

**Southwest Ranches Council**  
Mayor Steve Breitzkreuz  
Vice Mayor Jim Allbritton  
Gary Jablonski  
David S. Kuczenski  
Bob Hartmann



**Town Administrator**  
Andrew Berns

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## INVITATION FOR BIDS

**IFB No. 23-006**

Town of Southwest Ranches  
is seeking bids for:

### **DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM DYKES ROAD TO IVANHOE CANAL**

**Date issued/available for distribution: Thursday July 27, 2023**

Bidder shall submit **ONLINE** using the <http://www.demandstar.com> E-bidding platform at <http://www.demandstar.com>. The complete submittal must be received by the Office of the Senior Procurement and Budget Officer no later than **Thursday August 24, 2023, at 2:00 p.m. EST**. See Section 1.7 for mailing instructions.

**Non-Mandatory Pre-Bid Conference: Monday July 31, 2023, at 2:00 p.m. EST.** See Section 1.3, of this IFB for information on the Pre-Bid Conference.

#### **CAUTION**

**Amendments to this Invitation for Bids will be posted on the Southwest Ranches website Procurement page which can be accessed at <http://southwestranches.org/procurement>. As they are issued, all amendments to solicitations will be posted under the applicable solicitation on the system. It is the bidder's sole responsibility to routinely check the system for any amendments that may have been issued prior to the deadline for receipt of bids. Vendors are advised to complete the online Vendor Application.**

**Southwest Ranches shall not be responsible for the completeness of any IFB document, amendment, exhibit or attachment that was not downloaded from the system or obtained directly from the Procurement Division.**

IN ACCORDANCE WITH THE PROVISIONS OF ADA, THIS DOCUMENT MAY BE  
REQUESTED IN AN ALTERNATIVE FORMAT.

## NOTICE TO CONTRACTORS

Bids will be received by the Town of Southwest Ranches, Florida (“Town”), via <http://www.demandstar.com> E-bidding, until 2:00 p.m., EST, and opened on **Thursday August 24, 2023, at 2:00 p.m., EST**, for all material, labor, equipment and supplies necessary for the:

### **IFB 23-006 DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM DYKES ROAD TO IVANHOE CANAL**

To better manage document disbursement for the bid process, the Town will make bid documents available on the Southwest Ranches website which can be accessed at:

<http://southwestranches.org/procurement>

To review the bid documents for this project, go to the above URL and click on the project hyperlink. The documents for this project are also available at <http://www.demandstar.com>. Contractors may download and print the bid documents or contact Venessa Redman at (954) 343-7467 or e-mail at [vredman@southwestranches.org](mailto:vredman@southwestranches.org).

All bids shall be submitted in accordance with General Provision Section 2 and accompanied by the documentation referenced therein, at a minimum.

The Non-Mandatory Pre-Bid Conference will be held on **Monday July 31, at 2:00 p.m. EST**, via Microsoft Teams Meeting, the link is accessible on the Town website and the <http://www.demandstar.com> E-Bidding Platform.

The public may view bid meetings in person in the Grand Oak Conference room in Town Hall located at 13400 Griffin Road, Southwest Ranches, FL 33330.

Bids requested shall be set forth in the Bid and the Bid Form attached to and forming a part of the Specifications.

Prior to execution of a contract, Bidder shall submit to Town a copy of its non-discrimination policy, which shall be consistent with the non-discrimination requirements of the contract. In the event that Bidder does not have a written non-discrimination policy, Bidder shall be required to sign a statement affirming their non-discrimination policy conforms with Section 2.31, of the Invitation for Bids.

The Town reserves the right to reject any or all bids.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**TABLE OF CONTENTS**

	<b><u>PAGE</u></b>
<b>SECTION 1 GENERAL INFORMATION .....</b>	<b>1</b>
1.1 ISSUING OFFICE.....	1
1.2 PURPOSE OF THE PROJECT .....	1
1.3 NON-MANDATORY PRE-BID CONFERENCE.....	1
1.4 QUALIFICATIONS OF BIDDERS .....	1
1.5 TIMETABLE .....	2
1.6 BID SUBMISSION .....	2
1.7 CONTACT PERSON .....	3
1.8 PROCUREMENT CODE.....	3
1.9 CONE OF SILENCE .....	3
1.10 PUBLIC OPENING .....	4
1.11 ADDITIONAL INFORMATION/AMENDMENT(S) .....	4
1.12 DISCLAIMER.....	5
1.13 NOTICE TO PROCEED .....	5
<b>SECTION 2 TERMS AND CONDITIONS.....</b>	<b>6</b>
2.1 ADHERENCE TO REQUIREMENTS .....	6
2.2 MODIFIED BIDS .....	6
2.3 WITHDRAW OF BID.....	6
2.4 LATE BID, LATE MODIFIED BID .....	6
2.5 IFB POSTPONEMENT/CANCELLATION.....	6
2.6 COSTS INCURRED BY BIDDERS .....	7
2.7 PROPRIETARY/CONFIDENTIAL INFORMATION.....	7
2.8 RIGHT TO PROTEST .....	7
2.9 RULES; REGULATIONS; LICENSING REQUIREMENTS .....	7
2.10 AWARD.....	8
2.11 WRITTEN CONTRACT.....	8
2.12 ASSIGNMENT .....	8
2.13 CANCELLATION .....	8
2.14 RELATION TO PARTIES.....	8
2.15 COMPLIANCE WITH LAW .....	8
2.16 WAIVER OF LIABILITY.....	9
2.17 INDEMNIFICATION .....	9
2.18 SECONDARY/OTHER VENDORS .....	9
2.19 DEFAULT PROVISION.....	9
2.20 GOVERNING LAW .....	9
2.21 DISPUTES .....	9
2.22 REMEDIES FOR BREACH .....	10
2.23 PUBLIC RECORDS LAW.....	10
2.24 CONTRACT PROVISIONS (EXHIBIT "A") .....	11
2.25 LICENSING, PERMITS, INSPECTIONS AND LIABILITY INSURANCE .....	11
2.26 INSURANCE REQUIREMENTS .....	12
2.27 ADDITIONAL INSURANCE REQUIREMENTS.....	12
2.28 SECURITY AND BONDING REQUIREMENTS .....	13
2.29 COMMENCEMENT OF WORK.....	15

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

2.30	NON-DISCRIMINATION & EQUAL EMPLOYMENT OPPORTUNITY .....	16
2.31	SUPPLEMENTAL WAGE REQUIREMENTS .....	16
2.32	DOMESTIC PARTNERSHIP REQUIREMENT.....	17
2.33	DISCLOSURE OF OWNERSHIP INTEREST.....	17
2.34	CONFLICT OF INTEREST .....	17
2.35	PUBLIC ENTITY CRIMES/DENIAL OR REVOCATION OF THE RIGHT TO TRANSACTION BUSINESS WITH PUBLIC ENTITIES.....	18
2.36	PROGRESS PAYMENTS .....	18
2.37	PROJECT RECORDS AND RIGHT TO AUDIT .....	19
2.39	PROHIBITION RELATED TO INDIVIDUALS IN THIS STATE WHO MAY BE UNAUTHORIZED ALIENS .....	21
<b>SECTION 3 BID REQUIREMENTS .....</b>		<b>21</b>
3.1	BID FORMAT AND CONTENT .....	21
3.2	BID SCHEDULE .....	22
<b>SECTION 4 SPECIAL PROVISIONS .....</b>		<b>22</b>
4.1	REGULATED SUBSTANCE USE REQUIREMENTS.....	22
4.2	UNIT PRICES .....	23
4.3	UTILITIES CONTACTS .....	23
4.4	LOCATION AND DAMAGE TO EXISTING FACILITIES, EQUIPMENT, OR UTILITIES .....	24
4.5	PROSECUTION OF THE WORK.....	24
4.6	MAINTENANCE OF TRAFFIC (MOT).....	25
4.7	STORM PREPARATION.....	25
4.8	LABORATORY AND DENSITY TESTS.....	25
4.9	COMPLAINTS .....	25
<b>SECTION 5 GENERAL PROVISIONS.....</b>		<b>26</b>
5.1	DEFINITIONS .....	26
5.2	EXISTING IMPROVEMENTS AND LANDSCAPING.....	28
5.3	CONTRACTOR’S PRECONSTRUCTION RESPONSIBILITIES.....	28
5.4	SURVEYS, LINES AND GRADES .....	30
5.5	INSPECTIONS .....	30
5.6	SHOP DRAWINGS .....	31
5.7	PROJECT SITE.....	31
5.8	POLLUTION CONTROL.....	32
5.9	DISPOSAL OF WASTE MATERIALS AND DEBRIS .....	33
5.10	SAFETY – LOSS CONTROL PROVISIONS.....	33
5.11	PROJECT RECORD DRAWINGS.....	34
5.12	TESTING .....	34
5.13	FINAL COMPLETION.....	35
5.14	CONTRACT DOCUMENTS.....	35
5.15	SCOPE OF WORK.....	35
5.16	CHANGES IN THE WORK .....	35
5.17	CHANGE IN THE CONTRACT PRICE OR CONTRACT TIME.....	36
5.18	EXCUSABLE DELAY; COMPENSABLE; NON-COMPENSABLE.....	41
5.19	WARRANTY AND GUARANTEE; CORRECTION, REMOVAL OR ACCEPTANCE OF DEFECTIVE WORK .....	42
5.20	SUSPENSION OF WORK AND TERMINATION.....	43
5.21	PAYMENT.....	44

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

5.22	ACCEPTANCE AND FINAL PAYMENT.....	45
5.23	PURCHASING CARD (PCARD) ACCEPTANCE.....	46
5.24	PHYSICAL CONDITIONS .....	46
5.25	CONTRACTOR’S RESPONSIBILITIES.....	47
5.26	INSURANCE AND BONDS .....	49
5.27	EQUIPMENT .....	49
5.28	EQUIPMENT STORAGE AND MOBILIZATION .....	50
5.29	HOURS OF OPERATION .....	50
5.30	CONTRACTOR’S PERFORMANCE .....	50
	<b>APPENDIX A BIDDER INFORMATION.....</b>	<b>51</b>
	<b>APPENDIX B BID SCHEDULE .....</b>	<b>52</b>
	<b>APPENDIX C DISCLOSURE OF OWNERSHIP INTEREST .....</b>	<b>58</b>
	<b>APPENDIX D DRUG FREE WORKPLACE.....</b>	<b>61</b>
	<b>APPENDIX E FLORIDA STATUTES ON PUBLIC ENTITY CRIMES SWORN STATEMENT PURSUANT TO SECTION 287.133(3) (A).....</b>	<b>62</b>
	<b>APPENDIX F NON-COLLUSION AFFIDAVIT .....</b>	<b>65</b>
	<b>APPENDIX G ANTI-LOBBYING CERTIFICATION FORM.....</b>	<b>67</b>
	<b>APPENDIX H BIDDER CONFIRMATION OF QUALIFICATIONS.....</b>	<b>68</b>
	<b>*APPENDIX I CERTIFICATE OF AUTHORITY (IF INDIVIDUAL / SOLE PROPRIETOR).....</b>	<b>70</b>
	<b>*APPENDIX J CERTIFICATE OF AUTHORITY (IF PARTNERSHIP).....</b>	<b>71</b>
	<b>*APPENDIX K CERTIFICATE OF AUTHORITY (IF CORPORATION OR LIMITED LIABILITY COMPANY) .....</b>	<b>72</b>
	<b>*APPENDIX L CERTIFICATE OF AUTHORITY (IF JOINT VENTURE).....</b>	<b>73</b>
	<b>APPENDIX M BID BOND .....</b>	<b>74</b>
	<b>APPENDIX N GOVERNMENTAL CONTACT INFORMATION .....</b>	<b>76</b>
	<b>APPENDIX O ACKNOWLEDGMENT OF CONFORMANCE WITH O.S.H.A. STANDARDS .....</b>	<b>77</b>
	<b>APPENDIX P BIDDER CONFIRMATION OF QUALIFICATIONS .....</b>	<b>78</b>
	<b>APPENDIX Q BIDDER EXPERIENCE QUESTIONNAIRE .....</b>	<b>80</b>
	<b>APPENDIX R SUB-CONTRACTOR LIST .....</b>	<b>81</b>
	<b>APPENDIX S ACKNOWLEDGEMENT OF ADDENDA .....</b>	<b>82</b>
	<b>APPENDIX T LIABILITY CLAIMS .....</b>	<b>83</b>
	<b>APPENDIX U INSERT W – 9 .....</b>	<b>84</b>
	<b>APPENDIX V INSERT PROOF OF INSURANCE.....</b>	<b>85</b>
	<b>APPENDIX W AFFIDAVIT OF COMPLIANCE WITH FOREIGN ENTITY LAWS ....</b>	<b>86</b>
	<b>APPENDIX X 44 C.F.R. PART 18 - CERTIFICATION REGARDING LOBBYING .....</b>	<b>88</b>
	<b>APPENDIX Y OTHER FEDERAL, STATE AND LOCAL REQUIREMENTS (2 CFR 200 COMPLIANCE) .....</b>	<b>89</b>
	<b>APPENDIX Z INSERT E-VERIFY MEMORANDUM OF UNDERSTANDING.....</b>	<b>93</b>
	<b>EXHIBIT A – AGREEMENT .....</b>	<b>94</b>
	<b>EXHIBIT B – MINIMUM INSURANCE REQUIREMENTS.....</b>	<b>95</b>
	<b>EXHIBIT C – DRAWINGS .....</b>	<b>96</b>

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**SECTION 1 GENERAL INFORMATION**

**1.1 ISSUING OFFICE**

This Invitation for Bids (“IFB”) is issued by the Town of Southwest Ranches, a political subdivision of the State of Florida (“Town”), by and through its Procurement & Budget Division (“Division”). The Division is the SOLE point of contact concerning this IFB. All communications regarding this IFB must be done through the Division (See Section 1.7).

**1.2 PURPOSE OF THE PROJECT**

The Division is soliciting proposals from qualified and experienced firms for all labor, materials, tools, equipment, machinery, expertise, services, and all else necessary and reasonably inferable from the Contract Documents for proper construction and completion of the project consisting of excavation, construction of storm drainage pipe, stormwater structure retrofitting, stormwater structure coring, construction of concrete catch basins and inlets with grates, grading, filling and street repair and repaving, and installation of swales and grass sodding, and site restoration.

The Substantial Completion of the Project shall occur no later than **one hundred twenty (120) calendar days** from date of issuance of the Notice to Proceed, and Final Completion shall occur no later than **one hundred fifty (150) calendar days** from date of issuance of the Notice to Proceed.

**1.3 NON-MANDATORY PRE-BID CONFERENCE**

The Non-Mandatory Pre-bid Conference will be held via Microsoft Teams Meeting, the link is accessible on the Town website, and the <http://www.demandstar.com> E-Bidding Platform on **Monday July 31, 2023, at 2:00 p.m. EST.**

The public may view bid meetings in person in the Grand Oak Conference room in Town Hall located at 13400 Griffin Road, Southwest Ranches, FL 33330.

There will be a Town representative available to answer questions relative to this IFB; however, bidders should not rely on any oral representations, statements, or explanations other than those made by this IFB or a formal Amendment to the IFB. Any questions or comments arising subsequent to the Pre-bid Conference must be presented, in writing, to the Contact Person (See Section 1.7) prior to the date and time stated in the Timetable (See Section 1.5).

In accordance with the provisions of ADA, auxiliary aids or services will be provided upon request with at least five (5) days’ notice.

**1.4 QUALIFICATIONS OF BIDDERS**

All bidders to this IFB shall have demonstrated experience in on-site excavation, clearing, new construction and retrofit of drainage pipe, new construction of concrete drainage structures and

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

associated grates, associated erosion control measures, swale re-grading, street and driveway restoration, and installation of swales and grass sod.

**1.5 TIMETABLE**

The anticipated schedule and deadline for this IFB is as follows:

<b>Activity</b>	<b>Date, Time and Location</b>
IFB available for download on website	<b>On or about: Thursday July 27, 2023,</b> at: <a href="http://southwestranches.org/procurement">http://southwestranches.org/procurement</a> or <a href="http://www.demandstar.com">http://www.demandstar.com</a>
Non-Mandatory Pre-Bid Conference	<b>2:00 p.m. EST, on Monday July 31, 2023,</b> via Microsoft Teams Meeting, the link is accessible on the Town website calendar and the <a href="http://www.demandstar.com">http://www.demandstar.com</a> E-Bidding Platform
Deadline for Submission of Written Comments/Questions	<b>10:00 a.m. EST, Thursday August 3, 2023,</b> at the Office of the Senior Budget and Procurement Officer, via e-mail to <a href="mailto:vredman@southwestranches.org">vredman@southwestranches.org</a>
Response to Written Comments/Questions	<b>4:00 p.m. EST, Thursday August 10, 2023,</b>
Deadline for Submission of Bids	<b>2:00 p.m. EST, on Thursday August 24, 2023,</b> via <a href="http://www.demandstar.com">http://www.demandstar.com</a> E-bidding
Public Opening	<b>2:00 p.m. EST, on Thursday August 24, 2023,</b> via Microsoft Teams Meeting, the link is accessible on the Town website calendar and the <a href="http://www.demandstar.com">http://www.demandstar.com</a> E-Bidding Platform
Award Date	To be Determined

**1.6 BID SUBMISSION**

It is anticipated that bids will be opened at 2:00 p.m., via Microsoft Teams Meeting, the link is accessible on the Town website calendar and the <http://www.demandstar.com> E-Bidding Platform on **Thursday August 24, 2023.** The public may view bid meetings in person in the Grand Oak Conference Room located at 13400 Griffin Road, southwest ranches, FL 33330.

All bids **MUST BE SUBMITTED ELECTRONICALLY** via DemandStar E-bidding no later than 2:00 p.m. EST on **Thursday August 24, 2023.**

The Bid Response Forms, included in the appendix, must be signed by an officer of the proposing entity or other authorized person.

The submission of a signed bid by a bidder will be considered by the Town as constituting a legal offer by the bidder to provide services required by this IFB at the proposed price identified therein.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

No bids will be accepted after the deadline for submission of bids or at any location other than the location designated in this IFB.

Facsimile or email submittals will NOT be accepted. Bids received after 2:00 p.m. EST on the above referenced date will not be accepted under any circumstances. Any uncertainty regarding the time a bid is delivered or received will be resolved against the Bidder.

**1.7 CONTACT PERSON**

The individual designated as the “Contact Person” for the IFB is:

Venessa Redman, Senior Procurement and Budget Officer  
13400 Griffin Road  
Southwest Ranches, FL 33330  
Phone: 954 343-7467  
Fax: 954 434 1490  
Email: [vredman@southwestranches.org](mailto:vredman@southwestranches.org)

**1.8 PROCUREMENT CODE**

Article IX of the Town’s Code of Ordinances (ORD 22-005) establishes specific directions and guidelines for employees and agents of the Town to use in purchasing commodities and services. All requests for commodities and/or services, and all purchases shall be for a public purpose and in accordance with this code. This code provides the policies and procedures that frame the purchasing of contractual services and commodities starting with defining the procurement and proceeding through award of the contract or purchase order. The Town is committed to a system that provides quality, integrity, and competition in a professional manner. Generally, purchasing procedures provide a mechanism to allow commodities and services to be purchased at the lowest possible cost, and consistent with the quality needed to meet the requirements of the Town.

