of the Contractor in order to make the final determination of acceptability of the Contractor to be awarded the Contract and construct the work.

The Board of County Commissioners may reject, at its sole discretion, any Bidder the Commission finds to lack, or who's present or former executive employees, officers, directors, stockholders, partners or owners are found by the Commission to lack honesty, integrity, or moral responsibility. The Commission's finding may be based on any of the following factors: the disclosure required herein, the County's own investigation, public records, or any other reliable source of information. The Commission may also reject any Bidder failing to make the disclosure required herein. By submitting a Bid, Bidder recognizes and accepts that the Board of County Commissioners may reject any Bid at its sole discretion

and the Bidder waives any claim it might have for damages or other relief arising from the rejection of its Bid or resulting directly or indirectly from the rejection of its Bid based on these grounds or from the disclosure of any pertinent information relating to the reasons for rejection of its Bid.

25. **Subcontractors:** The County reserves the right to approve all subcontractors for this Contract. If subcontractors are to be utilized, their names and references must be included within this Bid. Responsibility for the performance of the Contract remains with the main Contractor exclusively. After the commencement of the project, subcontractors may be added or modified during the Contract period only with prior written permission from the County, and only for reasonable cause, as judged by the County.
26. **Interpretation of Plans and Specifications:** No interpretation of the meaning of the plans, specifications, or other Contract documents will be made to any Bidder orally. Every request for interpretation should be in writing addressed to the Purchasing Division. To be given consideration, such requests must be received no later than **April 23, 2018.** Any and all such interpretations and any supplemental instructions will be in the form of a written addendum. All Addenda issued shall become part of the Bid and Contract documents, and receipt must be acknowledged on the Bid Form, by completion of the applicable information on the Addendum, and submitting it with the Bid. Failure to acknowledge Addenda which have no effect on the competitive nature of the bidding process may be a waivable deviation at the County's sole discretion.
27. **Conflict of Interest:** The award hereunder is subject to Chapter 112, Florida Statutes. All proposers must disclose with their Proposal, any personal or organizational conflicts of interest pursuant to Section 112.313, Florida Statutes, the name of any officer, director, or agent who is also an employee of the Clay County Board of County Commissioners. Further, all proposers must disclose the name of any Clay County Board of County Commissioners employee who owns, directly or indirectly, an interest of the proposer's firm or any of its branches.
28. **Use of Contract by other Government Agencies:** At the option of the Vendor/Contractor, the use of the Contract resulting from this solicitation may be extended to other governmental agencies, including the State of Florida, its agencies, political subdivisions, counties, and cities.  
  
Each governmental agency allowed by the Vendor/Contractor to use this Contract shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received and accepted. No agency receives any liability by virtue of this bid and subsequent contract award.
29. **Execution of Contract and Notice to Proceed:** The awarded Bidder may be required to sign a written Contract. Said Contract will evidence in written form the agreement between the parties.

30. All payments made under this Bid will be made in accordance with the Local Government Prompt Payment Act; in effect, not later than 45 days from receipt of proper invoice.

**Bid No. 17/18-21, CONTINUING DRAIN LINE REPAIR AND/OR NEW  
CONSTRUCTION**

**I. GENERAL CONDITIONS:**

**A. SCOPE OF WORK**

1. The intent of these specifications is to provide a basis for furnishing Clay County all labor, materials, equipment, safety procedures, operations, and erosion control elements necessary to perform continuous storm drain lines and structures repairs, replacement, and /or new construction countywide on an as needed basis for a 12 month term with the option of two (2) 12 month renewals.

Each 12 month contract renewal, if offered, would be accompanied by a negotiated and mutually agreeable CPI (Construction Price Index) increase to account for fluctuation in the costs of fuel, steel, concrete, etc.

2. The work performed under these specifications and all materials used shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction (except, S-1 and S-III type asphalt shall comply with the 2000 corresponding specifications). In addition, the 2017 State of Florida Department of Transportation Design Standards, and the 2017 State of Florida Department of Transportation Drainage Manual, including all revisions and supplements, shall be incorporated into and become parts of this set of Specifications and shall apply to the proposed work unless indicated otherwise in these specifications.
3. No work shall be performed outside of existing County rights-of-way and/or easements without prior approval from the County Project Manager and acquisition of the necessary temporary or permanent easements. Any easements required to facilitate the construction shall be acquired by the County prior to work being performed in those areas.
4. The Bid will be awarded based on the lowest two responsive and responsible bidders for the total Unit Cost Prices. If there is a discrepancy with the bid tabulations, the lowest bid price will be based on the estimated quantity and the unit cost. For each Project Task, both Contractors will be asked to provide a Lump Sum Price for Site Preparation, Maintenance of Traffic, and Miscellaneous Non-Bid Items. A Notice to Proceed and a Purchase Order will be issued to the lowest overall bid prices that include the lump sum prices provided at the time of each Project Task and the Unit Cost Prices provided at the time of Bid. The County will provide the estimated schedule of values to each contractor prior to the contractor providing the Lump Sum Prices. This also includes any Non-Bid Items that may be determined during the project scoping.

**B. PERFORMANCE AND PAYMENT BOND:**

1. A \$200,000.00 Performance and Payment Bond will be required and held through the duration of the primary contract.
2. All associated work shall be initiated for each Project Task by a proposal from the contractor following the Unit Cost Bid Tabulation attached in the Contract. No work shall proceed without a fully executed purchase order and the issuance of the Notice to Proceed.

**C. CONTRACTOR AND SUBCONTRACTOR QUALIFICATIONS**

1. The Contractor must have at a minimum five (5) years' experience as a Certified Underground Utility and Excavation Contractor and possess an active valid license with the Florida Department of Business and Professional Regulation as a Certified Underground Utility and Excavation Contractor and shall provide evidence of this with their proposal.
2. The Contractor shall own or have full access to the appropriate personnel and equipment to complete the projects requested.
3. Contractor must provide three (3) references and a list of equipment with identification (i.e. serial #, VIN, etc.) and personnel with their position (e.g. foreman, laborer, etc.).
4. The County shall have the right to review the references, experience of assigned personnel, and qualifications of the Contractor in order to make the final determination of acceptability of the Contractor to be awarded the contract and construct the work.
5. The County reserves the right to approve all subcontractors for this contract. If Sub-Contractors are to be utilized, the Sub-Contractor must possess an active and valid license issued by the Florida Department of Business and Professional Regulation in the appropriate category. Evidence of this must be provided with the Primary Contractor's proposal or prior to any work order being released. The Primary Contractor shall be required to perform a minimum of 40% of the work.
6. The Sub-Contractor shall own or have full access to the appropriate personnel and equipment to complete their portion of the requested projects.
7. The Sub-Contractors name, contact information, description of work performed, three (3) references, list of equipment with identification (i.e. serial #, VIN, etc.), personnel with their position (e.g. foreman, laborer, etc.), and percentage of work performed must be included. Responsibility for the performance of the contract remains with the main contractor exclusively.

8. Subcontractors may be added to this contract during the contract period only with PRIOR WRITTEN PERMISSION from Clay County, and only for reasonable cause, as judged by the County.
9. The submission of a responsive bid shall be deemed to be the bidder's guarantee that all quantities will be supplied in response to orders. The bidder will be responsible and liable to the County for costs incurred by the County to procure material/services from alternate sources in the event the bidder fails to supply a particular quantity ordered.

**D. EARTHWORK AND RELATED OPERATIONS:**

1. Excavations for structures, pipes, and embankment work shall comply with Sections 120 and 125 of the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction and the State of Florida Department of Transportation Design Standards Indexes 500 and 505.

**II. BID ITEMS:**

**A. SITE PREPARATION:**

1. Site Preparation will be applicable to any project assigned under this Contract that involves replacing existing drainage systems. Work shall follow the requirements of Appendix "A", the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Sections 7, 100, 104, 107, and 110, and the further clarifications in this paragraph. This item includes all demolition work required unless otherwise listed as a separate bid item. Work includes, but not limited to:
  - a. Pipe removal or abandonment in place by grout filling if approved by County representative.
  - b. Re-grading existing ditches within ten (10) feet of new drainage structures or pipe terminus.
  - c. Removing curb and gutter of any type.
  - d. Removal of paved spillways,
  - e. Removal of ditch paving/rip rap of any type.
  - f. Removal of trees less than 6 inches in diameter
  - g. Install erosion control per BMP (Best Management Practices)
  - h. Sawcutting and removal of asphalt/concrete pavement up to a cross-sectional depth of six(6) inches
  - i. Closed circuit television inspection; if requested by the project representative at the time the project scope of work is developed.
  - j. All necessary mean for dewatering, including wellpoint.



2. Additional work covered under this paragraph includes but is not limited to surveying, dust control, trimming of trees, tree protection, trench protection, replacement of any existing trees, shrubs and/or plants damaged by the Contractor, and protection of any existing features to remain. All existing guardrails, handrails, fences, signs, mailboxes, or other items that must be temporarily removed for construction purposes shall be restored to preconstruction condition as well as the removal and disposal of extra drainage pipe or structures deemed unnecessary by the Clay County Designated Representative within the limits of construction. There will be no extra charge for this work.
3. Also included in this item is any other work necessary to accomplish the project requirements which is not specifically included in another bid item in the proposal.
4. Any signs, mailboxes and/or existing utilities shall be protected from damage, as well as the replacement of any of these type items that are damaged by the Contractor. The Contractor shall be responsible for calling the 811/"Call Before You Dig" related hotline and ensuring that all existing utilities have been marked in the field prior to any work being performed.
5. The Contractor is reminded that every project site shall be in compliance with all prevention, control and abatement of erosion and water pollution in accordance with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 104. All erosion and pollution control items and work required to meet this requirement is included in the work covered under Site Preparation and will not be paid for as a separate cost item or contract additive cost.
6. The Contractor is responsible for protecting all trees within the work area in accordance with Clay County Ordinance 2003-19, Article VI, and all appendixes. This requirement shall be included in the bid Price for Site Preparation.
7. Any sump, well point, sock or bypass ( $\leq 4''$ ) dewatering system used to dewater a site shall be included in this bid item. Bypass pumping requirements that require a 4 inch or larger pump will be covered under that respective Contract Unit Price.
8. **Any sump, well point, sock or bypass ( $>4''$ ) sizes for dewatering purposes will be determined during negotiations between the Clay County Designated Representative and the Contractor and charged appropriately.**
9. All material removed, whether suitable or unsuitable, to the necessary grade for all pavement, structure, pipe and concrete construction shall be included in the cost of Site Preparation. Costs for proper removal and disposal of unsuitable materials from the site shall also be included. The term "grade" shall be defined as the elevation required to install each particular item.

10. The Contractor shall perform a detailed closed circuit television inspection, if requested, in accordance with ASTM standards after installation of drainage pipe. A radial view (pan and tilt) TV camera shall be used. Unedited digital documentation of the inspection shall be provided to the County. The data shall note the inspection date and shall note any defects in the pipe installation. Immediately prior to conducting the closed circuit television inspection, the Contractor shall thoroughly clean the newly installed pipe removing all debris and build-up that may have accumulated.
11. All suitable material encountered during excavation, which the Clay County Designated Representative has determined to be suitable, shall be stockpiled for use as backfill material. No separate payment shall be made for using backfill material encountered on the site.
12. All unsuitable material encountered during excavation will become the property of the Contractor and shall be removed from the job site and disposed of properly. Where unsuitable material is to be replaced, suitable material encountered on the site shall be used at no additional cost to the Contract. In the event there is not sufficient quantities of suitable material, Class A-3 sand shall be used and paid for under bid item "FF". Any "over excavation" required to excavate the unsuitable material shall be paid for under bid item "EE".
13. The Site Preparation shall include mobilization. Mobilization shall comply with 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 101 and shall consist of the preparatory work and all operations required to begin work on the project including, but not limited to, operations necessary for the movement of personnel, equipment, supplies and incidentals to the project site and for establishment of temporary facilities such as safety equipment, first aid supplies, portable toilets, etc. The cost of any bonds and/or insurance and any other pre-construction expense necessary for the start of the work, excluding the cost of construction materials, shall be included in the proposed Price for this paragraph.
14. The Site Preparation Contract Unit Price to be used in the fee proposal for each assigned project will be negotiated on a per-project basis at the time the project scope of work has been developed.
15. Payment shall be made at the respective Contract Unit Price and be full compensation for all work required under this paragraph. If partial payments are requested, the funds due for this item will be prorated based on the estimated percentage of contract work accomplished.

**B. MAINTENANCE OF TRAFFIC:**

1. Maintenance of Traffic shall comply with Sections 102 and 990 of the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge

Construction and the 2017 State of Florida Department of Transportation Design Standards 600 series Indexes with the exception listed below:

2. **Lane Closure Restrictions: Detours will only be authorized by the Clay County Designated Representative and only under extraordinary conditions.**
3. If county allows, one lane of traffic may be closed for construction twenty-four (24) hours seven (7) days a week. The following restrictions apply:
  - a. One lane must be open to traffic at all times (unless a road closure and detour is authorized) and traffic shall be continually maintained in accordance with the **Design Standards and supplements Index 600 series and other applicable Indexes.**
  - b. Traffic from adjoining streets must be able to have access to roads and streets under construction.
  - c. Work zone hours limited from 7:00 am to 3:30 pm unless approved in writing by the Project Manager.
  - d. Lane Closure plans will be specified in the Maintenance of Traffic Plans (Traffic Control Plan).
  - e. Contractors must notify law enforcement, fire departments, and emergency medical services of lane closures and provide methods of entry and exit of adjoining roadways or driveways.
  - f. Contractor must provide at a minimum one week advanced notice to the residents and the County of each construction zone.
  - g. The County reserves the right to modify the times of lane closures, at no additional cost to the County, when in the opinion of the County it becomes necessary to do so.
  - h. The County will monitor the lane closures and if in the opinion of the Clay County Designated Representative the lane closure is creating undue traffic delay and congestion, the Clay County Designated Representative will have the option to suspend the work or modify the lane closure time/area at no additional cost to the County.
  - i. Message Boards shall be electrically powered signs capable of utilizing individual lights to spell out a message. Message Boards shall comply with Sections 102 and 990 of the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction and the 2017 State of Florida Department of Transportation Design Standards 600 series Indexes.

4. The Contract Unit Price shall include all signs, equipment, personnel and law enforcement required to control traffic for the expected duration of the project with the exception of message boards. As these items are not time dependent, the Contractor shall estimate the bid price based on the Contractor's anticipated average project duration. No additional fees will be authorized for Contractor project delays or for projects that extend beyond the Contractor's initial anticipated average project duration unless an approved Change Order extends the duration.
5. The Maintenance of Traffic Contract Unit Price to be used in the fee proposal for each assigned project will be negotiated on a per-project basis at the time the project scope of work has been developed.
6. Payment shall include any temporary striping/markings required during Maintenance of Traffic and after installation of the structural asphalt course and any temporary sidewalk construction or temporary drainage and shall be made at the respective Contract Unit Price and be full compensation for all work required under this paragraph. If partial payments are requested, the funds due for this item will be prorated based on the estimated percentage of contract work accomplished.

**C. MISCELLANEOUS NON-BID ITEMS:**

1. At the time of each Project Task, each awarded contractor will provide a cost for any non-bid items necessary to complete the task. A breakdown of schedule of values and cost of non-bid items will be provided to the County along with all other Lump Sum Prices for each Project Task.

**D. DRAINAGE PIPE:**

1. Excavations for Drainage Pipe and box culverts shall comply with 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Sections 120 and 125, the 2017 State of Florida Department of Transportation Design Standards Index 205, and the 2017 State of Florida Department of Transportation Drainage Manual Appendix "E" for cover.
2. RCP and ERCP shall comply with 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Sections 430 and 449.
3. CMP and CMPA shall comply with 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Sections 430 and 943 with the following comment: All CMP pipe shall be 16 gauge corrugated metal 2-2/3 inch x 1/2-inch, Aluminized Steel Type II and shall be manufactured in accordance with the applicable requirements of AASHTO M274, ASTM A929, AASHTO M36, AASHTO Sections 12 and 26, and ASTM A796 and A798. No bituminous-coated or riveted pipe shall be accepted. All metal pipe including arch pipe, shall be fabricated with helical corrugations with a minimum of two (2)

annular corrugations formed on each end of each pipe to accommodate a coupling band unless specified for a bell and spigot coupler. Annular fabrication is not permitted.

4. Corrugated High Density Polyethylene Pipe (HDPE) shall comply with 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Sections 430 and 948. All HDPE pipe shall be Class I, double-walled, smooth interior and shall meet the requirements of AASHTO M294. Pipe shall not be exposed to sunlight for periods exceeding manufacturer's recommendation.
5. Concrete Box Culverts shall comply with 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Sections 400 and 410 and the 2017 State of Florida Department of Transportation Design Standards Indexes 289, 291 and 292.
6. All pipe joints, concrete jackets and/or connections shall be wrapped with filter fabric and secured per 2017 State of Florida Department of Transportation Design Standards Index 280. The fabric will extend twelve (12) inches either side of the joint. There will be a minimum of two-foot overlap. Payment for the filter fabric shall be included in the cost of the pipe.
7. The Contract Unit Price for each type of pipe or box culvert shall include all work necessary to provide a complete installation to include excavation, bedding preparation, materials, labor, equipment, backfill, compaction and grading necessary to restore the ground surface. The maximum excavation depth is limited to seven (7) feet under these bid items. For pipe excavation exceeding seven (7) feet, refer to Section DD (Extra Foot of Trench Cut).
8. Payment for pipes shall be made at the respective Contract Unit Price for the type of pipe installed and for the actual length measured in place rounded to the nearest foot. Payment for box culverts shall be made at the Contract Unit Prices for Concrete (Box Culverts), CY and Reinforcing Steel (Box Culverts), LB.

**E. STRAIGHT CONCRETE ENDWALL:**

1. Straight Concrete Endwalls shall comply with 2017 State of Florida Department of Transportation Design Standards Indexes 250, 251, 252, 253, 289, 291 and 292 and the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Sections 400, 449, and 450.
2. The Contract Unit Price shall include all work necessary to install the endwall (Precast or Poured in Place) at the designated location and shall include labor, materials, equipment, supplies, forms, excavation, backfill and compaction to provide a complete and useable facility.

