

Bid Notice

Polk County, a political subdivision of the State of Florida, requests the submittal of bids from vendors that are interested in providing system and water connections, meter change-outs, service line inspection and repairs, equipment replacement, and annual inspections as described herein. Sealed bids must be received in the Procurement Division, prior to the due date and time listed below.

Bid Number and Title: 24-615, Utilities Potable Water & Reclaimed Water Maintenance Connection & Replacement of Meters

Description: Provide the necessary labor, material, equipment, and supervision for standard irrigation system connections to reclaim water and potable water connections, meter change-outs, investigation, and repair of leaks on service lines, replacement of equipment and annual inspections throughout Polk County.

Receiving Period: Wednesday, September 18, 2024, prior to 2:00 p.m.

Bid Opening: Wednesday, September 18, 2024, 2:00 p.m.

Special Instructions: N/A

To receive a copy of the **Bid 24-615 Excel Bid Sheet**, please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder "**Bid 24-615 Bid Sheet.zip**", select "Open" or "Save As" to download the Bid documents, drawings, and technical specifications. If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at arigoldstein@polk-county.net.

Attached are important instructions and specifications regarding responses to this Bid. Failure to follow these instructions could result in Bid disqualification.

Questions regarding this bid should be in writing and should reference the above Bid. Submit all questions to Ari Goldstein, Senior Procurement Analyst, via email at arigoldstein@polk-county.net or via fax at (863) 534-6789 by 4:00 p.m.; Monday, September 9, 2024.

Bid Registration

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

Bid Number: 24-615

Bid Title: Utilities Potable Water & Reclaimed Water Maintenance Connection & Replacement of Meters

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

Carefully complete this form and return it to the Procurement Division via e-mail to procurement@polk-county.net or fax (863) 534-6789. You must submit one form for each bid that you are registering for.

Company Name: _____

Contact Name: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

Phone Number: _____

Email: _____

BID SUBMITTAL INSTRUCTIONS

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

Sealed Parcel Submittal:

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

Sealed Bid. DO NOT OPEN	
Sealed Bid Number	24-615
Bid Title	Utilities Potable Water & Reclaimed Water Maintenance Connection & Replacement of Meters
Due Date/Time:	September 18, 2024, prior to 2:00 pm
Submitted by:	
Deliver To:	Polk County Procurement Division 330 West Church Street, Room 150, Bartow, Florida 33830

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

Electronic Bid Submittal:

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

For PDF documents “Bid 24-615 – <Vendor Name> Bid Package”

For Excel Bid Sheets “Bid 24-615 – <Vendor Name> Bid Sheet”

For more instructions, a video tutorial has been produced to further explain the electronic solicitation submittal process. It can be found by clicking here for Bid Submittals: https://youtu.be/vkn_7AHgioE. If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at arigoldstein@polk-county.net.

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

Statement of No Bid

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If you do not intend to submit a bid, please complete the information below and return to the Procurement Division via fax or e-mail. If returning by mail, please be sure the bid number and title are clearly marked on the front of the envelope.

- Insufficient time to respond.
- Do not offer this product.
- Specifications unclear.
- Specifications too restrictive
- Unable to meet specifications.
- Unable to meet bond/insurance requirements.
- Schedule would not permit us to perform.
- Other (please specify): _____

Company Name: _____

Telephone Number: _____

Date: _____

Signature: _____

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Bidder Instructions and General Information

Bidder Instructions:

To ensure acceptance of the bid, follow these instructions:

Bid Documents Must Be Delivered to The Procurement Division Prior to 2:00 p.m. On The Date Specified. There Will Be No Exceptions.

1. **Execution of Bid:** Bid must contain an original signature of an authorized representative in the space provided on the signature page. Bid must be typed or printed in ink. Erasable ink is not permitted. Corrections made by bidder to any bid entry must be initialed by the person who signs the bid.
2. **No Bid:** Bidders not interested in submitting a bid should return a “no bid,” with an indication of the reason for no bid and the interest in future bid solicitations.
3. **Bid Opening:** It is the responsibility of the bidder to assure that their bid is delivered or submitted electronically at the proper time and place prior to the bid opening. All bid openings shall be public, at 2:00 p.m., on the date specified in the Notice to Bidders. If multiple bids are submitted by the same vendor, Procurement will only open the most recently dated submittal. Bids, which for any reason are not so delivered, will not be considered. **Bid Submittal Forms Using Facsimile or Email Will Not Be Accepted.**

Note: In accordance with Florida Statute 119.071, a listing of vendors that provide a bid submittal shall be posted to the County’s website at <https://www.polk-county.net/business/procurement/>. The sealed bids shall remain exempt from disclosure, including bid amounts, until recommendation of award or 30 days after bid opening, whichever event occurs first.

Should the Procurement Director reject all bids, before the recommendation of award or 30 days after bid opening, and concurrently provide notice of the County’s intent to reissue the bid, the rejected bids will remain exempt from Florida Statute 119.07 until such time as the County provides notice of recommendation of award of the reissued bid or until the County withdraws the reissued bid. The bid is not exempt for longer than 12 months after the notice of rejection of all bids.

4. **County as Gatekeeper of Documents:** This document is issued by Polk County and as such shall be the sole distributor of all addendums and/or changes to these documents. It is the responsibility of the bidder to determine issuance of documents directly with the Procurement Division. The County is not responsible for any solicitations issued through subscriber, publications, or other sources not connected with the County and the bidder should not rely on such sources for information regarding the solicitation.
5. **Taxes:** Bidders are responsible for the payment of any applicable taxes that are connected to the purchase of any materials or subcontractors used in the execution of the bid.
6. **Discounts:** Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in determining the lowest net cost for bid

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evaluation purposes. Bidders are encouraged to reflect cash discounts in the unit prices quoted.

7. **Mistakes:** Bidders are required to examine the specifications, delivery schedule, bid prices and all instructions pertaining to the requirements of this bid. Failure to do so will be at bidder's risk. In case of a mistake in extension of a unit price, the unit price will govern. Corrections made by bidder to any bid entry must be initialed by the person who signs the bid.
8. **Invoicing and Payment:** The successful bidder shall submit an invoice to the County at the prices bid. **An original invoice shall be submitted to the appropriate User Division.** The bidder shall include the bid number and/or the purchase order number on all invoices. By submitting an invoice, Bidder's Project Manager or any authorized officer is attesting to the correctness and accuracy of all charges. Invoices will be processed for payment when approved by the appropriate Division's Project Manager or designee. The County's payment of an invoice shall not constitute evidence of the County's acceptance of the Bidders performance of the Service or the County's acceptance of any work.
9. **Conflict of Interest:** All bidders must disclose, with their bid, the name of any officer, director or agent who is also an employee of the County or any of their agencies. Furthermore, all bidders must disclose the name of any County employee who owns, directly or indirectly, any interest of any amount in the bidder's firms or any of their branches. Award of this bid shall be subject to the provisions of Chapter 112, Florida Statutes.
10. **Warranty:** Unless otherwise specified, the bidder agrees that the goods furnished under this bid shall be covered by the most favorable commercial warranty the bidder gives to any customer for comparable goods, and that the rights and remedies provided herein are in addition to and do not limit any rights afforded to the County by any other provision of this bid.
11. **Addendum:** Any changes in the bid shall be made in the form of a written addendum by the Procurement Director or his representative. No other person shall be authorized to make changes verbally or in writing. If an addendum is issued, the addendum sheet should be signed and submitted with your bid submittal.
12. **Liability:** The vendor shall hold and save the County, its officers, agents and employees harmless from liability of any kind in the performance of this bid and against claims by third parties resulting from the supplier's breach of contract or the supplier's negligence.
13. **Patents and Royalties:** The bidder, without exception, shall indemnify and save harmless the County and its employees from liability of any nature or kind, including cost and expenses for, or on account of, any copyrighted, patented or non-patented invention, process or article manufactured or used in the performance of the bid, including its use by the County. If the bidder uses any design, device or material covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or cost arising from the use of such design, device or material in any way involved in the work.

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14. **Cone of Silence:** Bidders and any prospective bidders shall not contact, communicate with or discuss any matter relating in any way to this Bid with any member of the Polk County Board of County Commissioners or any employee of Polk County other than the County Procurement Director or the individual designated in the Procurement Division. This prohibition begins with the issuance of the Bid and ends upon award or execution of the final contract. Any such communication initiated by a bidder or prospective bidder shall be grounds for disqualifying the offender from consideration for an award pursuant to this bid and for bids or contracts to be awarded pursuant to RFPs, or Requests for Bid that the County may issue in the future.
15. **Bid Protest:** Any bidder desiring to file a bid protest, with respect to a recommended award of any bid, shall do so by filing a written protest. The written protest must be in the possession of the Procurement Division within three (3) working days of the Notice of Recommended Award mailing date. All bidders who bid will be sent a Notice of Recommended Award, unless only one bid was received.

A copy of the bid protest procedures may be obtained from the Polk County Procurement Division or can be downloaded from the County's website at <https://www.polk-county.net/business/procurement/protest-procedures/>.