In addition to the procedures set forth in this code, the Town shall also adhere to the requirements of Florida Statutes, to the extent applicable to the Town.

**1.9 CONE OF SILENCE**

The Cone of Silence means a prohibition on any communication regarding this IFB between a potential vendor, service provider, proposer, bidder, lobbyist, or consultant and the Town Council members, Town’s professional staff including, but not limited to, the Town Administrator and his or her staff, or any member of the Town’s selection or evaluation committee. See Article IX, ORD 22-005 for additional information including permitted exceptions to the Cone of Silence.

The Cone of Silence shall be imposed at the time of the advertisement of this IFB and shall terminate at the beginning of the Town Council meeting at which the Town Administrator makes his or her written recommendation to the Town Council. However, if the Town Council refers the solicitation back to the administrator, staff or committee for further review, the Cone of Silence



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

shall be re imposed until such time as the administrator makes a subsequent written recommendation and commencement of the Council meeting. The Cone of Silence shall also terminate in the event that the Town Administrator cancels the solicitation.

Prior to an award, violation of this the Cone of Silence shall result in the disqualification of the bidder from further consideration. Discovery of a violation after an award by a particular bidder shall render any IFB award to said bidder voidable by the Town, and in the Town's sole discretion.

### **1.10 PUBLIC OPENING**

A public opening, of bids, will take place on **Thursday August 24, 2023, at 2:00 p.m.** EST via Microsoft Teams Meeting, the link is accessible on the Town website and the <http://www.demandstar.com> E-Bidding Platform

The public may view bid meetings in person in the Grand Oak conference Room located at 13400 Griffin Road, southwest ranches, FL 33330.

The identity of the Bidders shall be read aloud. However, no additional information set forth in the bid shall be made public until the time of a notice of an "Recommendation of Award" or 30 days from the Bid Opening, whichever is earlier, and in accordance with Florida Statutes, Chapter 119.

After opening of bids, the Town will look for any unbalanced bids to ensure that unit prices are within industry standards and that the Bidders are not charging excessive unit prices for those items the Town will utilize the most. The Town intends to award a Contract to the lowest, responsive, and responsible Bidder in accordance with the terms of this IFB, the terms of the attached Resolution 2022-075, and the Town's Procurement Code

In the award of a Contract pursuant to this IFB, the services shall be provided on a "non-exclusive" basis, and the Town may utilize the services of other vendors as may be deemed necessary at the Town's discretion.

### **1.11 ADDITIONAL INFORMATION/AMENDMENT(S)**

Any questions, comments (i.e., additional information or clarifications) must be made, in writing via e mail, or U.S. Mail no later than **Thursday August 10, 2023**, to the address listed in this IFB Timetable (See Section 1.5) or e mail address listed for the Contact Person (See Section 1.7). The request must contain the bidder's name, address, phone number, and e mail address.

Changes to this IFB, when deemed necessary by the Town, will be completed only by written Amendment(s) issued prior to the deadline for submission of bids. Bidders should not rely on any representations, statements, or explanation other than those made by this IFB or in any Amendment to this IFB. Where there appears to be a conflict between this IFB and any Amendment issued, the last Amendment issued shall prevail.

Amendments to this IFB will be posted on Town of Southwest Ranches website which can be accessed at <http://southwestranches.org/procurement/> and <http://www.demandstar.com>

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

It is the sole responsibility of bidders to routinely check for any Amendments that may have been issued prior to the deadline for submission of bids. The Town shall not be responsible for the completeness of any IFB package not downloaded from this website or purchased directly from the Division. A bidder may verify with the designated Contact Person (See Section 1.7) that bidder has received all Amendments to this IFB prior to the submission of its bid.

**1.12 DISCLAIMER**

All documents and information, whether written, oral or otherwise, provided by the Town relating to this IFB are being provided solely as an accommodation and for informational purposes only, and the Town is not making any representations or warranties of any kind as to the truth, accuracy, or completeness of such documents or information, or as to the sources thereof. The Town shall have no liability whatsoever relating to such documents and information and all parties receiving the same shall not be entitled to rely on such documents and information but shall have a duty to independently verify the accuracy of the information contained therein. Failure on the part of any bidder to examine, inspect and be completely knowledgeable of the terms and conditions of the IFB, or any other relevant documents or matters, shall not relieve the selected bidder from fully complying with this IFB.

The Town reserves the right to reject all or any portions of any bid, to reject all bids, to waive any informality, non-material irregularity or technicality in any bid, to re advertise for bids, or take any other such actions that may be deemed to be in the best interest of the Town.

No guarantee or warranty is given or implied by the Town regarding the minimum or total amount of services that may be purchased from the contract or award. The quantities and frequencies provided herein are for bid purposes only and, will be used for tabulation and presentation of the Bid. The Town reserves the right to increase or decrease service quantities and frequencies, as deemed necessary to serve the best interests of the Town.

**1.13 NOTICE TO PROCEED**

It is recommended that Contractor attend a non-mandatory pre-bid conference (See Section 1.5).

Contractor shall be instructed to commence work by written instructions by the Town Administrator or his designee by issuance of a Notice to Proceed. The Notice(s) to Proceed will not be issued until contractor submits to the Town all required bonds, insurance certificates and/or other documents and after execution of the Contract by both parties. The receipt of all necessary building and regulatory permits by contractor, if any, is a condition precedent to the issuance of a Notice to Proceed. Contractor warrants to the Town that it shall expeditiously apply for all building permits and shall thereafter, diligently, and continuously perform such work to achieve Substantial Completion and Final Completion, within the times set forth in the Agreement (See Exhibit "A"). To the extent set forth in the Agreement, the Town may, in its sole discretion and at its option, elect to impose liquidated damages or actual damages, whichever is greater, for failure to complete the work within the timeframe required (See Exhibit "A").

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

Contractor shall furnish sufficient forces and equipment and shall work such hours, including overtime operations, as may be necessary to timely perform the work in accordance with the schedule included in the Agreement. If contractor falls behind the progress schedule, Contractor shall take such steps as may be necessary to improve its progress by increasing the number of shifts, overtime operations, and days of work as may be required, at no additional cost to the Town.

**SECTION 2 TERMS AND CONDITIONS**

**2.1 ADHERENCE TO REQUIREMENTS**

Bidders guarantee their commitment, compliance, and adherence to all requirements of this IFB by submission of their bids.

**2.2 MODIFIED BIDS**

Bidders may submit a modified bid to replace all or any portion of a previously submitted bid until the deadline for submission of bids specified in the IFB Timetable (See Section 1.5). The Town will only consider the latest bid submitted.

**2.3 WITHDRAW OF BID**

A bid may be withdrawn, only by written notification to the Town, prior to the opening of bids. (See Section 1.5). After the opening of bids, they shall be irrevocable for a period of one hundred twenty (120) days. Unless withdrawn, as provided in this subsection, a bid shall be irrevocable until the time that a Contract is awarded. Bidders who unilaterally withdraw a bid without permission of the Town before 90 days have elapsed from the date of the opening of bids may be debarred and are subject to forfeiture of the Bid Security.

**2.4 LATE BID, LATE MODIFIED BID**

Bids and/or modifications to bids received after the deadline for submission of bids specified in the IFB Timetable (See Section 1.5) shall not be considered.

**2.5 IFB POSTPONEMENT/CANCELLATION**

Notwithstanding any provision of this IFB to the contrary, the Town, in its sole and absolute discretion, shall have the right to reject any and all, or parts of any and all bids; commence a new solicitation process; postpone or cancel this IFB process; and/or waive any non-material irregularities in this IFB or the bids received as a result of this IFB. In addition, the Town of Southwest Ranches Council may reject any bid prior to award.

Failure on the part of the awarded Bidder to comply with the terms of this IFB, to execute and deliver any required Contract Documents, bonds, and insurance, will result in the cancellation or rescission of the award, and a forfeiture of the Bid security. In that event, the Town may proceed to award the contract to the next lowest, responsive, and responsible Bidder, or to re advertise the project, in its sole discretion when deemed to be in the best interests of the Town.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**2.6 COSTS INCURRED BY BIDDERS**

All expenses incurred with the preparation and submission of bids to the Town, or any work performed in connection therewith, shall be borne by the bidder.

**2.7 PROPRIETARY/CONFIDENTIAL INFORMATION**

Bidders are hereby notified that all information submitted as part of, or in support of, bids will be available for public inspection after the opening of bids, in compliance with Chapters 119 and 286, Florida Statutes, popularly known as the “Public Records Law” and the “Government in the Sunshine Law” respectively.

**2.8 RIGHT TO PROTEST**

For purposes of this IFB, the term “Purchasing Code” shall mean Chapter 2, Article IX, of the Town of Southwest Ranches Code. ORD 22-005 is hereby incorporated into this IFB by reference (“Bid Protest”). By responding to this IFB, all bidders agree that the Bid Protest procedures set forth in the Code are applicable to this IFB and shall comply with said procedures.

Any bidder may protest any recommendations for award of the Contract in accordance with Protest Procedures by submitting a written protest to the Senior Procurement and Budget Officer within five (5) business days after posting the Notice of Award Recommendation. Protests must be submitted in writing, addressed to the Senior Procurement and Budget officer at 13400 Griffin Road, Southwest Ranches, FL 33330 and delivered via hand delivery, or mail.

**2.9 RULES; REGULATIONS; LICENSING REQUIREMENTS**

The bidder shall comply with all laws, ordinances, and regulations applicable to the services contemplated herein, including, but not limited to, those applicable to conflict of interest and collusion. Bidders are presumed to be familiar with all federal, state, and local laws, ordinances, codes, and regulations that may in any way affect the services offered, including, but not limited to, Executive Order No. 11246 entitled “Equal Employment Opportunity” as amended by Executive Order No. 11375, and as supplemented by the Department of Labor Regulations (41 CFR, Part 60).

The Town, at its discretion, reserves the right to inspect any/all Bidder’s facilities to determine their capability of meeting the requirements for this IFB and the Contract to be awarded. Also, price, responsibility, and responsiveness of the Bidder, including the financial position, experience, staffing, equipment, materials, references of Contractor, and past history of service by Contractor to the Town and/or with other units of State, and/or Local governments in Florida, or comparable private entities, may be taken into consideration in the award of a Contract. If the project involves services or costs based upon a unit price or ongoing services, the Town reserves the right to reduce the level of service within its sole discretion.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**2.10 AWARD**

The Town intends to award a contract to the lowest, responsive, and responsible Bidder whose bid meets the requirements of this IFB, the terms of the attached Resolution 2022-075, and in accordance with the Town's Procurement Code.

**2.11 WRITTEN CONTRACT**

The successful Bidder shall be required to enter into a written Contract with the Town, the Contract form shall be prepared by the Town, and shall incorporate the terms of this IFB, the accepted Bid, and include a termination for convenience clause and other terms which may be required by the Town or its Procurement Code, and acceptable to the Town Council. The Contract shall be substantially in the form attached to this IFB. No Work shall be performed or payment due unless a written Contract is fully executed and has been approved by the Town Council.

**2.12 ASSIGNMENT**

This IFB and any Contract awarded pursuant hereto shall be binding upon and shall inure to the benefit of the Town and to any and all of its successors and assigns, whether by merger, consolidation, and transfer of substantially all assets or any similar transaction. Notwithstanding the foregoing, the Contract is personal to the Contractor, and Contractor may not, either directly or indirectly, assign its rights or delegate its obligations to Town hereunder without first obtaining the Town's consent in writing. Any such attempted assignment or delegation shall be deemed of no legal force and effect whatsoever.

**2.13 CANCELLATION**

Failure on the part of the awarded Bidder to comply with the terms of this IFB, to execute and deliver any required Contract Documents, and insurance, will result in the cancellation or rescission of the award. In that event, the Town may proceed to award the Contract to the responsive and responsible Bidder with the next highest ranking by the selection committee, or to re advertise the IFB in its sole discretion whenever deemed in the best interests of the Town.

**2.14 RELATION TO PARTIES**

It is understood and agreed that nothing contained in this IFB or the Contract shall be deemed to create a partnership or joint venture with the Town. Contractor shall be in the relation of an independent contractor and is to have entire charge, control, and supervision of the Work to be performed hereunder.

**2.15 COMPLIANCE WITH LAW**

Contractor shall comply with all applicable laws, regulations and ordinances of any Federal, State, or Local Governmental authority having jurisdiction with respect to this IFB and any Contract awarded and shall obtain and maintain any and all material permits, licenses, approvals and consents necessary for the lawful conduct of the activities contemplated hereunder.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**2.16 WAIVER OF LIABILITY**

The Town shall not in any way be answerable or accountable for any violations of applicable laws or for any injury, loss or damage arising from the negligence, acts, or omissions of Contractor or any one of its employees, subcontractors or agents, or anyone else for whose actions Contractor may be responsible.

**2.17 INDEMNIFICATION**

To the fullest extent permitted by Florida law, including Florida Statutes, Section 725.06, the Contractor hereby agrees to and shall indemnify, defend and hold harmless the Town, its officers and employees, from liabilities, damages, losses, costs, and expenses including, but not limited to, reasonable attorney fees (at both the trial and appellate levels), to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor and persons employed or utilized by the Contractor in the performance of the Contract or anyone else for whose actions Contractor may be responsible, regardless of the partial fault of any party indemnified hereunder.

**2.18 SECONDARY/OTHER VENDORS**

The Town reserves the right in the event the primary vendor cannot provide an item(s) or service(s) in a timely manner as requested, to seek other sources without violating the intent of this IFB or any Contract awarded.

**2.19 DEFAULT PROVISION**

In case of default by the Contractor, the Town may procure the articles or services from other sources and hold the Bidder or Contractor responsible for any excess costs occasioned or incurred thereby.

**2.20 GOVERNING LAW**

The validity of this IFB and any Contract awarded and the interpretation and performance of all of their respective terms shall be construed and enforced in accordance with the laws of the State of Florida, without regard to principles of conflict of laws thereof. The location of any action or proceeding commenced under, pursuant, or relating to this IFB or the Contract shall be in the State Courts of Florida located in Broward County, Florida.

**2.21 DISPUTES**

After an award of the Contract, disputes shall be resolved as set forth in the Contract form which is attached to this IFB. Any default under this IFB shall subject Bidder to liability for any and all damages to Town caused thereby. Bidder agrees to reimburse Town for all costs and expenses, including attorney's fees and costs, incurred by the Town by reason of such default whether or not suit is brought, and in any litigation commenced, at both the trial and appellate levels.



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**2.22 REMEDIES FOR BREACH**

Should the selected Contractor fail to perform after Contract execution, the Town shall notify Contractor in writing of such failure to perform, and Contractor shall have fourteen (14) days to cure such failure, or such time as set forth in the Contract. If Contractor fails to cure, then the Town shall have the right to immediately terminate the Contract for cause. In that event, the Town shall also be free to sue Contractor for damages, in addition to any other right or remedy that it may have under the Contract, at law or in equity. Nothing herein shall be construed as precluding the Town's right to terminate the Contract for convenience, as set forth in the Contract.

**2.23 PUBLIC RECORDS LAW**

The Town is subject to Chapter 119, Florida Statutes, "Public Records Law." No claim of confidentiality or proprietary information in all or any portion of a bid will be honored unless a specific exemption from the Public Law exists and is cited in the response. An incorrectly claimed exemption does not disqualify the firm, only the exemption claimed. Contractor acknowledges the public shall have access at all reasonable times, to all documents and information pertaining to Town's contracts, subject to the provisions of Chapter 119, Florida Statutes, and agrees to allow access by the Town and the public to all documents subject to disclosures under applicable law.

In accordance with Florida Statutes, 119.071(1)(b)(2) Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from public disclosure until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier.

To the extent that Contractor has been provided access to or has received security sensitive information, as defined by Florida Statutes, Section 119.071 and/or has executed a Confidential Information Acknowledgement and Agreement as part of the IFB process, Contractor shall keep and maintain the security sensitive information as confidential and exempt from public disclosures as required by Florida Statutes.

Contractor agrees to keep and maintain public records required by the Town to perform the service in Contractor's possession or control in connection with Contractor's performance under this IFB and any Contract awarded, and upon the request from the Town's custodian of public records, to provide the Town with a copy of the requested records or allow the records to be inspected or copied within a reasonable amount of time at a cost that does not exceed the cost provided in Chapter 119 or as otherwise provided by law. Contractor shall 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 contract term and following completion of the Contract if the Contractor does not transfer the records to the Town.

Upon completion of the Contract, Contractor agrees, at no cost to Town, to transfer to the Town all public records in the Contractor's possession or keep and maintain public records required by

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

the Town to perform the service. If the Contractor transfers all public records to the Town upon completion of the Contract, the Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Contract, the contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Town, upon request from the Town's custodian of public records, in a format that is compatible with the information technology system of the Town.

Contractor's failure or refusal to comply with the provisions of this section shall result in the immediate termination for cause of the Contract by Town.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT PHONE: (954) 434 0008; EMAIL: RMUNIZ@SOUTHWESTRANCHES.ORG; RUSSELL MUNIZ, ASSISTANT TOWN ADMINISTRATOR/TOWN CLERK, TOWN OF SOUTHWEST RANCHES, 13400 GRIFFIN ROAD, SOUTHWEST RANCHES, FLORIDA, 33330.

Contractor shall comply with the requirements of 2 CFR §200.321 as applicable to this IFB. Contractor's failure or refusal to comply with the provisions of this section shall result in the immediate termination for cause of the Contract by Town.

## **2.24 CONTRACT PROVISIONS (EXHIBIT "A")**

2.24.1 Agreement. The selected bidder will be required to execute a contract in a form and substance similar to the attached Example Agreement (Exhibit "A"), subject to negotiated exceptions.

2.24.2 Authorization to Sign. In addition to executing the Agreement, the selected bidder will be required to complete a corporate resolution or notarized statement, indicating that the person having executed the Agreement is authorized to legally bind the proposing entity. Additionally, if a selected bidder is a partnership, all general partners must sign the Agreement and the notarized statement. If the selected bidder is a joint venture, all members of the joint venture must sign the Agreement and the notarized statement.

## **2.25 LICENSING, PERMITS, INSPECTIONS AND LIABILITY INSURANCE**

Where a Contractor is required to enter onto the Town of Southwest Ranches property to deliver materials or to perform work or services as a result of a Bid award, the Contractor will assume the full duty, obligation, and expense of obtaining all necessary licenses, permits, inspections, and insurance required. The Contractor shall be liable for any damages or loss to the Town occasioned by negligence or intentional acts or omissions of the Bidder, his agents, subcontractors, or any person the Bidder utilizes in the completion of his contract. Contractor shall be required to furnish a certified copy of all licenses, certificates of competency or other licensure requirements



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

necessary to practice his profession as required by Florida Statutes, Florida Building Code, Broward County, or Town of Southwest Ranches Code. These documents shall be furnished to the Town along with the Bid response. Failure to furnish these documents or to have required licensure will be grounds for rejecting the Bid as non-responsive or otherwise.