3. For installation of single pipe endwalls, payment shall be made based on the size of the associated single pipe size or equivalent at the respective Contract Unit Price/s for each endwall installed.
4. For installation of multiple pipe endwalls, payment shall be made at the Contract Unit Price for the associated single pipe size or equivalent plus the corresponding Contract Unit Price for adjustment, for each additional pipe.
5. All work necessary to construct endwalls for box culverts, including labor, materials, equipment, supplies, forms, excavation, backfill and compaction, shall be included in the Contract Unit Prices for Concrete (Box Culvert Endwalls), CY and Reinforcing Steel (Box Culvert Endwalls), LB.

**F. SAND- CEMENT RIP RAP ENDWALL (RIP RAP POLY BAGS):**

1. Sand- Cement Rip Rap Endwall shall comply with 2017 State of Florida Department of Transportation Design Standards Index 258 and the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 530. All pre-fabricated sand-cement bags used shall be as recommended by the manufacturer for rip rap endwall type applications.
2. The Contract Unit Price shall include all work necessary to install the endwall at the designated location and shall include labor, materials, equipment, supplies, forms, excavation, backfill and compaction to provide a complete and useable facility.
3. Dimensions of the Sand-Cement Rip Rap end-wall to be constructed will be shown on the drawings, if there is one, or determined during project proposal negotiations.
4. Payment shall be made at the respective Contract Unit Price per bag installed.

**G. END SECTIONS:**

1. Mitered and Flared End Sections, Precast flared end sections, and Cast in Place Mitered End Sections shall comply with the respective 2017 Florida Department of Transportation Design Standards Indexes 270, 272, 273, and 280.
2. Precast Mitered End Sections shall comply with 2017 State of Florida Department of Transportation Design Standards Indexes 261 and 264.
3. Each end Section shall be selected for the size of pipe or equivalent size of pipe to be installed. The type of end Section shall be provided in the proposal, either mitered or flared. The choice of precast or cast in place construction shall be decided during project proposal negotiations between the Clay County Designated Representative and the Contractor.

4. All Mitered End Sections in the Right of Way shall be Cast-in-Place unless decided otherwise during project proposal negotiations between the Clay County Designated Representative and the Contractor or indicated in project plans if provided.
5. The Contract Unit Price shall include all work necessary to install the end Section at the designated location and shall include labor, materials, equipment, supplies, forms, excavation, backfill and compaction to provide a complete and useable facility.
6. Payment shall be made at the respective Contract Unit Price for each Section installed.

#### **H. INLETS, JUNCTION BOXES, AND MANHOLES:**

1. Inlets, Junction Boxes, and Manholes shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Sections 400 and 425, the 2017 State of Florida Department of Transportation Design Standards Indexes 200 Series, and the detail drawings provided in Appendix "C".
2. The Contract Unit Price shall include all work necessary to provide a complete facility and shall include labor, equipment, materials, excavation, grate and frame, cover and frame, curb iron, eyebolt and chain, and curb transitions up to 20lf, 20lf of underdrain in two directions, backfill, compaction and any other non-listed item necessary for a complete and useable facility.
3. Welded wire fabric may be substituted for reinforcing bars in precast structures provided the contractor procure an Engineer to certify that the area of the mesh is equal or exceed the equivalent area of the specified rebar based on the 2017 State of Florida Department of Transportation Design Standards detail and meets the requirements of ASTM Specification A-185.
4. Conflict structures shall be allowed only when authorized by the County representative and must be constructed to comply with the 2017 State of Florida Department of Transportation Design Standards Index 307 for either non-pressurized/non-fluid carrier pipes or pressurized/fluid carrier pipes and shall meet all of the utility owner's requirements for conflict structures. The Contract Unit Price shall include all labor, equipment, materials and supplies to construct the conflict structure, including pipe casings for pressurized/fluid carrier installations.
5. For installation of Inlets and Manholes that exceed the Contract Unit Price depth, the Contract Unit Price for the closest horizontal dimensioned structure plus each additional foot of depth with the corresponding numeric Contract Unit Price shall be used to cover the cost of Inlets and Manholes installed that exceed in depth.

6. Payment shall be made at the respective Contract Unit Price/s for each complete structure installed.

**I. CONNECT NEW PIPE TO EXISTING STRUCTURE:**

1. Connect New Pipe to Existing Structure shall consist of adapting an existing structure to accept new pipe and tying them together. Work shall comply as follows below:
  - a. OPENING: The Contractor shall cut suitable openings into existing structures and/or remove the existing pipe to accommodate the pipelines as indicated in the Contract Drawings and as herein specified. The portion of each existing structure removed for new installation shall be confined to the smallest opening possible, consistent with the work to be done.
  - b. REPAIR: After installing the pipe, the Contractor shall carefully close up the openings around the pipe, and repair the existing manhole invert, if necessary, in a manner satisfactory to the Clay County Designated Representative. All pipe connections at structures shall be wrapped with filter fabric per the 2017 State of Florida Department of Transportation Design Standards Index 201.
2. The Contract Unit Price shall include all labor, equipment, materials and supplies to effect a complete connection.
3. Payment shall be based upon the size of the new pipe being connected and shall be made at the respective Contract Unit Price for each connection.

**J. CONNECT NEW STRUCTURE TO EXISTING PIPE:**

1. Connect New Structure to Existing Pipe shall consist of tying an existing pipe to a new structure. Work shall comply as indicated in the 2017 State of Florida Department of Transportation Design Standards Index 280 and wrapped with filter fabric at connection per the 2017 State of Florida Department of Transportation Design Standards Index 201.
2. The Contract Unit Price shall include all labor, equipment, materials and supplies to effect a complete connection.
3. Payment shall be based upon the size of the existing pipe being connected and shall be made at the respective Contract Unit Price for each connection.



**K. PIPE COUPLING:**

1. Pipe Coupling shall consist of joining pipe with different diameters, dissimilar joints or new to existing. This shall be accomplished utilizing the 2017 State of Florida Department of Transportation Design Standards Index 280.
2. The Contract Unit Price shall include all labor, equipment, materials and supplies to provide a complete coupling.
3. Four Contract Unit Prices pertain to this requirement. The Contract Unit Price selected for the proposal shall include the largest pipe to be coupled.
4. Payment shall be made at the respective Contract Unit Price for each coupling.

**L. BYPASS PUMPING:**

1. Bypass Pumping shall consist of implementing a temporary pumping system for the purpose of transporting water around a project site by the utilization of mechanical pumps.
2. The Contract Unit Price shall include all work, labor, equipment, material and supplies to bypass water and provide a dry construction area.
3. Payment shall be made at the respective Contract Unit Price per number of workdays that pumping was required per each pump utilized.

**M. SAND BAGS:**

1. Sand Bags shall consist of constructing a temporary barrier for the purpose of retaining on site flow and aid in bypass pumping efforts. The Clay County Designated Representative shall authorize the use of sand bags.
2. The Contract Unit Price shall include using standard size, commercially available sand bags, the Contractor will fill, place, maintain, and recover the sandbags at a location dictated by the Clay County Designated Representative.
3. Payment shall be made at the respective Contract Unit Price per sandbag in place.

**N. PIPE PLUG:**

1. Pipe Plug shall consist of utilizing a temporary inflatable pressurized plug for the purpose of retaining on site flow and aid in bypass pumping efforts. The Clay County Designated Representative shall authorize the use of a pipe plug.

2. The Contract Unit Price shall include all labor, equipment, materials and supplies needed including supplying, installing, maintaining and removing the plug.
3. Payment shall be based on the size of the pipe being plugged and shall be made at the respective Contract Unit Price per number of workdays the plug was required per each plug utilized.

**O. STEEL SHEETING:**

1. Steel Sheeting shall consist of implementing a temporary shoring system for the purpose of supporting the sides of an excavation to prevent cave-ins. The Clay County Designated Representative shall authorize the use of steel sheeting.
2. The use of Steel Sheeting shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 455 and OSHA Construction Industry Regulation 1926 Subpart P-Excavations.
3. The Contract Unit Price shall include all labor, equipment, materials and supplies needed including supplying, installing, maintaining and removing the steel sheets.
4. Payment shall be made at the respective Contract Unit Price per square foot of steel sheeting required to accomplish an acceptable shoring system. No payment shall be made for the area of sheets above natural ground or below the lowest depth of excavation required.

**P. EXTRA CONCRETE AND STEEL:**

1. Extra Concrete and Steel shall consist of modifying existing or new inlets, manholes and end treatments to accommodate the new construction. For example, tying two straight concrete endwalls that are perpendicular to each other or adding wing walls to an endwall.
2. The modification shall consist of using a minimum 85 pounds of steel (min. #4 bar) per cubic yard of 4,000 P.S.I. concrete.
3. The Contract Unit Price shall include all labor, equipment, materials and supplies needed to accommodate the new construction.
4. Payment shall be made at the respective Contract Unit Price per cubic yard.

**Q. BRICK ADJUSTMENT TO EXISTING INLET OR MANHOLE:**

1. Brick Adjustment to Existing Inlet or Manhole shall consist of making vertical brick adjustment to any existing drainage structure to accommodate elevation changes or alterations in the use of the structure. Work shall comply with Florida Department of Transportation Design Standard Index Number 201 and the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 425.
2. The Contract Unit Price shall include all labor, equipment, materials and supplies needed to accommodate the new construction.
3. Payment shall be made at the respective Contract Unit Price per linear foot measured vertically.

**R. BRICK MODIFICATION TO INLET, MANHOLE OR END SECTION:**

1. Brick Modification to Inlets or Manholes shall consist of modifying existing or new inlets, manholes or end sections to accommodate the new construction. Work shall comply with 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 425 and the 2017 State of Florida Department of Transportation Design Standards Index 201.
2. For example, plugging an abandoned pipe or adding height to a structures wall.
3. The Contract Unit Price shall include all labor, equipment, materials and supplies needed to accommodate the new construction.
4. Payment shall be made at the respective Contract Unit Price per square foot of two course brick measured along the face.

**S. CASTINGS:**

1. This item shall consist of constructing new metal castings on existing structures. Castings for all new structures shall be included in Contract line items in section J. These line items include Manhole Covers and Frames/Rings, FDOT Standard Catch Basin or Curb Inlet Grates and Frames, County Standard Curb Irons with Frames and Grates, and Type "E" and "C" Grates and Frames (Traffic bearing) and shall consist of replacing castings on existing structures to accommodate the new construction.
2. Castings shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 425 and 962,

the 2017 State of Florida Department of Transportation Design Standards Indexes 200 Series, and the detail drawings provided in Appendix “C”.

3. The Contract Unit Price shall include all labor, equipment, materials and supplies needed including installing to accommodate the new construction. The Contract Unit Price for items in Section J shall include the frame and grate, cover, and/or lid and constitute only one unit.
4. Payment shall be made at the respective Contract Unit Price per casting unit installed.

**T. 1 INCH STEEL PLATE:**

1. 1 inch Steel Plate shall consist of replacing existing or new Inlet or Manhole top slabs with a 1” thick steel plate to accommodate the new construction’s elevation. The Clay County Designated Representative shall authorize the use of steel plates.
2. The Contract Unit Price shall include all labor, equipment, materials and supplies including plate, molded sealer equal to “Ramnek”, dowels, welds and openings (to accommodate Castings) needed to accommodate the new construction.
3. Payment shall be made at the respective Contract Unit Price per square foot including opening/s area.

**U. ASPHALTIC CONCRETE PAVEMENT AND UNPAVED ROAD REPAIRS:**

1. The choice of Case 1, Case 2, or Case 3 Asphaltic Concrete Pavement or Dirt Road Repair shall be decided during project proposal negotiations between the Clay County Designated Representative and the Contractor.
2. **CASE 1:**
  - a. Asphaltic concrete temporary and permanent pavement repair Case 1 shall comply with the 2017 State of Florida Department of Transportation Design Standards Index 307 and the 2000 Florida Department of Transportation Standard Specifications for Road and Bridge Construction for Type S-I or Type S-III asphalt and the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction for SP 9.5 or SP 12.5 asphalt.
  - b. The Clay County Designated Representative will determine the type of asphalt paving to be used at each project site.

- c. The Contract Unit Price shall include all labor, equipment, materials and supplies including saw cuts, lime rock, temporary pavement, prime and tack coats, compaction and permanent pavement to provide a complete pavement repair. A minimum 2" depth of asphalt and minimum 8" depth of lime rock or 6" asphalt base required. All open roadway cuts shall be paved within 24 hours of opening to traffic.
- d. Payment shall be made at the respective Contract Unit Price per square yard of permanent asphalt area.

**3. CASE 2:**

- a. Asphaltic concrete permanent pavement repair Case II shall comply with the attached detailed drawing found in Appendix "C" and the 2000 Florida Department of Transportation Standard Specifications for Road and Bridge Construction for Type S-I or Type S-III asphalt and the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction for SP 9.5 or SP 12.5 asphalt.
- b. The Clay County Designated Representative will determine the type of asphalt paving to be used at each project site.
- c. The Contract Unit Price shall include all labor, equipment, materials and supplies including, lime rock, temporary pavement, prime and tack coats, compaction and permanent pavement to provide a complete pavement repair. A minimum 2" depth of asphalt and minimum 8" depth of limerock or 6" asphaltic base required. All open roadway cuts shall be paved within 24 hours of opening to traffic.
- d. Payment shall be made at the respective Contract Unit Price per square yard of permanent asphalt area.

**4. CASE 3:**

- a. Unpaved Road Repair shall comply with the attached detailed drawing found in Appendix "C" and the 2017 State of Florida Department of Transportation Design Standards Index 505 and the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction for Sub Base/Grade and Base Materials for the type materials selected, and AASHTO M 145 Soil Classification.
- b. The Clay County Designated Representative will determine if repair will be made with existing material or new material.
- c. For Existing Material

1. Top 8" shall be removed and set aside to be reinstalled to make repair per drawing in Appendix "C".
2. The contract unit price shall include all labor, equipment, materials and supplies including roadway cuts, grading and compaction to provide a complete unpaved road repair.
3. Payment shall be made at the respective contract unit price per square yard of the unpaved road area repair.

d. For New Material

1. Top 8" of material shall be Crushed Concrete per drawing in Appendix "C"
2. The Contract Unit Price shall include all labor, equipment, materials, and supplies including roadway cuts, grading and compaction to provide a complete unpaved road repair.
3. Payment shall be made at the respective Contract Unit Price per square yard of the unpaved road area repaired.

**V. ASPHALTIC CONCRETE:**

1. Asphaltic Concrete shall comply with the 2000 Florida Department of Transportation Standard Specifications for Road and Bridge Construction for Type S-I or Type S-III asphalt, the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction for SP 9.5 or SP 12.5 asphalt and the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Specification Section 330 for roadway paving as required by the project proposal.
2. The Clay County Designated Representative will determine the type of asphalt paving proposed at each project site.
3. The Contract Unit Price shall include all labor, equipment, materials and supplies including tack coat to lay asphalt on a prepared base or existing asphalt.
4. Payment shall be made at the respective Contract Unit Price for the actual tons of asphalt placed.

**W. ASPHALT REMOVAL, HAUL AND DISPOSAL:**

1. Asphalt Removal, Haul and Disposal shall consist of removing, hauling and disposing of existing pavement that exceeds a cross-sectional depth of six (6)

inches. Work shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 125.

2. The Contract Unit Price shall include all labor, equipment, materials and supplies including sawcutting, hauling and disposal of the pavement. Site Preparation will cover pavement removal up to a depth equal to or less than six (6) inches.
3. Payment shall be made at the respective Contract Unit Price per square yard of >6" to ≤12" of depth.

**X. ASPHALT MILLING:**

1. Asphalt Milling shall consist of removing existing asphalt concrete pavement by mechanical grinding in order to lower the finished grade to accommodate the new construction. The Clay County Designated Representative shall authorize asphalt milling.
2. Asphalt milling shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 327 and as further clarified below:

**3. MILLING EQUIPMENT:**

- a. Milling equipment shall be capable of maintaining a depth of cut and cross slope that will achieve the results specified by the Clay County Designated Representative for each specific project where milling is required. Milling attachments (for example to steer skid loaders) or grinders may be used to complete milling operations. The selection of this equipment will be at the discretion of the Contractor.

**4. MILLING OPERATION:**

- a. Milling existing asphaltic concrete shall remove the pavement to a depth which will allow a minimum of one-quarter inch (1/4") of existing asphalt to remain in place with a uniform cross Section and longitudinal profile. The Contractor may elect to make multiple cuts to achieve the required configuration or depth of cut. No separate compensation shall be made for multiple cuts.
- b. The milling operations shall be conducted to effectively minimize the amount of dust being emitted. Pre-wetting of the surface being milled may be required.
- c. Prior to opening a milled Section to traffic, the pavement surface shall be thoroughly swept with a power broom or other approved equipment

to remove loose and fine material which may generate dust under traffic. This operation shall be conducted in a manner to minimize the potential for creation of a traffic hazard and to minimize air pollution. Sweeping of the milled surface with a power broom will be required prior to placing asphaltic concrete.

**5. MILLED SURFACE:**

- a. All milled asphalt surfaces shall have a reasonably uniform texture, shall be within 1/4 inch of a true profile grade and shall have no deviation in excess of 1/4 inch from a straight edge applied to the pavement perpendicular to the centerline. The variation of the longitudinal joint between multiple cut areas shall not exceed 1/4 inch.
- b. All milled asphalt surfaces shall be paved within a maximum of seven (7) calendar days.
- c. The Contract Unit Price shall include all labor, equipment, materials and supplies including mechanical grinding, loading, hauling, disposal and cleanup. All milled material shall become the property of the Contractor unless otherwise instructed by the Clay County Designated Representative.
- d. Payment shall be made at the respective Contract Unit Price per square yard per 1.5" depth or fraction thereof removed from the project site.

**Y. LIMEROCK:**

1. Limerock shall comply with 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Sections 105, 200, 210, 230, 911, and 914 and any pertinent detailed drawing provided by the Clay County Designated Representative for the specified type of roadway to be constructed.
2. There are two (2) Contract Unit Prices that cover limerock. The first is for a six (6) inch lift and if the proposal requires additional limerock placed, each additional inch shall be paid for in accordance with the second line item. The Contract Unit Prices shall include all labor, equipment, materials and supplies including placing, preparing, grading compacting and priming.
3. Payment shall be made at the respective Contract Unit Price per square yard of limerock placed.