“Failure to Follow Bid Protest Procedure Requirements Within the Time Frames Prescribed Herein as Established by Polk County, Florida, Shall Constitute a Waiver of Your Protest and Any Resulting Claim.”

16. **Indemnification:** Vendor, to the extent permitted by law, shall indemnify, defend (by counsel reasonably acceptable to County), protect and hold the County, and its officers, employees and agents, harmless from and against any and all, claims, actions, causes of action, liabilities, penalties, forfeitures, damages, losses, and expenses whatsoever (including, without limitation, attorneys' fees, costs, and expenses incurred during negotiation, through litigation and all appeals therefrom) including, without limitation, those pertaining to the death of or injury to any person, or damage to any property, arising out of or resulting from (i) the failure of Vendor to comply with applicable laws, rules or regulations, (ii) the breach by Vendor of its obligations under any Agreement with the County entered into pursuant to this solicitation, (iii) any claim for trademark, patent, or copyright infringement arising out of the scope of Vendor's performance or nonperformance of the Agreement, or (iv) the negligent acts, errors or omissions, or intentional or willful misconduct, of Vendor, its professional associates, subcontractors, agents, and employees; provided, however, that Vendor shall not be obligated to defend or indemnify the County with respect to any such claims or damages arising out of the County's sole negligence. The obligations imposed by this Section shall survive the expiration or earlier termination of the Agreement.
17. **Public Entity Crimes:** The Contractor declares and warrants that neither the Contractor nor any of the Contractor's affiliates, as that term is defined in Section 287.133, Florida Statutes, are subject to the restrictions in Section 287.133, Florida Statutes, regarding the commission of a public entity crime. If during the term of

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this Agreement, the Contractor or any affiliate is convicted of a public entity crime or is otherwise prohibited from performing work for or transacting business with the County pursuant to Section 287.133, Florida Statutes, then the Contractor shall be in material default of this Agreement, and in such case, the County shall have the rights and remedies as provided herein.

18. **Preference for Drug Free Workplace:** Whenever two or more bids, which are equal with respect to price, quality and service, are received, preference shall be given to a bid received from a business that certifies that it has implemented a drug free workplace program in accordance with Section 287.087, Florida Statutes. In order to receive preference, a signed certification of compliance must be submitted with the bid response.
19. **Sealed Bids:** All bid submittals must be completed and submitted either in a sealed parcel or submitted electronically. **(If Submitting a Sealed Parcel Bid, Please Do Not Include More Than One Bid Submittal Per Envelope.)** The original bid submittal(s) shall be submitted on the forms provided by Polk County. All bids are subject to the conditions herein; failure to comply will subject bid to rejection.
20. **Prices, Terms and Payment:** Firm prices shall be bid and include all packing, handling, shipping charges and delivery to any point within Polk County. Discount time will be computed from the date of satisfactory delivery at place of acceptance. Prices bid shall be firm for forty-five (45) days.
21. **Safety Standards:** Unless otherwise stipulated in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements of Occupational Safety and Health Act (OSHA) and carry evidence of Underwriters Laboratories' Listings (UL).
22. **Packaging:** All containers shall be suitable for storage or shipment, and all prices should include standard commercial packaging.
23. **Meets Specifications:** It is understood and agreed that any item offered or shipped as a result of this bid shall be new (current model at the time of this bid) unless otherwise specified in the specifications. The bidder represents that all equipment offered under this specification shall meet or exceed the minimum requirements specified. Bidder shall strictly adhere to delivery specifications.
24. **Silence of Specifications:** The apparent silence of this specification and any supplemental specifications to any details or the omission from same of any detailed description concerning any point shall be regarded as meaning that only the best commercial practices are to prevail and that only materials of first quality and correct type, size and design are to be used. All workmanship is to be first quality. All interpretations of these specifications shall be made upon the basis of this statement.
25. **Governmental Restrictions:** In the event that any governmental restrictions may be imposed which would necessitate alteration of the material, quality, workmanship or performance of the items offered on this bid prior to delivery, it shall be the responsibility of the supplier to notify the Procurement Division at once. Their letter shall indicate the specific regulation, which required an alteration. The

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County reserves the right to accept any such alteration, including any price adjustments, or to cancel the contract at no expense to the County.

26. **Toxic Substances: Notice of successful vendor(s) to provide to Polk County toxic substances (As listed in Chapter 442, Appendix “G” of the FS) if applicable.**
- a. Chapter 442 of the FS states that manufacturers, importers or distributors of any toxic substance shall prepare and provide each direct purchaser of such toxic substance with Material Safety Data Sheet(s), herein referred to as MSDS, which to the best of the manufacturer’s, importer’s or distributor’s knowledge, is current, accurate and complete based on information then reasonably available to the manufacturer, importer or distributor. Upon notification of a new or revised MSDS the manufacturer, importer or distributor, on a timely basis not to exceed three (3) months after notification, shall provide the County with the revised information as it becomes available to the manufacturer, importer or distributor.
 - b. Failure to provide the MSDS, when applicable, shall be cause for rejection of bid.
27. **Inspection, Acceptance and Title:** Inspection and acceptance will be at the designated facility unless otherwise indicated. Title and risk of loss or damage to all items shall be the responsibility of the contract supplier until accepted by the County, unless loss or damage results from negligence by the County.
28. **Samples:** Samples of items, when called for, must be furnished free of expense and may, upon request, be returned at the bidder’s expense. Each individual sample must be labeled with bidder’s name, manufacturer’s brand name and number, bid number and item reference. Samples of successful bidder’s items may remain on file with Procurement for the term of the contract. Request for return of samples shall be accompanied by instructions, which include shipping authorization and name of carrier, and must be received within ninety (90) days after bid opening date. If instructions are not received within this time, the Procurement Division shall dispose of the samples.
29. **Code of Ethics:** If any bidder violates or is a party to a violation of the code of ethics of Polk County or the State of Florida, with respect to this bid, such bidder may be disqualified from performing the work described in this bid or from furnishing the goods or services for which the bid is submitted and shall be further disqualified from bidding on any future bids for work, goods, or services for the County.

General Information

1. **Definitions:**

- The term “County” means the Polk County, a political subdivision of the State of Florida, and its authorized designees, agents or employees.
- The term “Contract” means this bid document, any and all Addenda issued, and the Contractors bid submittal.

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- The term “Vendor”, “Contractor” means the successful bidder(s) who executes a contract with the County.
2. **Award(s):** As the best interest of the County may require, the right is reserved to make award(s) by individual item, group of items or as indicated in the Special Conditions; to reject all bids or waive any minor irregularities or technicalities in bids received. In determining the lowest responsive and responsible bidder, in addition to price, the following may be considered:
 - Vendor’s evaluation – quality of performance on previous projects.
 - The ability, capacity, equipment and skill of the bidder to fulfill the contract.
 - Whether or not the bidder can fulfill the contract within the time specified, without delay or interference.
 - The character, integrity, reputation, judgment, experience and efficiency of the bidder.
 - The previous and existing compliance by the bidder with laws and ordinances relating to the contract.
 - The sufficiency of the financial resources to fulfill the contract to provide the goods and/or services.
 - The quality, availability and adaptability of the suppliers or contractual services to the particular use required.
 - The ability of the bidder to provide future maintenance and service, as required or needed.
 - The number and scope of conditions attached to the bid.
 3. **Effective Date:** The date of issuance of a Notice to Commence by the County Procurement Division.
 4. **Prohibition Against Considering Vendor Interests:** In accordance with Section 287.05701, Florida Statutes, the County may not (i) request documentation of or consider a Vendor’s social, political, or ideological interests when determining if the Vendor is a responsible vendor; or (ii) give preference to a Vendor based on the Vendor’s social, political, or ideological interests.
 5. **Local Preference:** It is the policy of the Board of County Commissioners to afford local preference to Polk County entities in the award of bids. Preference shall be administered in accordance with the following:

When bids are received that do not exceed \$3,000,000.00, and the lowest price is offered by an entity located outside of Polk County, and the next lowest price is offered by an entity located in Polk County, and is within 2% of the lowest price offered, then the Polk County entity shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest price is reached, the Polk County entity will be awarded the bid if the Polk County entity is otherwise fully qualified and meets all county requirements.

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When bids are received that are greater than \$3,000,000.00 but do not exceed \$5,000,000.00, and the lowest price is offered by an entity located outside of Polk County, and the next lowest price is offered by an entity located in Polk County, and is within 1% of the lowest price offered, then the Polk County entity shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest-price is reached, the Polk County entity will be awarded the bid if the Polk County entity is otherwise fully qualified and meets all county requirements.

When bids are received that are greater than \$5,000,000.00, and the lowest price is offered by an entity located outside of Polk County, and the next lowest price is offered by an entity located in Polk County, and is within .5% of the lowest price offered, then the Polk County entity shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest price is reached, the Polk County entity will be awarded the bid if the Polk County entity is otherwise fully qualified and meets all county requirements.

For purposes of this provision the term "Polk County entity" means any business having a physical location within the boundaries of Polk County, Florida, at which employees are located and business activity is managed and controlled on a day-to-day basis. Additionally, the business must have been located within the boundaries of Polk County for a minimum of 12 months prior to the date the applicable solicitation is issued. This requirement may be evidenced through a recorded deed, an executed lease agreement, or other form of written documentation acceptable to the County. The County shall have the right, but not the obligation, to verify the foregoing requirements.