The Bid shall include Certificate(s) of Insurance or written proof of the ability to provide the required insurance by an insurance company authorized to do business in the State of Florida or otherwise secured in a manner satisfactory to the Town in an amount equal to 100% of the requirements.

## **2.26 INSURANCE REQUIREMENTS**

It shall be the responsibility of the selected bidder to provide certified copies of all insurance policies specified in the Agreement (Exhibit "A"). The selected bidder shall, on a primary basis and at its sole expense, maintain in full force and effect, at all times during the term of the Agreement, insurance coverages and limits, including endorsements, as described in the Agreement (See Exhibit "A"). Failure to maintain the required insurance shall be considered a material default of the Agreement. The requirements contained therein, as well as the Town's review or acceptance of insurance maintained by the selected bidder, are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the selected bidder under the Agreement.

## **2.27 ADDITIONAL INSURANCE REQUIREMENTS**

All insurance policies shall name and endorse the following as additional named insureds:

TOWN OF SOUTHWEST RANCHES  
Attn: Andrew D. Berns, Town Administrator  
13400 Griffin Road.  
Southwest Ranches, FL 33330

The additional named insured endorsement shall be reflected on the Certificate of Insurance.

All insurance shall be issued by companies rated "A-" or better per A.M. Best's Key Rating Guide, latest edition and authorized to issue insurance in the State of Florida. It shall be the responsibility of the bidder and insurer to notify the Town Administrator of cancellation, lapse, or material modification of any insurance policies insuring the vendor, which relate to the activities of such vendor and the Town.

Such notification shall be in writing and shall be submitted to the Town Administrator within thirty (30) days prior to cancellation of such policies. This requirement shall be reflected on the Certificate of Insurance.

Bidders are required to submit a list of claims presently outstanding and claims within the past ten (10) years against their liability coverage. This information must be listed on the form provided

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

below and signed by the agent of the insurance carrier. If no outstanding claims exist, a statement of this fact must be signed by the agent of the insurance carrier.

Failure to fully and satisfactorily comply with the Town's insurance requirements set forth herein will authorize the Town Administrator to implement a rescission or cancellation of the Contract award within thirty (30) days of awarding. The bidder hereby holds the Town harmless and agrees to indemnify Town and covenants not to file a bid protest or sue the Town by virtue of such cancellation or rescission.

## **2.28 SECURITY AND BONDING REQUIREMENTS**

2.28.1 Bid Security. Simultaneous with the delivery of an executed Bid to the Town, Bidders shall furnish a Bid Security in an amount equal to five percent (5%) of the total gross amount of the bid. The Bid Security shall be issued in the form of a bond issued by a Surety authorized to transact business in the State of Florida, having an agent in the State of Florida, or in the form of an irrevocable letter of credit. Bonds shall be submitted on the forms provided herein by the Town. Failure to supply Bid Security with the Bid at the time of Bid opening shall automatically disqualify the Bidder as non-responsive. Original Bid bond in sealed clearly marked envelope must be delivered to the Contact Person (See Section 1.7) before Bid Opening timetable date (See Section 1.5).

2.28.2 Performance and Payment Bonds. Within ten (10) days after being notified of the award, Contractor shall furnish a Performance Bond and a Payment Bond containing all the provisions of the Performance Bond and Payment Bond. Each Bond shall be in the amount of one hundred percent (100%) of the Contract Price guaranteeing to Town the completion and performance of the Work covered in such Contract as well as full payment of all suppliers, laborers, and Subcontractors employed pursuant to this Project. Each Bond shall be with a surety company that is qualified pursuant to Section 2.28.5.

Simultaneous with the delivery of the executed contract form, the Contractor shall furnish to the Town executed Performance and Payment Bonds each in the amount equal to one hundred percent (100%) of the Contract value, as security for the faithful and timely performance of the Work under the Contract and for the payment of all persons furnishing labor, materials, services, and/or equipment in connection with the Work. The condition of this obligation is such that, if the Contractor shall promptly and faithfully perform said contract, make payments to all claimants (as defined by section 713.01, Florida Statutes) for all labor, materials, services, and equipment used directly or indirectly, or reasonably required for use, in the performance of the contract, and shall fully indemnify and save harmless the Town and its agents for all costs and damages it may suffer by reason of Contractor's failure to do so, then this obligation shall be null and void; otherwise it shall remain in full force and effect. Bonds shall be in a form acceptable to the Town and as prescribed by section 255.05, Florida Statutes.

2.28.3 Qualifications of Surety. Surety companies issuing Performance and Payment Bonds shall fulfill each of the following provisions, and the Bidder shall provide satisfactory

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

evidence to document such fulfillment. For all Bid Bonds, Performance Bonds, and Payment Bonds over \$500,000.00:

- a. Each bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida as surety, having a resident agent in the State of Florida, and having been in business with a record of successful continuous operation for at least five (5) years.
- b. The surety company shall hold a current Certificate of Authority as acceptable surety on federal bonds in accordance with United States Department of Treasury Circular 570, Current Revisions. If the amount of the Bond exceeds the underwriting limitation set forth in the circular, in order to qualify as a proper surety herein, the net retention of the surety company shall not exceed the underwriting limitation in the circular, and the excess risks must be protected by coinsurance, reinsurance, or other methods in accordance with Treasury Circular 297, Revised (31 C.F.R. §§ 223.10, 223.11). Further, the surety company shall provide the Town with evidence satisfactory to the Town that such excess risk has been protected in an acceptable manner.
- c. A surety company that is rejected by Town may be substituted by the Bidder or proposer with a surety company acceptable to Town, but only if the bid amount does not increase.
- d. All bonds shall be written through surety insurers authorized to do business in the State of Florida as surety, with the following qualifications as to management and financial strength according to the latest (1986 or later)

Amount of Bond	Policy Holder's Ratings
500,001 to 1,500,000	A- III
1,500,001 to 2,500,000	A, VI
2,500,001 to 5,000,000	A VII
5,000,001 to 10,000,000	A VIII
Over 10,000,001	A IX

edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey:

- e. For projects that do not exceed \$500,000.00, Town may accept a Bid Bond, Performance Bond, and Payment Bond from a surety company that has twice the minimum surplus and capital required by the Florida Office of Insurance Regulation at the time the solicitation is issued, if the surety company is otherwise in compliance with the provisions of the Florida Insurance Code, and if the surety company holds a currently valid Certificate of Authority issued by the United States Department of the

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

Treasury under Sections 9304 to 9308 of Title 31 of the United States Code. The Certificate and Affidavit so certifying should be submitted with the Bid Bond, Performance Bond, and Payment Bond.

- f. More stringent requirements of any grantor agency may be set forth within the Supplemental Conditions. If there are no more stringent requirements, the provisions of this article shall apply.

2.28.4 Duration of Bonds. The Performance Bond shall guarantee all work and materials furnished under the Contract including losses resulting from defects in the materials or improper performance of Work under the Contract that may appear or be discovered during performance of the Work or during any applicable warranty period after completion of all Work, and for latent defects, during the time periods set forth in section 95.11(3)(c), Florida Statutes. The Payment Bond shall stay in effect until the time required by section 255.05, Florida Statutes, for the making of claims under such Bond, or when all claimants submitting valid claims have been paid, whichever is later.

Each Bond shall continue in effect for one (1) year after Final Completion and acceptance of the Work with liability equal to one hundred percent (100%) of the Contract Price, or an additional bond provided to ensure that Contractor will, upon notification by Town, correct any defective or faulty work or materials that appear within one (1) year after Final Completion of this Contract.

2.28.5 Non-compliance. An awarded Bidder's failure to timely deliver an executed Contract, and any Performance Bond, Payment Bond, and Insurance Certificates required by the terms of this Invitation for Bids, all in forms acceptable to the Town, shall result in the cancellation of any Contract and the Bidder's forfeiture of any and all bid securities.

2.28.6 Record Bonds. Pursuant to the requirements of Section 255.05, Florida Statutes, Contractor shall ensure that the bond(s) referenced above shall be recorded in the Official Records of Broward County and provide the Town with evidence of such recording.

2.28.7 Alternate Forms of Security. In lieu of a Performance Bond and a Payment Bond, Contractor may furnish alternate forms of security in the form of cash, money order, certified check, cashier's check, or unconditional letter of credit. Such alternate forms of security shall be subject to the approval of Town and for same purpose; and shall be subject to the same conditions as those applicable above and shall be held by the Town for one (1) year after completion and acceptance of the Work.

## **2.29 COMMENCEMENT OF WORK**

The Town shall have no obligations whatsoever to any bidder by virtue of this IFB or any negotiations conducted hereunder. The Town's obligations shall not commence until an Agreement is approved and executed by the Town Council. The Town will not be responsible for

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

any work conducted by a bidder, even if performed in good faith, if such work occurs prior to the approval and execution of the Agreement by the Town Council.

**2.30 NON-DISCRIMINATION & EQUAL EMPLOYMENT OPPORTUNITY**

2.30.1 No party to this Contract may discriminate on the basis of race, color, sex, religion, national origin, disability, age, marital status, political affiliation, sexual orientation, pregnancy, or gender identity and expression in the performance of this Contract, except that any project assisted by the U.S. Department of Transportation funds shall comply with the nondiscrimination requirements in 49 C.F.R. Parts 23 and 26. Contractor shall include the foregoing or similar language in its contracts with any Subcontractors.

**2.31 SUPPLEMENTAL WAGE REQUIREMENTS**

2.31.1 The rate of wages and fringe benefit payments for all laborers, mechanics, and apprentices shall not be less than those payments for similar skills in classifications of work in a like construction industry as determined by the Secretary of Labor and as the most recently published in the Federal Register.

2.31.2 All mechanics, laborers, and apprentices employed or working on the site of the Work shall be paid in accordance with the above referenced wage rates. Contractor shall post this section of the Contract (Supplemental Wage Requirements) at the site of the Work in a prominent place where it can be easily seen by the workers.

2.31.3 If the Parties cannot agree on the proper classification of a particular class of laborers or mechanics or apprentices that will be used on the Work site, the Contract Administrator shall submit the question, together with its recommendation, to the Town Administrator for final determination, which shall be binding.

2.31.4 In the event the Contract Administrator determines that any laborer or mechanic or apprentice employed by Contractor or any Subcontractor on the site of the Work has been or is being paid wages less than the rate of wages required by the Prevailing Wage Ordinance, Section 26-5 of the Broward County of Ordinances, as amended, the Contract Administrator may (1) by written notice to Contractor direct Contractor to terminate the Work or such part of Work for which there has been a failure to pay said required wages; and (2) contract with another party perform the Work or portion thereof to completion. Whereupon Contractor and its Sureties shall be liable to Town for any all costs incurred by Town to complete such Work to the extent such costs exceed any amounts that Contractor would be due for performance of such Work.

2.31.5 Contractor shall maintain payrolls and basic records relating thereto during the course of the Work and shall preserve such for a period of three (3) years thereafter for all laborers, mechanics, and apprentices working at the site of the Work. Such records shall contain the name and address of each such employee; the employee's current classification; rate of pay (including rates of contributions for, or costs assumed to provide, fringe benefits); daily and weekly number of hours worked; deductions made; and actual wages paid.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

2.31.6 Contractor shall submit, with each application for payment, a signed and sworn “Statement of Compliance” (007500-8) attesting to compliance with the Prevailing Wage Ordinance, Section 26-5 of the Broward County of Ordinances, as amended.

2.31.7 The Contract Administrator may withhold or cause to be withheld from Contractor so much of the payments requisitioned as may be considered necessary to pay laborers and mechanics, including apprentices, trainees, and guards employed by Contractor or any Subcontractor on the work, the full amount of wages required by this Contract.

2.31.8 If Contractor or any Subcontractor fails to pay any laborer, mechanic, or apprentice employed or working on the site of the Work all or part of the wages required by this Contract, the Contract Administrator may, after written notice to Contractor, take such action as may be necessary to cause suspension of any further payments or advances until such violations have ceased.

### **2.32 DOMESTIC PARTNERSHIP REQUIREMENT**

Unless this Contract is exempt under Section 16½-157(c), Broward County Code of Ordinances, Contractor certifies and represents that it will comply with the provisions of Section 16½-157, Broward County Code of Ordinances, for the duration of this Contract, and the contract language referenced in Section 16½-157 is deemed incorporated in this Contract as though fully set forth in this section. The failure of Contractor to comply shall be a material breach of this Contract, entitling Town to pursue any and all remedies provided under applicable law including, but not limited to (1) retaining all monies due or to become due Contractor until Contractor complies; (2) termination of this Contract; and (3) suspension or debarment of Contractor from doing business with Town.

### **2.33 DISCLOSURE OF OWNERSHIP INTEREST**

The Disclosure of Ownership Interest Affidavit (“DOIA”) must be completed on behalf of any individual or business entity that seeks to do business with the Town when applicable. Disclosure does not apply to nonprofit corporations, government agencies, or to an individual’s or entity’s interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.

Upon request from the Division, the selected bidder shall submit a completed DOIA within a reasonable time, as requested. If the selected bidder fails to submit a completed DOIA in a timely manner, the Town, at its sole discretion, may elect to cancel the recommended award.

### **2.34 CONFLICT OF INTEREST**

The award of any Contract hereunder is subject to the provisions of Chapter 112, Florida Statutes. Contractors must disclose with their bids, the name of any officer, director, partner, associate, agent, advisory board member or client/customer who is also an officer, former officer, or employee of the Town of Southwest Ranches or its agencies.



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**2.35 PUBLIC ENTITY CRIMES/DENIAL OR REVOCATION OF THE RIGHT TO TRANSACT BUSINESS WITH PUBLIC ENTITIES**

Pursuant to the provisions of 287.133(2)(a), Florida Statutes:

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for Category Two for a period of 36 months following the date of being placed on the convicted vendor list.

Bidder shall complete the attached Sworn Statement on Public entity Crimes and submit it with its bid.

**2.36 PROGRESS PAYMENTS**

Contractor may make an application for payment (“Application for Payment”), at intervals of not more than once a month, for Work completed during the Project. Contractor shall submit with each Application for Payment: an updated progress schedule acceptable to Contract Administrator as required by the Contract Documents; a Certification of Payments to Subcontractors Form (Form 9); and a release of claims relative to the Work that was the subject of previous applications or consent of surety relative to the Work that is the subject of the Application for Payment. If Contractor has not made payment to a Subcontractor, the Certification of Payments to Subcontractors Form shall be accompanied by a copy of the notification sent to each Subcontractor (listed in Item 2 of the Form) to whom payment has not been made, explaining the good cause why payment was not made. When applicable, an Application for Payment shall be accompanied by a completed Statement of Wage Compliance Form (Form 8A or 8B). Each Application for Payment shall be submitted to Contract Administrator for approval as follows:

Rod Ley, Public Works Director/Town Engineer  
13400 Griffin Rd, Southwest Ranches, FL 33330

All Applications for Payment shall be stamped as received on the date on which they are delivered in the manner specified above. Payments of Applications for Payment shall be subject to approval as specified herein before, and if approved shall be due twenty-five (25) business days after the date on which the Application for Payment is stamped received. At the end of the twenty-five (25) business days, Contractor may send the Contract Administrator an overdue notice. If the Application for Payment is not rejected within four (4) business days after delivery of the overdue notice, the Application for Payment shall be deemed accepted, except for any portion of the Application for Payment that the Town determines to be fraudulent or misleading. If the

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

Application for Payment does not meet the requirements of this Contract, the Town shall reject the Application for Payment within twenty (20) business days after the date stamped received and said rejection shall specify the deficiency and the action necessary to cure that deficiency. If Contractor submits a request that corrects the deficiency, the corrected Application for Payment must be paid or rejected within ten business days after the corrected Application for Payment is stamped as received. Any dispute between Town and Contractor shall be resolved pursuant to the dispute resolution procedure set forth in Article 12 of the General Conditions.

Town may withhold retainage on each progress payment as set forth in Section 255.078, Florida Statutes, as may be amended during this Contract. Any reduction in retainage below the maximum amount set forth in Section 255.078, Florida Statutes, shall be at the sole discretion of the Contract Administrator. Any interest earned on retainage shall accrue to the benefit of Town.

Town may withhold, in whole or in part, payment with respect to any Application for Payment to such extent as may be necessary to protect itself from loss on account of:

- A. Defective work not remedied.
- B. Claims filed or reasonable evidence indicating probable filing of claims by other parties against Contractor or the Town relating to Contractor's performance.
- C. Failure of Contractor to make payments properly to Subcontractors or for material or labor.
- D. Damage to another contractor not remedied.
- E. Liquidated damages and costs incurred by Contract Administrator for extended construction administration.
- F. Failure of Contractor to provide documents required by the Contract Documents.

When the above grounds are removed or resolved to the satisfaction of the Contract Administrator, any withheld payment shall be made to the extent otherwise due.

**2.37 PROJECT RECORDS AND RIGHT TO AUDIT**

Town shall have the right to audit the books, records and accounts of Contractor that are related to this Agreement. Contractor shall keep such books, records, and accounts as may be necessary in order to record complete and correct entries related to this Agreement.

Contractor shall preserve and make available, at reasonable times for examination and audit by Town, all financial records, supporting documents, statistical records, and any other documents pertinent to this Agreement for the required retention period of the Florida Public Records Act (Chapter 119, Florida Statutes), if applicable, or, if the Florida Public Records Act is not applicable, for a minimum period of five (5) years after expiration or earlier termination of this Agreement, unless Contractor is notified in writing by Town of the need to extend the retention



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

period. Such retention of such records and documents shall be at Contractor's sole expense. If any audit has been initiated and audit findings have not been resolved at the end of the retention period or five (5) years, whichever is longer, the books, records, and accounts shall be retained until resolution of the audit findings. If the Florida Public Records Act is determined by Town to be applicable to Contractor's records, Contractor shall comply with all requirements thereof.

Town and Broward County shall have the right to audit, review, examine, inspect, analyze, and make copies of all Contract Records at a location within Broward County. The Town and Broward County may conduct such audit or review at Contractor's place of business, if deemed appropriate by Town or Broward County, with seventy-two (72) hours' advance notice. Contractor agrees to provide adequate and appropriate workspace for such review. Contractor shall provide the Town and Broward County with reasonable access to Contractor's facilities, and the Town and Broward County shall be allowed to interview all current or former employees to discuss matters pertinent to the performance of this Contract.

However, no confidentiality or non-disclosure requirement of either federal or state law shall be violated by Contractor. Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for Town's disallowance and recovery of any payment upon such entry. In addition, Contractor shall respond to the reasonable inquiries of successor Contractors and allow successor Contractors to receive working papers relating to matters of continuing significance. In addition, Contractor shall provide a complete copy of all working papers to the Town, prior to final payment by the Town under this Agreement.