**Z. CRUSHED CONCRETE:**

1. Crushed concrete shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Sections 204 and 914 and any pertinent detailed drawing provided by the Clay County Designated Representative for the specified type of roadway to be constructed and as further clarified below:
  - a. Crushed concrete shall be recycled, recovered from demolition debris, or any other method that diverts concrete from the landfill or waste stream. It shall not contain lumps of clay, organic matter, sandstone material, or other substances deemed by the County to make the material unacceptable.
  - b. The material shall be crushed and processed to provide a clean, hard, durable aggregate having a uniform gradation and free from adherent coatings, metals, organic matter, base material, joint filler, and bituminous materials.
  - c. After crushing, magnets must be utilized to remove steel rebar and any other metal contaminant; additionally, the resulting aggregates must be screened according to its planned use.
  - d. The crushed concrete may be rejected at any time if in the opinion of the Clay County Designated Representative deems it is unsuitable for use.
  - e. The quantities of material supplied shall be paid for under one contract unit price, to include full compensation for mixing, hauling, stockpiling, spreading, labor, equipment use, tools, incidentals, and any material testing deemed necessary by the Clay County Designated Representative.
  - f. The successful bidder shall provide the County "Proof of Certificate" that the material supplied and delivered meet all of these specifications.
  - g. There are two (2) Contract Unit Prices that cover crushed concrete. The first is for a six (6) inch lift and if the proposal requires additional crushed concrete placed, each additional inch will be paid for in accordance with the second line item. The Contract Unit Prices shall include all labor, equipment, materials and supplies including placing, preparing, grading, compacting and priming.
  - h. Payment shall be made at the respective Contract Unit Price per square yard of crushed concrete placed.

**AA. REMOVAL OF EXISTING UNDERDRAIN WITHIN THE ROADWAY (3' WIDE CUT):**

1. Remove of Existing Underdrain within the roadway shall consist of all means, methods and techniques necessary to sawcut the existing asphalt to expose 3 feet wide base, cut and remove all existing underdrain and #57 stone to a maximum depth of 3 feet, and rebuild the road bed with clean sub-grade, base, and asphalt.
2. The Contract Unit Price shall include labor, equipment, materials and supplies required to sawcut the existing asphalt to expose 3 feet wide base, cut and remove all existing underdrain and #57 stone to a maximum depth of 3 feet, and rebuild the road bed with clean sub-grade, base, and asphalt.
3. Payment shall be made at the respective Contract Unit Price for every linear foot of existing underdrain to be removed from the roadway.

**BB. EXTRA FOOT OF TRENCH CUT:**

1. Extra Foot of Trench Cut shall consist of all means, methods and techniques necessary to install drainage pipe exceeding seven (7) feet deep.
2. The Contract Unit Price shall include labor, equipment, materials and supplies required to excavate for and lay all size and type of pipe exceeding seven (7) feet deep.
3. Payment shall be made at the respective Contract Unit Price for every additional foot of depth for any size or type of pipe at the measured linear length of additional depth installed. For example, 200 linear feet of 18" RCP is installed in an eight (8) feet deep trench, 200lf by the unit cost would be paid and be full compensation for the one (1) foot additional depth over seven (7) feet.

**CC. OVER EXCAVATION:**

1. Over Excavation shall consist of excavating unsuitable materials at or below grade required by regular excavation to install an item covered by its Contract Unit Price. Work shall comply with the 2017 State of Florida Department of Transportation Design Standards Indexes 500 and 505, the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 120 and 125 and be authorized by the Clay County Designated Representative. For example, removing unsatisfactory soil encountered below the grade line of new pipe to be installed. It is not to be used as an item necessary to install an item covered by a Contract Unit Price. Excavation for inlets and pipes to grade, for example, is to be included in the Contract Unit Price bid for the respective item.

2. Any and all unsuitable materials encountered during the execution of this Contract will become the property of the Contractor and shall be removed from the job site and disposed of properly resulting in no additional cost to the County.
3. The Contract Unit Price shall include all labor, equipment, materials and supplies necessary to remove and dispose of the Over Excavation material. Replacement of the Over Excavation material will be with either an imported material approved by the Clay County Designated Representative and paid for with the respective Contract Unit Price line item or with suitable material obtained elsewhere on the site by regular excavation at no additional cost.
4. Payment shall be made at the respective Contract Unit Price per actual measured in place volume in cubic yards of material removed.

**DD. A-3 FILL:**

1. A-3 fill material shall comply with AASHTO M 145 Soil Classification and the 2017 State of Florida Department of Transportation Design Standards Index 505.
2. Any material made available during project execution shall be determined as suitable or unsuitable by the Clay County Designated Representative. Suitable material shall be stockpiled on site for reuse as required by the project. If the project backfill requirement exhausts the supply of stockpiled suitable material obtained from regular excavation, then the Contractor shall supply A-3 material sufficient to meet the remaining project requirement.
3. No separate payment shall be made for using backfill material encountered on the project except when suitable material from scheduled excavation will become available, but at the required time is not available due to the Contractor's sequence of work. Removal and Disposition of unsuitable material is covered under other respective Contract Unit Prices.
4. The Contract Unit Price shall include all labor, equipment, materials and supplies including hauling, placing and compaction.
5. Payment shall be made at the respective Contract Unit Price in place per cubic yard of A-3 hauled, delivered, placed and compacted.

**EE. NO. 57 STONE:**

1. No. 57 Stone shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 901 and be a commercially available product.

2. The Contract Unit Price shall include all labor, equipment, materials and supplies including hauling, placing and compaction.
3. Payment shall be made at the respective Contract Unit Price in place per cubic yard of stone hauled, delivered, placed and compacted.

**FF.DITCH REGRADING:**

1. Ditch regrading shall consist of removing material from the entire surface area of an existing ditch to provide positive flow and accommodate the new construction. Work shall comply with Appendix "A" and the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Sections 110 and 120.
2. Side slopes under these items will range from 2:1 (maximum) up to a 4:1 (minimum) side slope.
3. Ditch regrading within ten (10) feet of any drainage structure will be included in the Site Preparation cost and will not be paid under this item.
4. The Contract Unit Price shall include all labor, equipment, materials and supplies including compaction of the regraded area, slope protection required to control erosion, and disposal off-site of any excess spoil that is created by the operation.
5. There are four (4) Contract Unit Prices. Each refers to a specific range of ditch width and depth at which regrading is to take place.
6. Payment shall be made at the respective Contract Unit Price per linear foot.

**GG. GRADING ROADSIDE SHOULDERS:**

1. Grading roadside shoulders shall consist of grading the shoulder area next to pavement, outside of the limits of any Contract line item area in which regrading is included, to provide positive drainage and accommodate the new construction. Work shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Sections 110 and 120.
2. The Contract Unit Price shall include all labor, equipment, materials and supplies to establish the line and grade. Grassing, seeding or sodding is not included in this item.
3. Payment shall be made at the respective Contract Unit Price per square yard of area that was graded.

**HH. NEW EARTH LINE DITCH:**

1. New earth line ditch shall consist of cutting a new ditch to line and grade to accommodate the new construction. Work shall comply with with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Sections 110 and 120.
2. The Contract Unit Price shall include all labor, equipment, materials and supplies including any required compaction and ground preparation to establish the new ditch.
3. Payment shall be made at the respective Contract Unit Price per cubic yard of material actually removed to establish the ditch. The quantity will be measured in the field by comparing original and final grades and calculating the difference.

**II. CURB AND CURB AND GUTTER:**

1. Concrete Curb and Curb & Gutter shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 520 and the 2017 State of Florida Department of Transportation Design Standards Index 300 and 304 with the following amendment and the attached detail drawings found in Appendix “C”):
  - a. The choice of curb type (i.e. one of the FDOT Standard curb and gutter types or one of the curb and gutter types detailed in Appendix “C”) shall be decided during project proposal negotiations between the Clay County Designated Representative and the Contractor.
2. The Contract Unit Price shall include all labor, equipment, materials and supplies including all subgrade preparation, forms, concrete, expansion and control joints, finishing, curing and cleanup. The Contract Unit Price shall cover the cost of all templates.
3. Payment shall be made at the respective Contract Unit Price per linear foot of curb placed. Curbing integral with curb inlets and other structures shall be paid for under those respective items.

**JJ. CONCRETE SIDEWALK:**

1. Concrete Sidewalk shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 522 and the 2017 State of Florida Department of Transportation Design Standards Index 304 and 310.

2. The Contract Unit Price shall include all labor, equipment, materials and supplies including base preparation, forms, concrete, expansion and control joints, finishing, curing and cleanup.
3. Payment shall be made based on the thickness of the sidewalk installed at the respective Contract Unit Price per square yard of sidewalk in place.

**KK. DETECTABLE WARNINGS AND SIDEWALK CURB RAMPS:**

1. Detectable warnings and sidewalk curb ramps shall comply with the American's with Disabilities Act, the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 522 and 527, and the 2017 State of Florida Department of Transportation Design Standards Index 304.
2. The Contract Unit Price for curb ramps shall include all labor, equipment, materials and supplies including base preparation, forms, concrete, expansion and control joints, finishing, , curing and cleanup. Detectable warning surfaces shall be paid for separately at the Contract Unit Price.
3. Payment shall be made at the respective Contract Unit Prices per square yard of ramp in place and per square foot of detectable warning surface in place.

**LL. CONCRETE DRIVEWAY:**

1. Concrete Driveway shall comply with the details in Appendix "C" and the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Sections 346, 350 and 522 and the 2017 State of Florida Department of Transportation Design Standards Index 515.
2. The Contract Unit Price shall include all labor, equipment, materials and supplies including base preparation, forms, concrete, expansion and control joints, finishing, curing and cleanup.
3. Payment shall be made based on the thickness of the driveway installed at the respective Contract Unit Price per square yard of driveway in place.

**MM. CONCRETE DITCH PAVEMENT:**

1. Concrete ditch pavement shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 524, the detail drawings located in Appendix "C" and as further clarified below:

- a. All concrete ditch pavement shall include four (4") inch by eighteen (18") inch turndowns on each side as indicated in drawings found in Appendix "C".
  - b. Each construction joint shall include a four (4") inch by eighteen (18") inch turndown.
2. The Contract Unit Price shall include all labor, equipment, materials and supplies including base preparation, forms, concrete, expansion and control joints, weep holes, turndowns, wire mesh, finishing, curing and cleanup.
3. Payment shall be made at the respective Contract Unit Price per square yard of pavement measured along the at-grade surface.

**NN. MISCELLANEOUS CONCRETE:**

1. Miscellaneous Concrete shall consist of casting or placing 3000 p.s.i. concrete to conform to the shape and size as specified by the Clay County Designated Representative. Miscellaneous Concrete shall be reinforced or non-reinforced and shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 347 and pertinent State of Florida Department of Transportation Design Standards Indexes. For example, box collar or pipe collar, pipe encasements, pad, trench drain, spillway or flume, bottom or top slab, riser, wing wall or turndown.
2. The Contract Unit Price shall include all labor, equipment, materials and supplies including excavation, preparation, forms, concrete, reinforcement, expansion and control joints, wire mesh, finishing, curing and cleanup.
3. Payment shall be made at the respective Contract Unit Price per cubic yard of concrete placed.

**OO. RIP-RAP:**

1. Riprap will be placed as a blanket with a thickness of 18 inches over a geotextile fabric and shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 530. Geotextile fabric shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Sections 514 and 985.
2. The Contract Unit Price shall include all labor, equipment, materials and supplies including excavation, fabric, rock, and placement.

3. Payment shall be made at the respective Contract Unit Price per square yard of surface area.

**PP. UTILITY ADJUSTMENT**

1. Utility adjustments will consist of vertical adjustments to utility features (e.g. manholes, valve boxes, meters, pull boxes) to facilitate construction of the desired improvements and match surrounding finished grades. All utility adjustments must be approved by the County Representative. Adjustments must be coordinated with the respective utility owner and shall comply with all of the utility owner's construction requirements.
2. The Contract Unit Price shall include all labor, equipment, materials and supplies necessary to perform the adjustment.
3. Payment shall be made at the respective Contract Unit Price for each utility feature adjusted.

**QQ. TREE REMOVAL:**

1. Tree removal shall consist of eliminating existing trees larger than six (6") in diameter "DBH" (Diameter Breast Height) to accommodate the new construction. Tree Removal shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 110.
2. The proposed removal of any tree larger than six (6") in diameter shall be pre-approved by the Designated County Representative. Trees shall be removed entirely, including root systems, with the exception of portions that extend outside of the right-of-way. The remaining voids shall be filled with suitable backfill material and compacted to required densities.
3. Tree removal work at or near any utility company's service lines or conductors shall be performed by a contractor that has been approved of, in writing, by the owner of the utility.
4. The Contract Unit Price shall include all labor, equipment, materials and supplies including the removal and disposal of the complete tree, stump and root system, backfill material and compaction.
5. Payment shall be made at the respective Contract Unit Price measured at "DBH" (Diameter Breast Height) as described in Article VI of the Clay County Land Development Code.



**RR. SOD:**

1. Sod shall consist of restoring all areas (whether on County or private property) that are disturbed due to construction to a condition that is, in the opinion of the Clay County Designated Representative, at least as good as that which existed prior to construction with grass. Fine grading shall be performed, as necessary, to establish finish grade in all areas to be sodded. Sod shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Sections 570, 981, 982, 983, and 987.
2. The Contract Unit Price shall include all labor, equipment, materials and supplies including maintaining until established.
3. Payment shall be made based on the type of sod installed at the respective Contract Unit Price per square yard.

**SS. SEED AND MULCH:**

1. Seed and mulch shall consist of restoring all areas (whether on County or private property) that are disturbed due to construction to a condition that is, in the opinion of the Clay County Designated Representative, at least as good as that which existed prior to construction with seed and mulch. Fine grading shall be performed, as necessary, to establish finish grade in all areas to be seeded and mulched. Seed and mulch shall comply with 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 570, 981, 982, 983, and 987.
2. The Contract Unit Price shall include all labor, equipment, materials and supplies including maintaining until established.
3. Payment shall be made at the respective Contract Unit Price per square yard.

**TT. FENCE:**

1. Fence shall consist of installing a chain link or wood privacy fence as specified by the Clay County Designated Representative to replace an existing fence that is not re-usable or install a new fence where there was none existing. Prior to removal of existing fence/s the Clay County Designated Representative will determine re-use or not. Fencing shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 550 and 954, and the 2017 State of Florida Department of Transportation Design Standards 800 Series Indexes.

2. The Contract Unit Price shall include all labor, equipment, materials, and supplies including excavation, post, fabric, gates and incidental elements of fencing required to install a complete fence.
3. Payment shall be made at the respective Contract Unit Price per linear foot.

**UU. GUIDERAIL**

1. This item shall consist of installing an aluminum handrail as specified by the Clay County Designated Representative to replace an existing handrail that is not re-usable or install a new handrail where there was none existing. Prior to removal of existing handrail/s the Clay County Designated Representative will determine re-use or not. Aluminum guiderail shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 965, and the 2017 State of Florida Department of Transportation Design Standards Index 870.
2. The Contract Unit Price shall include all labor, equipment, materials, and supplies required to install a complete handrail.
3. Payment shall be made at the respective Contract Unit Price per linear foot as measured along the center line of the top rail.

**VV. GUARDRAIL:**

1. This item shall consist of installing metal guardrail as specified by the Clay County Designated Representative to replace existing guardrail where needed to facilitate the drainage construction. Guardrail shall comply with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 536, 954, 955 and 967, and the 2017 State of Florida Department of Transportation Design Standards Index 400. The guardrail type (W-beam or thrie beam) and end anchorage assembly type shall be decided during project proposal negotiations between the Clay County Designated Representative and the Contractor.
2. The Contract Unit Price for Guardrail shall include all labor, equipment, materials, and supplies including excavation, post, beam and incidental elements required to install a complete guardrail. End Anchorage Assemblies shall be paid for separately at the Contract Unit Prices for Flared and Straight end sections.
3. Payment for Guardrail shall be based on the alignment of the guardrail being installed (i.e. straight or curved) and shall be made at the respective Contract Unit Price per linear foot of guardrail installed as outlined in the FDOT Design Standard Indexes.

**WW. ROADWAY MARKINGS:**

1. Roadway markings shall comply with Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 706, 710, 711, 970 and 971, and the 2017 State of Florida Department of Transportation Design Standards Indexes 17300 Series.
2. The Contract Unit Price shall include all labor, equipment, materials, and supplies required to provide a complete and useable facility.
3. Payment for striping shall be at the respective Contract Unit Price per net linear foot of striping in place. Payment for reflective pavement markers shall be at the Contract Unit Price per each marker installed.

**XX. PVC PIPE:**

1. PVC Pipe shall consist of installing Polyvinyl Chloride pipe to adapt existing utilities to new construction. PVC Pipe shall be DR-25 (C900) or DR-18 (C900) for sizes 4" and above and Sch. 80 for pipes smaller than 4". PVC pipe will not be considered for use in new stormwater applications. PVC pipe shall comply with Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 948. All relocations shall be coordinated with the utility owner and meet all of the owner's construction requirements.
2. The Contract Unit Price shall include all labor, equipment, materials, and supplies including all fittings and locating wires necessary to provide a complete and useable facility that meets the requirements of the utility owner.
3. Payment shall be made at the respective Contract Unit Price per linear foot installed.

**YY. UNDERDRAIN:**

1. FDOT Type II Underdrain systems shall be constructed of PVC pipe and shall comply with Florida Department of Transportation Standard Specifications for Road and Bridge Construction Sections 440, 902, 948, and 985; and the 2017 State of Florida Department of Transportation Design Standards Index 286 and 500 with the following amendments:
  - Underdrain shall be installed a minimum of 2' behind the back of curb.
  - All filter media shall be fully wrapped with filter fabric.
  - Underdrain lines shall have forty-five degree cleanouts at 200' intervals and at the end of pipe runs. Curbs shall be marked with teal or hunter green paint as to the location of clean outs..

2. The Contract Unit Price/s shall include all labor, equipment, materials, and supplies including excavation, shoring, filter media, fabric, pipe, fittings and connections to structures.
3. Payment shall be made at the respective Contract Unit Price/s per linear foot of underdrain, per each cleanout and per each connection.

**ZZ. FLOWABLE FILL:**

1. Flowable fill shall consist of placing an excavatable material that complies with the 2017 Florida Department of Transportation Standard Specifications for Road and Bridge Construction Section 121. The Clay County Designated Representative shall approve the use of flowable fill.
2. The Contract Unit Price shall include all labor, equipment, materials, and supplies including pumping when required.
3. Payment shall be made at the respective Contract Unit Price per cubic yard.