If a contract is being funded in whole or in part by assistance of any federal, state or local agency which disallows local preference, the County will adhere to those requirements by not applying this section.

This policy does not apply if this bid qualifies as a Sheltered Market bid.

- 6. Vendor Preference:** It is the policy of the Board of County Commissioners to afford vendor preference to women or minority owned entities in the award of bids. Preference shall be administered in accordance with the following:

When sealed bids are received that do not exceed \$3,000,000.00, and the lowest price is offered by a non-women or minority owned entity located outside of Polk County, and a price is offered by a women or minority owned entity that is within 2% of the lowest price offered, then the women or minority owned entity shall be given the opportunity to match the lowest price offered, and if agreement to match the lowest price is reached, the women or minority owned entity will be awarded the bid if the women or minority owned entity is otherwise fully qualified and meets all County requirements.

When sealed bids are received that are greater than \$3,000,000.00 but do not exceed \$5,000,000.00, and the lowest price is offered by a non-women or minority owned entity located outside of Polk County, and a price is offered by a women or minority owned entity that is within 1% of the lowest price offered, then the women or minority owned entity shall be given the opportunity to match the lowest price

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offered, and if agreement to match lowest price is reached, the women or minority owned entity will be awarded the bid if the women or minority owned entity is otherwise fully qualified and meets all County requirements.

When sealed bids are received that are greater than \$5,000,000.00, and the lowest price is offered by a non-women or minority owned entity located outside of Polk County, and a price is offered by a women or minority owned entity that is within .5% of the lowest price offered, then the women or minority owned entity shall be given the opportunity to match the lowest price offered, and if agreement to match lowest price is reached, the women or minority owned entity will be awarded the bid if the women or minority owned entity is otherwise fully qualified and meets all County requirements.

The term "Women or Minority Owned Entity" means any business having at least 51% ownership by women or minority group members who independently control the management and day-to-day operations of the firm. Group members are Females, African Americans, Hispanic Americans, Asian-Pacific Americans, Native Americans, and Asian-Indian Americans.

If a contract is being funded in whole or in part by assistance of any federal, state or local agency which disallows this form of preference, the County will adhere to those requirements by not applying this section.

This policy in no way supersedes the Local Preference Policy.

This policy does not apply if this bid qualifies as a Sheltered Market bid.

7. **Non-Conformance to Bid Conditions:** Services not delivered as per delivery date in bid and purchase order may result in bidder being found in default, in which event any and all re-procurement costs may be charged against the defaulting vendor. This non-conformance to bid conditions may result in immediate cancellation of the purchase order.
8. **Assignment:** Any purchase order issued pursuant to this bid and the monies which may become due herein are not assignable except with the prior written approval of the Procurement Director.
9. **Disputes:** In the event of any doubt or difference of opinion as to the methods provided herein, or the level of performance rendered, the decision of the user department/division director shall be final and binding on both parties.
10. **Facilities:** The County reserves the right to inspect the bidder's facilities at any time, with prior notice.
11. **Placing of Orders:** The award of this bid does not constitute an order. Before any services can be performed, the successful bidder must receive written or oral notification in accordance with the practices of the User Division.
12. **Precedence:** Any requirement set forth in any section of the bid documents shall be binding as if called for by all sections. If there is a difference in the terms anywhere in this document, the most restrictive shall prevail.

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13. **Additions/Revisions/Deletions:** Additions, revisions or deletions to the general conditions, specifications or bid price sheets that change the intent of the bid will cause the bid to be non-responsive and the bid will not be considered. The Procurement Director shall be the sole judge as to whether or not any addition, revision or deletion changes the intent of the bid.
14. **Termination/Suspension:** The County may terminate the Contract resulting from this Bid at any time, in whole or in part, in accordance with and subject to the following:
 - a. The County may terminate the Contract for the County's convenience by delivering 30 days' prior written notice of termination to the Contractor.
 - b. The County may terminate the Contract immediately if the User Division determines that the Contractor is in material default of its Contract obligations, has notified the Contractor of such default by delivering a Vendor Complaint Form to the Contractor specifically describing the basis of the complaint and the conditions of the Contractor's default, and ten (10) days have passed since the Contractor's receipt of the Vendor Complaint Form without all defaults as described therein having been fully corrected. Notwithstanding anything to the contrary contained herein, the County may terminate the Contract immediately, without notice or any opportunity to cure, if the services rendered for the Contract cause or threaten endangerment to public health, safety or welfare.
 - c. Upon receipt of any termination notice as described above, the Contractor shall:
 - Immediately discontinue all work unless the County's notice directs otherwise, and
 - Deliver to the County any and all data, reports, summaries, and all other information and materials of any type or nature whatsoever, whether completed or in process, the Contractor may have accumulated or generated in the course of performing the work of the Contract.
 - d. In the event this Bid and/or the resulting Contract is terminated due to the Contractor's material default which is not cured within the allotted time period as described above, the Procurement Director may also suspend or debar the Contractor in accordance with the Suspension and Debarment Section of the County Procurement Procedures Manual. The rights and remedies of the County provided for in this Section are in addition and supplemental to any and all other rights and remedies provided by law or under the Bid and/or the resulting Contract.
15. **Cancellation:** All annual bid obligations shall prevail for at least one hundred eighty (180) days after effective date of the bid, unless bid conditions are breached as specified herein. After that period, for the protection of both parties, either party may cancel this bid in whole or part by giving thirty (30) days prior notice in writing to the other party. The County reserves the right to cancel any bid after reasonable written notice to the successful bidder should the service not be in the best interest of the County. Should the service rendered for any bid cause or threaten endangerment to public safety or welfare, the Procurement Director may cancel the bid immediately.

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16. **Price Adjustments:** Any price decrease executed during the Contract period, either by reason of market change or on the part of the contractor to other customers, shall be passed on to the County.
17. **Manufacturer's Names and Approved Equivalents:** Any manufacturer's names, trade names or brand names are for information only and are not intended to limit competition. The bidder may offer any brand for which they are an authorized representative that meets or exceeds the specification for any item(s). If bids/proposals are based on equivalent products, indication should be made on the bid/proposal form of the manufacturer's name and number. Bidders shall submit with their bid/proposal, cuts, sketches, descriptive literature and/or complete specifications. Reference to literature submitted with a previous bid will not satisfy this provision. The bidder shall also explain in detail the reason(s) why the proposed equivalent will meet the specification(s) and not be considered an exception thereto. Bids/proposals lacking any written indication of intent to bid an alternate brand will be received and considered in complete compliance with the specifications as listed on the bid form. The Procurement Division shall be notified of any proposed changes in the following:
 - (i) materials used;
 - (ii) manufacturing process; and
 - (iii) construction.

Changes shall not be binding upon the County unless evidenced by a Change Notice issued and signed by the Procurement Director.

17. **Plans and Specifications:** The specifications and other bid documents upon which the prices in the vendor's bid proposal are based on, are hereby made a part of the purchase order by reference hereto.
18. **Performance and Payment Bond:** If a bond is required, it will be called out in the Special Conditions section of the bid. The vendor shall furnish a performance and payment bond, in an amount equal to the amount awarded, as security for the faithful performance and payment of all the vendor's obligations under the bid documents. The bond shall remain in effect at least until one year after the date when final payment becomes due, except as provided otherwise by Laws or Regulations or by the bid documents. All bonds shall be in the form prescribed by the bid document except as provided otherwise by Laws or Regulations, and shall be executed by such sureties as are named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by Audit Staff, Bureau of Government Financial Operations, U.S. Treasury Department and A.M. Best rated A VIII or better.
19. **Annual Appropriations:** The vendor acknowledges that the County, during any fiscal year, shall not expend money, incur any liability, or enter into any agreement which, by its terms, involves the expenditure of money in excess of the amounts budgeted or the reduction of revenues for those budgeted agreements that may be available for expenditure during such fiscal year. Any agreement, verbal or written,

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made in violation of this subsection is null and void, and no money may be paid on such agreement. Nothing herein contained shall prevent the making of agreements for a period exceeding one year, but any agreement so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the County's performance and obligation to pay under this agreement is contingent upon annual appropriation.