Contract Records include any and all information, materials and data of every kind and character, including without limitation, records, books, papers, documents, subscriptions, recordings, agreements, purchase orders, leases, contracts, commitments, arrangements, notes, daily diaries, drawings, receipts, vouchers and memoranda, and any and all other documents that pertain to rights, duties, obligations, or performance under this Contract. Contract Records include hard copy and electronic records, written policies and procedures, time sheets, payroll records and registers, cancelled payroll checks, estimating work sheets, correspondence, invoices and related payment documentation, general ledgers, insurance rebates and dividends, and any other records pertaining to rights, duties, obligations or performance under this Contract, whether by Contractor or Subconsultants, or otherwise necessary to adequately permit evaluation and verification of any or all of the following:

- a) Compliance with Contract
- b) Compliance with the Town's code of ethics
- c) Compliance with Contract provisions regarding the pricing of Change Orders
- d) Accuracy of Contractor representations regarding the pricing of invoices
- e) Accuracy of Contractor representations related to claims submitted by Contractor including Subcontractors, or any of its other payees.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

If an audit inspection or examination in accordance with this article discloses overpricing or overcharges to Town of any nature by Contractor or its Subcontractors in excess of five percent (5%) of the total contract billings reviewed, the reasonable actual cost of the audit conducted by Town, shall be reimbursed by Contractor to Town, along with any required adjustments for the overpricing or overcharges. Any adjustments or payments due as a result of any such audit or inspection shall be made within a reasonable amount of time (not to exceed thirty (30) days) from presentation of the audit findings to Contractor.

**2.38 PROHIBITION AGAINST CONSIDERING SOCIAL, POLITICAL, OR IDEOLOGICAL INTERESTS IN GOVERNMENT CONTRACTING**

Pursuant to the provisions of 287.05701, Florida Statutes, the Town does not request or consider a Contractor's social, political, or ideological interests in making a responsibility determination.

**2.39 PROHIBITION RELATED TO INDIVIDUALS IN THIS STATE WHO MAY BE UNAUTHORIZED ALIENS**

Pursuant to the provisions of Chapter 2023-40, Laws of Florida, the Contractor shall attest that they are in compliance with Chapter 2023-40's requirements for E-Verify, reporting requirements and employing unauthorized aliens.

**SECTION 3 BID REQUIREMENTS**

**3.1 BID FORMAT AND CONTENT**

3.1.1 Format. The electronic copy of the bid must be submitted via the <http://www.demandstar.com> E-bidding platform. Bids should include only brief and concise narrative. The enclosure of elaborate or unnecessary verbiage or promotional material is discouraged.

3.1.2 Technical Bid. Bids must contain all of the documents included in the appendices, each fully completed, signed and notarized, as required. Failure of a bidder to provide the required information is considered sufficient cause to deem the bid non-responsive.

Bidders must use the Bid form(s) furnished by the Town and included in the appendix of the IFB. Failure to do so may cause the Bid to be rejected. Removal or replacement of any of the Bid documents may invalidate the Bid.

All items should be submitted as a part of the bid prior to the deadline for submission of bids (See Section 1.5); however, if the item(s) marked by an asterisk (\*) are omitted, the bidder must submit such item(s) upon request from the Division within a time frame specified by the Division (normally within two (2) business days of request) or the bid shall be deemed non-responsive. All other items must be submitted with the bid, or it shall be deemed non-responsive.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

The Division reserves the right to request additional information to be used for evaluating responses received from any or all bidders, including, but not limited to, additional references or financial information. Further, the Division retains the right to disqualify from further consideration any bidder who fails to demonstrate sufficient ability to perform under the Agreement.

Notwithstanding these submittal requirements, the Division reserves the right, at its sole discretion, to waive any minor irregularity relating to the bid. Upon request, it shall be the responsibility of the bidder to address the determined minor irregularity within a time frame specified by the Division (normally within two (2) business days of request). Failure of a bidder to provide the required information within the specified time frame is considered sufficient cause to deem the bid non-responsive.

### **3.2 BID SCHEDULE**

Each bidder shall submit a completed Bid Schedule, included as Appendix “B”. Pricing in the Bid Schedule shall include all labor, equipment, and materials necessary to complete the work in accordance with the contract documents, schedules and plans, all addenda, if issued.

Bidder warrants that the prices, terms, and conditions quoted in the Bid Schedule will be firm for a period of one hundred twenty (120) days from the date of the bid opening. If there is a discrepancy in the unit and extended prices, the calculated total price based on unit prices shall prevail. Bidders are responsible for checking their calculations. Failure to do so will be at the Bidder’s risk, and errors will not release the Bidder from performance of the Contract at the Bid price.

## **SECTION 4 SPECIAL PROVISIONS**

### **4.1 REGULATED SUBSTANCE USE REQUIREMENTS**

#### “Best Management Practices” for the Construction Industry

The Contractor shall be responsible for assuring that each contractor or subcontractor evaluates each site before construction is initiated to determine if any site conditions may pose particular problems for the handling of any Regulated Substances. For instance, handling Regulated Substances in the proximity of water bodies or wetlands may be improper.

If any regulated substances are stored on the construction site during the construction process, they shall be stored in a location and manner which will minimize any possible risk of release to the environment. Any Regulated Substances shall have constructed below it an impervious containment system constructed of materials of sufficient thickness, density and composition that will prevent the discharge to the land, ground waters, or surface waters, or any pollutant which may emanate from said storage container or containers. Each containment system shall be able to contain 150% of the contents of all storage containers above the containment system.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

Each contractor shall familiarize themselves with the manufacturer's safety data sheet supplied with each material containing a Regulated Substance and shall be familiar with procedures required to contain and clean up any releases of the Regulated Substance. Any tools or equipment necessary to accomplish same shall be available in case of a release.

Upon completion of construction, all unused and waste Regulated Substance and containment systems shall be removed from the construction site by the responsible contractor and shall be disposed of in a proper manner as prescribed by law.

#### **4.2 UNIT PRICES**

The Contractor is advised that the contract is a unit price contract. As such, the intent of the contract is to include all labor, materials, transportation, equipment, fuel, and all other items necessary to complete the item of work, in the unit price for the item. All items incidental to or necessary for the completion of the bid item shall be included in the unit price for the item.

The lump sum price shall not include the cost for any permit fees except the cost of a permit fee for a dewatering permit, if applicable. If any other permit fees are required for any work, the Owner will pay the actual cost of said permit directly or as an extra to the Agreement. The Contractor shall be responsible to pay any dewatering permit fees under the lump sum contract price.

#### **4.3 UTILITIES CONTACTS**

Potential utility conflicts may vary with each work site. Prior to commencing work, the Contractor shall visit the work site and ascertain all site conditions, including utilities. It shall be the Contractor's responsibility to avoid conflicts with existing underground and overhead utilities and structures.

The Contractor shall notify all utilities servicing the work area at least 48-hours prior to any excavation so that underground utilities may be located. The Contractor has the responsibility to contact **Sunshine State One-Call of Florida, Inc. at 1-800-432-4770** to schedule marking locations of the utilities which subscribe to their service.

The Contractor shall properly maintain and protect all utilities. The Contractor shall be responsible for the cost to repair all damages to utilities caused by his operations.

Finally, the Contractor shall fully cooperate at all times with the Owners of Utility Companies in order to maintain the operation of the existing utilities with the least amount of interference and interruption possible.

When utility installation/adjustments are included as part of the bid proposal, all utility companies reserve the right to accept or reject bid items on their part of work and perform their work by their forces or other contracted forces.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**4.4 LOCATION AND DAMAGE TO EXISTING FACILITIES, EQUIPMENT, OR UTILITIES**

Utility lines in the Project area have been shown on the Plans. However, the Town does not represent or warrant that all lines are shown, or that the ones indicated are in their true location. Contractor must identify and locate all underground and overhead utility lines or equipment affecting or affected by the Project. Contractor will not be entitled to any additional payment or extension of time due to discrepancies between actual location of utilities and Plan location of utilities.

Contractor shall notify each utility company with facilities in the Project site, at least thirty (30) days prior to the start of construction, to arrange for positive underground location, relocation, or support of its utility where that utility may be in conflict with or endangered by the Work. The cost of relocation of water mains or other utilities for the convenience of Contractor shall be paid by Contractor. All charges by utility companies for temporary support of its utilities shall be paid for by Contractor. All costs of permanent utility relocation to avoid conflict shall be the responsibility of the utility company involved. Contractor will not be entitled to any additional payment or extension of time for utility relocations, regardless of reason for relocation.

Contractor shall schedule the Work in such a manner that the Work is not delayed by the utility providers relocating or supporting their utilities. Contractor shall coordinate its activities with any and all public and private utility providers occupying the right-of-way. Contractor will not be entitled to any additional compensation or extension of time for any delay associated with utility relocation or support.

Contractor shall protect all overhead, surface, or underground structures and utilities from damage or displacement. Contractor will promptly and completely repair all damage to such structures within a reasonable time. All damaged utilities must be replaced or fully repaired to the satisfaction of the utility owner. All repairs are to be inspected by the utility owner prior to backfilling. Town reserves the right to remedy such damage by making such repairs or causing such repairs to be made at the expense of Contractor. The Town's expense in causing such repairs shall be deducted from Contractor's next Application for Payment.

**4.5 PROSECUTION OF THE WORK**

The Contractor will be required to maintain within the Town, at all times while this contract is in effect, the equipment necessary to properly carry out the provisions of these specifications. After receiving notice to commence with the work for a particular project the Contractor shall commence promptly within five (5) working days and shall efficiently prosecute the work with adequate personnel and equipment until final completion, within one hundred and twenty (120) calendar days after the date of Substantial Completion or no later than one hundred and fifty (150) days from the issuance of the Notice to Proceed. Failure to comply with either time requirement shall result in Liquidated Damages, assessed on a work order basis and in the amounts shown in the Agreement (Exhibit "A").

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**4.6 MAINTENANCE OF TRAFFIC (MOT)**

The Contractor shall comply with all of the requirements of the Broward County Traffic Engineering Division (BCTED) and the Manual of Uniform Traffic Control Devices (MUTCD) at all times.

If the Contractor proposes to impact any local traffic as a result of any construction activities associated with this project, he shall be required to submit a Maintenance of Traffic (MOT) Plan to SBDD, the Town of Southwest Ranches and the Broward County Traffic Engineering Division (BCTED) for approval, prior to starting the work.

The Contractor shall comply with all of the requirements of the Broward County Traffic Engineering Division (BCTED) and the Town of Southwest Ranches at all times. Any impacts to local traffic shall require a Maintenance of Traffic Plan to be submitted and approved by SBDD, Town of Southwest Ranches and Broward County Traffic Engineering Division (BCTED).

**4.7 STORM PREPARATION**

The Contractor shall be required to secure or remove from the site, prior to a named storm event, any materials or equipment which could cause bodily injury, damage to the work, the Owner's installations and/or public or private property. Site excavations shall be required to be secured and/or backfilled. The Contractor is responsible for preparing for all storm events. The Contractor shall take the necessary precautions to protect the walking and motoring public from harm due to construction activity. Contractor shall maintain storm water and drainage flow as may be required to prevent adverse effects of storm water which would normally flow through the existing and proposed facilities. The Contractor will not be paid additional for any measures related to this item; however, a time extension may be added to the contract for the time delay.

**4.8 LABORATORY AND DENSITY TESTS**

All material, laboratory and density tests required for compliance with these specifications shall be performed by an independent testing laboratory under contract to and as directed by the Contractor and acceptable to the Owner and Engineer.

Contractor shall be responsible for arranging and obtaining and shall pay all costs associated all material, laboratory and density tests required for compliance with these specifications and required for Owner's and Engineer's acceptance of the Work.

**4.9 COMPLAINTS**

The Contractor recognizes that its work activities may generate complaints from adjacent property owners and property owners in the vicinity of the Project. The Contractor agrees that should such complaints be forwarded to the Contractor, whether by the Owner or otherwise, the Contractor will respond in an appropriate manner within 24 hours. The Contractor further agrees that if the Contractor receives complaints from any entity other than the Owner, it will notify the Owner, in writing, of the complaint within 24 hours.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**SECTION 5 GENERAL PROVISIONS**

**5.1 DEFINITIONS**

ADDENDA Written or graphic instruments which clarify, correct, or revise the bidding documents or the Contract Documents for Invitation for Bid 23-006.

BID The offer or proposal to perform all services required in Invitation for Bid 23-006.

BOND Bid, performance and payment bonds which guarantee performance of obligations specified in the Contract.

CHANGE ORDER A document prepared by the Town, which amends the scope of services, scheduling or pricing within the executed Contract.

CONSTRUCTION CHANGE DIRECTIVE A written order prepared by the Town, directing a change in the work, scheduling, and/or pricing of the services required under the Contract.

CONTRACT The written agreement between Town and Bidder whose bid has been accepted, covering the Work to be performed, and which incorporates the other Contract Documents to be made a part thereof and as referenced therein.

CONTRACT DOCUMENTS The Contract, as well as all Exhibits, the IFB, the Contractor's Bid, including all forms attached thereto, and all addenda, specifications, drawings, and plans, shall be hereinafter collectively referred to as the "Contract Documents".

CONTRACT PRICE The monies payable by Town to the Contractor under the Contract Documents as stated in the Contract for the full and timely performance of the Work.

CONTRACTOR The successful bidder with whom Town has entered into a Contract with for performance of the Work.

DAY Shall mean calendar day, unless otherwise specified.

DEFECTIVE WORK Work that fails to comply with industry standards, contract provisions, or does not pass inspection.

EFFECTIVE DATE OF CONTRACT The latest execution date of the Contract.

FINAL COMPLETION Work completed in compliance with industry standards, contract provisions, and passed final inspection.

PROJECT on-site excavation, clearing, new construction and retrofit of drainage pipe, new construction of concrete drainage structures and associated grates, associated erosion control measures, swale re-grading, street and driveway restoration, and installation of grass sod, as defined in IFB23-006



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

SUBSTANTIAL COMPLETION is defined as the date upon which the last of all the following events have occurred:

- (i) All necessary approvals have been issued with respect to the Work by the appropriate governmental authorities;
- (ii) Restoration of all utilities to operational status;
- (iii) All Work has been completed; and
- (iv) The Town's engineer/architect of record for the Project, Town of Southwest Ranches Drainage Improvements, has issued its written acceptance of the Work performed by Contractor and executed and delivered to the Town a Certificate of Substantial Completion.

TOWN Town of Southwest Ranches, Florida

WORK on-site excavation, clearing, new construction and retrofit of drainage pipe, new construction of concrete drainage structures and associated grates, associated erosion control measures, swale re-grading, street and driveway restoration, and installation of grass sod, as defined in IFB23-006.

APPLICABLE CODES

A. General

All construction and materials shall conform to the standards and specifications of the South Broward Drainage District (SBDD), Town of Southwest Ranches, Broward County Traffic Engineering Division (BCTED), South Florida Water Management District (SFWMD) and all other local and national codes where applicable.

B. Construction Safety

All construction shall be done in a safe manner, specifically, the rules and regulations of the Occupational Safety and Health Administration (OSHA) and the Manual of Uniform Traffic Control Devices (MUTCD) shall be strictly observed.

C. Trench Safety Act

Contractor shall be solely responsible for compliance with the State of Florida Trench Safety Act, Florida Statutes Section 560, etc. No trenches shall be left open overnight or during weekends.



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

D. Survey Data

All elevations on the plans or referenced in the specifications are based on the North American Vertical Datum of 1988 (NAVD).

**5.2 EXISTING IMPROVEMENTS AND LANDSCAPING**

- A. All trees, shrubs and other vegetation that must be removed to perform the work under this contract shall be disposed of off-site in a legal manner.
- B. All fences that are removed must be reinstalled or replaced with the same type (thickness, color, material, size, etc.) of fence as was removed unless noted as removal only.
- C. All wood, plastic, paper, metal and vegetation removed from the site shall be disposed by the Contractor outside the boundaries of this project in accordance with all applicable environmental regulations.
- D. Irrigation systems and existing utility lines encountered by the Contractor are to be protected. Any damage to any irrigation system or existing utility line shall be repaired by the Contractor at his own expense.
- E. All mailboxes, entry gate access/call boxes or decorative entry features that are removed or disturbed during construction must be reinstalled or replaced with the same type (thickness, color, material, size, etc.) of item as was removed unless noted as removal only.

**5.3 CONTRACTOR'S PRECONSTRUCTION RESPONSIBILITIES**

- A. Upon receipt of Notice of Award, the Contractor shall arrange a preconstruction conference with the Owner.
- B. The Contractor shall obtain a Sunshine Certification Number at least 48 hours prior to beginning any excavation. The Contractor shall be responsible for damage to any existing utilities for which he fails to request locations. He shall also be responsible for damage to any existing utilities for which he requests locations. The Contractor is to provide Certification number to the Owner prior to commencing any work.
- C. Utility lines in the Project area have been shown on the Plans. However, Town does not represent or warrant that all lines are shown, or that the ones indicated are in their true location. Contractor must identify and locate all underground and overhead utility lines or equipment affecting or affected by the Project. Contractor will not be entitled to any additional payment or extension of time due to discrepancies between actual location of utilities and Plan location of utilities.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

- D. Contractor shall notify each utility company with facilities in the Project site, at least thirty (30) days prior to the start of construction, to arrange for positive underground location, relocation, or support of its utility where that utility may be in conflict with or endangered by the Work. The cost of relocation of water mains or other utilities for the convenience of Contractor shall be paid by Contractor. All charges by utility companies for temporary support of its utilities shall be paid for by Contractor. All costs of permanent utility relocation to avoid conflict shall be the responsibility of the utility company involved. Contractor will not be entitled to any additional payment or extension of time for utility relocations, regardless of reason for relocation.
- E. The Contractor shall verify the size, location, elevation and material of all existing utilities within the area of construction. If upon excavation, an existing utility is found to be in conflict with the proposed construction or to be of a size or material different from that shown on the Plans; the Contractor shall immediately notify the Owner. The Contractor shall hand dig in the vicinity of the existing irrigation or utility lines to minimize the potential for damage to those pipes.
- F. Contractor shall schedule the Work in such a manner that the Work is not delayed by the utility providers relocating or supporting their utilities. Contractor shall coordinate its activities with any and all public and private utility providers occupying the right-of-way. Contractor will not be entitled to any additional compensation or extension of time for any delay associated with utility relocation or support.
- G. Contractor shall protect all overhead, surface, or underground structures and utilities from damage or displacement. Contractor will promptly and completely repair all damage to such structures within a reasonable time. All damaged utilities must be replaced or fully repaired to the satisfaction of the utility owner. All repairs are to be inspected by the utility owner prior to backfilling. Town reserves the right to remedy such damage by making such repairs or causing such repairs to be made at the expense of Contractor. The Town's expense in causing such repairs shall be deducted from Contractor's next Application for Payment.
- H. The Contractor shall be responsible for damage to any existing utilities, piping, etc. shown on the drawings, or for which he fails to request locations from the utility owner. He is responsible as well for damage to any existing utilities/piping that is properly located.
- I. Temporary Utilities – it shall be the Contractor's responsibility to arrange for or supply temporary water services, sanitary facilities, electricity, phones, etc. to his employees and subcontractors for their use during construction.
- J. Staging Area – the Contractor shall be able to make use of the right-of-way area for staging of equipment and materials. It shall be the Contractor's responsibility to

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

properly secure the staging area and to maintain the staging area in a neat and orderly manner. The Owner shall not be responsible for any damage, theft, displacement, or other incidents that may occur in the staging area or project site.