**AAA. AS BUILT DRAWINGS:**

1. When construction takes place at a site where the County has supplied a set of Construction Plans, the County shall require the Contractor to provide “As-Built” Drawings. All “As-Built” drawings will be in compliance with Clay County Specifications (see Appendix B).
2. The Contract Unit Price shall include all labor, equipment, materials, and supplies required to comply with the requirements of Appendix B.
3. Payment shall be made at the respective Contract Unit Price per plan sheet or detail sheet that requires as-built annotations.

**BBB. VIDEO RECORD:**

1. The CONTRACTOR shall provide unedited video recording(s) with superimposed timer and vocal commentary of the preconstruction and post construction conditions.
2. Video Record shall consist of video recording on DVD in “.avi” format, 20 f/s minimum, 1.33:1 Aspect Ratio, and 800x600 minimum resolution the preconstruction and post construction conditions of a project site.
3. Recording(s) shall include both sides of the right-of-way and provide close attention to paved and unpaved driveways and walkways; conditions of buildings, lawns, shrubs, flowers, flower beds, and trees; conditions of pavement,

mailboxes, fences, signs, planters and any other items within or adjacent to the right-of-way.

4. The recording(s) shall become a part of the County Designated Representatives permanent job records.
5. The recording(s) shall be Indexed, using the timer for locations by stationing and by street intersections. This Index shall be provided with each recording and shall be attached to the DVD storage container.
6. The Contract Unit Price shall include all labor, equipment, materials, and supplies required to record and supply video recordings.
7. Payment shall be made at the respective Contract Unit Price per job site. One DVD properly formatted recording per site required.

### **III. SPECIAL TERMS AND CONDITIONS**

- A. There will be no bituminous price Index adjustments for fuel or bituminous materials, fuel surcharges, overtime charges, delivery charges, or any other miscellaneous added expenses. Prices quoted shall be final cost to Clay County.**
- B. No Base Thickness Adjustment will be Allowed.**
- C. Unit prices as received will constitute full payment to the Contractor for all associated activities necessary for the completion of construction projects. No separate payments shall be made for any activities, traffic control, or mobilizations outside of the scope of these specifications.**
- D. Unless otherwise stipulated in the Distributed Notice to Proceed Letter and contingent upon the completion and submittal of all required pre-award documents, the prices resultant from this bid solicitation shall prevail for the full duration of the initial term unless otherwise indicated elsewhere in this document. The performance period of the Bid shall remain in effect for twenty-four (24) months, and then the Bid will remain in effect until completion of any expressed and/or implied warranty period. The County specifically reserves the right to increase or decrease any or all of the authorized tasks. The Contractor further agrees to provide additional services that the County may desire, mutually negotiated, regarding scope, timing, and fees.**
- E. The bid prices resultant from this solicitation shall prevail for the full duration of the initial bid term unless otherwise indicated elsewhere in this document. Prior to, or upon completion, of the initial term of this Bid, the County shall have the option to renew this Bid for an additional two (2) twelve (12) month periods.**

#### **IV. WORK HOURS**

- A.** All work will be performed during normal County business hours (7:00 a.m. to 3:30 p.m.) on non-holiday weekdays, unless otherwise authorized by the Project Manager.
- B.** Any work performed outside of the normal County business hours will require prior County approval and payment to the County for all expenses incurred by the County for overtime costs in accordance with the Clay County pay scale.

## **APPENDIX A**

### **SITE PREPARATION**

#### **1. STANDARD SITE PREPARATION:**

Standard site preparation shall consist of the complete removal and disposal of all timber, brush, stumps, roots, grass, weeds, sawdust, rubbish and all other obstructions resting on or protruding through the surface of the existing ground and the surface of excavated areas.

Unless otherwise provided, the work shall also include, but not be limited to, removal and disposal of old pavement, drainage pipe culverts, headwalls, endwalls, etc.

#### **2. AREAS COVERED:**

Unless otherwise shown on the plans, Standard Site preparation shall be done within the following areas:

- a. All areas where necessary to accomplish this project as directed by these plans & specifications.
- b. All areas where excavation will be done, including borrow pits, lateral ditches, right-of-way ditches, etc.
- c. All areas where roadway embankments or roadway base will be constructed.
- d. All areas where structures will be constructed, including pipe culverts and other pipe lines.

#### **3. DEPTHS OF REMOVAL OF ROOTS, STUMPS AND OTHER DEBRIS:**

In areas where excavation is to be done and where the excavated material is to be used in the construction of roadway embankment or roadway base or pavement, all stumps, roots and other debris shall be removed to a depth of at least one (1) foot below the ground surface.

#### **4. REMOVAL OF TRASH, VEGETATION, ETC.:**

On roadways where no significant grading is necessary and no clearing and grubbing of the roadway is called for in the plans, all trash and all vegetation, including bushes, shrubs, saplings, become the property of the contractor.

#### **5. TREES TO REMAIN:**

As an exception to the above provisions, where so directed by the Clay County Designated Representative, desirable trees within the roadway area shall be trimmed, protected and left standing. Branches of the trees extending over the area occupied by the roadway shall be trimmed as directed, to give a clear height of sixteen (16) feet above the roadway.

**6. LEVELING TERRAIN:**

Within the areas between the limits of construction and the outer limits of clearing and grubbing all holes and other depressions shall be filled, all mounds and ridges cut down, and the area brought to sufficiently uniform contour so that the owner's subsequent mowing and cutting operations will not be hindered by irregularities of terrain. This work shall be done regardless of whether the irregularities were the result of the Contractor's operations or existed originally. Permanent ponds or other permanent water areas, so designated by the Clay County Designated Representative, will not be required to be filled.

**7. DISPOSAL OF MATERIALS:**

- a. GENERAL DISPOSAL: Timber, stumps, brush, roots, rubbish and objectionable material resulting from clearing & grubbing shall become the property of the Contractor.
- b. PAVING MATERIALS: Paving materials excavated in the removal of existing pavements, such as paving brick, asphalt block, concrete slab, limerock, sidewalk, curb & gutter, etc., shall be disposed of as approved by the Clay County Designated Representative, and, if required by the Clay County Designated Representative, such materials shall be placed in neat piles within the designated area.
- c. When it is designated, the Contractor will be required to furnish at their own expense, the areas for disposal of unsuitable or surplus materials.

**8. DISTURBANCES OR EXISTING IMPROVEMENTS:**

Wherever the underground installation of utility lines will proceed through surface improvements previously made by the Owner, other governmental bodies, or adjacent property owners, the Contractor will be responsible for their protection and preservation, including necessary removal and storage of such improvements, and subsequent replacement to obtain to the fullest extent possible, the undisturbed condition.

**9. SHRUBS AND SOD:**

Shrubs and sod within the limits of trench excavation not shown or directed to be removed shall be taken up with sufficient root ball and soil, suitably stored and watered and replaced as soon as backfilling permits. Shrubbery and sod mishandled or damaged during construction operations so that it does not survive upon completion of the work shall be replaced with similar vegetation and maintained until survival is assured.



**10. FENCES AND RETAINING WALLS:**

If construction work so requires, affected fences and/or retaining walls shall be carefully removed and later re-installed by personnel qualified to accomplish such work. The condition of the re-installed facilities shall be equal to the original facilities, all subject to the Clay County Designated Representative's decision.

**11. DUST CONTROL:**

The Contractor shall use water sprinkling, water truck, or other suitable methods to limit dust during construction. Dust control shall be as often as conditions dictate and when directed by the County representative. Payment for dust control shall be included in the cost for Site Preparation.

**12. IRRIGATION:**

No separate payment will be made for the repair or replacement of irrigation systems damaged, removed, or otherwise impacted during demolition and construction operations. Cost of irrigation is to be included in Site Preparation. It is the Contractor's responsibility to inspect the project area, locate and identify the existing irrigation systems, and protect them from damage where possible; to cut and cap pipes as required during construction; and to repair and/or replace damaged systems "in-kind" upon construction completion and prior to final grading, coordinating said repair and replacement with affected property owners.

**13. MAILBOXES:**

All mailboxes located along this project that are affected by the construction operations shall be protected in place or relocated as directed by the County representative. If the mailbox or its supports are damaged during relocation, all damaged components shall be replaced in-kind at the expense of the Contractor. It is the Contractor's responsibility to inspect the site to establish which mailboxes will require relocation.

Mailboxes affected by the construction operations shall be carefully removed and relocated to allow for uninterrupted mail deliveries. All temporarily relocated mailboxes shall be reinstalled to USPS standards permanently as soon as construction operations allow. The condition of the reinstalled mailboxes shall be at least equal to the original, as determined by the County representative. Payment for mailbox protection and relocation shall be included in Site Preparation.

**RECREATIONAL PROJECTS:**

Site preparation for recreational projects shall include, but not be limited to, the removal and disposal of all trees, stumps, roots, rubbish and debris and all other obstructions resting on or protruding through the surface to a depth of two (2) feet below the finish grade for concrete slabs and one (1) foot below finish grade for natural ground.

**14. PAYMENT:**

Payment for the work specified in this Section shall be included in the price submitted in the Proposal for Site Preparation.

## APPENDIX B

### AS-BUILT REQUIREMENTS

#### General

- 1) Submit Two (2) signed and sealed sets of prints and one digital copy (AutoCAD format; **Please do not use Reference files**) with the design information (elevations, pipe lengths, stationing, etc.) lined through (~~-28.48-~~) and the as-built information placed adjacent to it.

NOTE: The firm or licensed surveyor shall use the original paving and drainage sheet(s) specifically for as-built information. The drawing(s) are to be on 24" X 36" sheet(s) and contain the following in addition to the as-built information:

Project name as it appears on the plat

Project/Development number

Street names

All commercial sites shall show the site physical address in the title block

Design information for all as-built information provided lined through

North arrow

Scale

Show and label all survey-lines used for locations

- 2) The words "AS-BUILT" in at least one-inch high letters
- 3) Materials certification statement signed by the contractor
- 4) Signed engineer's certification statement
- 5) Information pertaining to benchmark(s) (location, elevation, and reference type)
- 6) Show **STATE PLANE COORDINATE (NAD. 83)**

References on at least four (4) boundary corners and on all PRM(s) (One position, to be known as the "Northing," shall give the position in a north and south direction; the other, to be known as the "Easting," shall give the position in an east and west direction, Ref. F.S Ch. 177.151) for Plats and AS-Built.

#### Benchmarks

Permanent Benchmarks are to be situated as to **facilitate lot grading** (i.e. top of metal curb hoods, manhole rims, etc.).

At least two (2) permanent benchmarks shall be established within a subdivision or in each phase of a subdivision and located so that no lot is more than one thousand feet (1,000') from a benchmark. **PLEASE REFERENCE EACH BENCHMARK BY STATION.**

#### Paving

**Stations, offsets, and elevations on:**

Center-line or profile grade line

Top of curb

- Gutter or edge of pavement (specify which)
- Back of sidewalks
- a minimum of every 100 feet and at the following changes in vertical and horizontal alignment:
  - PVC, PC and PVT
  - Low and high points
  - Curb returns
  - Centerline intersections
  - Begin and end valley gutter
  - Begin and end superelevation transition
  - Begin and end full superelevation
  - Begin and end Roadway transition
  - Gutter line (**Cul-De-Sac every 25'**)

### **Drainage**

- 1) Location of all drainage structures. Location should be by station and offset whenever possible, otherwise structures must be tied down from at least two directions.
- 2) Sizes, lengths, and types of drainage pipes including underdrain.
- 3) Information for all structures to include:
  - Pipe invert elevations including underdrain
  - Top or grate elevations (specify which)
  - Weir or slot elevations and sizes
- 4) Cross sections through all swale and ditch construction a minimum of every 25 feet to include **elevations** and **locations** of the centerline or toes of slope (specify which) and the tops of bank.
- 5) Information for retention / detention basins to include:
  - Elevations and locations along the top of bank a minimum of every 100 feet
  - Dated elevation of the water stage at the time of as-built
  - Ties from the top of bank to the waters edge a minimum of every 100 feet
  - Elevations along the bottom of basin (2 shots per average pond acreage)
- 6) Information for control structure to include:
  - Location
  - Top elevation
  - Weir or slot elevation and size
  - Elevation and size of drawdown orifice
    - Length, size, and inverts (at high and low points) of filter drain
  - Invert of outfall pipe
- 7) Show all drainage easements, encroachments within the easements, and any encroachments of drainage outside of easements.

### **Signage**

1) The location of all street signs shall be shown by station and offset whenever possible, otherwise, the signs must be tied down from at least two directions.

### **Additional Notes**

1) All proposed elevations shall be checked for approval; additional elevations may be required to check for positive drainage.

2) All cul-de-sac curbing shall be surveyed every 25'.

3) Submit the blue-line or black-line (**the final set must be signed and sealed by a professional land surveyor, licensed by the state of Florida**) with the CAD disk five (5) days prior to scheduling the final inspection.

4) Water management approvals are required prior to final acceptance.

5) As-builts shall be signed in, if revisions are required, the company will be notified to pick them up and sign them out. Once revisions have been made, the documents shall be signed back in.

**6) The files on the CAD disk should reflect the site without additional editing.**

**Bid No. 17/18-21, CONTINUING DRAIN LINE REPAIR AND/OR NEW  
CONSTRUCTION**

**CORPORATE DETAILS**

Failure to complete all fields may result in your bid being rejected as non-responsive.

COMPANY NAME: \_\_\_\_\_

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

TELEPHONE: \_\_\_\_\_

FAX #: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Name of Person submitting Bid: \_\_\_\_\_

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

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

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

Area Representative Contact Information: \_\_\_\_\_

\_\_\_\_\_

**ADDENDA ACKNOWLEDGMENT:**

Bidder acknowledges receipt of the following addendum:

Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_ Acknowledged by: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_ Acknowledged by: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date: \_\_\_\_\_ Acknowledged by: \_\_\_\_\_

**Certification Regarding Debarment, Suspension,  
Ineligibility and Voluntary Exclusion Form**

**Bid No. 17/18-21, CONTINUING DRAIN LINE REPAIR AND/OR NEW  
CONSTRUCTION**

- (1) The prospective Vendor, \_\_\_\_\_, certifies, by submission of this document, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal Department or Agency.
- (2) Where the Vendor is unable to certify to the above statement, the prospective Vendor shall attach an explanation to this form.

**Vendor:**

\_\_\_\_\_

**By:** \_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name and Title**

\_\_\_\_\_  
**Street Address**

\_\_\_\_\_  
**City, State, Zip**

\_\_\_\_\_  
**Date**

Scrutinized Companies Certification  
[Clay County Bid No. 17/18-21, CONTINUING DRAIN LINE REPAIR AND/OR NEW CONSTRUCTION]

Name of Company:<sup>1</sup> \_\_\_\_\_

In compliance with subsection (5) of Section 287.135(5), Florida Statutes (the Statute), the undersigned hereby certifies that the company named above is not participating in a boycott of Israel as defined in subsection (1) of the Statute; is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List as referred to in subsection (2) of the Statute; and does not have business operations in Cuba or Syria as defined in subsection (1) of the Statute.

Insert Name of Company:

\_\_\_\_\_  
\_\_\_\_\_

(Seal)

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

\_\_\_\_\_

Its \_\_\_\_\_

<sup>1</sup> “Company” means a sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, limited liability company, or other entity or business association, including all wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of such entities or business associations that exists for the purpose of making profit.



**“No Bid” Statement**

**Bid No. 17/18-21, CONTINUING DRAIN LINE REPAIR AND/OR NEW  
CONSTRUCTION**

If your company does not intend to bid on this procurement, please complete and return this form prior to the date shown for receipt of bids to: Clay County Purchasing Division, Attn: Donna Fish, P.O. Box 1366, Green Cove Springs, FL 32043

We, the undersigned, decline to bid on the above referenced invitation to bid for the following reasons:

- ☐ Specifications are too restrictive (please explain below or attach separately)
- ☐ Unable to meet specifications
- ☐ Specifications were unclear (please explain below or attach separately)
- ☐ Insufficient time to respond
- ☐ We do not offer this product or service
- ☐ Our schedule would not permit us to perform at this time
- ☐ Unable to meet bond requirements
- ☐ Other (please explain below or attach separately)

Remarks:

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Company Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Fax #: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_

Zip: \_\_\_\_\_

## **CHAPTER 8: PROCEDURES FOR PUBLIC BID OPENINGS**

(A) **Purpose:** The purpose of this chapter is to specify procedures for the submittal, receipt, opening and recording of all formal bids required by all of the various laws, ordinances, and other procedures and manuals governing the solicitation and awarding of public bids in Clay County, Florida, including but not limited to:

- a. Section 336.44, Florida Statutes (2001).
- b. Applicable Provisions of Clay County Code.
- c. Florida Department of Transportation Standard Specifications, most recent edition.

(B) **Time of Opening:** All bids shall be submitted to the Purchasing division, 4th Floor, Clay County Administration Building, 477 Houston Street, Green Cove Springs, Florida, which shall record receipt thereof by date and time on the bid envelope. Upon receipt, the Purchasing division will maintain custody and control of all bid submittals until after they have been opened. The deadline for a particular bid submittal shall be 4:00 P.M., of the Monday immediately preceding the Tuesday upon which the bid is to be opened. No bid shall be opened unless and until proof by publisher's affidavit of publication of the bid solicitation is received and filed by the Purchasing division. Bidders and the public are welcomed to attend the opening and all subsequent committee and commission meetings related to the bids.

(C) **Form of Bid Submittal:** All bids shall be submitted in triplicate, (and if applicable only on the forms provided by the County or its staff). Each bid and its accompanying materials shall be submitted in a single, sealed and opaque envelope. The following items shall be prominently marked on the cover of the envelope by the party making the submittal prior thereto:

- a. The number assigned to the particular bid solicitation.
- b. The title of the bid exactly as it appeared in the published solicitation.
- c. The date of the bid opening.

(D) **Bid Receipt Procedure:** The County Manager shall, in cooperation with his or her Department heads and the Purchasing division, assign a specific and discrete number and title to each bid solicitation, which shall be contained in the Request for Bids, the newspaper publication, specifications and the Bid Form thereof. Three copies of each request for bid shall be submitted to the Purchasing division for distribution as provided in Section F hereof, and the "Request For Bids" shall be signed prior to publication.

(E) **Place of Opening:** All bids properly submitted shall be opened in a public location so designated in the bid solicitation.