20. **Price Increase:** The Procurement Director reserves the right to increase/decrease price after the bid has been in place for a minimum of 12-months, when it is in the best interest of the County. Increases/decreases will be determined by the Consumer Price Index (CPI-U) unless otherwise stated in the Special Conditions.
21. **Uncontrollable Forces (Force Majeure):** Either party hereunder may be temporarily excused from performance if an Event of Force Majeure directly or indirectly causes its nonperformance. An "Event of Force Majeure" is defined as any event which results in the prevention or delay of performance by a party of its obligations under this Agreement and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions. Neither party shall be excused from performance if non-performance is due to forces which are reasonably preventable, removable, or remediable and which the non-performing party could have, with the exercise of reasonable diligence, prevented, removed, or remedied prior to, during, or immediately after their occurrence. Within five (5) days after the occurrence of an Event of Force Majeure, the non-performing party shall deliver written notice to the other party describing the event in reasonably sufficient detail, along with proof of how the event has precluded the non-performing party from performing its obligations hereunder, and a good faith estimate as to the anticipated duration of the delay and the means and methods for correcting the delay. The non-performing party's obligations, so far as those obligations are affected by the Event of Force Majeure, shall be temporarily suspended during, but no longer than, the continuance of the Event of Force Majeure and for a reasonable time thereafter as may be required for the non-performing party to return to normal business operations. If excused from performing any obligations under this Agreement due to the occurrence of an Event of Force Majeure, the non-performing party shall promptly, diligently, and in good faith take all reasonable action required for it to be able to commence or resume performance of its obligations under this Agreement. During any such time period, the non-performing party shall keep the other party duly notified of all such actions required for it to be able to commence or resume performance of its obligations under this Agreement.

In the event of default by the successful Bidder, the County reserves the right to utilize the next lowest Bidder as the new Awardee when the default occurs within the first term of the bid. Should this occur, the next lowest Bidder will be required to provide the bid items at the prices as noted on their bid submittal.

22. **Unauthorized Alien(s):** The vendor agrees that unauthorized aliens shall not be employed nor utilized in the performance of the requirements of this solicitation. The County shall consider the employment or utilization of unauthorized aliens a

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violation of Section 274A(e) of the Immigration and Naturalization Act (8 U.S.C. 1324a). Such violation shall be cause for unilateral termination of this Agreement by the County. As part of the response to this solicitation, the successful vendor will complete and submit the attached form "Affidavit Certification Immigration Laws."

23. Employment Eligibility Verification (E-Verify)

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

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

C. By entering into this Agreement, the contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The contractor shall maintain a copy of such affidavit for the duration of this Agreement. Failure to comply will lead to termination of this Agreement, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If this Agreement is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If this Agreement is terminated for a violation of Section 448.095, Fla. Stat., by the contractor, the contractor may not be awarded a public contract for a period of 1 year after the date of termination. The contractor shall be liable for any additional costs incurred by the County as a result of the termination of this Agreement. Nothing in this Section shall be construed to allow intentional discrimination of any class protected by law.

24. Attorney's Fees and Costs: Each party shall be responsible for its own legal and attorney's fees, costs and expenses incurred in connection with any dispute or any litigation arising out of, or relating to this Agreement, including attorney's fees, costs and expenses incurred for any appellate or bankruptcy proceedings.

25. Public Records Law.

(a) The Vendor acknowledges the County's obligations under Article I, Section 24, of the Florida Constitution and under Chapter 119, Florida Statutes, to release public records to members of the public upon request and comply in the handling of the materials created under this Agreement. The Vendor further acknowledges that the constitutional and statutory provisions control over the terms of this Agreement. In association with its performance pursuant to this Agreement, the Vendor shall not release or otherwise disclose the content of any documents or information that is specifically exempt from disclosure pursuant to all applicable laws.

(b) Without in any manner limiting the generality of the foregoing, to the extent applicable, the Vendor acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:

(i) keep and maintain public records required by the County to perform the services required under this Agreement;

(ii) upon request from the County's Custodian of Public Records or his/her designee, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;

(iii) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the term of this Agreement and following completion of this Agreement if the Vendor does not transfer the records to the County; and

(iv) upon completion of this Agreement, transfer, at no cost, to the County all public records in possession of the Vendor or keep and maintain public records required by the County to perform the service. If the Vendor transfers all public records to the County upon completion of this Agreement, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of this Agreement, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the County, upon request from the County's Custodian of Public Records, in a format that is compatible with the information technology systems of the County.

(c) IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT:

**RECORDS MANAGEMENT LIAISON OFFICER
POLK COUNTY**

330 WEST CHURCH ST.

BARTOW, FL 33830

TELEPHONE: (863) 534-7527

EMAIL: RML@POLK-COUNTY.NET

26. Scrutinized Companies and Business Operations Certification; Termination.

A. Certification(s).

- (i) By its execution of this Agreement, the Vendor hereby certifies to the County that the Vendor is not on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, nor is the Vendor engaged in a boycott of Israel, nor was the Vendor on such List or engaged in such a boycott at the time it submitted its bid, proposal, quote, or other form of offer, as applicable, to the County with respect to this Agreement.
- (ii) Additionally, if the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000), then the Vendor further certifies to the County as follows:
 - (a) the Vendor is not on the Scrutinized Companies with Activities in Sudan List, created pursuant to Section 215.473, Florida Statutes; and
 - (b) the Vendor is not on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to Section 215.473, Florida Statutes; and
 - (c) the Vendor is not engaged in business operations (as that term is defined in Florida Statutes, Section 287.135) in Cuba or Syria; and
 - (d) the Vendor was not on any of the Lists referenced in this subsection A(ii), nor engaged in business operations in Cuba or Syria when it submitted its proposal to the County concerning the subject of this Agreement.
- (iii) The Vendor hereby acknowledges that it is fully aware of the penalties that may be imposed upon the Vendor for submitting a false certification to the County regarding the foregoing matters.

B. Termination. In addition to any other termination rights stated herein, the County may immediately terminate this Agreement upon the occurrence of any of the following events:

- (i) The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(i) above, or the Vendor is found to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.

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- (ii) The Vendor is found to have submitted a false certification to the County with respect to any of the matters set forth in subsection A(ii) above, or the Vendor is found to have been placed on the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, and the value of the goods or services acquired under this Agreement are greater than or equal to One Million Dollars (\$1,000,000).

27. **No Construction Against Drafter:** The Parties acknowledge that this Agreement and all the terms and conditions contained herein have been fully reviewed and negotiated by the Parties. Accordingly, any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement.

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Signature Acknowledgement

(Submittal Page)

To Polk County, a Political Subdivision of the State of Florida

Date: _____

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person submitting a bid for the same construction, service or material and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I have read and understand the bidding documents. I have completed and submitted all bid submittal forms, and I am authorized to sign this bid for the bidder. In submitting a bid to the County, the bidder offers and agrees that if the bid is accepted, the bidder will convey, sell, assign or transfer to the County all rights, titles and interests in and to all causes of action it may now or hereafter acquire under the Anti-Trust Laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the County. At the County's discretion, such assignment shall be made and become effective at the time the County tender's final payment to the bidder.

Vendor Name: _____

Mailing Address: _____

City: _____

State: _____

Zip Code: _____

(Area Code) Telephone Number: _____

Toll Free Number: _____

Email Address: _____

Authorized Signature: _____

Name: _____

Title: _____

This bid may be used by any other Government Agency. YES NO N/A

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Bidders Incorporation Information

(Submittal Page)

The following section should be completed by all bidders and submitted with their bid submittal:

Company Name: _____

DBA/Fictitious Name (if applicable): _____

TIN #: _____

Address: _____

City: _____

State: _____

Zip Code: _____

County: _____

Note: Company name must match legal name assigned to the TIN number. A current W9 should be submitted with your bid submittal.

Contact Person: _____

Phone Number: _____

Cell Phone Number: _____

Email Address: _____

Type of Organization (select one type)

- Sole Proprietorship
- Partnership
- Non-Profit
- Sub Chapter
- Joint Venture
- Corporation
- LLC
- LLP
- Publicly Traded
- Employee Owned

State of Incorporation: _____

The Successful vendor must complete and submit this form prior to award. The Successful vendor must invoice using the company name listed above.

Drug-Free Workplace Form
(Submittal Page)

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that, (Name of the Business): _____ does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation programs, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Vendor Signature: _____

Date: _____

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Non-Collusion Affidavit of Prime Bidder

(Submittal Page)

State of _____

County of _____

_____ being first duly sworn, deposes and says that:

1. He - She is _____ of _____, the Bidder that has submitted the attached Bid;
2. He - She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstance respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidders nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Bid in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion of communication or conference with any other Bidder, firm or person to fix the price or prices in the attached bid of any other Bidder, or to fix any overhead, profit or cost element of the Bid Price or the Bid Price of any other Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the County or any person interested in the proposed Contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed: _____

State of: _____

County of: _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 20__, by _____ (name) as _____ (title of officer) of _____ (entity name), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____ (AFFIX NOTARY SEAL)

Bid 24-615, Utilities Potable Water & Reclaimed Water Maintenance Connection & Replacement of Meters

Insurance Requirements

The successful vendor shall purchase and maintain in force during the contract period the insurance as specified with an insurer licensed to do business in the State of Florida; rated "A" or better by A.M. Best Rating Company for Class VIII financial size category. Polk County, a political subdivision of the State of Florida, must be named as an additional insured with respect to liability arising from all work performed for Polk County, for Automobile and General Liability policies of insurance. The certificate holder must be Polk County, a political subdivision of the State of Florida, 330 W. Church St., Bartow, Florida 33830. Workers' Compensation Insurance providing statutory benefits, including those that may be required by any applicable federal statute. Any sole proprietor or partner actively engaged in the construction industry, and any corporate officer of a construction or non-construction industry corporation who elects to be exempt from the provisions of the workers' compensation law must provide either a workers' compensation exemption certificate (construction industry) or a letter stating the exemption status and number of employees (non-construction industry). Commercial General Liability Insurance \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages: Completed Operations, Broad Form CG. Comprehensive Automobile Liability Insurance \$1,000,000; combined single limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired and non-owned vehicles. The general liability and workers' compensation policies shall contain a waiver of subrogation in favor of Polk County. An original certificate of insurance must be on file in the Procurement Division before a purchase order will be issued.