- K. The Contractor shall obtain approval from private property owners for the locations and use of all other staging areas or construction traffic access routes, beyond those areas identified in the contract documents.

#### **5.4 SURVEYS, LINES AND GRADES**

The Contractor shall furnish all original and replacement surveys necessary for construction of the project, including detailed stake-out, line and grade stakes, and bench marks as required.

Prior to beginning construction, the Contractor shall provide the Owner with all information related to the survey bench mark(s) to be used by the Contractor including: location, source and identification number.

Contractor shall provide documentation of reference points being used for construction and confirmation that they are correct.

The Contractor shall not rely on scaling or measurements of line work, symbols, etc. on AutoCAD files or other computer files provided by the Owner or Engineer. The Contractor or Contractor's Surveyor shall perform all required calculations, reviews, confirmations, and other office work necessary to properly lay-out and/or as-built the project in accordance with the Contract Documents.

As-built surveys shall be performed by a surveyor under contract to the Contractor. All as-built surveys that reflect work performed in accordance with the Contract Documents shall be included in the lump sum contract price. There will be no separate payment for providing the required stake-out, line and grade, benchmarks, as-built drawings, or other surveying work.

#### **5.5 INSPECTIONS**

The Contractor shall notify SBDD (954) 680-3337 at least 24 hours prior to the inspection of the following items:

- A. Placing RCP: Bedding, pipe joints and backfill are to be inspected (including density tests).
- B. Drainage structures: Type C and Type D inlets, 5' diameter manholes, PRB, headwall, and concrete aprons.
- C. Lamping: All piping is to be lamped, as determined by the SBDD Inspector.
- D. Grading: Site grading and swale grading shall be approved prior to sodding.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

- E. Restoration, including asphalt, asphalt driveways and concrete driveway restoration.
- F. Final: Participate with the Owner and SBDD in a Final Inspection of all work performed.

**5.6 SHOP DRAWINGS**

- A. Prior to their construction or installation, shop drawings shall be submitted to and reviewed by the Owner for pipe material, drainage structures, PRBs, and all other project components as appropriate or as directed by the Owner.
- B. Prior to submitting shop drawings to the owner, the Contractor shall review and approve the drawings and shall note in red, any deviations from the plans and specifications.

**5.7 PROJECT SITE**

- A. During construction the project site, staging area, construction traffic routes, and all adjacent areas shall be maintained in a neat and clean manner. Upon final clean-up, the project site shall be left clear of all surplus material or trash and the paved areas shall be swept broom clean and washed down as directed by Owner.
- B. The Contract Documents depict the project limits for the project. The Contractor is prohibited from entering, encroaching upon or storing material on any property outside the project limits or approved staging area without the express written permission of the affected property owner(s).
- C. The Contractor shall restore all damages to existing wetlands, uplands, rights-of-way, easements, private properties, South Broward Drainage District facilities and surface and underground facilities resulting directly or indirectly from his construction operations to a condition equal to or better than the condition existing prior to work.
- D. The Contractor shall restore or replace, when and as directed by Owner, any public or private property damaged or altered by his work, equipment, employees or those of his subcontractors to a condition at least equal to that existing immediately prior to the beginning of operations.
- E. The Contractor and Owner shall perform a pre-work inspection of the project area, staging area and construction traffic routes to review and document the existing conditions. Contractor shall be responsible to perform the level of review and documentation necessary to properly and adequately document the existing pre-work conditions. The pre-work inspection shall be the basis for the Owner to determine the extent of restoration/replacement that is required under these contract documents to restore/replace the project site, staging area, construction traffic

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

access routes, and adjacent areas to a condition at least equal to that existing immediately prior to the beginning of operations.

- F. Where material or debris has washed into, flowed into, or been placed into water bodies, lakes, ditches, drains, catch basins, or elsewhere as a result of the Contractor's operations, such material or debris shall be removed and satisfactorily disposed of by the Contractor.
- G. No trenches shall be left open overnight or during weekends.

## **5.8 POLLUTION CONTROL**

During the entire course of construction operations, the Contractor shall control and conduct such operations and institute maintenance procedures to prevent pollution of adjacent lands and surface waters and deposition of solids caused by either material runoff or pumped discharges from the construction area. The Contractor shall use turbidity screens or other best management practices that may be necessary to maintain water quality standards. Pollution Control measures shall apply to both the work area and the staging area, as applicable.

The Contractor shall submit a Notice of Intent to the Florida Department of Environmental Protection prior to starting construction.

The Contractor shall take all necessary measures to prevent dust and airborne sand from impacting adjacent properties. These measures may include watering and the application of calcium chloride or any other approved legal method.

The Contractor shall not receive any additional compensation for pollution control activities.

If any fines or penalties are incurred as a result of the Contractor's actions or inactions, the Contractor shall be fully and solely responsible for those fines or penalties whether they were levied against the Contractor, Owner or Engineer.

The Contractor shall apply for, secure and abide by the terms of a dewatering permit if any of his activities or those of his subcontractors warrant a dewatering permit from any government agency. The Contractor shall pay for all costs associated with the dewatering permit under the total lump sum price for the project.

If any pollution of the land or water occurs, directly or indirectly, as a result of the Contractor's work, the Owner shall have the right, but not the obligation to clean up the pollution or to hire a company to clean up the pollution and to back charge the Contractor for the cost of the clean-up. The Owner shall have the option to require the Contractor to reimburse him for the cost of such clean up or to deduct the cost from the Contractor's pay requests.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**5.9 DISPOSAL OF WASTE MATERIALS AND DEBRIS**

Contractor shall remove from the job site, all demolition debris, waste materials and debris resulting from his construction activities in accordance with the Contract Documents. The Contractor shall provide all means of protecting the work area and other surrounding properties from any hazardous waste by methods approved by all governmental agencies having jurisdiction.

**5.10 SAFETY – LOSS CONTROL PROVISIONS**

The Contractor shall be responsible for providing safe and healthful working conditions for employees of the Contractor, subcontractors, the District, or its invitees. The Contractor shall initiate and maintain an accident prevention program which should include, but is not limited to, the following: establish and supervise programs for the education and training of employees in the recognition, avoidance, and prevention of unsafe conditions and acts.

The Contractor shall be responsible for providing first-aid services and medical care to all his employees. The Contractor shall be responsible for development and maintenance of an effective fire protection and prevention program at the job site throughout the construction, repair, alterations, or demolition work. The Contractor shall be responsible for requiring the wearing of appropriate personal protective equipment in all operations where there is exposure to hazardous conditions, including safety belts, lifelines, and lanyards.

Nothing contained herein shall be construed to shift responsibility or risk of loss for injuries or damages sustained as a result of a violation of this section from the Contractor to the District and the Contractor shall remain solely and exclusively responsible for compliance with all safety requirements and for the safety of all person and property at the project site. Employees required to handle or use toxins, caustics, and other harmful substances shall be instructed regarding the safe handling and use, and be made aware of the potential hazards, personal hygiene, and personal protective measures required. All work shall meet and be in compliance with standards and regulations set forth by Occupational Safety and Health Administration (OSHA), Florida Department of Labor and Employment Security, and any and all other appropriate federal, state, local or District safety and health standards including, but not limited to OSHA, and the State of Florida Trench Safety Act.

The Contractor agrees that during the progress of work under the Agreement, he will, at all times, comply with the safety requirements of OSHA, Broward County, and Contractor does hereby save and hold harmless Owner, Engineer, and Owner's and Engineer's agents and employees from any liability, damages, costs, or expenses, attorneys' fees and court costs through all trial and appellate levels arising out of any injury to persons or property sustained by reason of the default or neglect of the Contractor to properly comply with any of the above safety requirements or any other applicable safety requirements and to protect the work covered by this Agreement.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**5.11 PROJECT RECORD DRAWINGS**

- A. The Contractor shall maintain accurate and complete records of work items completed.
- B. All required density tests for the backfill shall be provided to the Engineer prior to placing the sod.
- C. All ‘as-built’ information submitted to the Engineer shall be sufficiently accurate, clear and legible to satisfy the Engineer and any applicable reviewing agency that the information provides a true and accurate representation of the improvements constructed.
- D. ‘As-built’ information for the drainage improvements shall include horizontal locations and all piping and structures; rim and invert elevations; pipe lengths; bottom of structure elevations; bottom of PRB elevations; pipe crossing information; swale elevations; and all relevant physical features. ‘As-built’ drawings shall be overlaid on the approved construction drawings.
- E. All ‘as-built’ information shall be certified by a registered land surveyor.

**5.12 TESTING**

All laboratory and density tests required for compliance with these specifications shall be performed by an independent testing laboratory under contract to and as directed by the Contractor, and acceptable to the Owner.

Contractor shall be responsible for arranging and obtaining and shall pay all costs associated with laboratory and density tests required for compliance with these specifications and required for Owner’s and Engineer’s acceptance of the Work.

The following material and density tests shall be required:

- Two (2) density tests each for the subgrade and lime rock base material under the pavement area, asphalt driveways and concrete driveway restoration areas (total of 28 tests).
- Two (2) density tests per lift per pipe run for the backfill material over the drainage pipe.
- The cost of all laboratory and density test shall be included in the lump sum price for the project.



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**5.13 FINAL COMPLETION**

Upon completion of Construction, the Contractor must request a substantial or final completion inspection. Payment to Contractor will be dependent upon satisfactory completion of the inspection.

**5.14 CONTRACT DOCUMENTS**

The Contract Documents comprise the entire agreement between the Town and Contractor concerning the Work. Any Work, materials or equipment that may be reasonably inferred from the Contract Documents as being required to produce the intended result will be supplied whether or not specifically called for. Reference to standard specifications, manuals or codes of any technical society, organization, or association, or to the laws or regulations of any governmental authority, or to any permits and conditions thereof, shall mean the latest standard specification, manual, code, laws, regulations or permit in effect at the time of executing the Contract, except as may otherwise be specifically stated.

If during the performance of the Work, Contractor finds a conflict, error or discrepancy in the Contract Documents, Contractor shall immediately report findings to the Town in writing and shall obtain a written interpretation or clarification from the Town, before proceeding with the Work affected by the findings. Failure to obtain such written interpretation or clarification before proceeding shall result in a conclusive forfeiture and abandonment of any claim by Contractor for additional compensation and/or time, which could have been avoided by such interpretation or clarification, and Contractor shall bear all costs associated with removal, replacement, correction, repair or restoration of such Work.

**5.15 SCOPE OF WORK**

The project includes furnishing of all labor, materials, tools, equipment, machinery, expertise, services, and all else necessary for proper construction and completion of the project consisting of excavation, construction of storm drainage pipe, construction of concrete catch basins and inlets with grates, grading, filling and street repair and repaving, and installation of swales and grass sodding.

**5.16 CHANGES IN THE WORK**

Changes in the quantity or character of the Work within the scope of the Project that cannot be accomplished by means of Field Orders or Supplemental Instructions, including all changes resulting in changes to the Contract Price or the Contract Time, shall be authorized only by Change Orders approved in advance and issued in accordance with the provisions of the Town's Procurement Code, as amended from time to time.



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

Contractor shall not start work on any changes requiring an increase in the Contract Price or the Contract Time until a Change Order setting forth the adjustments is approved by Town. Upon receipt of a Change Order, Contractor shall promptly proceed with the Work set forth in the Change Order.

In the event satisfactory adjustment cannot be reached for any item requiring a change in the Contract Price or Contract Time, and a Change Order has not been issued, Town may, at its sole option, either terminate this Contract as it applies to the items in question and make such arrangements as the Town deems necessary to complete the work associated with the disputed item or submit the matter in dispute to the Town Administrator as set forth in Section 31, of Exhibit "A" Agreement.

Under circumstances determined necessary by the Town, Change Orders may be issued unilaterally by the Town. During the pendency of the dispute, and upon receipt of a Change Order from the Town, Contractor shall promptly proceed with the change in the Work involved and advise the Contract Administrator in writing within seven (7) days after receipt of the Change Order of Contractor's agreement or disagreement with the method, if any, provided in the Change Order for determining the proposed adjustment in the Contract Price or Contract Time.

On approval of any Contract change increasing the Contract Price, Contractor shall promptly ensure that the performance bond and payment bond are increased so that each reflects the total Contract Price as increased. Contractor will promptly provide the Town such updated bonds.

#### **5.17 CHANGE IN THE CONTRACT PRICE OR CONTRACT TIME**

The Bid price constitutes the total compensation, subject to authorized adjustments, payable to the Contractor for the complete and timely performance of the Work. All duties, responsibilities and obligations assigned to or undertaken by Contractor shall be at his expense without change in the Contract Price or Contract Time.

Quantities shown in the Bid and Bid Schedule are approximate only and are subject to either increase or decrease. The quantities indicated are estimates based on the scope of the project. Unless authorized by the Town, via Change Order or Construction Change Directive, variation in the estimated quantities shall not be a basis for the Contractor to seek payment beyond the price stipulated in the Bid and Bid Schedule and Contract.

5.17.1 Change Order. The Contract may be changed only by a Change Order approved by the Town. Any increase or decrease in the Contract Price or adjustment in the Contract Time shall be based on written notice, by the Contractor to the Town, notifying of the occurrence giving rise to damages. Within fourteen (14) days thereafter, Contractor shall supply notice of the amount of the claim, including supporting data for direct, indirect, and consequential damages resulting from the occurrence. All claims for adjustment in the Contract Price or Contract Time shall be determined by the Town. Contractor acknowledges and agrees that no claim for an adjustment in the Contract Price or Contract Time will be valid or enforceable if not submitted in strict accordance with this paragraph.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

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

- a. If the Work involved is covered by unit prices contained in this Contract, by application of unit prices to the quantities of items involved, subject to the provisions of Section 5.18.7
- b. By mutual acceptance of a lump sum, which sum Contractor and Town acknowledge contains a component for overhead and profit.
- c. On the basis of the “cost of work,” determined as provided in Sections 5.18.3 and 5.18.4, plus a Contractor’s fee for overhead and profit as determined in Section 5.18.3.

5.17.3 The term “cost of work” means the sum of all direct costs necessarily incurred and paid by Contractor in the proper performance of the Work described in the Change Order. Except as otherwise may be agreed to in writing by Town, such costs shall be in amounts no higher than those prevailing in the locality of the Project; shall include only the following items; and shall not include any of the costs itemized in Section 5.18.4.

- a. Payroll costs for employees in the direct employ of Contractor in the performance of the Work described in the Change Order under schedules of job classifications agreed upon by the Town and Contractor. Payroll costs for employees not employed full time on the Work covered by the Change Order shall be apportioned on the basis of their time spent on the Work. Payroll costs shall include, but not be limited to, salaries and wages plus the cost of fringe benefits, which shall include social security contributions, unemployment, excise and payroll taxes, workers’ compensation, health and retirement benefits, bonuses, sick leave, vacation, and holiday pay application thereto. Such employees shall include superintendents and foremen at the site. The expenses of performing the Work after regular working hours, on Sunday or legal holidays, shall be included in the above to the extent authorized in advance by the Town.
- b. Cost of all materials and equipment furnished and incorporated in the Work, including costs of transportation and storage thereof, and manufacturers’ field services required in connection therewith. All cash discounts shall accrue to Contractor unless the Town deposits funds with Contractor to make payments, in which case the cash discounts shall accrue to the Town. All trade discounts, rebates and refunds, and all returns from sale of surplus materials and equipment shall accrue to the Town, and Contractor shall make provisions so that they may be obtained. Rentals of all construction equipment and machinery, and the parts thereof, whether rented by Contractor, in accordance with rental agreements approved by the Town, and the costs of transportation, loading, unloading, installation, dismantling and removal thereof, all in accordance with the terms of said agreements. Town will

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

not be responsible for the cost of the rental of any such equipment, machinery, or parts when the use thereof is no longer necessary for the Work.

- c. Payments made by Contractor to Subcontractors for work performed by Subcontractors. If required by the Town, Contractor shall obtain competitive bids from Subcontractors acceptable to Contractor and shall deliver such bids to the Town who will then determine, which bids will be accepted. If the subcontract provides that the Subcontractor is to be paid on the basis of cost of the work plus a fee, the Subcontractor's cost of the work shall be determined in the same manner as Contractor's cost of the work. All Subcontractors shall be subject to the other provisions of this Contract insofar as applicable.
- d. Cost of special consultants, including, but not limited to, engineers, architects, testing laboratories, and surveyors employed for services specifically related to the performance of the work described in the Change Order.
- e. Supplemental costs including the following:
  - (i) All materials, supplies, equipment, machinery, appliances, office and temporary facilities, including transportation and maintenance thereof, at the site and hand tools not owned by the workers used in the performance of the Work, less market value of such items used but not consumed, and which items remain the property of Contractor.
  - (ii) Sales, use, or similar taxes related to the Work, imposed by any governmental authority, for which Contractor is liable.
  - (iii) The cost of utilities, fuel, and sanitary facilities at the site.
  - (iv) Cost of premiums for additional bonds and insurance required because of changes in the Work.

5.17.4 The term "cost of the work" shall not include any of the following:

- a. Payroll costs and other compensation of Contractor's officers, executives, principals (of partnership and sole proprietorships), general managers, engineers, architects, estimators, schedulers, lawyers, auditors, accountants, purchasing and contracting agents, expeditors, timekeepers, clerks and other personnel employed by Contractor whether at the site or in its principal or a branch office, for general administration of the Work that are not specifically included in the agreed-upon schedule of job classifications referred to in subsection 5.18.3.a, all of which payroll costs and other compensation are to be considered administrative costs covered by Contractor's fee.
- b. Expenses of Contractor's principal and branch offices other than Contractor's field office at the Project site.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

- c. Any part of Contractor's capital expenses, including but not limited to interest on Contractor's capital employed for the Work as well as charges against Contractor for delinquent payments.
- d. Cost of premiums for all bonds and for all insurance, whether Contractor is required by this Contract to purchase and maintain the same, except for additional bonds and insurance required because of changes in the Work.
- e. Costs due to the negligence or neglect of Contractor, any Subcontractors, or anyone directly or indirectly employed by any of them or for whose acts any of them may be liable, including but not limited to, the correction of defective Work, disposal of materials or equipment wrongly supplied, and repairing or remedying any damage to property.
- f. Other overhead or general expense costs of any kind. cite in 5.18.2.c

5.18.5 Contractor's fee for overhead and profit shall be determined as follows:

- a. A mutually acceptable fixed fee, or if no fixed fee can be agreed upon;
- b. A fee based on the following percentages of the various portions of the cost of the Work:
  - (i) For costs incurred under subsections 5.18.3.a and 5.18.3.b, Contractor's fee shall not exceed ten percent (10%).
  - (ii) For costs incurred under subsection 5.18.3.c, Contractor's fee shall not exceed seven and one-half percent (7.5%); and if a subcontract is on the basis of cost of the work plus a fee, the maximum allowable to the Subcontractor as a fee for overhead and profit shall not exceed ten percent (10%); and
  - (iii) No fee shall be payable on the basis of costs itemized under subsections 5.18.3.d and 5.18.3.e (except subsection 5.18.3.e(iii)) and Section 5.18.4

5.17.5 The amount of credit to the Town for any change that results in a net decrease in cost will be the amount of the actual net decrease. When both additions and credits are involved in any one change, the combined overhead and profit shall be figured on the basis of the net increase, if any. Contractor shall not be entitled to claim lost profits for any Work not performed.