(F) **Distribution of Copies:** Upon the opening of a bid, one copy shall be distributed to the head of the originating department. Purchasing shall submit to the Finance committee of the Board a tabulated list of all bidders and their bids, including bid number, name, staff assigned, a recommendation to include but not be limited to the lowest responsive and responsible bid, or in a

proper circumstance the best bid, budget information and alternatives. All staff assigned to evaluate bid and RFP responses shall do so observing all requirements of the Sunshine Law and in meetings noticed at least 72 hours in advance thereof. The Purchasing division shall serve as the permanent record holder for the County Manager.

(G) **Committee Review, Report and Recommendations:** Bids shall be reviewed by the Board's Finance committee following the bid opening. The Committee should, in the absence of unusual circumstances, report its recommendation to the Board at the Board's next regularly scheduled meeting, which shall include a tabulated list of all bidders and their bids. In all events, the County Manager shall cause to be spread upon the minutes of the regular meeting of the Board next following the opening of a particular bid, a list of all bidders and their bids. Upon being awarded a bid, and if a contract is entered into with the successful bidder then the County's Standard Addendum and IRS Form W-9, Request for Taxpayer Identification and Certification must be completed.

(H) **Ineligible Bid:** Any bid that does not meet the foregoing requirements for form, time of submittal, number of copies or the specifications advertised will be rejected and the reasons stated therefor; provided that the Purchasing division shall reject and return unopened all bids which do not meet the foregoing requirements for time of submittal, or envelope markings. Bids that do not meet requirements for form will be rejected and declared "No Bid". The Board reserves the power to reject all bids and in its discretion to re-advertise the solicitation.

(I) **Bid Withdrawal Period:** Any bid submitted requires a five (5) percent bond unless waived by the Board prior to solicitation, which cannot be withdrawn for a period of 30 days subsequent to the date of the bid opening, notice of which shall be incorporated in all requests for bids. As used herein, the term bond shall include cashier or certified checks payable to the County. All such checks shall be held by the Finance department for safekeeping immediately upon acceptance of the bid (but not deposited). The Finance department is hereby authorized to return each bond to the submitting party, as soon as practicable, upon written request to the Finance department, but only after a bid and contract have been awarded and executed between the County and the successful bidder for a particular project, or in the event that all bids have been rejected by the Board, or in the event the time provided that the bid shall remain in effect shall have expired and the bid submitter requests its return in writing.

(1) Vendors bidding on SHIP rehabilitation projects are exempt from the bid bond requirements delineated in 8(I) above or as may be otherwise stated elsewhere in this policy document.

(2) Vendors bidding on commodities price contracts, or any other type of contract that does not commit the Board to an actual exchange transaction (purchase) but rather seeks only a fixed unit price commitment from a vendor in the event a future purchase decision is made, shall be exempt from the bid bond requirements delineated in 8(I) above or as may be otherwise stated elsewhere in this policy document.

(J) **Bid Addenda:** All addenda distributed subsequent to the initial distribution of specifications shall be sent by certified mail/return receipt requested, said return receipt to be returned to the Purchasing division identified by bid number. Prior to mailing, a copy of each

addendum shall be received by the Purchasing division, provided that no addendum shall be mailed later than five (5) working days prior to the scheduled bid opening date.

(K) **Bid Tabulation Form:** The bid Tabulation Form used at bid openings shall include a place thereon for three witnesses to sign. This procedure will eliminate the need for signing each individual bid at the time of opening, thus requiring the three witnesses to sign only once for each bid number submitted.

(L) **Authority to Delay Bid Openings:** The County Manager is hereby authorized, without seeking prior approval of the Board in any particular case, to order a delay of any bid opening from its scheduled date and time to a time certain on the agenda of the next regularly scheduled meeting of the Board, or such special meeting called for such purpose. The delay may be ordered at any time prior to the time of the scheduled opening, provided that such order be in writing, addressed and delivered to the Purchasing division with a copy delivered to the County Manager, and that copies thereof be mailed by certified mail, return receipt requested to all responding bidders as soon thereafter as is reasonably practicable. Upon receipt of the order, the Purchasing division shall immediately record the date and time thereof. The Purchasing division shall continue to accept sealed bids up until the applicable deadline. At the date and time originally scheduled for the bid opening, the Purchasing division shall announce the delay order to all in attendance and shall continue to maintain in its custody all properly submitted sealed bids until further order of the Board. At the time certain scheduled before the Board, the County Manager shall present his reason or reasons for the delay order and his recommendation for disposition of bids submitted. The Board may order the bids to be opened then and there, or at some other time and date certain; it may cancel the bid and order the return of all bids unopened; it may order a further delay of the bid opening; or it may make any other order appropriate to the circumstances. If the bids are ultimately opened, they shall be reviewed as provided elsewhere herein. If a delay occurs as provided herein, then the 30 day withdrawal period as provided in 8(I) shall commence upon the date of the actual bid opening, provided such date is not more than 60 days subsequent to the originally scheduled date. No delay shall be ordered beyond such 60 day period, unless the parties submitting timely bids consent to such delay in writing. In no event is the County Manager authorized to extend the deadline for bid submittals for any particular project, only the bid opening date.

(M) **Contractor's Insurance Requirement:**

1. Any Contractor submitting a bid for any public works project must include, within its initial bid response, proof of the following insurance, in effect continuously from the date of submittal through the 60 days subsequent to the scheduled bid opening date:

a. Commercial General Liability

1.	General Aggregate	\$1,000,000
2.	Products and Completed Operations Aggregate	\$1,000,000
3.	Personal and Advertising Injury	\$1,000,000
4.	Each Occurrence	\$1,000,000
5.	Fire Damage (any one fire)	\$ 50,000
6.	Medical Expense (any one person)	\$ 5,000

- b. Automobile Liability
  - 1. Any automobile-Combined bodily injury/property damage, \$1,000,000 with minimum limits for all additional coverage as required by Florida law
- c. Workers Compensation/Employers Liability
  - 1. Workers Compensation statutory limits
  - 2. Employers Liability
    - a. Each Accident \$ 100,000
    - b. Disease-Policy \$ 500,000
    - c. Disease-Each Employee \$ 100,000
- d. Professional Liability
  - 1. When required by contract-per occurrence \$1,000,000

2. Upon being awarded the bid, the contractor must provide proof that such insurance will be in effect from the date of commencement of the project. The contractor will maintain insurance coverage at the above-prescribed levels through the date of completion of the project and that coverage will include all independent contractors and subcontractors. Either prior to or simultaneously with the execution of the contract, the successful bidder must deliver certificates of insurance for the required insurance coverages to the County naming "Clay County, a political subdivision of the State of Florida; The Board of County Commissioners, Clay County, Florida; and all public agencies of Clay County, as their interests may appear" as "Additional Insureds." Said certificates of insurance shall also include a thirty day prior written notice of cancellation, modification or non-renewal to be provided to the County.

3. The Board reserves the right to waive, raise or lower the minimum coverages required for particular projects prior to bid solicitation by affirmative action. The Board will not waive any defects in a bid submittal pertaining to matters under this subsection.

**(N) Bid Awards and Protests:**

FOLLOWING THE BID OPENING AND TABULATION, A "NOTICE OF INTENT TO AWARD BID" OR A "NOTICE OF REJECTION OF ALL BIDS" WILL BE POSTED ON THE INTERNET AT: [insert bid notice web address<sup>1</sup>] As of the date on which this Purchasing Policy was adopted, the bid notice web address was: <http://www.claycountygov.com/departments/purchasing-division/bcc-bid-tabs-current-bids-intent-bids-rejection-bids..> THIS WEBPAGE CAN ALSO BE ACCESSED FROM THE HOMEPAGE OF THE COUNTY'S WEBSITE AT: [insert County's homepage address<sup>2</sup>] BY [insert suitable directions<sup>3</sup>]. NO OTHER NOTICE WILL BE POSTED.

<sup>1</sup> As of the date on which this Purchasing Policy was adopted, the bid notice web address was: <http://www.claycountygov.com/departments/purchasing-division/bcc-bid-tabs-current-bids-intent-bids-rejection-bids..>

<sup>2</sup> As of the date on which this Purchasing Policy was adopted, the County's homepage address was: <http://www.claycountygov.com/>.

<sup>3</sup> As of the date on which this Purchasing Policy was adopted, suitable directions would be: "FOLLOWING THE "Notice of Intent Bids" LINK UNDER THE "Business" ROLLOVER BUTTON".

PROSPECTIVE BIDDERS ARE NOTIFIED THAT THE FAILURE TO INCLUDE WITHIN THE SEALED BID ENVELOPE A PROPER BID BOND OR OTHER SECURITY APPROVED UNDER THE COUNTY'S PURCHASING POLICY, IF REQUIRED FOR THIS SOLICITATION, OR THE FAILURE TO FILE A WRITTEN NOTICE OF PROTEST AND TO FILE A WRITTEN PETITION INITIATING A FORMAL PROTEST PROCEEDING WITHIN THE TIMES AND IN THE MANNER PRESCRIBED IN SECTION 8.N. OF SAID POLICY, SHALL CONSTITUTE A WAIVER OF THE RIGHT TO PROTEST THE BID SOLICITATION, ANY ADDENDUM THERETO, OR THE BID DECISION, AS APPLICABLE, AND TO INITIATE A FORMAL PROTEST PROCEEDING UNDER SAID POLICY. THE COUNTY'S PURCHASING POLICY CAN BE VIEWED AT THE COUNTY'S WEBSITE BY FOLLOWING THE APPROPRIATE LINKS FROM THE HOMEPAGE ADDRESS SET FORTH ABOVE.

IF A PROSPECTIVE BIDDER IS IN DOUBT WHETHER THIS SOLICITATION REQUIRES A BID BOND, SUCH PROSPECTIVE BIDDER IS SOLELY RESPONSIBLE FOR MAKING APPROPRIATE INQUIRY.

2. Unless otherwise expressly directed by the Board in its decision on a bid award, immediately following such decision the County Manager shall cause a "Notice of Intent to Award Bid" or a "Notice of Rejection of All Bids" to be posted on the County's website, with the time and date of posting appearing thereon. Notice shall not be posted elsewhere. The notice shall be posted in portable document format or other secure format.
3. The failure on the part of a prospective bidder to include within the sealed bid envelope a proper bid bond or other security approved under this policy, if required for the particular bid solicitation, or the failure by a prospective bidder to file a written notice of protest and to file a written petition initiating a formal protest proceeding within the times and in the manner prescribed in this section shall constitute a waiver of the prospective bidder's right to protest the bid solicitation, any addendum thereto, the Board's bid decision, as applicable, and to initiate a formal protest proceeding hereunder.
4. A prospective bidder is solely responsible for determining whether a particular bid solicitation requires a bid bond, and for resolving any doubt by making appropriate inquiry.
5. The County Manager shall cause a copy of this policy to be posted on the County's website in portable document format or other secure format. The County Manager shall cause to be established conspicuous and easy-to-follow links to the policy from the homepage.
6. Any person who is adversely affected by a bid solicitation, by any addendum thereto, or by a bid decision may file with the County Manager a written notice of protest no later than 4:30 p.m. on the third business day immediately following the date notice is published, with respect to a bid solicitation; no later than 4:30 p.m. on the third business day immediately following the date of issuance, with respect to a bid addendum; and within 72 hours after the posting of the notice,

exclusive of hours occurring during days that are other than business days, with respect to a bid decision.

7. A formal protest proceeding shall be deemed commenced upon the timely filing of a written petition initiating the same. A written petition initiating a formal protest proceeding must be filed with the County Manager no later than 4:30 p.m. on the tenth calendar day immediately following the date on which the written notice of protest was filed; provided, if the tenth calendar day is not a business day, then the petition must be filed no later than 4:30 p.m. on the first business day immediately following said tenth calendar day. The petition must set forth with particularity the facts and law upon which the protest is based. The petition must conform substantially with the requirements for petitions set forth in Rule 28-106.201, Florida Administrative Code. References in this section to a petition shall mean a written petition initiating a formal protest proceeding filed in accordance with this subsection.

8. Any protest of a bid solicitation or bid addendum shall pertain exclusively to the terms, conditions, and specifications contained in a bid solicitation or bid addendum, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract.

9. Upon receipt of a formal written notice of protest that has been timely filed, the County Manager shall suspend the bid solicitation or bid award process until the subject of the protest is resolved by final action as specified in this section, unless the County Manager sets forth in writing particular facts and circumstances which require the continuance of the solicitation or award process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare. Such suspension shall be lifted immediately in the event the protesting party shall have failed to timely file a petition.

10. Intervenor shall be permitted to participate in the formal protest proceeding in accordance with the procedures governing intervenor practice set forth in Rule Chapter 28-106, Florida Administrative Code, and shall be subject to all limitations provided therein applicable to intervenors.

11. In his or her discretion, the County Manager may provide an opportunity to resolve the protest by mutual agreement between the County Manager and the protesting party within 7 calendar days after receipt of a timely petition. Such agreement must be reduced to writing, signed by the County Manager and the protesting party or such party's authorized agent, and submitted to the Board at the earliest opportunity. The agreement shall not be deemed effective unless ratified by the Board. If the Board shall fail to ratify the agreement, then the protest shall proceed to resolution as hereinafter provided.

12. Within 10 business days following the timely filing of a petition, or, if the Board shall have considered but failed to ratify an agreement submitted to it under subsection 11, then within 10 business days thereafter, a hearing shall be conducted pursuant to subsection 13 before a hearing officer, who shall be the County Manager or his or her designee. The County Manager may designate any department head as the hearing officer; provided, a department head who is substantially involved in or connected with the bid solicitation or bid award process shall be

deemed disqualified from serving as the hearing officer, unless such involvement or connection is purely ministerial in nature.

13. All hearings shall be conducted pursuant to written notice to the protesting party, the County Attorney's Office and all intervenors by the hearing officer specifying the time, date and place of the hearing. Particular rules and procedures governing each such hearing are as follows:

- a. The audio thereof shall be recorded electronically.
- b. Prior to the hearing only, motion practice may be permitted by the hearing officer in his or her discretion in accordance with the rules governing the same set forth in Rule Chapter 28-106, Florida Administrative Code. All motions shall be ruled upon prior to or at the start of the hearing, except that rulings on motions in limine may be deferred to an appropriate time during or after the hearing.
- c. Prior to the hearing, the protesting party, the County and all intervenors must confer and endeavor to stipulate to as many relevant and undisputed facts upon which the decision is to be based as may be practicable. Such stipulation must also identify those issues of material fact, if any, that remain in dispute. The stipulation must be reduced to a writing signed by or on behalf of the protesting party, the County and all intervenors, and be submitted to the hearing officer at least two business days prior to the hearing. The stipulation may include an appendix comprising documents that shall be deemed admitted and considered as evidence for purposes of the hearing, or referring to tangible items deemed admitted and considered as evidence for purposes of the hearing, which items shall either be presented at the hearing or, if such presentation is impractical, submitted to the hearing officer by graphic, descriptive, representational, photographic, videotape or similar medium properly depicting or characterizing the items.
- d. The protesting party and all intervenors shall have the right to appear before the hearing officer at the hearing in proper person or through counsel and, as to those issues of material fact, if any, that remain in dispute, as identified in the stipulation, to present relevant testimonial, documentary and tangible evidence, and to be heard on the substantive issues bearing on the protest. The County shall be deemed a party to the proceeding, and the County Attorney or any assistant county attorney may participate in the protest proceeding, appear before the hearing officer, present evidence and be heard on behalf of the County.
- e. All witnesses shall be placed under oath by the hearing officer prior to testifying, and shall be subject to cross-examination by any hearing participant.
- f. Hearsay evidence shall be admissible unless the hearing officer shall determine the same to be redundant, unreliable or prejudicial.
- g. At the hearing any hearing participant may offer appropriate argument and summation, and submit a written brief and a proposed order, but only after the conclusion of the evidentiary portion of the hearing, if any.



h. Immediately following the hearing, the County Manager shall cause a written transcript of all testimonial evidence introduced at the hearing to be prepared expeditiously based upon the audio recording, and shall provide copies of the same to all of the hearing participants.

i. Within 7 business days following the hearing, the hearing officer shall submit a recommended order to the County Manager and serve copies on all hearing participants; provided, if the County Manager is the hearing officer, then within 7 business days following the hearing, the County Manager shall issue a recommended order and serve copies on all hearing participants. The recommended order shall contain findings of fact and, based upon such facts, a disposition of the protest; provided, no finding of fact may be predicated solely upon the basis of hearsay.

j. The recommended order shall thereafter be submitted to the Board along with the transcript of the hearing testimony and the entire written and tangible record of the protest proceedings at the earliest opportunity to be considered at a time certain, with notice thereof served upon the hearing participants. Each of the hearing participants shall be allowed 3 minutes to address the Board regarding the recommended order, unless the Chairman in his or her discretion shall allow additional time. If a hearing participant intends to challenge any finding of fact in a recommended order that was based upon testimonial evidence, such participant shall be allowed 2 additional minutes for such purpose, and may direct the attention of the Board members to any portion of the transcript relevant to the challenge. The other hearing participants shall each have the right to offer argument in rebuttal to the challenge, and to direct the attention of the Board members to any portion of the transcript relevant to the rebuttal. No testimony or other evidence beyond the record and the transcript shall be presented to the Board. Thereafter the Board shall render its decision on the protest. In so doing the Board shall be bound by the findings of fact in the recommended order that are based upon testimonial evidence, except those for which it upholds a challenge. A challenge shall be upheld only if the finding of fact is not supported by competent, substantial evidence in the record or in the transcript. Otherwise, the Board shall not be bound by any of the provisions of the recommended order. The decision of the Board shall be reduced to a written order signed by the Chairman, and shall constitute final action of the County on the protest.

k. The date, type and substance of all ex parte communications between any Board member and a hearing participant, including counsel therefor or any agent thereof, and between any Board member and third party, must be publicly disclosed by the Board member prior to the rendering of the Board's decision. All such communications that are written or received electronically must be filed for the record, and copies thereof provided to each Board member and hearing participant.

14. All proceedings before the hearing officer shall be informal, and customary rules of evidence shall be relaxed. In all respects both the hearing officer and the Board shall observe the requirements of procedural and substantive due process that are the minimum necessary for accomplishing a fair, just and expeditious resolution of the protest.

15. Ex parte communications between a hearing participant and the hearing officer are forbidden. The hearing officer may take such steps as he or she may deem just and appropriate to prevent or sanction attempted ex parte communications, including promptly disclosing the attempted communication, or requiring the offending hearing participant to disclose promptly the attempted communication, to the other hearing participants. Where necessary, the hearing officer may recuse himself or herself, and the subsequently designated hearing officer may order the offending participant to pay for all or any portion of the costs incurred by the County and any other hearing participant strictly as a consequence of the ex parte communication or attempted ex parte communication, else be excluded from further participation. Neither the County Attorney nor any assistant county attorney shall be subject to this subsection or prohibited from engaging in ex parte communications with the hearing officer.