Each Certificate of Insurance must list the Certificate Holder as:

Polk County, a political subdivision of the State of Florida

330 W Church St, Room 150

Bartow, FL 33830

Certificates of Insurance for policies requiring additional insured status and/or the waiver of subrogation must include notations that these requirements apply. In addition, the Vendor shall supply to the County copies of the endorsements to verify these requirements.

The Vendor must provide, or cause to be provided, the County with 30 days' prior written notice regarding the cancellation, suspension, or non-renewal of or material change to any policy.

All Certificates of Insurance must be submitted on ACORD 25 forms.

The Vendor must submit updated Certificates of Insurance to the County upon the expiration of or material change to any policy.

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Insurance

(Submittal Page)

By signing below, the Bidder is stating that they fully understand the insurance requirements for the project and if awarded the bid will provide all insurance coverage as required in this Bid.

The requirements are as follows:

- Bidder is insured with a company licensed to do business in the State of Florida
- The insurance company is rated A VIII or better by A.M. Best Rating Company (General policy)
- Polk County will be named as an additional insured for automobile liability and general liability
- The General Liability and Workers Compensation policy will contain waiver of subrogation in favor of Polk County

Company Name: _____

Bidder Signature: _____

Safety Requirements/Regulations

1.0 All Bidders are required to submit, with their Bid Proposal, the Safety Requirements/Regulations form. Any questions regarding compliance with the safety requirements/regulations provision shall be directed to the County Safety Officer, Risk Management, at (863) 534-5267.

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

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

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

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

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

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

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

Second violation: may result in work stoppage until the violation is corrected. The work stoppage shall not entitle the Vendor to additional contract time or compensation.

Liquidated damages provision will remain in full force and effect.

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

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

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

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

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

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Safety Requirements/Regulations Form

Bidder must sign and have notarized:

The undersigned bidder hereby certifies that they fully understand the safety requirements/regulation provisions and will comply.

Dated this _____ day of _____, 20____

Name of Firm _____

By _____

Title of Person Signing: _____

(SEAL)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20__, by _____ (*name*) as _____ (*title of officer*) of _____ (*entity name*), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____

(AFFIX NOTARY SEAL)

Bid 24-615, Utilities Potable Water & Reclaimed Water Maintenance Connection & Replacement of Meters

Affidavit Certification Immigration Laws

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

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

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

Company Name: _____

Signature: _____

Title: _____

Date: _____

State of: _____

County of: _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this ____ day of _____, 20__, by _____ (*name*) as _____ (*title of officer*) of _____ (*entity name*), on behalf of the company, who is personally known to me or has produced _____ as identification.

Notary Public Signature: _____

Printed Name of Notary Public: _____

Notary Commission Number and Expiration: _____

(AFFIX NOTARY SEAL)

Bid 24-615, Utilities Potable Water & Reclaimed Water Maintenance Connection & Replacement of Meters

EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY) CERTIFICATION

(Florida Statutes, Section 448.095)

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

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

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

3. By entering into the Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095, Fla. Stat., "Employment Eligibility," as amended from time to time. This includes but is not limited to utilization of the E-Verify System to verify the work authorization status of all newly hired employees, and requiring all subcontractors to provide an affidavit attesting that the subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. The Contractor shall maintain a copy of such affidavit for the duration of the Contract. Failure to comply will lead to termination of the Contract, or if a subcontractor knowingly violates the statute or Section 448.09(1), Fla. Stat., the subcontract must be terminated immediately. If the Contract is terminated pursuant to Section 448.095, Fla. Stat., such termination is not a breach of contract and may not be considered as such. Any challenge to termination under this provision must be filed in the Tenth Judicial Circuit Court of Florida no later than 20 calendar days after the date of termination. If the Contract is terminated for a violation of Section 448.095, Fla. Stat., by the Contractor, the Contractor may not be awarded a public contract for a period of 1 year after the date of termination. The Contractor shall be liable for any additional costs incurred by the County as a result of the termination of the Contract. Nothing in this Certification shall be construed to allow intentional discrimination of any class protected by law.

Executed this _____ day of _____, 20__.

ATTEST:

CONTRACTOR:

By: _____
PRINTED NAME: _____
Its: _____

By: _____
PRINTED NAME: _____
Its: _____

Special Conditions

1. Award will be made based on the overall lowest five (5) responsive bids from vendors meeting qualifications for Group A and the overall lowest five (5) responsive bids from vendors meeting qualifications for Group B. Bidders are not required to bid on Groups A and B but must bid on all items within a Group to be considered responsive. All bid items should be bid at a fair and reasonable price; failure to do so may cause the bid to be non-responsive. The Procurement Director shall be the sole judge of what is fair and reasonable. The Procurement Director reserves the right to reject any or all bids and/or waive any minor irregularities in the bids received, whichever would be in the best interest of the County.

Bid will be awarded to the first low bidder for each group. The second, third, fourth, and fifth low bidders for each group will be offered the opportunity to match the first low bidder's prices for that specific group (A or B). If accepted, award will be made to all five (5) bidders for each respective group and work will be issued on a rotational basis for each group.

Should any of the four (4) low bidders for Group A and/or Group B decline the opportunity to match the low bid for their respective group, the County will continue to offer the same opportunity to subsequent bidders, in price order, until such time as five (5) bidders have accepted for each group or until there are no more bids; whichever happens first.

2. The period of performance for this bid is from October 1, 2024, through September 30, 2025 ("Termination Date"). This bid will automatically renew, extending the Termination Date, for two (2) one (1) year periods, unless otherwise terminated in accordance with General Information Items #14 and #15. If the County provides notice to the Vendor prior to the Termination Date that it has not put in place a new bid for the goods, then this Bid shall remain in effect on a month-to-month basis until terminated by written notice from the County Procurement Division to the Vendor, but not longer than four (4) months following the termination date.
3. **Performance of Work:** The work required under this bid shall be performed by the entity submitting the bid.
4. All prices bid shall remain unchanged during the period of performance, as specified herein, and as may be adjusted in accordance with General Information, Item #20.

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5. If it becomes necessary to revise or amend any part of this bid, an addendum will be issued and will be posted on the County's website at <https://www.polk-county.net/business/procurement/>. It is the sole responsibility of the bidders to check the website to ensure that all available information has been received prior to submitting a bid.
6. The Successful Bidder must register in our Vendor Database if you have not already done so prior to the award of this bid. A purchase order cannot be issued to a vendor until they are registered. You may register at the following link: <https://www.polk-county.net/business/procurement/vendor-information/>.
7. Any additions, deletions, or modification similar in cost or material after bid award will need to be signed off by both the user division and the successful vendor. Price for any additions, deletions, or modifications to the bid will be negotiated and agreed upon by both parties. All agreed upon additions, deletions, or modifications will also require the Procurement Director's (or designee) approval. If the addition, deletion, or modification is accepted an amendment to the Bid award will be issued to the successful Bidder.
8. The County may employ other vendors to perform the work or self-perform the work described. Bidder has not been employed as the exclusive vendor to perform any such services.
9. Bidders may attend the Bid Opening via conference call or in person. The conference bridge phone number to call in is (646) 558-8656 and enter Meeting ID: 327 647 2818. A listing of all bidders will be posted to Procurement's website as soon as possible after bid opening.

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Qualifications

1. Contractor must have been in business under the same FEIN number for past two (2) years. Evidence should be submitted with the bid submittal.
2. Contractor must possess a Polk County Local Business Tax Receipt (f/k/a Business License) in order to do business with the County. A copy of such license must be provided to the Procurement Division before award is made to the successful vendor.
3. Contractor must provide a current copy of their State of Florida Plumbing license and/or Water Distribution License, Level 3 and/or Underground Utilities Contractors license for the State of Florida.
4. Contractor must have a minimum of two (2) years' experience with water and/or reclaimed water service connections and/or irrigation systems and a minimum of two (2) years' experience with county and/or municipal water and/or reclaimed distribution lines.

Contractor must provide three (3) references from clients in which the bidder has performed similar size and scope services as the prime contractor, within the past five (5) years. At least one (1) reference must be from a county or municipality. Each reference should include:

- a. Name of the client
 - b. Address of the client
 - c. Contact person to include:
 - i. Phone number.
 - ii. email address.
 - d. Period of Performance (start and end date of the services)
 - e. Brief description of the services provided.
 - i. To include one or more of the following:
 1. Water service connections
 2. Reclaimed water service connections
 3. Irrigation system
5. Provide a primary and secondary Contractor point of contact for this solicitation to include:
- Contact Name
 - Phone Number
 - Email Address

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The Contact persons provided will be the primary and secondary contact for the County to call/communicate with any requests for service or levels of service provided during the term of the solicitation. If at any time this information changes it will be the vendors sole responsibility to update Utilities Division staff as soon as possible.