5.17.6 Whenever the cost of any Work is to be determined pursuant to Sections 5.18.3 and 5.18.4, Contractor will submit in a form acceptable to Contract Administrator an itemized cost breakdown together with the supporting data.

5.17.7 If the quantity of any item of the Work covered by a unit price is increased or decreased by more than twenty percent (20%) from the quantity of such Work indicated in this Contract, an appropriate Change Order shall be issued to adjust the unit price, if warranted.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

5.17.8 Whenever a change in the Work is to be based on mutual acceptance of a lump sum, whether the amount is an addition, credit or no change-in-cost, Contractor shall submit an initial cost estimate acceptable to Contract Administrator.

- a. Such cost estimate shall include a breakdown listing the quantities and unit prices for materials, labor, equipment and other items of cost.
- b. Whenever a change involves Contractor and one or more Subcontractors and the change is an increase in the Contract Price, overhead and profit percentage for Contractor and each Subcontractor shall be itemized separately.

5.17.9 Each Change Order must state within the body of the Change Order whether it is based upon unit price, negotiated lump sum, or “cost of the work.”

5.17.10 Where the Contract Documents provide that all or part of the Work is to be Unit Price Work, the Contract Price will be deemed to include all Unit Price Work, in an amount equal to the sum of the established unit price item multiplied by the quantity. The estimated quantities of items are not guaranteed. Each unit price shall be deemed to include Contractor’s overhead and profit.

5.17.11 Any claim for a change in the Contract Time or Contract Price shall be made by written notice by Contractor to the Town within five (5) days of the commencement of the event giving rise to the claim or Contractor’s knowledge of the claim, and the notice shall state the general nature and cause of the claim. Thereafter, within twenty (20) days after the termination of the event giving rise to the claim or Contractor’s knowledge of the claim, Contractor shall submit written notice of the extent of the claim with supporting information and documentation to the Contract Administrator (hereinafter “Claim Notice”). The Claim Notice shall include Contractor’s written notarized certification that the adjustment claimed is the entire adjustment to which Contractor has reason to believe it is entitled as a result of the occurrence the event giving rise to the claim. If the Contract Administrator and Contractor cannot resolve a claim for changes in the Contract Time or Contract Price within twenty (20) days after receipt of the Claim Notice by the Contract Administrator, then Contractor shall submit the claim to Town Administrator within five (5) days from the date of impasse. **IT IS EXPRESSLY AND SPECIFICALLY AGREED THAT ANY AND ALL CLAIMS FOR CHANGES TO THE CONTRACT TIME OR CONTRACT PRICE SHALL BE WAIVED IF NOT SUBMITTED IN STRICT ACCORDANCE WITH THE REQUIREMENTS.**

The Contract Time will be extended in an amount equal to time lost on critical Work items due to delays beyond the control of and through no fault or negligence of Contractor if a claim for an extension in accordance with Section 5.15. Such delays shall include, but not be limited to, acts, omissions, or neglect by any separate contractor employed by Town, fires, floods, labor disputes, epidemics, abnormal weather conditions or acts of God.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

No claim for damages or any claim, other than for an extension of time, shall be made or asserted against Town by reason of any delays except as provided herein. Contractor shall not be entitled to an increase in the Contract Price or payment or compensation of any kind from the Town for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising from delay, disruption, interference or hindrance from any cause whatsoever, whether such delay, disruption, interference or hindrance be reasonable or unreasonable, foreseeable or unforeseeable, or avoidable or unavoidable. Contractor shall be entitled only to extensions of the Contract Time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above; provided, however, that this provision shall not preclude recovery of damages by Contractor for actual delays due solely to fraud, bad faith, or active interference on the part of Town.

**5.18 EXCUSABLE DELAY; COMPENSABLE; NON-COMPENSABLE**

5.18.1 Excusable Delay. Delay that extends the completion of the Work and that is caused by circumstances beyond the control of Contractor, or its Subcontractors, suppliers, or vendors are Excusable Delay. Contractor is entitled to a time extension of the Contract Time for each day the Work is delayed due to Excusable Delay. Contractor shall document its claim for any time extension as provided in Section 5.18 hereof. Failure of Contractor to comply with Section 5.18 hereof as to any particular event of delay shall be deemed conclusively to constitute a waiver, abandonment, or relinquishment of any and all claims resulting from that particular event of delay. Excusable Delay may be compensable or non-compensable, as provided below.

- a. A Compensable Excusable Delay. Excusable Delay is compensable when (i) the delay extends the Contract Time; (ii) is caused by circumstances beyond the control of Contractor or its Subcontractors, suppliers or vendor; and (iii) is caused solely by fraud, bad faith or active interference on the part of Town or its agents. In no event shall Contractor be compensated for interim delays that do not extend the Contract Time. Contractor shall be entitled to direct and indirect costs for Compensable Excusable Delay. Direct costs recoverable by Contractor shall be limited to the actual additional costs allowed pursuant to Section 5.15 hereof.

Town and Contractor recognize and agree that the amount of Contractor's precise actual indirect costs for delay in the performance and completion of the Work is impossible to determine as of the date of execution of this Contract, and that proof of the precise amount will be difficult. Therefore, indirect costs recoverable by Contractor shall be liquidated on a daily basis for each day the Contract Time is delayed due to a Compensable Excusable Delay. These liquidated indirect costs shall be paid to compensate Contractor for all indirect costs caused by a Compensable Excusable Delay, and shall include, but not be limited to, lost profits, all profit on indirect costs, home office overhead, acceleration, loss of earnings, loss of productivity, loss of bonding capacity, loss of opportunity and all other indirect costs incurred by Contractor. The amount of liquidated indirect costs recoverable shall be two hundred Dollars (\$200.00) per day for each day this Contract is delayed due to a Compensable Excusable Delay.



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

- b. Non-Compensable Excusable Delay. When Excusable Delay is (i) caused by circumstances beyond the control of Contractor, its Subcontractors, suppliers and vendors; (ii) is caused by circumstances beyond the control of Town; or (iii) is caused jointly or concurrently by Contractor or its Subcontractors, suppliers or vendors and by Town, then Contractor shall be entitled only to a time extension and no further compensation for the delay.

**5.19 WARRANTY AND GUARANTEE; CORRECTION, REMOVAL OR ACCEPTANCE OF DEFECTIVE WORK**

In addition to any manufacturer's warranties, Contractor warrants and guarantees that all work will be in strict accordance with the Contract Documents and will be free from defects. Any and all defective Work may be rejected, corrected, or accepted, as provided below.

5.19.1 Owner May Stop the Work. If Work is defective, the Town may order Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated. However, the Town's right to stop Work shall not give rise to any duty on the part of Town to exercise this right for the benefit of Contractor or any other party.

5.19.2 Correction or Removal of Defective Work. If required by Town, Contractor shall promptly and at its sole expense, either correct or remove all defective Work and replace it with non-defective Work. Contractor shall bear all direct, indirect and consequential costs of such correction or removal.

5.19.3 One Year Correction Period. In the event any work is found to be defective within one year of Final Completion, Contractor shall promptly, without cost to Town and in accordance with Town's written instructions, either correct such defective Work, or remove it and replace it with non-defective Work. If Contractor does not promptly comply with the terms of such instructions, or in an emergency where delay would cause serious risk of loss or damage, Town may have the defective Work corrected or removed and replaced, and all direct, indirect and consequential costs of such removal and replacement will be promptly paid by Contractor. Nothing in this IFB or the Contract shall be construed as a limitation on any right or remedy for breach of the Contract or defects in the Work. All rights set forth herein and, in the Contract, shall be deemed cumulative and in addition to any rights or remedies which may be afforded by Florida law.

5.19.4 Acceptance of Defective Work. Instead of requiring correction or removal and replacement of defective Work, the Town may accept the defective work. Contractor shall bear all direct, indirect, and consequential costs attributable to Town's evaluation of and determination to accept such defective Work. If such acceptance occurs prior to final payment, a Change Order will be issued incorporating the necessary revisions in the Contract Documents and Town shall be entitled to an appropriate decrease in Contract Price. If the parties are unable to agree as to the amount thereof, Town may make a claim as provided in, Item H "Change in the Contract Price or Contract Time". If the acceptance occurs after final payment, an appropriate amount, consistent with the above will be promptly paid by the Contractor to the Town.



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

5.19.5 Town may Correct Defective Work. If the Town issues notice, requiring correction of defective work and Contractor fails to do so within seven (7) days of notice, the Town may take all action necessary to correct the defect. In exercising the rights and remedies under this paragraph Town shall proceed expeditiously.

To the extent necessary to complete remedial action, Town may exclude Contractor from all or part of the site, take possession of all or part of the Work, suspend Contractor's services related thereto, and take possession of Contractor's tools, appliances, construction equipment, and machinery at the site. Contractor shall allow Town and its representatives, agents and employees access to Contractor's tools, appliances, construction equipment and machinery as required to correct defective work. All direct, indirect, and consequential costs of the Town in exercising such rights and remedies will be charged against Contractor in a Change Order and Town shall be entitled to an appropriate decrease in the Contract Price. If the parties are unable to agree as to the amount of the decrease or amount due the Town, Town may make claim therefor as provided in section, 5.5 – "Change in the Contract Price or Contract Time" against Contractor and its surety without prejudice to any other right or remedies available. Any resulting direct, indirect, and consequential damages shall be recoverable from Contractor and its surety.

5.19.6 Waiver of Florida Statute 558. The Contractor and the Town understand and agree that chapter 558, Florida Statutes, shall not apply to the Contract or claims, if any, by the Town arising out of the IFB or the resulting Contract. The Contractor and the Town further hereby agree to "opt out" of the procedures set forth at chapter 558, Florida Statutes.

## **5.20 SUSPENSION OF WORK AND TERMINATION**

The Town may, at any time and without cause, suspend Work or any portion thereof for a period of not more than ninety (90) days by notice in writing to Contractor. Contractor shall resume work on a date so determined by the Town. Contractor shall not be allowed an increase in the Contract Price for any such suspension lasting not more than ninety (90) days. If, through no fault of Contractor, the Work is suspended for a period of more than ninety (90) days, then Contractor may, upon seven (7) days' written notice to the Town, terminate the Contract and recover from the Town payment for all Work properly executed up to the date of the notice, including reasonable overhead and profit, except as otherwise limited by this IFB or the Contract;. Provided however, that in no event shall Town be liable for consequential damages, including but not limited to, lost profits on Work not yet performed. The Town may terminate all Work if Contractor violates any provisions of the Contract Documents. In such case, the Town may, after giving Contractor written notice pursuant to the Contract, terminate the services of the Contractor, exclude Contractor from the site, take possession of the Work including Contractor's tools, appliances, construction equipment and machinery, and finish the Work as the Town may deems appropriate under the circumstances. In such case, Contractor shall not be entitled to receive any further payment until the Work is finished. If cost of completing the Work exceeds the unpaid balance, Contractor shall promptly pay the difference to the Town. When exercising any rights or remedies under this paragraph the Town shall not be required to obtain the lowest price for the Work performed, nor obtain competitive bids for the Work except as may otherwise be required by Florida law.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

Where Contractor's services have been terminated by the Town, the termination will not affect any rights or remedies of the Town against Contractor or any surety then existing, or which may thereafter accrue. Any payment of monies due Contractor by the Town will not release the Contractor from liability for unfinished or defective Work and such payment shall not be evidence of acceptance of any defective Work.

Upon written notice to Contractor, the Town may, without cause and without prejudice to any other right or remedy, elect to abandon the Work and terminate the Contract at the Town's convenience. In such case, Contractor shall be paid for all Work executed and any direct and reasonable expense sustained up to the date of receipt of the written notice. In no event shall Town be liable for consequential damages, including but not limited to, lost profits on Work not yet performed.

### **5.21 PAYMENT**

The payment to Contractor is for all materials, labor, services, equipment and all else necessary to construct and fully complete the Work. The Work includes all accessories, appurtenances or other work required for completion of the Contract.

Contractor shall render all Work to the Town at the quoted price stipulated in the Bid and Bid Schedule and Town shall pay Contractor for the satisfactory and timely completion of the Work in strict accordance with the Contract Documents at said prices stipulated in Bid Schedule.

In no event shall Town be liable for any cost increases or price escalations associated with labor, services, materials, equipment, or any other charges that may arise during the performance of the Work, regardless of any delays in the Work, whether occasioned by Town or Contractor, or both. In the event the cost of the Work exceeds the amounts set forth and included in the Contract Price, Contractor shall pay such excess from its own funds and Town shall not be required to pay any part of such excess. The only exception shall be adjustments to the Contract Price pursuant to any written Change Order or Construction Change Directive executed by Town and Contractor in accordance with the terms and conditions of this IFB and the Contract.

Town and Contractor agree that payment under the Contract will be subject to (a) the delivery of an appropriate invoice or payment application by Contractor to Town, and (b) verification by Town that the Work is acceptable and has been performed in strict accordance with the Contract. Upon verification by Town that the invoiced Work has been satisfactorily performed in strict accordance with the Contract, Town shall have thirty (30) days thereafter to pay the invoice, or such undisputed portion as Town shall determine in its sole discretion.

The Town shall pay the Contract Price to the Contractor in accordance with the procedures set forth in chapter 218.70, Florida Statutes, "Local Government Prompt Payment Act." Progress payments may be submitted by Contractor to the Town for partial completion of the Work, but not more than once monthly, for the period ending at end of the month. Each payment request must be accompanied by all necessary supporting information and documentation. Subject to the provisions of section 218.735, Florida Statutes, each progress payment shall be reduced by five

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

(5%) percent for retainage. The final retainage will be released after Final Completion of the Project, after Town's receipt of acceptable reports and other Project-close out documentation required by the Contract Documents, including but not limited to certification of Contractor's payment to all lower-tiered subcontractors and suppliers providing labor, materials, or services on the Project, but no earlier than 30 days of the Contractor's last progress payment request.

The Contractor's final payment request must be accompanied by written notice from Contractor that the entire Work has been completed in strict accordance with the Contract Documents. The Town will make a final inspection and notify Contractor in writing of all particulars in which inspection reveals that the Work is incomplete or defective. Provided however, that nothing herein shall waive or release claims for latent defects or the Contractor's obligations to correct defective work set forth herein. Contractor shall immediately take such measures as are necessary to remedy such deficiencies. Contractor's obligation to perform and complete the Work in strict accordance with the Contract Documents shall be absolute. The Town may refuse payment if (a) the Work is defective or completed Work has been damaged requiring correction or replacement, (b) the Town has been required to correct defective Work or complete Work in accordance with Section 5.20, or (c) because claims have been made against the Town on account of Contractor's performance of the Work or liens or claims have been filed in connection with the Work, or other items entitling the Town to set-off against the amount due. No payment will be made for Work performed by the Contractor to replace defective work and for work which is not shown or ordered, and which is outside the limits shown or ordered, or additional work performed by Contractor without prior written approval of Town. Nothing herein shall be construed as authorizing or consenting to waive sovereign immunity or permitting liens to be asserted against the Town's property.

## **5.22 ACCEPTANCE AND FINAL PAYMENT**

5.22.1 Final Inspection. Upon receipt of written notice from Contractor that the Work is ready for final inspection and acceptance, Town shall conduct an inspection within ten (10) days. If Contract Administrator find that the Work is acceptable; that the requisite documents have been submitted; that the requirements of the Contract Documents are fully satisfied; and that all conditions of the permits and regulatory agencies have been met, a Final Certificate of Payment shall be issued by Town, under its signature, stating that the requirements of the Contract Documents have been performed and that the Work is ready for acceptance under the terms and conditions of the Contract Documents.

5.22.2 Final Certificate for Payment. Before issuance of the Final Certificate for Payment, Contractor shall deliver to Town the following Final Payment Package: a complete release of all claims arising out of this Contract, or receipts in full in lieu thereof; an affidavit certifying that all suppliers and Subcontractors have been paid in full and that all other indebtedness and financial obligations connected with the Work have been paid, or, in the alternative, a consent of the Surety to final payment on Contractor's behalf; the final corrected as-built Drawings; and the final bill of Materials, if required, and the final Application for Payment. This Final payment package must include the certification document titled Final List of Non-Certified Subcontractors and Suppliers, which must be signed and notarized by Contractor. A list of all noncertified Subcontractors and suppliers used must be attached to this certified document.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

5.22.3 Delay of Final Completion. If, after Substantial Completion, Final Completion is materially delayed through no fault of Contractor, and Consultant so certifies, Town shall, upon certification of Town, and without terminating this Contract, make payment of the balance due for any portion of the Work fully completed and accepted. Such payment shall be made under the terms and conditions governing final payment, but it shall not constitute a waiver of claims.

5.23.4 Final Payment. Final payment shall be made only after the Public Works Director or assignee, as applicable, has reviewed a written evaluation of the performance of Contractor and has approved the final payment. The acceptance of final payment shall constitute a waiver of all claims by Contractor, except those previously made in strict accordance with the provisions of the General Conditions and identified by Contractor as unsettled at the time of the application for final payment.

### **5.23 PURCHASING CARD (PCARD) ACCEPTANCE**

The method of payment (check/credit card) is at the Town's sole option. The Town may choose to compensate vendors for goods and/or services via a Town Purchasing Card (PCARD). No other costs or services shall be billed to the Town, and without limiting the generality of the foregoing, vendor shall not impose any service charge or fee, penalty, or other exaction of any kind against payments rendered by the PCARD. Payments made by PCARD shall be accepted on a "same as cash" basis.

### **5.24 PHYSICAL CONDITIONS**

The Town shall furnish the lands upon which the Work is to be performed, including all applicable rights-of-way and easements. Contractor shall have full responsibility with respect to physical conditions in or relating to existing surface and subsurface structures. By submitting its Bid, Contractor represents that it has visited the Site and/or otherwise become generally familiar with such conditions, including any local conditions affecting the Work, and has accounted for same within its Bid.