16. The purpose of this policy is to promote fairness and public confidence in the competitive bidding process. To further such end, and except as otherwise specifically provided herein, the substantive law governing the resolution of bid protests found in the decisions of the Florida appellate courts, as well as any statutes or agency rules that may be applicable to the particular bid solicitation, shall guide the hearing officer and the Board in rendering a decision on a bid protest under this section. The significant principles of law governing the bid protest and the resolution thereof, which shall prevail to the extent not otherwise in conflict with any governing statutes or agency rules, are as follows:

- a. The burden is on the party protesting the award of the bid to establish a ground for invalidating the award.
- b. The standard of proof for the protest proceeding shall be whether the proposed award was clearly erroneous, contrary to competition, arbitrary, or capricious.
- c. The proposed award shall be deemed arbitrary or capricious if it is contrary in a material way to any governing statutes, the County's rules or policies, or the bid or proposal instructions or specifications.
- d. The scope of the inquiry is limited initially to whether the proposed award is improper under the foregoing standard of proof. If and only if the hearing officer first determines on the basis of competent and substantial evidence that the proposed award is improper, then the hearing officer may recommend, in accordance with the law and this policy, an alternate disposition for the proposed award. Such disposition may include, but shall not be limited to, rejecting all bids, or awarding all or a portion of the bid to the protesting party.
- e. A bid protest proceeding may not serve as a vehicle for the Board to revisit the proposed award absent a determination of impropriety as set forth above.

17. By written agreement amongst the protesting party, the County, and all then-existing intervenors, any provision of this section pertaining to the procedures for resolving a protest for which a petition has been timely filed may be modified or waived so long as such modification or

waiver shall not hinder or thwart the proper and expeditious resolution of the protest, or otherwise operate to undermine the salutary purposes of competitive, public bidding.

18. Only to the extent necessary to avoid a miscarriage of justice or to prevent a manifest violation of a hearing participant's procedural or substantive due process rights, a hearing officer may modify or suspend the applicability of any of the provisions or requirements of this section in the course of conducting a protest proceeding hereunder; provided, a hearing officer may not modify or suspend any of the provisions or requirements of subsections 3, 4, 6, 7, 8, 16, 20, 21 and 22 hereof.

19. Except and to the extent specifically provided in this section, and except and to the extent otherwise specified provided by written agreement amongst the protesting party, the County, and all then-existing intervenors, no provisions of Rule Chapter 28-106, Florida Administrative Code, shall be deemed applicable to the resolution of protests under this section.

20. For purposes of this section, the filing with the County Manager of a written notice of protest or of a written petition initiating a formal protest proceeding shall be deemed accomplished only when the original written notice or original written petition has been physically received by the County Manager or his or her designee. A notice or petition shall be deemed original only if it bears the original signature of the protesting party or such party's authorized agent. No notice or petition may be filed by facsimile transmission or by e-mail, and any notice or petition received in such manner shall be deemed unfiled and ineffective. The use of an overnight delivery service or of the United States Postal Service to file a notice or petition shall be entirely at the risk of the person submitting the same, and any such notice or petition so received after the applicable deadline shall be deemed untimely.

21. For purposes of this section, a business day shall mean any 24-hour day that is not a Saturday, a Sunday, or a holiday observed by the County.

22. For purposes of this section, counsel shall mean an attorney who is a member of the Florida Bar in good standing.

23. For purposes of this section, all notices of protest and petitions initiating formal protest proceedings, and all stipulations, briefs, proposed findings of fact, written motions and proposed orders submitted to a hearing officer shall be on white, opaque paper 8 ½ by 11 inches in size. The pages of all such documents shall have margins on all sides of not less than 1 inch; shall be in Times New Roman or Courier New font no smaller than 12 in size, including footnotes and endnotes; shall have standard double-spacing between lines, excluding quotations, footnotes and endnotes; and shall be numbered at the bottom. All quotations shall be indented. Briefs shall not exceed 15 pages in length, and may not include any appendices. A digital copy of all written stipulations, briefs, proposed findings of fact, written motions and proposed orders submitted to the hearing officer must be simultaneously provided to the hearing officer in Word format, version 2000 or later, on compact disc or 3 ½" diskette.

24. For purposes of this section, a hearing participant shall mean and include the protesting party, the County and any intervenor.

25. This section shall be construed and implemented so as to secure the just, speedy, and inexpensive resolution of bid protests.

(O) **UTILITY RELOCATION AGREEMENTS:** Prior to soliciting bids for right of way improvements and other public works projects that require the removal or relocation of utilities, agreements with the affected utilities must be entered into providing for the terms, scheduling and conditions of such relocation and removal. The County Manager may develop and maintain such form of agreement as may be appropriate for accomplishing the requirements of this section. (*Resolution No. 09/10-65*)

(P) **NO-CONTACT RULE:** (*Resolution No. 09/10-81*)

1. As used in this section and unless the context clearly requires otherwise, the following terms and phrases shall have the meanings herein ascribed:

- a. Contacting shall mean communicating or attempting to communicate by any means, whether orally, telephonically, electronically or in writing.
- b. Bidder shall mean any person or entity submitting a response to a bid solicitation, and shall include all owners, shareholders, principals, officers, employees and agents thereof.
- c. Bid shall mean any bid, request for proposals and request for qualifications.
- d. Solicitation period shall mean the time between the publication of the notice of the bid and the opening of the bid.
- e. Evaluation period shall mean the time between the opening of the bid and the award thereof by the Board of County Commissioners.

2. The instructions for all solicitations of bids to be submitted under seal shall include provisions prohibiting bidders from contacting (i) any member of the Board of County Commissioners, the County Manager or any County employee or agent regarding the solicitation in any respect during the solicitation period, and (ii) the County Manager or any County employee or agent regarding the solicitation in any respect during the evaluation period. The violation of this rule shall result in the automatic disqualification of any response to a bid solicitation submitted by the violator, and the foregoing instructions shall so state.

3. The no-contact rule set forth in subsection 2 shall not apply to inquiries submitted to County employees or agents in the manner specifically provided in the bid solicitation package regarding the distribution thereof, or to communications seeking clarification regarding instructions or specifications submitted to County employees or agents in the manner specifically provided in the bid solicitation package, or to pre-bid conferences provided for in the bid solicitation package, or to formal presentations by finalists to the Board of County Commissioners or any committee thereof specifically contemplated in the bid solicitation package.

4. The purpose of the no-contact rule set forth in subsection 2 is to prevent any one bidder from gaining an advantage over other bidders through lobbying or otherwise attempting to influence the procurement decision through discussions or the presentation of information or materials outside of the process contemplated in the bid solicitation package and this purchasing policy, and also to ensure that the dissemination of information from the County entity to bidders regarding the bid solicitation is equal and uniform.

**BID #17/18-21, CONTINUOUS DRAINLINE REPLACEMENT AND/OR NEW DRAINLINE CONSTRUCTION**

PARAGRAPH NUMBER	ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT COST	TOTAL COST
<b>A</b>	1	Site Preparation	LS	NA	NA	Per Project
<b>B</b>	2	Maintenance of Traffic	LS	NA	NA	Per Project
<b>C</b>	3	Miscellaneous Non-Bid Items	LS	NA	NA	Per Project
<b>D</b>	4	15" R.C.P.	LF	600		
	5	18" R.C.P.	LF	450		
	6	24" R.C.P.	LF	450		
	7	30" R.C.P.	LF	100		
	8	36" R.C.P.	LF	100		
	9	42" R.C.P.	LF	100		
	10	48" R.C.P.	LF	50		
	11	54" R.C.P.	LF	50		
	12	60" R.C.P.	LF	25		
	13	66" R.C.P.	LF	25		
	14	72" R.C.P.	LF	25		
	15	12" X 18" E.R.C.P.	LF	500		
	16	14" X 23" E.R.C.P.	LF	500		
	17	19" X 30" E.R.C.P.	LF	200		
	18	24" X 38" E.R.C.P.	LF	200		
	19	29" X 45" E.R.C.P.	LF	50		
	20	34" X 53" E.R.C.P.	LF	25		
	21	38" X 60" E.R.C.P.	LF	25		
	22	43" X 68" E.R.C.P.	LF	25		
	23	48" X 76" E.R.C.P.	LF	25		
	24	53" X 83" E.R.C.P.	LF	25		
	25	58" X 91" E.R.C.P.	LF	25		
	26	15" C.M.P.	LF	700		
	27	18" C.M.P.	LF	700		
	28	24" C.M.P.	LF	50		
	29	30" C.M.P.	LF	50		
	30	36" C.M.P.	LF	50		
	31	42" C.M.P.	LF	50		
	32	48" C.M.P.	LF	25		
	33	54" C.M.P.	LF	25		
	34	60" C.M.P.	LF	25		
	35	66" C.M.P.	LF	25		

**Note:** The Unit Costs for all progressive line items (e.g. RCP 18", RCP 24", RCP 30"... ) shall reflect a consistent escalation in price, though the amount of each escalation may differ.

**BID #17/18-21, CONTINUOUS DRAINLINE REPLACEMENT AND/OR NEW DRAINLINE CONSTRUCTION**

PARAGRAPH NUMBER	ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT COST	TOTAL COST
<b>D</b>	36	72" C.M.P.	LF	25		
	37	13" X 17" C.M.P.A.	LF	100		
	38	15" X 21" C.M.P.A.	LF	100		
	39	20" X 28" C.M.P.A.	LF	100		
	40	24" X 35" C.M.P.A.	LF	50		
	41	29" X 42" C.M.P.A.	LF	50		
	42	33" X 49" C.M.P.A.	LF	25		
	43	38" X 57" C.M.P.A.	LF	25		
	44	43" X 68" C.M.P.A.	LF	25		
	45	47" X 71" C.M.P.A.	LF	25		
	46	52" X 77" C.M.P.A.	LF	25		
	47	57" X 83" C.M.P.A.	LF	25		
	48	15" HDPE	LF	700		
	49	18" HDPE	LF	700		
	50	24" HDPE	LF	50		
	51	30" HDPE	LF	50		
	52	36" HDPE	LF	50		
	53	42" HDPE	LF	50		
	54	48" HDPE	LF	25		
	55	54" HDPE	LF	25		
	56	60" HDPE	LF	25		
	57	15" Polypropylene Pipe	LF	700		
	58	18" Polypropylene Pipe	LF	700		
	59	24" Polypropylene Pipe	LF	50		
	60	30" Polypropylene Pipe	LF	50		
	61	36" Polypropylene Pipe	LF	50		
	62	42" Polypropylene Pipe	LF	50		
	63	48" Polypropylene Pipe	LF	25		
	64	54" Polypropylene Pipe	LF	25		
	65	60" Polypropylene Pipe	LF	25		
	66	Concrete (Box Culverts)	CY	200		
	67	Reinforcing Steel (Box Culverts)	LB	50,000		

**Note:** The Unit Costs for all progressive line items (e.g. RCP 18", RCP 24", RCP 30"... ) shall reflect a consistent escalation in price, though the amount of each escalation may differ.

**BID #17/18-21, CONTINUOUS DRAINLINE REPLACEMENT AND/OR NEW DRAINLINE CONSTRUCTION**

PARAGRAPH NUMBER	ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT COST	TOTAL COST
<b>E</b>	68	Straight Concrete Endwall (Single 15" pipe or pipe equivalent)	EA	5		
	69	For Multible Pipe, Adjust per additional pipe	EA	1		
	70	Straight Concrete Endwall (Single 18" pipe or pipe equivalent)	EA	5		
	71	For Multible Pipe, Adjust per additional pipe	EA	1		
	72	Straight Concrete Endwall (Single 24" pipe or pipe equivalent)	EA	5		
	73	For Multible Pipe, Adjust per additional pipe	EA	1		
	74	Straight Concrete Endwall (Single 30" pipe or pipe equivalent)	EA	2		
	75	For Multible Pipe, Adjust per additional pipe	EA	1		
	76	Straight Concrete Endwall (Single 36" pipe or pipe equivalent)	EA	2		
	77	For Multible Pipe, Adjust per additional pipe	EA	1		
	78	Straight Concrete Endwall (Single 42" pipe or pipe equivalent)	EA	2		
	79	For Multible Pipe, Adjust per additional pipe	EA	1		
	80	Straight Concrete Endwall (Single 48" pipe or pipe equivalent)	EA	2		
	81	For Multible Pipe, Adjust per additional pipe	EA	1		
	82	Straight Concrete Endwall (Single 54" pipe or pipe equivalent)	EA	2		
	83	For Multible Pipe, Adjust per additional pipe	EA	1		
	84	Straight Concrete Endwall (Single 60" pipe or pipe equivalent)	EA	2		
	85	For Multible Pipe, Adjust per additional pipe	EA	1		
	86	Straight Concrete Endwall (Single 66" pipe or pipe equivalent)	EA	2		
	87	For Multible Pipe, Adjust per additional pipe	EA	1		
	88	Straight Concrete Endwall (Single 72" pipe or pipe equivalent)	EA	2		
	89	For Multible Pipe, Adjust per additional pipe	EA	1		
<b>F</b>	90	Concrete (Box Culvert Endwalls)	CY	100		
	91	Reinforcing Steel (Box Culvert Endwalls)	LB	20,000		
<b>F</b>	92	Sand- Cement Rip Rap Endwall	BAG	500		
<b>G</b>	93	End Section (15" pipe or pipe equivalent)	EA	10		
	94	End Section (18" Pipe or pipe equivalent)	EA	10		
	95	End Section (24" Pipe or pipe equivalent)	EA	5		
	96	End Section (30" Pipe or pipe equivalent)	EA	2		
	97	End Section (36" Pipe or pipe equivalent)	EA	2		
	98	End Section (42" Pipe or pipe equivalent)	EA	2		
	99	End Section (48" Pipe or pipe equivalent)	EA	2		
	100	End Section (54" Pipe or pipe equivalent)	EA	2		
	101	End Section (60" Pipe or pipe equivalent)	EA	2		
	102	Type "C" Inlet (4' depth)	EA	5		

**Note:** The Unit Costs for all progressive line items (e.g. RCP 18", RCP 24", RCP 30"... ) shall reflect a consistent escalation in price, though the amount of each escalation may differ.



**BID #17/18-21, CONTINUOUS DRAINLINE REPLACEMENT AND/OR NEW DRAINLINE CONSTRUCTION**

PARAGRAPH NUMBER	ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT COST	TOTAL COST
<b>H</b>	103	For Additional Depth, Adjust per foot	LF	10		
	104	Type "C" Inlet (Alt. B Bottom 4'x4', 4' depth)	EA	5		
	105	For Additional Depth, Adjust per foot	LF	5		
	106	Type "C" Inlet (Alt. B Bottom 4'x6', 5' depth)	EA	5		
	107	For Additional Depth, Adjust per foot	LF	2		
	108	Type "C" Inlet (Alt. B Bottom 4'x8', 6' depth)	EA	1		
	109	For Additional Depth, Adjust per foot	LF	2		
	110	Type "C" Inlet (Alt. B Bottom 6'x6', 5' depth)	EA	1		
	111	For Additional Depth, Adjust per foot	LF	2		
	112	Type "C" Inlet (Alt. B Bottom 6'x8', 6' depth)	EA	1		
	113	For Additional Depth, Adjust per foot	LF	2		
	114	Type "C" Inlet (Alt. B Bottom 8'x8', 6' depth)	EA	1		
	115	For Additional Depth, Adjust per foot	LF	2		
	116	Type "E" Inlet (4' depth)	EA	5		
	117	For Additional Depth, Adjust per foot	LF	10		
	118	Type "E" Inlet (Alt. B Bottom 4'x6', 5' depth)	EA	5		
	119	For Additional Depth, Adjust per foot	LF	5		
	120	Type "E" Inlet (Alt. B Bottom 4'x8', 6' depth)	EA	1		
	121	For Additional Depth, Adjust per foot	LF	2		
	122	Type "E" Inlet (Alt. B Bottom 6'x6', 5' depth)	EA	1		
	123	For Additional Depth, Adjust per foot	LF	2		
	124	Type "E" Inlet (Alt. B Bottom 6'x8', 6' depth)	EA	1		
	125	For Additional Depth, Adjust per foot	LF	2		
	126	Type "E" Inlet (Alt. B Bottom 8'x8', 6' depth)	EA	1		
	127	For Additional Depth, Adjust per foot	LF	2		
	128	County Standard Curb Inlet (4' depth)	EA	5		
	129	For Additional Depth, Adjust per foot	LF	10		
	130	Type P-1 Curb Inlet (4' depth)	EA	5		
	131	For Additional Depth, Adjust per foot	LF	10		
	132	Type J-1 Curb Inlet (5' Dia., 5' depth)	EA	5		
	133	For Additional Depth, Adjust per foot	LF	5		
	134	Type J-1 Curb Inlet (6' Dia., 5' depth)	EA	2		
	135	For Additional Depth, Adjust per foot	LF	2		
	136	Type J-1 Curb Inlet (8' Dia., 6' depth)	EA	1		
	137	For Additional Depth, Adjust per foot	LF	2		

**Note:** The Unit Costs for all progressive line items (e.g. RCP 18", RCP 24", RCP 30"...) shall reflect a consistent escalation in price, though the amount of each escalation may differ.