All documentation and information requested in the Qualifications section should be included with the vendor's submittal or must be provided within three (3) business days upon request and prior to award.

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Specifications

Note: Specifications outlined in this section apply to the full scope of work outlined in Measurement and Payment Section for both Groups A and B.

1. All work orders will be completed electronically via a tablet that Polk County Utilities (PCU) will provide. It is the contractor's responsibility to ensure that no damage occurs to the tablet or accessories. Any damages that do occur are to be reported immediately. Contractor may request an additional tablet as needed. Please allow 2-4 weeks for additional tablets to be available. PCU can request a tablet to be returned when it appears the additional tablet is not being used. Contractor may be held liable for damages due to negligence or missing equipment. PCU reserves the right at any time to request all completed work order submissions be provided in another format such as hard copy or via email. The exception to rule would be during equipment failure, an unplanned event, state of emergency, etc.

Work orders will include all location information such as the listing of addresses, phone numbers, account information, and meter equipment type for the work that must be completed at those sites.

The geographic area of the meters covered under this bid covers all PCU operating areas, which is all unincorporated Polk County. This includes, but is not limited to, areas within Lakeland, Winter Haven, Bartow, Mulberry, Bradley Junction, Lake Wales, Davenport, Haines City, Frostproof, and Babson Park

If the Contractor determines information is possibly missing from the work order, it is their responsibility to obtain that information and at no additional charge to the County. If the contractor feels information may be missing, then it is their responsibility to contact Meter Services to obtain or confirm information at their own cost. The Contractor will be given a 24-hour response time from the time the PCU PM or designee makes the request for additional information.

If the Contractor determines additional work not listed on a work order is required, the Contractor must call the PCU Project Manager (PM) for approval. If approved, a new work order will be issued. Failure to do so will result in non-payment of the additional services.

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2. Out of Scope Services

When preparing a Work Order Proposal, if it is known or reasonably anticipated at the time that there are necessary items or services that are not included on the price sheets of the bid or, during the course of executing a Work Order, the contractor determines there are necessary items or services that are not included on the price sheets of the bid, then the contractor should submit an “out of scope” proposal to the costs, expenses and time; the County shall not be obligated in any event for payment over the amounts identified in the proposal. The “out of scope” services shall not be greater than fifteen percent (15%) of the “in scope” services.

After the purchase order is issued, the division will issue a notice to commence for the “out of scope” services. If the County does not agree with the proposal, the contractor will be required to resubmit the proposal with the requested changes and potential cost reduction. The County will review the revised proposal and, if accepted, a work order will be issued and a notice to proceed given to the contractor. If the revised proposal is not accepted by the County, then the County may contact the second low bidder, if any, for a proposal or pursue other sources, whichever is in the best interest of the County.

All out of scope work orders shall be added to the in-scope purchase order in order to retain accurate audit trails. A separate line item on the original purchase order will reflect any out-of-scope work approved by the County.

3. Contractor’s field supervisor or lead must have a cell phone for any questions that may come up concerning field work and be available during work hours, defined as Monday-Friday, 7:00 A.M. - 6:00 P.M. Work is only to be done during work hours unless special approval is given. All contractors are responsible to be aware of the PCU holiday schedule.

Holiday Schedule is as follows, but reserves the right to adjust this holiday schedule as they feel is necessary:

- New Year’s Day
- Dr. Martin Luther King, Jr. Day
- Memorial Day
- July 4th Holiday
- Labor Day
- Veteran’s Day
- Thanksgiving Day and the day after

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- Christmas Day and either the day before or after, as determined by the County
4. Contractor's time begins when Contractor arrives at the work order destination and ends when the work is completed at the destination. The County does not reimburse for driving time and mileage.
 5. Work orders need to be completed within 60 business days from date of issue. Any work that cannot be completed within 60 business days needs to be communicated to PCU for further direction. Work orders may be requested back from the contractor if work orders cannot be completed within time frame requirement or if assigned work needs done sooner due to an unforeseen event. The exceptions to this rule are reclaim water initial and follow-up inspections. Initial inspections are driven by building permit inspection requirements. Annual reclaim water inspections that fail must have a follow-up inspection completed within three (3) business days from the date the work order is issued to the contractor.
 6. Completed work orders will be returned to the PCU PM or designated contact at a minimum of twice per week. PCU reserves the right at any time to request all completed work order submissions be provided in an electronic format such as an email. The exception to rule would be during a designated project in which work completion must follow a specific project schedule (example by specific date and/or cycle and route).
 7. PCU will provide contractor with a report of all work completed the week prior on Mondays. Contractor is responsible for reviewing the report for accuracy and submit it back to PCU along with an invoice for the completed orders referenced weekly. All invoices are to follow PCU format guidelines. Each invoice must have the PO#, Bid #, and description of work performed. All additional work, including overtime, should be listed on a separate line item. PCU reserves the right at any time to request all invoice submissions to be provided in an alternate format as needed.

The County will reimburse the contractor(s) at cost for sod, concrete, maintenance of traffic (MOT) and other pre-approved materials required to perform the work. The contractor must provide PCU with a copy of the receipt/invoice for the pre-approved purchased sod, concrete, MOT, and/or other materials.

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The labor for installing of sod, concrete, and MOT is to be invoiced based on the awarded rate for Item #7 in the bid sheet.

8. All Polk County parts and equipment, such as scrap meters, registers, and backflow/dualcheck devices, are to be turned into the PCU Warehouse, located at 3642 Old Bartow Eagle Lake Rd, Bartow, Florida 33830, within two (2) weeks of removal or as otherwise designated. Meters need to have the registers removed with the registers turned into the warehouse separately unless the work order indicates a bench test is needed. If a meter needs to have a bench test, the meter is to be left intact and placed on the pallet by the backflow test shop or other PCU designated location. At times, a meter or register will be requested to be turned into the Administration office which will require a delivery to be made to 1011 Jim Keene Blvd, Winter Haven, FL 33880.
9. The existing meter brand used by PCU is Master Meter. PCU will provide the warehousing for materials associated with this bid. For Group A, the meter sizes are $\frac{3}{4}$ inch, 1-inch, 1 $\frac{1}{2}$ inch, and 2-inch. The existing 1 $\frac{1}{2}$ inch and 2-inch meters have threaded ends.
10. New meter sets are to be completed within five (5) business days of receipt of work order. Exceptions will be made if tapping of a line or a jack and bore is required. If tapping of a line or a jack and bore is required, the meter sets will be required to be completed within ten (10) business days of receipt of work order.
11. It is the responsibility of the Contractor(s) to contact Sunshine State One-Call of Florida, Inc. when necessary to complete the work order.
12. The Contractor(s) shall repair or restore all utilities, structures, and properties damaged or disturbed during the performance of the work. Damages shall be repaired to original condition. Damages outside the project area will be the sole responsibility of the Contractor(s) and shall be resolved to the satisfaction of PCU prior to payment.
13. Customer complaints concerning damages or service performed by the Contractor(s) will be reviewed by PCU. If complaint claim is deemed legitimate, when possible, the complaint claim will be forwarded to the Contractor(s) to be addressed and the appropriate resolution performed. Contractor will report detailed outcome of complaint claim to PCU. Contractor(s) shall correct reported claims at no additional charge to the County.
14. If the Utility staff handles repairs associated with the complaint claim, the

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Contractor(s) will be invoiced for Utility labor and equipment cost.

15. Contractor(s) shall notify PCU project manager or designee immediately if line tapping equipment and/or jack and bore equipment is out of service.
16. PCU will provide magnetic signs to the Contractor(s), which must be displayed on their vehicles when performing services for the County.
17. PCU will provide county identification badges to the successful Contractor(s). Identification badges must be worn at all times while on the job site. Contractors are required to report any new employees to PCU prior to performing work under this bid for the County. Contractors' employees shall not perform work under this bid until identification badges are provided.
18. Contractor(s) must own or lease the proper equipment to perform tapping of distribution lines or jack and bores. All equipment used for tapping of distribution lines must be approved by the PCU PM prior to the work being performed. The County will reimburse the contractor(s) at cost for leased tools or equipment required to perform the work. The contractor must provide PCU with a copy of the detailed invoice/receipt for the approved leased items to be reimbursed.
19. Contractor(s) shall provide a list of all equipment that will be used on distribution lines, service lines, and/or meters. This list is required as part of the bid submittal or must be provided within three (3) business days upon request prior to award.
20. Contractor(s) will be required to attend a technical review meeting, which will be given by PCU. A contact name and number for the Meter Services Group will be given to the Contractor(s) at the time of award to coordinate a date and time for the training class. The training class must be completed within one month of award and before any work orders are issued under this bid.
21. Contractor(s) work crews must have a minimum of one employee on-site that speaks English fluently.
22. PCU will provide the meters, meter boxes, curb stops, dual checks, back flow devices, whips, saddles, connectors, registers, PVC piping, marking paint and all materials needed to make a connection.
23. Contractor(s) will be responsible for providing tools, labor, and transportation to the work site. This must be considered when determining unit prices for bidding as PCU will not reimburse taxes paid for leasing equipment nor will PCU obtain

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the equipment for the contractor.