If during the course of the Work Contractor encounters (1) subsurface or concealed conditions at the Project site that differ materially from those shown in the Contract Documents and from those ordinarily encountered and generally recognized as inherent in work of the character called for in this Contract; or (2) unknown physical conditions of the Project site, of an unusual nature, which differ materially from that ordinarily encountered and generally recognized as inherent in work of the character called for in this Contract, then Contractor, without disturbing the conditions and before performing any Work affected by such conditions, shall, within twenty-four (24) hours of their discovery, notify Contract Administrator in writing of the existence of the aforesaid conditions. Contract Administrator shall, within two (2) business days after receipt of Contractor's written notice, investigate the site conditions identified by Contractor. If, in the sole opinion of Contract Administrator, the conditions do materially so differ and cause an increase or decrease in Contractor's cost of, or the time required for, the performance of any part of the Work, whether or not charged as a result of the conditions, Contract Administrator may recommend an equitable

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

adjustment to the Contract Price, or the Contract Time, or both. If Contract Administrator and Contractor cannot agree on an adjustment in the Contract Price or Contract Time, the adjustment shall be referred to Town Administrator for determination in accordance with the provisions of Exhibit "C" Article 12. No request by Contractor for an equitable adjustment to this Contract under this provision shall be allowed unless Contractor has given written notice to Contract Administrator in strict accordance with the provisions of this article. **No request for an equitable adjustment or change to the Contract Price or Contract Time for differing site conditions shall be allowed if made after the date certified by Contract Administrator as the date of Substantial Completion.**

Contractor shall, promptly after becoming aware and before performing any Work, notify the Town of any differing site conditions or conflicts at the site. The Town will review the pertinent conditions with respect to any deletions or revisions in the Work and any potential modifications to the terms and conditions as outlined in Section 5.4 – "Changes in the Work".

Contractor shall have full responsibility for reviewing and checking all information and data, for locating all Underground Facilities, for coordination of the Work with the owners of such Underground Facilities during construction, for the safety and protection thereof as provided in chapter 556, Florida Statutes, and repairing any damage thereto resulting from the Work, the cost of all of which will be considered as having been included in the Contract Price.

#### **5.25 CONTRACTOR'S RESPONSIBILITIES**

Contractor shall supervise and direct the Work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the Work in accordance with the Contract Documents. Contractor shall be solely responsible for the means, methods, techniques, sequences, procedures, and safety precautions necessary for construction. Contractor shall also be responsible to see that the finished Work strictly complies with the Contract Documents.

Contractor must strictly and promptly follow Town's instructions in every case. Contractor shall keep on the Project a full-time, competent, English-speaking superintendent. The superintendent shall not be changed except with the written consent of Town, unless the superintendent proves to be unsatisfactory to Contractor and ceases to be in its employ. The superintendent shall represent Contractor; all instructions given to the superintendent shall be as binding as if given to Contractor. Contractor shall provide efficient supervision of the Work, using its best skill and attention. The

The President/Chief Operating Officer of the contracting firm must be available to attend meetings with the Town and/or its designee within 24 hours of notification.

Contractor shall be responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work and shall comply with all O.S.H.A. safety requirements while performing the Work. At a minimum, all personnel performing the work subject to this IFB and Contract awarded will be required to wear safety equipment and clothing appropriate for the work, which may, for example, include Level 2 International Safety Equipment Association

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

(ISEA) approved vests. Any personnel improperly prepared shall be dismissed until proper equipment is secured.

On a daily basis, Contractor's superintendent shall record, at a minimum, the following information in a bound log: the day; date; weather conditions and how any weather condition affected progress of the Work; time of commencement of Work for the day; the Work being performed; materials, labor, personnel, equipment and Subcontractors at the Project site; visitors to the Project site, including representatives of Town, or regulatory representatives; any event that caused or contributed a delay to the critical path of the Project; any special or unusual conditions or occurrences encountered; and the time of termination of Work for the day. All information shall be recorded in the daily log in ink, unless otherwise approved by Town. The daily log shall be kept on or accessible from the Project site and shall be available at all times for inspection and copying by Town.

The Contract Administrator, and Contractor shall meet at least every two (2) weeks (or as otherwise determined by the Contract Administrator) during the course of the Work to review and agree upon the Work performed to date and to establish the controlling items of Work for the next two (2) weeks. Contractor shall publish, keep, and distribute minutes and any comments thereto of each such meeting.

If Contractor, in the course of performing the Work, finds any discrepancy between this Contract and the physical conditions of the locality, or any errors, omissions, or discrepancies in this Contract, it shall be Contractor's duty to immediately inform Town, in writing. Any Work done after such discovery, until authorized, will be done at Contractor's sole risk, without entitlement to reimbursement or compensation.

Contractor shall supervise and direct the Work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the Work in accordance with this Contract. Contractor shall be solely responsible for the means, methods, techniques, sequences, and procedures of construction.

All debris removed from the Town must be legally disposed of according to the Town's Code of Ordinances and in accordance with Local, State and Federal Regulations. Contractor hereby agrees to and shall indemnify, defend, and hold harmless the Town, its officers and employees, from liabilities, damages, losses, costs, and expenses, including, but not limited to, reasonable attorney's fees, at both the trial and appellate levels, to the extent caused by Contractor's improper disposal or site cleanup or failure to comply with any applicable environmental laws.

If the Bidder intends to use sub-contractors to perform any work pursuant to the IFB, these sub-contractors are subject to prior approval by Town. Contractor shall be fully responsible to Town for all acts and omissions of any sub-contractors, suppliers and other persons and organizations performing or furnishing any of the Work under a direct or indirect contract with Contractor just as Contractor is responsible for Contractor's own acts and omissions. Nothing in the Contract Documents shall create any contractual relationship between Town and any such sub-contractor, supplier or other person or organization, nor shall it create any obligation on the part of the Town



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

to pay or see to payment of any monies due any such sub-contractor, supplier or other person or organization.

All Work shall be done according to local laws and ordinances and shall be performed during regular working hours. During the progress of the Work, Contractor shall keep the Project site and premises free from accumulations of waste materials, rubbish and other debris resulting from the Work. At the completion of the Work, Contractor shall remove all waste materials, rubbish, and debris from and about the premises as well as all tools, construction equipment and machinery, and surplus materials and shall leave the site clean and ready for use by the Town. Contractor shall restore to original condition all property not designated for alteration by the Contract Documents.

Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss to other property at the Project site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, utilities and other items not designated for removal, relocation, replacement or improvement in the course of construction.

As set forth in the terms of this IFB, Contractor shall pay all sales, consumer, use and other similar taxes and should not include taxes in Bid prices. The Town is exempt from Florida sales tax on direct purchases of tangible property or services. Also, it is the responsibility of the Contractor to procure all necessary permits and licenses the cost of which shall be deemed included in the Bid price.

#### **5.26 INSURANCE AND BONDS**

Throughout the term of the Contract and for all applicable statutes of limitation periods, Contractor shall maintain in full force and effect all of the insurance coverages as set forth in the terms of this IFB. Also, the Contractor shall provide separate Payment and Performance Bonds for the Project that in all respects comply with (a) the requirements and forms set forth in Florida Statutes, Section 255.05 and (b) the terms of this IFB regarding the amount, duration and recording requirements.

#### **5.27 EQUIPMENT**

All equipment shall be maintained in an efficient and safe operating condition while performing Work under the Contract. Equipment shall have all proper safety devices required by law, properly maintained and in use at all times. If equipment does not contain proper safety devices and/or is being operated in an unsafe manner, the Town may direct the Contractor to remove such equipment and/or the operator until the deficiency is corrected; provided however, that nothing in this paragraph shall create a duty by the Town to Contractor or anyone else to exercise this right. The Contractor shall be solely responsible and liable for injury to persons, and/or property damage caused by performance of the Work and operation of the equipment.



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**5.28 EQUIPMENT STORAGE AND MOBILIZATION**

The Contractor must be fully capable of servicing the Town's needs and providing all of the materials and equipment to fulfill the requirements of the Contract Documents and shall be responsible for the storage of all materials and equipment at Contractor's sole expense. Storage shall not be permitted at any of the sites specified herein or at/on any other Town properties.

**5.29 HOURS OF OPERATION**

The Contractor shall perform work Monday through Friday, except Holidays, between 7:00 a.m. and 5:00 p.m.

**5.30 CONTRACTOR'S PERFORMANCE**

The Contractor shall commence performance of the Work identified in the Notice to Proceed or other written authorization on the effective date of the Notice to Proceed and shall diligently and continuously prosecute its performance to and until Substantial Completion and Final Completion of the Work. The Contractor shall accomplish Substantial Completion and Final Completion of each assigned task within the allotted calendar days indicated in the Notice to Proceed.

The undersigned, as Bidder, hereby declares that the only person or persons interested in the bid as Principal or Principals is/are named herein and that no other person than herein mentioned has any interest in this Bid or in the Contract to be entered into; that this Bid is made without connection with any other person, company or parties making a bid or proposal; and that it is in all respects fair and in good faith without collusion or fraud.

The Bidder shall furnish prices for all Bid items. Failure to do so may render the Bid invalid and cause its rejection. The Bidder shall also furnish evidence that they hold appropriate licenses to perform the Work which is the subject of this Bid, and as required by Florida Statutes and Local law. Bidders must also have the insurances and any applicable bonding capacity sufficient to satisfy the requirements of this solicitation, as set forth herein.

All applicable federal, state, and local taxes, permit fees, insurance, and performance and payment bonds are included in the Bid price. In the event of any discrepancy in the line item amounts, the calculated total shall control.

Both the Bidder and the licensee shall fill in the information on next page, pursuant to chapter 489, Florida Statutes. Licensee is defined as the person who is the licensed Contractor who qualifies the Bidding Company, Corporation or Partnership. If the Bidder is an individual, he must be licensed. (Please print or type, excluding signatures).

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX A  
BIDDER INFORMATION**

**[Please print clearly]**

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

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

FEIN: \_\_\_\_\_ CAGE: \_\_\_\_\_

LICENSE NUMBER: \_\_\_\_\_ STATE OR COUNTY: \_\_\_\_\_

LICENSE TYPE: \_\_\_\_\_  
(Attach copy of license)

LICENSE LIMITATIONS, IF ANY: \_\_\_\_\_  
(Attach a separate sheet, if necessary)

LICENSEE SIGNATURE: \_\_\_\_\_

LICENSEE NAME: \_\_\_\_\_

BIDDER'S SIGNATURE: \_\_\_\_\_

BIDDER'S NAME: \_\_\_\_\_

BIDDER'S ADDRESS: \_\_\_\_\_

BIDDER'S PHONE NUMBER: Office: \_\_\_\_\_ Cell: \_\_\_\_\_

BIDDER'S EMAIL ADDRESS: \_\_\_\_\_

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

\_\_\_\_\_  
Name of Corporation/Entity

\_\_\_\_\_  
Address of Corporation/Entity

\_\_\_\_\_  
Signature of President or Authorized Principal

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

Title: \_\_\_\_\_ (If the Bidder is a Corporation, affix corporate seal)

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX B  
BID SCHEDULE**

The undersigned hereby proposes to furnish all labor, equipment and materials necessary to complete the work in strict accordance with the Contract Documents, schedules and plans, and all addendums, if issued, for the lump sum price shown below.

**BASE BID**

Item #	Item	Unit	Qty	Unit Price	Price
1.	Mobilization	LS	1	\$ _____	\$ _____
2.	Utility Relocation Allowance	LS	1	\$ <u>10,000.00</u>	\$ <u>10,000.00</u>
3.	Install 15" HDPE	LF	82	\$ _____	\$ _____
4.	Install 24" HDPE	LF	1388	\$ _____	\$ _____
5.	Install Type 'C' Ditch Bottom Inlet	EA	1	\$ _____	\$ _____
6.	Install Type 'D' Ditch Bottom Inlet	EA	5	\$ _____	\$ _____
7.	Install 15" Drain Basin	EA	8	\$ _____	\$ _____
8.	Install 5' Diameter MH	EA	7	\$ _____	\$ _____
9.	Core into Existing Drainage Struct.	EA	1	\$ _____	\$ _____
10.	Concrete Headwall w/ Flap Gate	EA	1	\$ _____	\$ _____
11.	Remove Existing Piping	LF	148	\$ _____	\$ _____
12.	Regrade Swale to Inlets	SY	1,500	\$ _____	\$ _____
13.	Sodding (Bahia)	SY	1,700	\$ _____	\$ _____
14.	Pavement Restoration	SF	7,000	\$ _____	\$ _____
15.	Driveway Restoration (Asphalt)	SF	700	\$ _____	\$ _____
16.	Stormwater Pollution Prevention	LS	1	\$ _____	\$ _____
17.	Maintenance of Traffic	LS	1	\$ _____	\$ _____

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**ALTERNATE BID**

<b>Item #</b>	<b>Item</b>	<b>Unit</b>	<b>Qty</b>	<b>Unit Price</b>	<b>Price</b>
1.	Mill and Resurface	SF	18,000	\$ _____	\$ _____

Item 1 – Mobilization

The work covered by this item shall include, but not be limited to, the mobilization of Contractor's personnel, equipment and supplies to the project site; the establishment of the Contractor's staging area, temporary facilities, grading, securing, and restoration of staging area; pre-work inspection and documentation; and all other costs incurred for activities which must be performed prior to beginning the work under this contract; and the removal of the Contractor's equipment, supplies, excess materials, and cleanup of the construction site, as needed to complete the work.

Item 2 – Utility Relocation Allowance

The work covered by this item shall be an allowance for the relocation and/or coordination for relocation of existing utilities identified during the construction process. This will include but not be limited to power, telecommunication, cable tv, gas, irrigation, and any other utility discovered during the excavation and installation of proposed facilities as part of this project.

Item 3 – Install 15" HDPE

The work covered by this item shall include the complete, in-place installation of the 15" HDPE pipe in accordance with the contract documents including, but not limited to, materials, shop drawings, surveying, excavation, dewatering, trench stabilization, protection of existing utilities/irrigation lines, bedding, backfill, grading, compaction, testing, lamping, and restoration, as needed to complete the work. In addition, the work covered by this item shall also include the removal of the fencing, gates, mailboxes, entry gate call box(es), landscaping features, and other debris that may be within the limits of construction to afford construction of the proposed drainage piping as needed to complete the work. This item shall also include the proper disposal of all materials offsite to an approved location in accordance with contract documents. The following density tests shall be required: a total of two (2) tests per lift per pipe run for the backfill material outside the limits of the pavement.

Item 4 – Install 24" HDPE

The work covered by this item shall include the complete, in-place installation of the 24" HDPE pipe in accordance with the contract documents including, but not limited to, materials, shop drawings, surveying, excavation, dewatering, trench stabilization, protection of existing utilities/irrigation lines, bedding, backfill, grading, compaction, testing, lamping, and restoration,

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

as needed to complete the work. In addition, the work covered by this item shall also include the removal of the fencing, gates, mailboxes, entry gate call box(es), landscaping features, and other debris that may be within the limits of construction to afford construction of the proposed drainage piping as needed to complete the work. This item shall also include the proper disposal of all materials offsite to an approved location in accordance with contract documents. The following density tests shall be required: a total of two (2) tests per lift per pipe run for the backfill material outside the limits of the pavement.

Item 5 – Install Type ‘C’ Ditch Bottom Inlet

The work covered by this item shall include the complete, in-place installation of a Type ‘C’ Ditch Bottom Inlet drainage structure in accordance with contract documents and technical specifications including, but not limited to, materials, shop drawings, pre-casting, frame and grate, concrete collar/top slab, surveying, excavation, dewatering, trench stabilization, protection of existing utilities/irrigation lines, bedding, leveling, grouting, brick, mud work, testing, inspections, and as-builts as needed to complete the work. A 12” wide x 4” thick concrete apron shall be provided around each structure.

In addition, the work covered by this item shall also include the removal of the fencing, gates, mailboxes, entry gate call box(es), landscaping features, and other debris that may be within the limits of construction to afford construction of the proposed drainage structures as needed to complete the work. This item shall also include the proper disposal of all materials offsite to an approved location in accordance with contract documents.

Item 6 – Install Type ‘D’ Ditch Bottom Inlet

The work covered by this item shall include the complete, in-place installation of a Type ‘D’ Ditch Bottom Inlet drainage structure in accordance with contract documents and technical specifications including, but not limited to, materials, shop drawings, pre-casting, frame and grate, concrete collar/top slab, surveying, excavation, dewatering, trench stabilization, protection of existing utilities/irrigation lines, bedding, leveling, grouting, brick, mud work, testing, inspections, and as-builts as needed to complete the work. A 12” wide x 4” thick concrete apron shall be provided around each structure.

In addition, the work covered by this item shall also include the removal of the fencing, gates, mailboxes, entry gate call box(es), landscaping features, and other debris that may be within the limits of construction to afford construction of the proposed drainage structures as needed to complete the work. This item shall also include the proper disposal of all materials offsite to an approved location in accordance with contract documents.

Item 7 – Install 15” Drain Basin

The work covered by this item shall include the complete, in-place installation of a 15” Drain Basin drainage structure in accordance with contract documents and technical specifications including, but not limited to, materials, shop drawings, pre-casting, frame and grate, concrete collar/top slab, surveying, excavation, dewatering, trench stabilization, protection of existing utilities/irrigation lines, bedding, leveling, grouting, brick, mud work, testing, inspections, and as-builts as needed to complete the work. A 12” wide x 4” thick concrete apron shall be provided

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

around each structure.

Item 8 – Install 5’ Diameter Manhole

The work covered by this item shall include the complete, in-place installation of a 5’ Diameter manhole drainage structure in accordance with contract documents and technical specifications including, but not limited to, materials, shop drawings, pre-casting, frame and grate, concrete collar/top slab, surveying, excavation, dewatering, trench stabilization, protection of existing utilities/irrigation lines, bedding, leveling, grouting, brick, mud work, testing, inspections, and as-builts as needed to complete the work.

In addition, the work covered by this item shall also include the removal of the fencing, gates, mailboxes, entry gate call box(es), landscaping features, and other debris that may be within the limits of construction to afford construction of the proposed drainage structures as needed to complete the work. This item shall also include the proper disposal of all materials offsite to an approved location in accordance with contract documents.

Item 9 – Core into Existing Drainage Structure

The work covered by this item shall include the complete core drill and connection to existing drainage structure with new drainage pipe in accordance with contract documents and technical specifications including, but not limited to, materials, shop drawings, surveying, excavation, dewatering, trench stabilization, protection of existing utilities/irrigation lines, bedding, leveling, grouting, brick, mud work, testing, inspections, and as-builts as needed to complete the work. The work under this item shall also include the complete restoration of any existing concrete collars.

In addition, the work covered by this item shall also include the removal of the fencing, gates, mailboxes, entry gate call box(es), landscaping features, and other debris that may be within the limits of construction to afford construction of the drainage structures as needed to complete the work. This item shall also include the proper disposal of all materials offsite to an approved location in accordance with contract documents.

Item 10 – Concrete Headwall w/ Flap Gate

The work covered by this item shall include the complete installation of a concrete headwall and flap gate along the existing South Broward Drainage District (SBDD) canal. The installation shall be performed in accordance with SBDD Detail 21, but not limited to, materials, shop drawings, surveying, excavation, dewatering, protection of existing utilities/irrigation lines, bedding, leveling, grouting, brick, mud work, testing, inspections, and as-builts as needed to complete the work.