**BID #17/18-21, CONTINUOUS DRAINLINE REPLACEMENT AND/OR NEW DRAINLINE CONSTRUCTION**

PARAGRAPH NUMBER	ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT COST	TOTAL COST
<b>H</b>	138	Type P-2 Curb Inlet (4' depth)	EA	5		
	139	For Additional Depth, Adjust per foot	LF	10		
	140	Type J-2 Curb Inlet (5' Dia., 5' depth)	EA	5		
	141	For Additional Depth, Adjust per foot	LF	5		
	142	Type J-2 Curb Inlet (6' Dia., 5' depth)	EA	2		
	143	For Additional Depth, Adjust per foot	LF	2		
	144	Type J-2 Curb Inlet (8' Dia., 6' depth)	EA	1		
	145	For Additional Depth, Adjust per foot	LF	2		
	146	Type P-5 Curb Inlet (4' depth)	EA	5		
	147	For Additional Depth, Adjust per foot	LF	10		
	148	Type J-5 Curb Inlet (5' Dia., 5' depth)	EA	5		
	149	For Additional Depth, Adjust per foot	LF	2		
	150	Type J-5 Curb Inlet (6' Dia., 5' depth)	EA	2		
	151	For Additional Depth, Adjust per foot	LF	2		
	152	Type J-5 Curb Inlet (8' Dia., 6' depth)	EA	1		
	153	For Additional Depth, Adjust per foot	LF	2		
	154	Type P-6 Curb Inlet (4' depth)	EA	5		
	155	For Additional Depth, Adjust per foot	LF	10		
	156	Type J-6 Curb Inlet (5' Dia., 5' depth)	EA	5		
	157	For Additional Depth, Adjust per foot	LF	2		
	158	Type J-6 Curb Inlet (6' Dia., 5' depth)	EA	2		
	159	For Additional Depth, Adjust per foot	LF	2		
	160	Type J-6 Curb Inlet (8' Dia., 6' depth)	EA	1		
	161	For Additional Depth, Adjust per foot	LF	2		
	162	Manhole Type P-7 (4' depth)	EA	5		
	163	For Additional Depth, Adjust per foot	LF	5		
	164	Manhole Type P-8 (4' depth)	EA	5		
	165	For Additional Depth, Adjust per foot	LF	10		
	166	Manhole Type J-8 (5' Dia., 5' depth)	EA	2		
	167	For Additional Depth, Adjust per foot	LF	5		
	168	Manhole Type J-8 (6' Dia., 5' depth)	EA	2		
	169	For Additional Depth, Adjust per foot	LF	5		
	170	Manhole Type J-8 (8' Dia., 6' depth)	EA	1		
	171	For Additional Depth, Adjust per foot	LF	2		
	172	Conflict Manhole Type P-8 (Nonpressure or nonfluid carrier, 4' depth)	EA	1		

**Note:** The Unit Costs for all progressive line items (e.g. RCP 18", RCP 24", RCP 30"... ) shall reflect a consistent escalation in price, though the amount of each escalation may differ.

**BID #17/18-21, CONTINUOUS DRAINLINE REPLACEMENT AND/OR NEW DRAINLINE CONSTRUCTION**

PARAGRAPH NUMBER	ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT COST	TOTAL COST
<b>H</b>	173	For Additional Depth, Adjust per foot	LF	2		
	174	Conflict Manhole Type P-8 (Pressure or fluid carrier, 4' depth)	EA	1		
	175	For Additional Depth, Adjust per foot	LF	2		
	176	Conflict Manhole Type J-8 (Nonpressure or nonfluid carrier, 6' dia., 5' depth)	EA	1		
	177	For Additional Depth, Adjust per foot	LF	2		
	178	Conflict Manhole Type J-8 (Pressure or fluid carrier, 6' dia., 5' depth)	EA	1		
	179	For Additional Depth, Adjust per foot	LF	2		
<b>I</b>	180	Connect (15" to 24" or equivalent pipe to existing structure)	EA	5		
	181	Connect (30" to 42" or equivalent pipe to existing structure)	EA	5		
	182	Connect (48" to 60" or equivalent pipe to existing structure)	EA	2		
	183	Connect (66" to 72" or equivalent pipe to existing structure)	EA	2		
<b>J</b>	184	Connect (New structure to existing 15" to 24" or equivalent pipe)	EA	5		
	185	Connect (New structure to existing 30" to 42" or equivalent pipe)	EA	5		
	186	Connect (New structure to existing 48" to 60" or equivalent pipe)	EA	2		
	187	Connect (New structure to existing 66" to 72" or equivalent pipe)	EA	2		
<b>K</b>	188	Pipe Collar (10" to 18" or equivalent)	EA	5		
	189	Pipe Collar (24" to 36" or equivalent)	EA	5		
	190	Pipe Collar (42" to 54" or equivalent)	EA	2		
	191	Pipe Collar (60" to 72" or equivalent)	EA	2		
<b>L</b>	195	Bypass Pumping (4" to 6" Pump discharge)	DY	50		
	196	Bypass Pumping (>6" Pump Discharge)	DY	20		
<b>M</b>	197	Sand Bags (bag filled with sand, install and remove)	BAG	100		
<b>N</b>	198	Pipe Plug (15" to 30", install and remove)	DY	50		
	199	Pipe Plug (36" to 54", install and remove)	DY	25		
	200	Pipe Plug (60" to 72", install and remove)	DY	10		
<b>O</b>	201	Steel Sheeting (Install and remove)	SF	2,500		
<b>P</b>	202	Extra Concrete & Steel (To modify endwall, inlet or manhole)	CY	25		
<b>Q</b>	203	Brick Adjustment (To existing inlet or manhole)	LF	10		
<b>R</b>	204	Brick Modification (To inlet, manhole or end section)	SF	150		

**Note:** The Unit Costs for all progressive line items (e.g. RCP 18", RCP 24", RCP 30"... ) shall reflect a consistent escalation in price, though the amount of each escalation may differ.

**BID #17/18-21, CONTINUOUS DRAINLINE REPLACEMENT AND/OR NEW DRAINLINE CONSTRUCTION**

PARAGRAPH NUMBER	ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT COST	TOTAL COST
<b>S</b>	205	Manhole Cover and Frame	EA	10		
	206	FDOT Standard Catch Basin or Curb Inlet Grate and Frame	EA	10		
	207	County Standard Curb Iron with Grate and Frame	EA	10		
	208	Type "C" Grates and Frames (Traffic bearing)	EA	2		
	209	Type "E" Grates and Frames (Traffic bearing)	EA	2		
<b>T</b>	210	1" Steel Plate (Including openings)	SF	50		
<b>U</b>	211	Asphaltic Concrete Pavement Repair Case 1	SY	2,000		
	212	Asphaltic Concrete Pavement Repair Case 2	SY	1,000		
	213	Unpaved Road Repair Case 3 (Existing Material)	SY	1,000		
	214	Unpaved Road Repair Case 3 (New Material)	SY	500		
<b>V</b>	215	Asphaltic Concrete	TN	250		
<b>W</b>	216	Asphalt Removal, Haul and Disposal (> 6" to < 12" depth)	SY	50		
<b>X</b>	217	Asphalt Milling ( 1.5" Max depth)	SY	200		
<b>Y</b>	218	Limerock (6" Lift)	SY	250		
	219	Limerock, Additional 1" lift	SY	750		
<b>Z</b>	220	Crushed Concrete (6" Lift)	SY	250		
	221	Crushed Concrete, Additional 1" lift	SY	750		
<b>AA</b>	222	Removal of Existing Underdrain within the Roadway (3' Wide Cut)	LF	14000		
<b>BB</b>	223	Extra Foot of Trench Cut (Over seven "7" feet)	LF	250		
<b>CC</b>	224	Over Excavation (Contingency)	CY	2,000		
<b>DD</b>	225	A-3 Fill (Contingency item, delivered, hauled and placed)	CY	2,500		
<b>EE</b>	226	No. 57 Stone (Delivered, hauled and placed)	CY	300		
<b>FF</b>	227	Ditch Regrading (0' - 4' bottom, from 0' - 4' in depth)	LF	500		
	228	Ditch Regrading (0' - 4' bottom, from 4' - 8' in depth)	LF	200		
	229	Ditch Regrading (4' - 8' bottom, from 0' to 4' in depth)	LF	100		
	230	Ditch Regrading (4' - 8' bottom, from 4' to 8' in depth)	LF	50		
<b>GG</b>	231	Grading Roadside Shoulders	SY	2,000		
<b>HH</b>	232	New Earth Line Ditch	CY	100		
<b>II</b>	233	Curb (6" to 9")	LF	250		
	234	Curb & Curb & Gutter (16" to 18")	LF	250		
	235	Curb & Curb & Gutter (24" to 27")	LF	250		
	236	Curb & Curb & Gutter (36" or greater)	LF	150		
<b>JJ</b>	237	Concrete Sidewalk (4" depth)	SY	200		
	238	Concrete Sidewalk (5" depth)	SY	50		
<b>KK</b>	239	Concrete Handicapped Ramp (5" depth)	SY	50		

**Note:** The Unit Costs for all progressive line items (e.g. RCP 18", RCP 24", RCP 30"... ) shall reflect a consistent escalation in price, though the amount of each escalation may differ.

**BID #17/18-21, CONTINUOUS DRAINLINE REPLACEMENT AND/OR NEW DRAINLINE CONSTRUCTION**

PARAGRAPH NUMBER	ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT COST	TOTAL COST
<b>KK</b>	240	Detectable Warning Surface	SF	30		
<b>LL</b>	241	Concrete Driveway (5" depth)	SY	400		
	242	Concrete Driveway (6" depth)	SY	100		
<b>MM</b>	243	Concrete Ditch Pavement (4" depth)	SY	25		
<b>NN</b>	244	Miscellaneous Concrete (Non-reinforced)	CY	10		
	245	Miscellaneous Concrete (Reinforced)	CY	30		
<b>OO</b>	246	Rip-Rap (18" depth, Over filter fabric)	SY	250		
<b>PP</b>	247	Utility Adjustment	EA	10		
<b>QQ</b>	248	Tree Removal (6" to 12" diameter)	EA	30		
	249	Tree Removal (13" to 24" diameter)	EA	15		
	250	Tree Removal (25" to 36" diameter)	EA	5		
<b>RR</b>	251	Grass Sod (St. Augustine)	SY	6,000		
	252	Grass Sod (Bahia)	SY	5,000		
<b>SS</b>	253	Seed and Mulch	SY	2,000		
<b>TT</b>	254	Chain Link Fence (New construction, 4' height)	LF	400		
	255	Chain Link Fence (New construction, 5' height)	LF	200		
	256	Chain Link Fence (New Construction, 6' height)	LF	100		
	257	Wood Privacy Fence (New Construction, All Styles, 6' height)	LF	100		
<b>UU</b>	258	Aluminum Guiderail	LF	100		
<b>VV</b>	259	Guardrail (Straight section)	LF	100		
	260	Guardrail (Curved section)	LF	60		
	261	Guardrail End Anchorage Assembly (Flared)	EA	4		
	262	Guardrail End Anchorage Assembly (Straight)	EA	4		
<b>WW</b>	263	Temporary Painted Roadway Stripe (4" yellow/white)	LF	100		
	264	Permanent Thermoplastic Roadway Stripe (4" yellow/white)	LF	100		
	265	Temporary Painted Crosswalk Stripe (12" white)	LF	50		
	266	Permanent Thermoplastic Crosswalk Stripe (12" white)	LF	50		
	267	Temporary Painted Stop Bar (24" White)	LF	25		
	268	Permanent Thermoplastic Stop Bar (24" White)	LF	25		
	269	Reflective Pavement Markers	EA	20		

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**BID #17/18-21, CONTINUOUS DRAINLINE REPLACEMENT AND/OR NEW DRAINLINE CONSTRUCTION**

PARAGRAPH NUMBER	ITEM NO.	DESCRIPTION	UNIT	ESTIMATED QUANTITY	UNIT COST	TOTAL COST
<b>XX</b>	270	3/4" Sch. 80 PVC Pipe	LF	40		
	271	1 1/2" Sch. 80 PVC Pipe	LF	40		
	272	6" PVC DR-18 Pipe	LF	40		
	273	6" PVC DR-25 Pipe	LF	40		
	274	8" PVC DR-18 Pipe	LF	40		
	275	8" PVC DR-25 Pipe	LF	40		
	276	12" PVC DR-18 Pipe	LF	20		
	277	12" PVC DR-25 Pipe	LF	20		
<b>YY</b>	278	6" Underdrain (Type II)	LF	100		
	279	Underdrain Cleanout	EA	2		
	280	Underdrain Connection	EA	2		
<b>ZZ</b>	281	Flowable Fill	CY	20		
<b>AAA</b>	282	As-Built Drawing (24" x 36" construction drawing)	EA	5		
<b>BBB</b>	283	Video Record (Per job site)	EA	25		
		<b>TOTAL</b>				

PRICING FOR MOBILIZATION, MAINTENANCE OF TRAFFIC, DEWATERING AND PIPE CLEANING WILL BE NEGOTIATED ON A PER-PROJECT BASIS AT THE TIME THE PROJECT SCOPE OF WORK HAS BEEN DEVELOPED.

Total written in words: \_\_\_\_\_

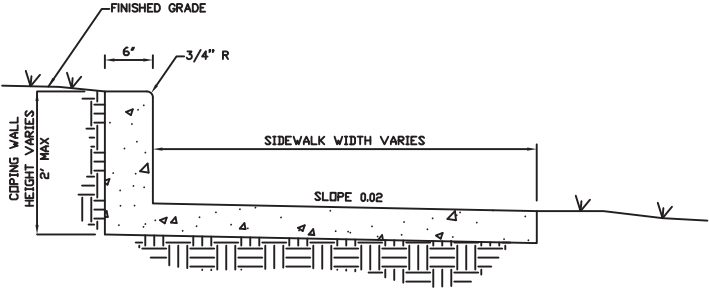
COMPANY NAME: \_\_\_\_\_

**Note:** The Unit Costs for all progressive line items (e.g. RCP 18", RCP 24", RCP 30"... ) shall reflect a consistent escalation in price, though the amount of each escalation may differ.

**APPENDIX C**

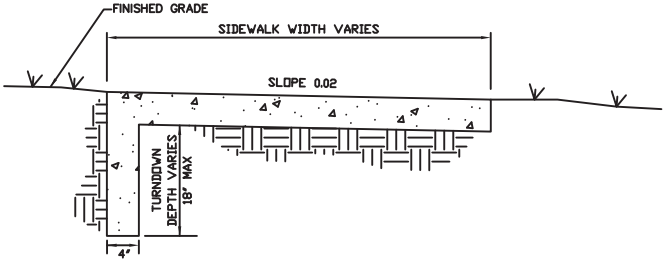
**STANDARD DETAILS**

COUNTY PROJ. NO.	SHEET NO.
	1




NOTE: CONCRETE COPING WALL TO BE CAST MONOLITHICALLY WITH THE ADJACENT SIDEWALK

6" SIDEWALK COPING WALL  
NOT TO SCALE



4" SIDEWALK TURN-DOWN  
NOT TO SCALE

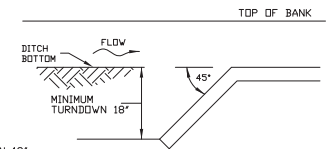
REVISIONS						DATE	DESCRIPTION	APPROVED BY	<div>CLAY COUNTY ENGINEERING DEPARTMENT</div> <div>CLAY COUNTY, FLORIDA</div> <div>477 HOUSTON ST.</div> <div>GREEN COVE SPRINGS, FL 32043</div>  <div>SIDEWALK DETAILS</div>



Technical drawing of a mechanical part with the following dimensions:

- Top horizontal dimension:  $4\frac{5}{8}"$
- Top horizontal dimension:  $9"$
- Left vertical dimension:  $7\frac{7}{8}"$
- Right vertical dimension:  $6"$
- Right vertical dimension:  $7\frac{1}{2}"$  STD.
- Bottom horizontal dimension:  $1'-6"$
- Internal features:  $3" R$  (fillet),  $3\frac{3}{4}" R$  (fillet)

Isometric view of the hexagonal base. It features a 4" DIA hole in the top surface. The base has a 4" wide turn-down at the bottom, with a minimum turn-down of 18". The bottom width is indicated as (SEE PLAN).



VARIES (SEED & MULCH REMAINING SOIL)

5" MIN TOP OF SLOPE

WEEP HOLES

REINFORCED WITH 6x6-10/10 WIRE MESH 2" CL. TYP.

2' SOD

TOP OF SLOPE 5" MIN

SLOPE VARIES (SEE PLAN)

END TURNDOWN 18" (SEE DETAIL ABOVE)

BOTTOM WIDTH (SEE PLAN)

1' 4"

TURNDOWN 18"

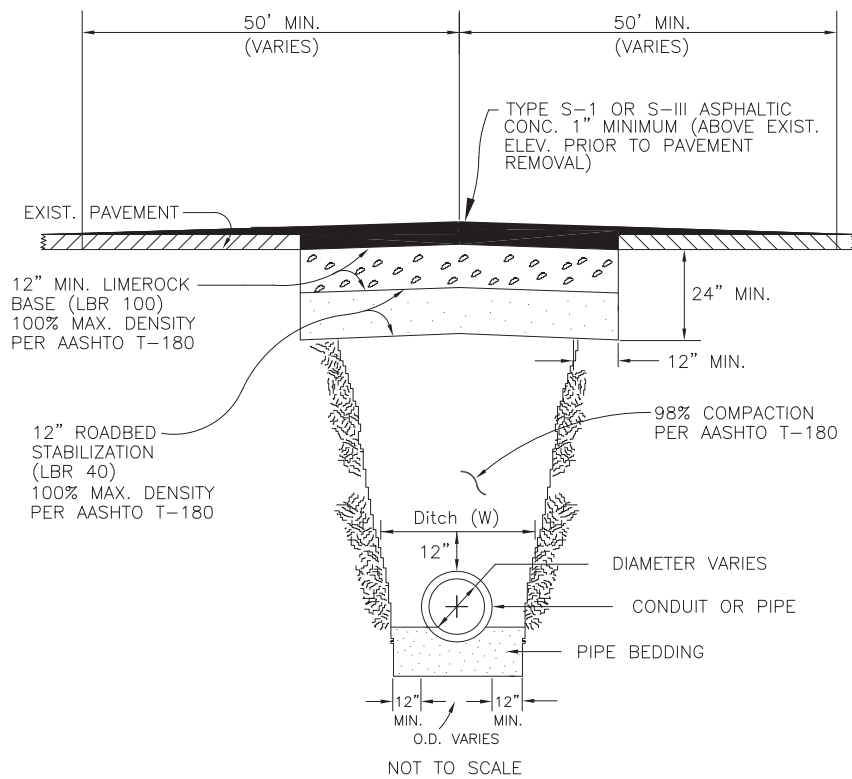
WHEN VERTICAL HEIGHT IS GREATER THAN 3' CONSTRUCT WEEP HOLES HALFWAY UP THE SIDE IN LINE WITH BOTTOM WEEP HOLE.