24. Work to be performed at new or existing customer's locations requiring a tap and/or jack and bore must be scheduled in advance with the Meter Services group. At times Utilities Operations and/or the Customer will require all entities to be on site at the time of the site visit and/or at the time the work is conducted. At no time will a contractor arrive at the customer's location unannounced. Contractor(s) must adhere to coordinated site visit dates and times unless otherwise instructed by Meter Services.
25. PCU will perform quality control inspections routinely. If any work is found to be below reasonable industry standards, the Contractor must correct the issue to meet PCU's standards at no additional cost to the County.

Measurement and Payment (Scope of Work to be Completed)

Corresponds with the Bid Sheet

GROUP A:

Reclaimed Service Inspections (30 Minutes)

1 (a-e). Initial Inspection or Annual Inspection Visit:

- When possible, make resident aware work is being done in the area.
- Turn on irrigation system and check potable meter to determine if potable line is severed from irrigation.
- Verify if line is exposed where sever of potable service has occurred.

Initial inspections only:

- Verify there are no hose bibs connected to reclaimed water service.
- Turn on each zone to inspect the spray heads to determine if overspray is within property boundaries, that it does not spray onto gardens with edible vegetation, or into lakes, pools, ponds, or wells.
- Overspray cannot cause runoff into storm water systems from impervious surfaces such as driveways or streets.
- All spray heads needing repair or re-alignment must be flagged, numbered and listed on the door hanger as problems to be resolved by the next inspection.
- If a meter has to be locked off due to failure of system, meter curb stop should have a strap and purple tag.
- Record information on door hanger, placing a copy on door and attaching pink copy to work order. Record meter ID number, register number, and readings. Record start and stop time, name of worker, and date of work.
- Describe any parts or additional work required to complete task.
- Mark curb with purple (reclaimed service) and blue (water service) dot approximately 2" in diameter.

Change Out Meters (30 Minutes)

2 (a-b). Change out meters and/or backflows to the most current meter model:

- When possible, make residents aware work is being done in the area.
- Compare meter numbers with those listed on the work order. Make note of any discrepancies.
- Remove the old meter and backflow.
- Replace with the new meter and backflow. When replacing connector on inlet or outlet side of meters, ensure solid connection is made and there are no leaks.

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- If backflow is missing, install one.
- If top riser is present, replace with a bottom riser.
- Flush water, dirt, and air out of service line.
- Verify activation of meter. (Activate if necessary).
- Replace meter box with existing or new meter box. Meter should be in the upright position with the box adjusted to accommodate the meter height.
- Record new meter number, register number, and meter (both old and new) reading.
- Record date of installation, start and stop time, and installer's name.
- Indicate if backflow device was changed or not, and the status of the curb stop
- Leave curb stop in the same manner found upon arrival
- Describe any parts or additional work required to complete task.
- Mark curb with purple (reclaimed service) and blue (water service) dot approximately 2" in diameter.

2(c-d). Replace or change out meter register to the current register model:

- When possible, make resident aware work is being done in the area.
- Remove housing from meter.
- Clean top of meter where register is mounted.
- Replace with new register.
- Reattach housing.
- Replace meter box with existing or new meter box. Meter should be in the upright position with the box adjusted to accommodate the meter height.
- Record meter numbers, register numbers, and readings.
- Describe any parts or additional work required to complete task.
- Record start and stop time, installer's name, and date of work.
- Mark curb with purple (Reclaimed service) and blue (Water service) dot approximately 2" in diameter.

Change Out or Replacement of Equipment (Water or Reclaimed Water) (30 Minutes)

3 (a-b). Change out meters and/or backflows due to warranty, damage, or other extenuating circumstances:

- When possible, make resident aware work is being done in the area.
- Compare meter numbers with those listed on the work order
- Remove the old meter and backflow.
- Replace with the new meter and backflow. When replacing connector on inlet or outlet side of meters, ensure solid connection is made and no leaks.
- Verify activation of meter (Activate if necessary).
- If backflow is missing, install one.
- If top riser is present, replace with a bottom riser.

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- Flush water and dirt out of service line.
- Verify activation of meter. (Activate if necessary).
- Replace meter box with existing or new meter box. Meter should be in the upright position with the box adjusted to accommodate the meter height.
- Record new meter number, register number, and meter reading.
- Record date of installation, start and stop time, and installer's name.
- Indicate if backflow device was changed or not and the status of the curb stop
- Leave curb stop in the same manner found upon arrival.
- Describe any parts or additional work required to complete task.
- Mark curb with purple (Reclaimed service) and blue (Water service) dot approximately 2" in diameter.

3 (c-d). Replace or change out meter register due to warranty, damage, or other extenuating circumstances:

- When possible, make resident aware work is being done in the area.
- Remove housing from meter.
- Clean top of meter where register is mounted.
- Replace with new register.
- Reattach housing.
- Replace meter box with existing or new meter box. Meter should be in the upright position with the box adjusted to accommodate the meter height.
- Record meter number, register number, and readings.
- Describe any parts or additional work required to complete task.
- Record start and stop time, installer's name, and date of work.
- Mark curb with purple (reclaimed service) and blue (water service) dot approximately 2" in diameter.

3(e). Replace residential meter box (stand-alone work order):

- When possible, make resident aware they are working in the area.
- Replace meter box. When replacing connector on inlet or outlet side of meters ensure solid connection is made and no leaks.
- Remove old equipment.
- Level dirt and surrounding area.
- Record meter number, register number, and readings.
- Record start and stop time, installer's name, and date of work.
- Mark curb with purple (reclaimed service) and blue (water service) dot approximately 2" in diameter.

3(f). Install new meter set (stand-alone work order):

- When possible, make construction site GC aware that work is being done in the area
- Multiple/single locations will be specified in service order/s provided by

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PCU Meter Service group

- At each specified location, install new meter, register, dual check, and hose bib
 - Dual check and hose bib should only be installed on potable water services.
 - If once on site, a meter box has not been installed, a meter box will be required to be installed see section (3e in existing bid) for meter box installation specifications.
 - If meter box is in place, but found to be damaged, the meter box will need to be replaced. See section (3(e) in existing bid) for meter box installation specifications.
- Reclaimed meters are to be tied off and a "Reclaimed Water" tag placed on the service until a passing irrigation inspection takes place.
- Record the new meter, register number and reading information.
- Record work start and stop, installer's name and date of work completed.
- Mark curb and/or road with blue (potable water) and purple (reclaimed water) with a dot approximately 2" in diameter.

3(g). Adjust or straighten existing equipment which includes meter, curb stop, backflow and/or meter box

- When possible, make resident aware you are working in the area.
- Locate service line with curb stop meter or backflow.
- Determine if meter, curb stop, or backflow requires repair or replacement.
- When replacing connector on inlet or outlet side of meters ensure solid connection is made and no leaks.
- If line pressure must be reduced to repair or replace equipment, contact Utilities Operations.
- Replace meter box with existing or new meter box.
- Record meter number, register number and reading.
- Record start and stop time, installer's name, and date of work.
- Mark curb and/or road with blue (potable water) and purple (reclaimed water) with a dot approximately 2" in diameter.

3(h). Move residential meter out of driveway prior to construction

- When possible, make resident aware you are working in the area.
- Locate service line and meter with curb stop in driveway area.
- Determine where meter and curb stop are to be relocated. (Base on instruction on work order or as built).
- When replacing connector on inlet or outlet side of meters, ensure solid connection is made and there are no leaks.
- If line pressure must be reduced to repair or replace equipment,

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contact Utilities Operations.

3(i). Move residential meter out of sidewalk prior to construction

- When possible, make resident aware you are working in the area.
- Locate service line and meter with curb stop in sidewalk area.
- Determine where meter and curb stop are to be relocated. (Base on instruction on work order or as built.
- When replacing connector on inlet or outlet side of meters, ensure solid connection is made and there are no leaks.
- If line pressure must be reduced to repair or replace equipment, contact Utilities Operations.

Repair Leaks (Water or Reclaimed Water) (30 Minutes)

4(a). Repair residential service leak from water main to inlet side of the curb stop:

- When possible, make resident aware work is being done in the area.
- Locate meter box.
- Repair leak in box and immediately around the box on the inlet side of the meter. When replacing connector on inlet or outlet side of meters ensure solid connection is made and no leaks.
- Flush dirt from service line.
- Open outside faucet to remove air.
- Replace meter box with existing or new meter box.
- Record meter number, register number, and readings.
- Record start and stop time, installer's name, and date of work.
- Describe any parts or additional work required to complete task.
- Mark curb with purple (reclaimed service) and blue (water service) dot approximately 2" in diameter.

4(b). Repair or Replace residential curb stop:

- When possible, make resident aware work is being done in the area.
- Locate service line with curb stop.
- Determine if curb stop requires repair or replacement. When replacing connector on inlet or outlet side of meters, ensure solid connection is made and no leaks.
- If line pressure must be reduced to repair or replace curb stop, contractor must contact Meter Services directly. Utilities Operations should not be contacted directly unless Meter Services cannot be reached.
- Replace meter box with existing or new meter box.
- Record meter numbers, register numbers, and readings.
- Record start and stop time, installer's name, and date of work.
- Mark curb with purple (reclaimed service) and blue (water service) dot approximately 2" in diameter.
- If Utilities Operations is contacted for assistance, no work shall be

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done until they arrive.