-



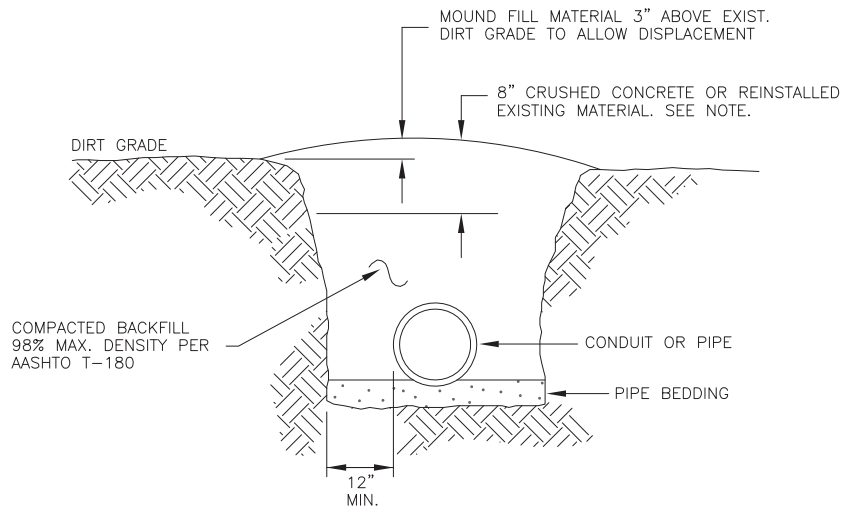
## CASE 2

NOTE: EXISTING PAVEMENT SHOULD BE  
MILLED PRIOR TO OVERLY




DESIGNED: DON MILLER	DATE: 8-23-2013	SUPERVISED: W SCOTT LAND, PE Reg # 47077	CLAY COUNTY ENGINEERING DEPARTMENT CLAY COUNTY, FLORIDA 477 HOUSTON ST. GREEN COVE SPRINGS, FL 32043		CASE 2 ASPHALT PAVEMENT REPAIR
DRAWN: DON MILLER					
CHECKED:					

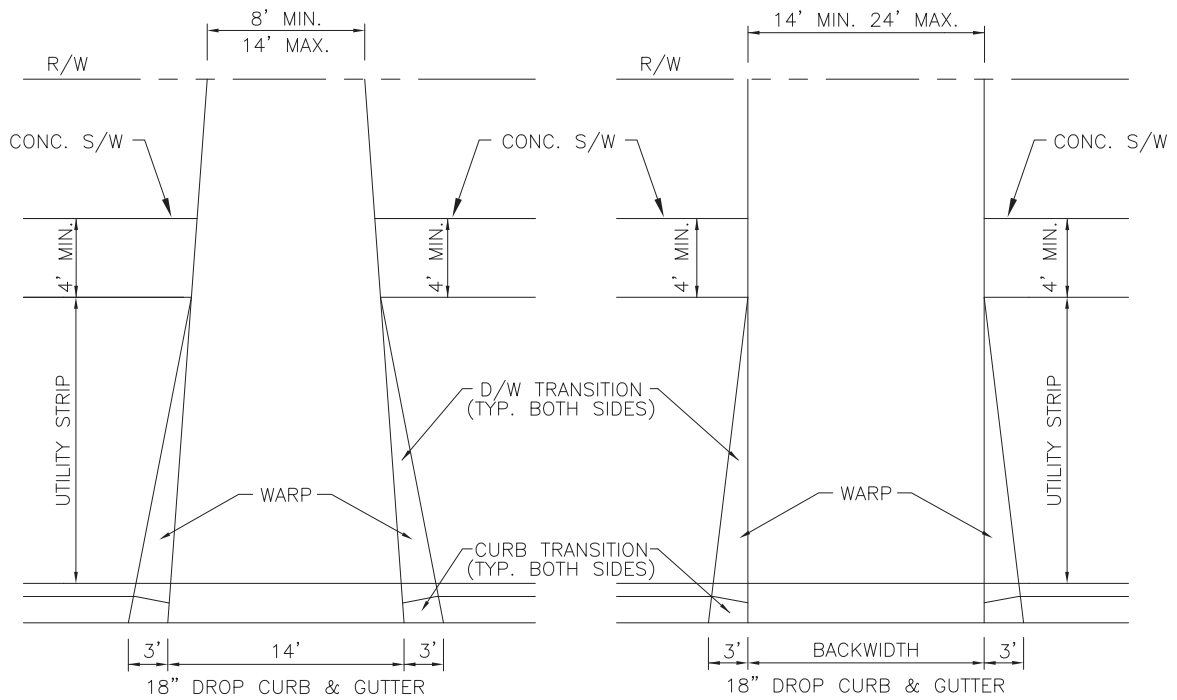
## CASE 3




NOT TO SCALE

NOTE: THE CLAY COUNTY DESIGNATED REPRESENTATIVE WILL DETERMINE IF THE TOP 8" OF ROADWAY WILL BE CONSTRUCTED WITH EXISTING MATERIAL OR CRUSHED CONCRETE.

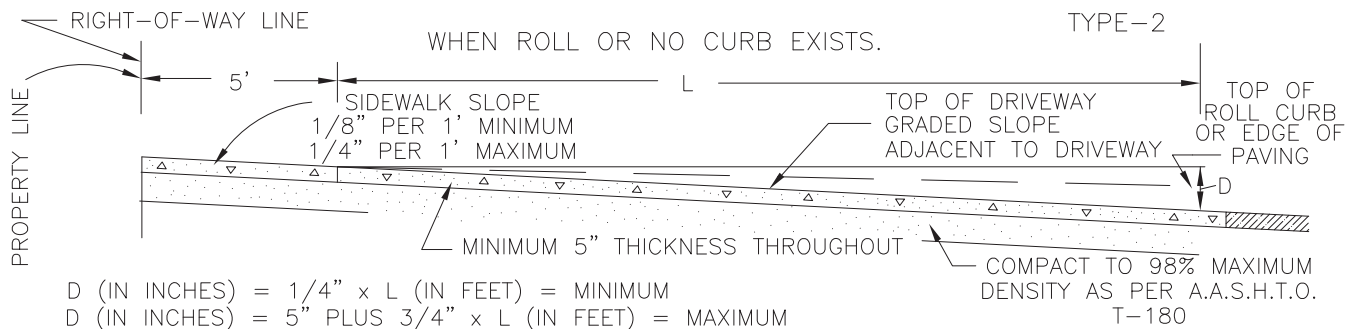
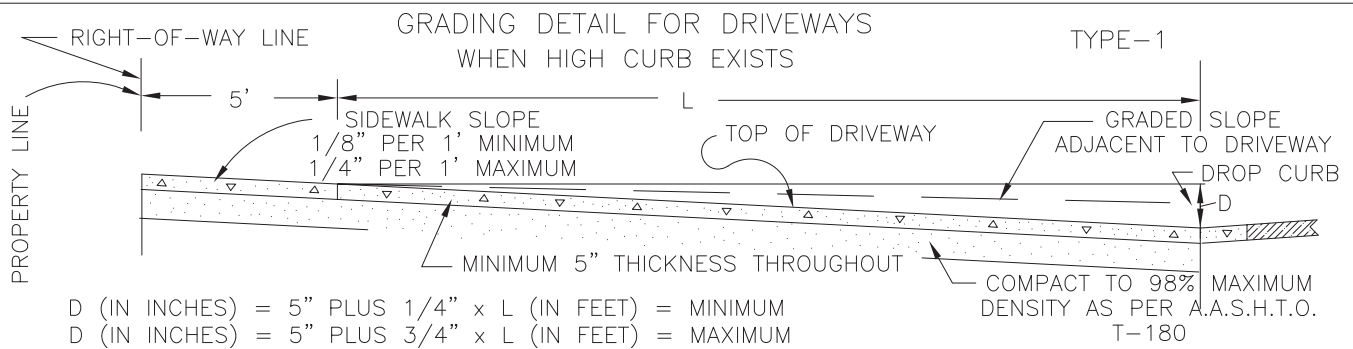
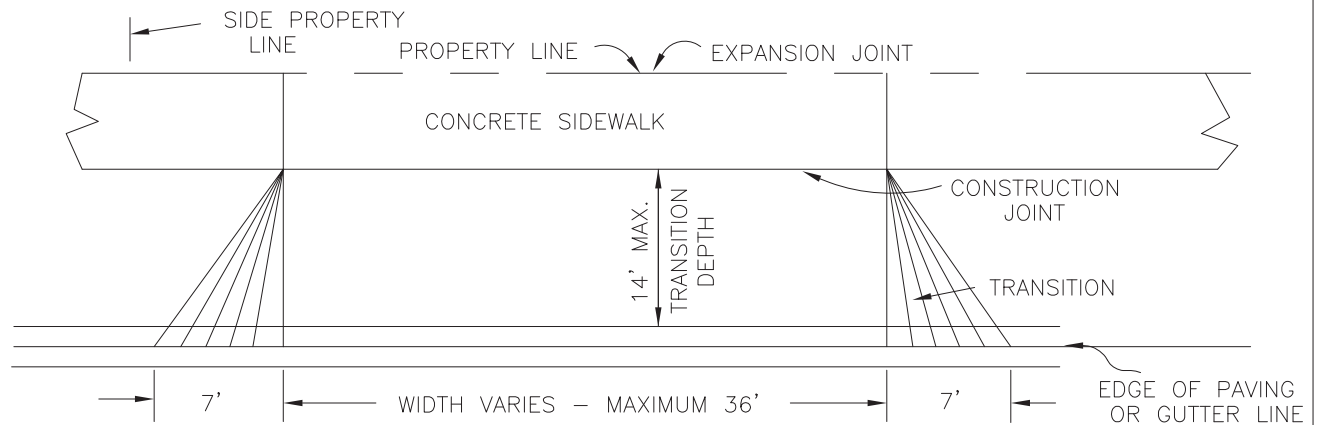
DESIGNED:	DATE:	SUPERVISED:	<b>CLAY COUNTY ENGINEERING DEPARTMENT</b> <b>CLAY COUNTY, FLORIDA</b> <b>477 HOUSTON ST.</b> <b>GREEN COVE SPRINGS, FL 32043</b>		<b>CASE 3</b> <b>UNPAVED ROAD REPAIR</b>
DRAWN:		APPROVED BY :			
CHECKED:					



DRIVEWAY TO BE 5" MIN THICKNESS AND A MIN OF 2,500 PSI CONCRETE  
 BASE TO BE COMPACTED TO 98% MAX DENSITY AS PER AASHTO T-180  
 GRADED SLOPE TO BE AS SPECIFIED FOR COMMERIAL CONCRETE DRIVEWAYS

DESIGNED: DON MILLER	DATE:	SUPERVISED:	CLAY COUNTY ENGINEERING DEPARTMENT CLAY COUNTY, FLORIDA 477 HOUSTON ST. GREEN COVE SPRINGS, FL 32043		CONC DRIVEWAY DETAIL
DRAWN: DON MILLER	8-23-2013	APPROVED BY : W SCOTT LAND, PE Reg # 47077			
CHECKED:					

## OPTIONAL FLARED COMMERCIAL CONC DRIVEWAY

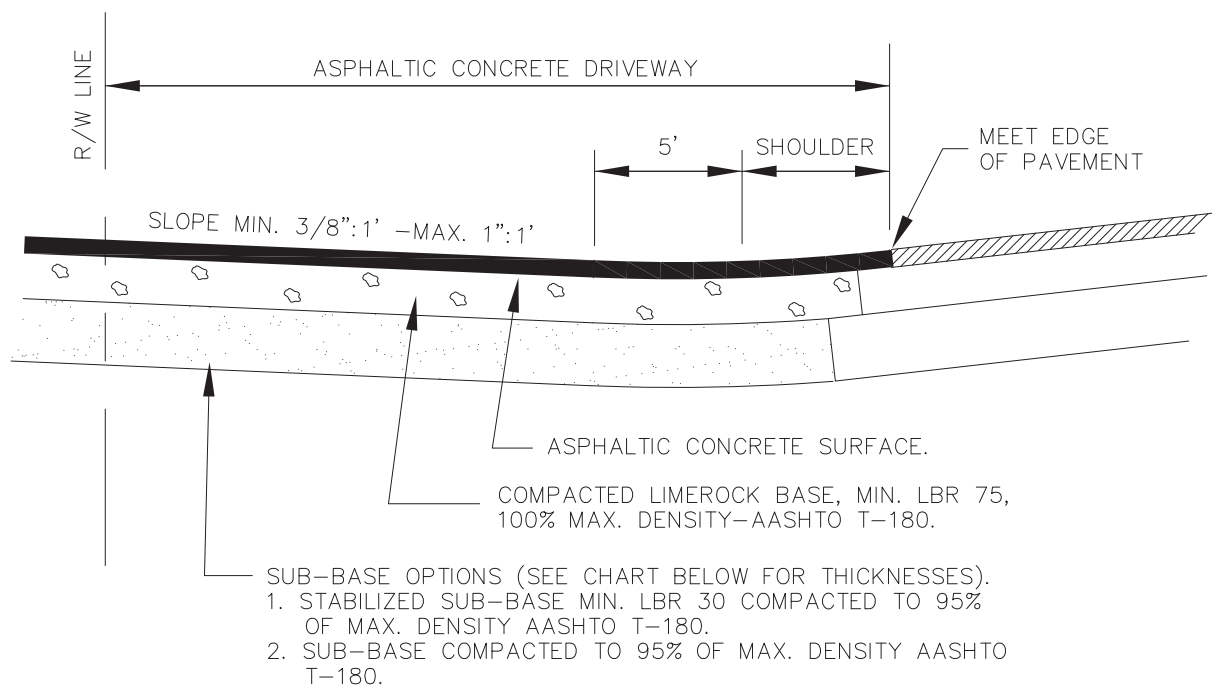
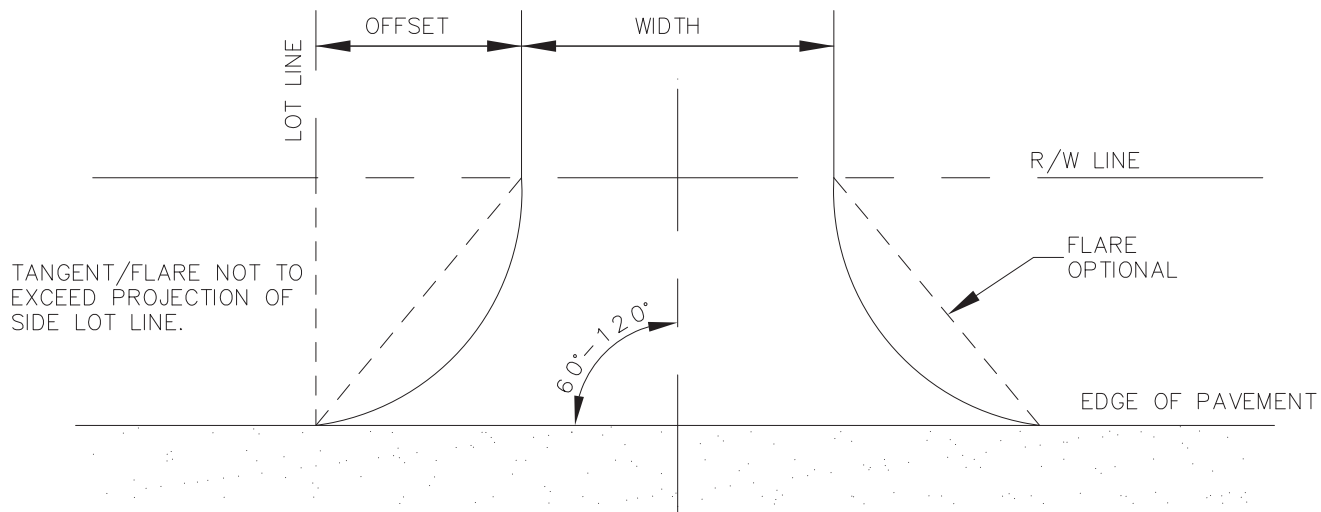


NOTE: MOST DRIVEWAY GRADES CAN BE MADE TO FIT THE ABOVE STANDARDS. DRIVEWAYS AND CROSS-OVERS TO BE A MINIMUM OF 2500 P.S.I. CONCRETE. DRIVEWAY NOT TO EXCEED LIMIT OF SIDE PROPERTY LINE. UNDERGROUND UTILITIES MAY EXIST ON SITE. CONTACTOR SHALL CONTACT PROPER AUTHORITIES PRIOR TO CONSTRUCTION.

DESIGNED: DON MILLER	DATE: 8-23-2013	SUPERVISED:
DRAWN: DON MILLER		APPROVED BY : W SCOTT LAND, PE
CHECKED:		Reg # 47077

CLAY COUNTY ENGINEERING DEPARTMENT  
CLAY COUNTY, FLORIDA  
477 HOUSTON ST.  
GREEN COVE SPRINGS, FL 32043





1. ALL DRIVEWAYS CONSTRUCTED WITHIN COUNTY MAINTAINED RIGHT-OF-WAYS SHALL CONFORM TO F.D.O.T. STANDARDS.
2. ALL MATERIALS SHALL CONFORM TO F.D.O.T. STANDARDS.
3. ALL DRIVEWAYS CONSTRUCTED WITHIN STATE MAINTAINED RIGHT-OF-WAYS SHALL CONFORM TO F.D.O.T. STANDARDS.

DRIVEWAY TYPE	MIN. WIDTH	MAX. WIDTH	PAVEMENT OPTION #1			PAVEMENT OPTION #2			MIN. RADIUS	MIN. OFFSET	OPTIONAL FLARE
			ASPHALT	LIMEROCK	STABILIZED SUB-BASE	ASPHALT	LIMEROCK	STABILIZED SUB-BASE			
CLASS I RESIDENTIAL	8'	24'	1 1/4"	6"	6"	1 1/4"	8"	4"	3'	3'	3'
CLASS II COMMERCIAL	24'	36'	1 1/4"	6"	12"	1 1/4"	8"	6"	30'	30'	7'
CLASS III HIGH VOLUME	24'	36'	1 1/2"	8"	12"	1 1/4"	12"	12"	30'	30'	N/A

DESIGNED:	DATE:	SUPERVISED:
DON MILLER		
DRAWN:		APPROVED BY :
DON MILLER	8-29-2013	W SCOTT LAND, PE
CHECKED:		Reg # 47077

CLAY COUNTY ENGINEERING DEPARTMENT  
CLAY COUNTY, FLORIDA  
477 HOUSTON ST.  
GREEN COVE SPRINGS, FL 32043



# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give Form to the  
requester. Do not  
send to the IRS.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ - <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
				-				
or								
Employer identification number								

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
-----------	----------------------------	--------

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a) J—

A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

## Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

## What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>*</sup>
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

**\*Note:** The grantor also must provide a Form W-9 to trustee of trust.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

## Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.