4(c). Additional hours required:

Itemize actions taken to repair leaks if additional time is taken and invoiced in ¼ hour increments. If access to property is obstructed or unavailable, then the lesser price for the described work order will be paid.

Remove/Reinstall Residential Meter (20 Minutes)

5(a) Remove or re-install meter:

- When possible, make resident aware work is being done in the area.
- Locate meter by service address.
- Verify activation of meter. (Activate if necessary).
- Verify meter numbers and register number on work order.
- Shut off curb stop, tag with white warning tag, and lock off.
- Remove meter, cap ends of meter. Contact Meter Services when meter is removed.
- Record meter number, register number, and readings.
- Record start and stop time, installer's name, and date of work.
- Describe any parts or additional work required to complete task.
- Mark curb with purple (reclaimed service) and blue (water service) dot approximately 2" in diameter.

Re-install meter:

- When possible, make resident aware work is being done in the area.
- Check to make sure there is no water at location. Turn on outside hose bib and if water at location, contact Meter Services for instructions.
- Replace with meter that was originally removed. If meter is not available, install new meter. When replacing connector on inlet or outlet side of meters, ensure solid connection is made and no leaks.
- Remove lock.
- Flush dirt and air from service line.
- Replace meter box with existing or new meter box.
- Record meter number, register number, and readings.
- Record start and stop time, installer's name, and date of work.
- Mark curb with purple (Reclaimed service) and blue (Water service) dot approximately 2" in diameter.

Premise Visit Fees (Water or Reclaimed Water) (15 Minutes)

6(a). Miscellaneous orders (If not defined after premise visit):

- When possible, make resident aware work is being done in the area.
- Read work order for special instructions.

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- Call in findings to Meter Services for direction.

Additional Labor (Water or Reclaimed Water)

7. Additional time/labor required (i.e., root removal, extra plumbing, etc., paid in ¼ hour intervals).
- Additional labor for repair of service, installation of equipment, and cleanup of the site is to be itemized with the representative. A ¼ hour is allocated for each job charged. Additional labor will be paid per job at an hourly rate regardless of the number of employees needed to complete the assignment.

New development/construction site inspection

8(a). Single residential location

- Evaluate area to determine work, parts, and equipment necessary to address concerns regarding new construction installations

8(b.) Multiple locations within a subdivision

- Regularly scheduled assessments of new developments. Inspections are to be conducted of locations where meter equipment (meter, register, meter box, etc.) has been installed through the "New Meter Set" process.
 - Inspection locations will be scheduled, and details provided via a service order from the PCU Meter Services group.
 - Inspections are to be conducted of locations where meter equipment has been installed as part of the new development construction process. Inspections will include the following:
 - Confirmation of meter box and meter equipment are in good condition, working properly and free of any damage. Damage would consist of, but not limited to: Broken meter box and/or lid, damaged meter and/or register, damaged or broken curb stop, etc.
 - Record locations that are visited and condition of meter equipment at the time of inspection.
 - Record start and stop time of inspection, date, and name of person who conducted the inspection.
 - If damage is found at the inspection site, while on site, damage is to be addressed.
 - Contractor will be required to document what work and parts were used to make required repairs.

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- Billing of repairs will be associated by applicable areas currently in the existing bid such as, but not limited to:
 - Section 5 (a) Remove/Reinstall Residential Meter (20 minutes)
 - Section 4 (a, b, & c) Repair Leaks (Potable or Reclaimed Water 30 minutes)
 - Section 3 (a -b, c-d, e, and new sections d & f) Change out or Replacement of Equipment (Potable or Reclaimed Water 30 minutes)
 - Section 7 Additional Labor (Potable and Reclaimed Water)

GROUP B:

9. Site Visits

- Meet with customer to discuss potential new services
- Evaluate area to determine work, parts, and equipment necessary and to provide quote to customer for new water and/or reclaimed water services
- Evaluate area to determine work, parts, and equipment necessary to remove commercial meters.

Jack and Bore (as directed) --- Price not adjusted for time

- 10(a). Directional Bore 3" PVC casing for long side service – Single Location
- Contractors must define charges based on the linear feet of directional bore.
- 10(b). Directional Bore 3" PVC casing for long side service – Multi-Location
- Contractors must define charges based on the linear feet of directional bore.

Wet Tap (Water or Reclaimed Water)—Price not adjusted for time

- 11(a). Residential wet tap (no sod included) on lines 4" to 6" in diameter
- Contractor is to use approved equipment for tap and bore of County distribution lines.
- 11(b). Residential wet tap (no sod included) on lines 8" to 10" in diameter
- Contractor is to use approved equipment for tap and bore of County distribution lines.

Replace sod

- Contractor is to replace sod that needs restored due to field work. Cost of sod will be reimbursed at cost.

12. Dewatering—Price not adjusted for time

Excavating and placing gravel and a pump and/or placing three of four well points with a double diaphragm pump, not to exceed six feet.

13. Whips and Saddles (Water or Reclaimed Water)

Install/replace whip and /or saddle-single or double (per service line)

Remove Commercial Meter

14(a) Remove 2” commercial meters, including backflows and concrete pad. Work scope includes:

- Excavation of ground to reach underground Infrastructure
- Tie underground pipes back together
- Back fill excavated area, compact and restore sod (if applicable as noted in Item 15(b) above)
- Haul off & dispose of removed piping, concrete, and any other removed miscellaneous items. Meters shall be disposed at the Utilities Central Operations dumpster, located at 3642 Old Eagle Lake Road, Bartow, FL 33830.

14(b) Remove 3” commercial meters, including backflows and concrete pad. Work scope includes:

- Excavation of ground to reach underground infrastructure
- Tie underground pipes back together
- Back fill excavated area, compact and restore sod (if applicable as noted in item 15(b) above)
- Haul off & dispose of removed piping, concrete, and any other removed miscellaneous items. Meters shall be disposed at the Utilities Central Operations dumpster, located at 3642 Old Eagle Lake Road, Bartow, FL 33830.

14(c) Remove 4” commercial meters, including backflows and concrete pad. Work scope includes:

- Excavation of ground to reach underground Infrastructure
- Tie underground pipes back together
- Back fill excavated area, compact and restore sod (if applicable as noted in item 15(b) above)
- Haul off & dispose of removed piping, concrete, and any other removed miscellaneous items. Meters shall be disposed at the Utilities Central Operations dumpster, located at 3642 Old Eagle Lake Road, Bartow, FL 33830.

14(d) Remove 6” commercial meters ranging between, including backflows and concrete pad. Work scope includes:

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- Excavation of ground to reach underground infrastructure
- Tie underground pipes back together
- Back fill excavated area, compact and restore sod (if applicable as noted in item 15(b) above)
- Haul off & dispose of removed piping, concrete, and any other removed miscellaneous items. Meters shall be disposed at the Utilities Central Operations dumpster, located at 3642 Old Eagle Lake Road, Bartow, FL 33830.

14(e) Remove 8" commercial meters including backflows and concrete pad. Work scope includes:

- Excavation of ground to reach underground Infrastructure
- Tie underground pipes back together
- Back fill excavated area, compact and restore sod (if applicable as noted in item 15(b) above)
- Haul off & dispose of removed piping, concrete, and any other removed miscellaneous items. Meters shall be disposed at the Utilities Central Operations dumpster, located at 3642 Old Eagle Lake Road, Bartow, FL 33830.

14(f) Remove 10" commercial meters including backflows and concrete pad. Work scope includes:

- Excavation of ground to reach underground Infrastructure
- Tie underground pipes back together
- Back fill excavated area, compact and restore sod (if applicable as noted in item 15(b) above)
- Haul off & dispose of removed piping, concrete, and any other removed miscellaneous items. Meters shall be disposed at the Utilities Central Operations dumpster, located at 3642 Old Eagle Lake Road, Bartow, FL 33830.

14(g) Remove 12" commercial meters including backflows and concrete pad. Work scope includes:

- Excavation of ground to reach underground Infrastructure
- Tie underground pipes back together
- Back fill excavated area, compact and restore sod (if applicable as noted in item 15(b) above)
- Haul off & dispose of removed piping, concrete, and any other removed miscellaneous items. Meters shall be disposed at the Utilities Central Operations dumpster, located at 3642 Old Eagle Lake Road, Bartow, FL 33830.

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Bid Sheet

(Submittal Page)

To receive a copy of the **Bid 24-615 Excel Bid Sheet**, please go the following FTP site: <https://ftp3.polk-county.net>, you will be prompted for a User ID and Password. The User ID is *procurevendor* and the password is *solicitation*. After you have logged in to the FTP site, double click on the file folder "**Bid 24-615 Bid Sheet.zip**", select "Open" or "Save As" to download the Bid documents, drawings, and technical specifications. If you need assistance accessing this website due to ADA or any other reason, please email Ari Goldstein at arigoldstein@polk-county.net.