Item 11 – Remove Existing Piping

The work covered by this item shall include the removal and disposal of all piping identified to be removed within the project details and specifications, but not limited to, materials, shop drawings, surveying, excavation, dewatering, trench stabilization, protection of existing utilities/irrigation lines, bedding, leveling, grouting, brick, mud work, testing, inspections, and as-

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

built as needed to complete the work.

In addition, the work covered by this item shall also include the removal of the fencing, gates, mailboxes, entry gate call box(es), landscaping features, and other debris that may be within the limits of construction to afford construction/removal of the drainage piping as needed to complete the work. This item shall also include the proper disposal of all materials offsite to an approved location in accordance with contract documents.

Item 12 – Regrade Swale to Inlets

The work covered by this item shall include regrading and/or re-sloping of existing ground towards all proposed and existing drainage structures within the limits of this project, but not limited to, materials, shop drawings, surveying, excavation, dewatering, protection of existing utilities/irrigation lines, leveling, testing, inspections, and as-builts as needed to complete the work.

In addition, the work covered by this item shall also include the removal of the fencing, gates, mailboxes, entry gate call box(es), landscaping features, and other debris that may be within the limits of construction to afford construction of the proposed drainage swales as needed to complete the work. This item shall also include the proper disposal of all materials offsite to an approved location in accordance with contract documents.

Item 13 – Sodding

The work covered by this item shall include the removal and replacement of sod in accordance with the requirements of the Contract Documents, but not limited to the removal and disposal of existing sod, installing new Bahia sod, topsoil, earthwork, clearing, grading, restoring and regrading existing berms, clearing and grading swales, and disposal of excess material in accordance with the Contract Documents.

Item 14 – Pavement Restoration

The work covered by this item shall include the pavement restoration within Town Rights-of-Way and proposed or existing easements in accordance with the requirements of the Contract Documents, but not limited to furnishing and placement of subgrade, limerock base, asphalt over open-cut width (W+4 feet)), tack coat, applying prime coat and furnishing all such material to complete to the cross-section and thickness as shown in the Contract Documents including excavation, grading, importing material, transportation, handling, cleaning, positioning, compacting of limerock base and subgrade, densities passed, removal and disposal of all necessary pavement, base material, subgrade and installation of temporary asphalt as deemed necessary by the Town.

Item 15 – Driveway Restoration (Asphalt)

The work covered by this item shall include the removal and replacement of existing asphalt driveways within Town's Rights-of-Way. Driveway shall be removed and replaced, all in accordance with the requirements of the Contract Documents, but not limited to furnishing and placement of compacted subgrade, limerock base (6-inch minimum thickness), and asphalt,



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

including excavation, grading, importing material, transportation, handling, cleaning, positioning, compacting of limerock base and subgrade, densities passed, removal and disposal of all necessary pavement, base material, subgrade and installation of temporary asphalt as deemed necessary by the Town.

In addition, the work covered by this item shall also include the removal of the fencing, gates, mailboxes, entry gate call box(es), landscaping features, and other debris that may be within the limits of construction to afford construction of the driveways as needed to complete the work. This item shall also include the proper disposal of all materials offsite to an approved location in accordance with contract documents.

Item 16 - Stormwater Pollution Prevention

- A. The work covered by this item shall include, but not be limited, to all actions, installations, precautions and measures necessary to comply with all applicable government regulations related to the erosion of soil or vegetation or impacts on the water quality of any body of water.
- B. This item shall include all costs and measures necessary to comply with all dewatering regulations.
- C. This item shall include sweeping and otherwise cleaning the haul routes including dust control.
- D. The Contractor shall utilize, as appropriate, silt fences, turbidity barriers, best management practices and other necessary measures to control erosion as specified in Florida Department of Transportation Standard Index Nos. 102 and 103.
- E. The Contractor shall include the installation of Mirafi filter fabric at all inlets as indicated on the construction plans.

Item 17 – Maintenance of Traffic

The work covered by these items shall include, but not be limited to the preparation, set-up, and implementation of a Maintenance of Traffic Plan. This shall apply to any proposed lane closures as required to perform and complete the work.

The Contractor shall be required to submit a Maintenance of Traffic (MOT) Plan to the Town of Southwest Ranches for approval, prior to starting the work, as applicable.

This item shall include any flag persons, signage, barricades, barriers, traffic plates or other provisions that are required to meet the requirements for the MOT. If necessary, the Contractor shall employ the services of a registered professional engineer to prepare the MOT Plan and/or assist in the Contractor in the implementing the MOT Plan.

The Contractor shall ensure that one lane of traffic is open at all times during working hours; and that roadways are fully open overnight and on weekends. In addition, the Contractor shall ensure that homeowners shall have proper ingress and egress access to their properties during the full duration of the project.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX C**  
**DISCLOSURE OF OWNERSHIP INTEREST**

**TO: TOWN OF SOUTHWEST RANCHES**  
**OFFICIALLY DESIGNATED REPRESENTATIVE**

**STATE OF FLORIDA**

**COUNTY OF \_\_\_\_\_**

BEFORE ME, the undersigned authority, this day personally appeared \_\_\_\_\_, hereinafter referred to as "Affiant," who being by me first duly sworn, under oath, deposes and states as follows:

1. Affiant appears herein as:

an individual **or**

the \_\_\_\_\_ of \_\_\_\_\_.

[position-e.g., sole proprietor, president, partner, etc.] [name & type of entity—e.g., ABC Corp., XYZ Ltd. Partnership, etc.]. The Affiant or the entity the Affiant represents herein seeks to do business with the Town of Southwest Ranches through its Town Council.

2. Affiant's address is:

\_\_\_\_\_

3. Attached hereto as Exhibit "A" is a complete listing of the names and addresses of every person or entity having a five percent (5%) or greater interest in the Affiant's corporation, partnership, or other principal. Disclosure does not apply to nonprofit corporations, government agencies, or to an individual's or entity's interest in any entity registered with the Federal Securities Exchange Commission or registered pursuant to Chapter 517, Florida Statutes, whose interest is for sale to the general public.

4. Affiant acknowledges that this Affidavit is given to comply with the Town of Southwest Ranches policy and will be relied upon by the Town of Southwest Ranches. Affiant further acknowledges that he or she is authorized to execute this document on behalf of the entity identified in paragraph one, if any.

5. Affiant further states that Affiant is familiar with the nature of an oath and with the penalties provided by the laws of the State of Florida for falsely swearing to statements under oath.

6. Under penalty of perjury, Affiant declares that Affiant has examined this Affidavit and to the best of Affiant's knowledge and belief it is true, correct and complete.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

*FURTHER AFFIANT SAYETH NAUGHT.*

\_\_\_\_\_  
\_\_\_\_\_, Affiant  
(Print Affiant Name)

The foregoing instrument was acknowledged before me by means of

physical presence or  online notarization,

this \_\_\_ day of \_\_\_\_\_, 2023,

by \_\_\_\_\_ (name of person acknowledging).

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(Print Notary Name)

State of \_\_\_\_\_ at Large

My Commission Expires: \_\_\_\_\_

(Printed, typed, or stamped commissioned name of notary public)



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX D**  
**DRUG FREE WORKPLACE**

Bidders must certify that they will provide a drug-free workplace. In order to have a drug-free workplace program, a business shall:

- 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, and 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, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction or plea.
- 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), any employee who is so convicted or takes a plea.
- 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.

BIDDER'S SIGNATURE: \_\_\_\_\_

BIDDER: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX E**  
**FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**  
**SWORN STATEMENT PURSUANT TO SECTION 287.133(3) (A)**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to \_\_\_\_\_  
by \_\_\_\_\_  
for \_\_\_\_\_  
whose business address is \_\_\_\_\_

\_\_\_\_\_ and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_

2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that “convicted” or “conviction” as defined in Para. 287.133(1) (b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Para. 287.133(1) (a), Florida Statutes, means:
- (i). A predecessor or successor of a person convicted of a public entity crime; or
  - (ii). An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

knowingly enters into a joint venture with person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a “person” as defined in Para. 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. The statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO, OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

**[Signatures on next page]**



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

BIDDER: \_\_\_\_\_

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

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

The foregoing instrument was acknowledged before me by means of

physical presence or  online notarization,

this \_\_\_ day of \_\_\_\_\_, 2023,

by \_\_\_\_\_ (name of person acknowledging).

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(Print Notary Name)

State of \_\_\_\_\_ at Large

(Printed, typed, or stamped commissioned name of notary public)

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX F**  
NON-COLLUSION AFFIDAVIT

State of \_\_\_\_\_ )

) ss:

County of \_\_\_\_\_ )

\_\_\_\_\_ being first duly sworn deposes and says that:

- (1) He/She is the \_\_\_\_\_ (Owner, Partner, Officer, Representative or Agent) of \_\_\_\_\_ the Bidder that has submitted the attached Bid;
- (2) He/She is fully informed with respect to the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
- (3) Such Bid is genuine and is not a collusive or sham Bid;
- (4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have 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 the Work for which the attached Bid has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Bidder, firm, or person to fix any overhead, profit, or cost elements of the Bid or of any other Bidder, or to fix any overhead, profit, or cost elements 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 (Recipient), or any person interested in the proposed Work;
- (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 other of its agents, representatives, owners, employees or parties in interest, including this affiant.

**[Signatures on next page]**

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

BIDDER: \_\_\_\_\_

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

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

The foregoing instrument was acknowledged before me by means of

physical presence or  online notarization,

this \_\_\_ day of \_\_\_\_\_, 2023,

by \_\_\_\_\_ (name of person acknowledging).

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(Print Notary Name)

State of \_\_\_\_\_ at Large

My Commission Expires: \_\_\_\_\_

(Printed, typed, or stamped commissioned name of notary public)

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX G**  
**ANTI-LOBBYING CERTIFICATION FORM**

1. The prospective participant certifies to the best of his or her knowledge and belief, that:
  - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
  - b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
2. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
3. The prospective participant also agrees by submitting its bid or proposal that the participant shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such recipients shall certify and disclose accordingly.

Organization: \_\_\_\_\_

Street address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Certified By: \_\_\_\_\_ (type or print)

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

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

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX H**  
**BIDDER CONFIRMATION OF QUALIFICATIONS**

The Contract will be awarded only to a responsible and eligible Bidder, qualified by experience and capable of providing required insurance, and bonds and in a financial position to do the Work specified within the Invitation for Bids, and which can complete the Work within the time schedule specified.

At the time of the Bid, the Bidder shall hold all Contractor and other qualification certificates and licenses required to be held by the Contractor by Florida Statutes or ordinances of the Town of Southwest Ranches and Broward County in order to perform the Work which is the subject of this Invitation for Bids.

All license, certificate and experience requirements must be met by the Bidder (as opposed to the Subcontractor) at the time of Bid submission. Bids submitted by Bidders who do not directly hold required licenses and certificates or who rely on a Subcontractor to meet the license, certificate or experience criteria will be rejected. By executing this Form and submitting its Bid, Bidder represents that it meets the requirements set forth above, and as set forth in the Bid Documents, and acknowledges and understands that such representation is material and that the Town shall be relying on this representation with respect to a Contract award.

Bidder: \_\_\_\_\_

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

Bidder's Address: \_\_\_\_\_

\_\_\_\_\_

Bidder's Phone Number: \_\_\_\_\_

Bidder's Email: \_\_\_\_\_

Contractor's License and License number(s) (attach copies of license(s) required for the work described in this IFB):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**[Signatures on next page]**

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

State of Florida

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of

physical presence or  online notarization,

this \_\_\_ day of \_\_\_\_\_, 2023,

by \_\_\_\_\_ (name of person acknowledging).

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(Print Notary Name)

State of \_\_\_\_\_ at Large

My Commission Expires: \_\_\_\_\_

(Printed, typed, or stamped commissioned name of notary public)

BIDDER: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**\*APPENDIX I**  
CERTIFICATE OF AUTHORITY (IF INDIVIDUAL / SOLE PROPRIETOR)

State of \_\_\_\_\_ )

) ss:

County of \_\_\_\_\_ )

I HEREBY CERTIFY that \_\_\_\_\_, as Principal or Owner  
of (Company name) \_\_\_\_\_, is hereby authorized to execute the  
Bid dated

\_\_\_\_\_20\_\_\_\_, to the Town of Southwest Ranches and his execution thereof, attested by  
the undersigned, shall be the official act and deed of \_\_\_\_\_.  
(Company Name)

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_.

\_\_\_\_\_

Secretary:

(SEAL)

BIDDER: \_\_\_\_\_



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**\*APPENDIX J**  
CERTIFICATE OF AUTHORITY (IF PARTNERSHIP)

State of \_\_\_\_\_ )  
  ) ss:  
County of \_\_\_\_\_ )

I HEREBY CERTIFY that a meeting of the Partners of the \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A partnership existing under the laws of the State of \_\_\_\_\_, held on \_\_\_\_\_,  
20\_\_\_, the following resolution was duly passed and adopted:

“RESOLVED, that, as of the Partnership, be and is hereby authorized to execute the Bid dated, \_\_  
\_\_\_\_\_, 20\_\_\_, to the Town of Southwest Ranches and this partnership and that his  
execution thereof, attested by the \_\_\_\_\_ shall be the official act and  
deed of this Partnership.”

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_, day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Secretary:

(SEAL)

BIDDER: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**\*APPENDIX K**

CERTIFICATE OF AUTHORITY (IF CORPORATION OR LIMITED LIABILITY  
COMPANY)

State of \_\_\_\_\_ )  
  ) ss:  
County of \_\_\_\_\_ )

I HEREBY CERTIFY that a meeting of the Board of Directors of a corporation or authorized representatives of a Limited Liability Company existing under the laws of the State of \_\_\_\_\_, held on \_\_\_\_\_, 20\_\_\_, the following resolution was duly passed and adopted:

“RESOLVED, that \_\_\_\_\_, as President of the Corporation or authorized representative of a Limited Liability Company, be and is hereby authorized to execute the Bid dated, \_\_\_\_\_, 20\_\_\_, to the Town of Southwest Ranches and this Corporation or Limited Liability Company and his execution thereof, attested by the Secretary of the Corporation or Limited Liability Company, and with the Corporate Seal affixed, shall be the official act and deed of this Corporation or Limited Liability Company.”

I further certify that said resolution is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Corporation or

Limited Liability Company this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_.

\_\_\_\_\_  
Secretary:  
(SEAL)

BIDDER: \_\_\_\_\_



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX M  
BID BOND**

**Bond No.** \_\_\_\_\_

**BID BOND**

State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss:

KNOW ALL MEN BY THESE PRESENTS, that we,  
\_\_\_\_\_  
\_\_\_\_\_, as Principal, and \_\_\_\_\_

\_\_\_\_\_, as Surety, are held and firmly bound unto the Town of Southwest Ranches, a municipal corporation of the State of Florida, in the penal sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators and successors jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH that whereas the Principal has submitted the accompanying Bid, dated \_\_\_\_\_ 20\_\_ for

“ IFB 23-006 – DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL ”

NOW, THEREFORE,

- (a) If said Bid shall be rejected, or in the alternate
- (b) If said Bid shall be accepted and the Principal shall properly execute and deliver to said Town the appropriate Contract Documents, including any required insurance and bonds, and shall in all respects fulfill all terms and conditions attributable to the acceptance of said Bid, then this obligation shall be void; otherwise, it shall remain in force and effect, it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall in no event exceed the amount of this obligation as herein stated.

IN WITNESS WHEREOF, the above bonded parties have executed this instrument under their several seals this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, the name and the corporate seal of each corporate party being hereto affixed and these presents being duly signed by its undersigned representative.

**[Signatures on next page]**

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

BIDDER: \_\_\_\_\_

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

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

IN PRESENCE OF: \_\_\_\_\_  
(Individual or Partnership Principal)

(SEAL)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City/State/Zip)

\_\_\_\_\_  
(Business Phone)

SURETY: \_\_\_\_\_

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

(SEAL)

\_\_\_\_\_  
(Business Address)

\_\_\_\_\_  
(City/State/Zip)

\_\_\_\_\_  
(Business Phone)

IMPORTANT

Surety companies executing bonds must appear on the Treasury Department's most current list (circular 570 as amended) and be authorized to transact business in the State of Florida.

Countersigned by Florida Agent: \_\_\_\_\_

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

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

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX N**  
GOVERNMENTAL CONTACT INFORMATION

Please list **NAME OF AGENCY, ADDRESS, PHONE NUMBER, CONTACT PERSON and EMAIL** of any other Governmental Agencies or Quasi-governmental agencies for which you have conducted business on similar project within the past five years.

<b>NAME OF AGENCY</b>	<b>ADDRESS</b>	<b>PHONE NUMBER</b>	<b>CONTACT PERSON &amp; EMAIL</b>

BIDDER: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX O**

ACKNOWLEDGMENT OF CONFORMANCE WITH O.S.H.A. STANDARDS

TO THE TOWN OF SOUTHWEST RANCHES:

\_\_\_\_\_, hereby acknowledges and agrees that as Contractor for the Town of Southwest Ranches within the limits of the Town of Southwest Ranches, Florida, we have the sole responsibility for compliance with all requirements of the Federal Occupational Safety and Health regulations, and agree to indemnify and hold harmless the Town of Southwest Ranches, including its Council Members, officers and employees, from and against any and all legal liability or loss the Town may incur due to \_\_\_\_\_'s failure to comply with such regulations.

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
CONTRACTOR

BY: \_\_\_\_\_

\_\_\_\_\_  
Print Name

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

BIDDER: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX P**  
**BIDDER CONFIRMATION OF QUALIFICATIONS**

The Contract will be awarded only to a responsible and eligible Bidder, qualified by experience and capable of providing required insurance, and bonds and in a financial position to do the Work specified within the Invitation for Bids, and which can complete the Work within the time schedule specified.

At the time of the Bid, the Bidder shall hold all Contractor and other qualification certificates and licenses required to be held by the Contractor by Florida Statutes or ordinances of the Town of Southwest Ranches and Broward County in order to perform the Work which is the subject of this Invitation for Bids.

All license, certificate and experience requirements must be met by the Bidder (as opposed to the Subcontractor) at the time of Bid submission. Bids submitted by Bidders who do not directly hold required licenses and certificates or who rely on a Subcontractor to meet the license, certificate or experience criteria will be rejected. By executing this Form and submitting its Bid, Bidder represents that it meets the requirements set forth above, and as set forth in the Bid Documents, and acknowledges and understands that such representation is material and that the Town shall be relying on this representation with respect to a Contract award.

Bidder: \_\_\_\_\_

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

Bidder's Address: \_\_\_\_\_

\_\_\_\_\_

Bidder's Phone Number: \_\_\_\_\_

Bidder's Email: \_\_\_\_\_

Contractor's License and License number(s) (attach copies of license(s) required for the work described in this IFB):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**[Signatures on next page]**



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

State of Florida

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, 20\_\_\_  
by \_\_\_\_\_ of \_\_\_\_\_ (Bidder), who is personally  
known to me or who has produced \_\_\_\_\_ as identification and who did (did  
not) take an oath.

WITNESS my hand and official seal.

NOTARY Public Records of \_\_\_\_\_ County, Florida

\_\_\_\_\_

Notary Signature

Name of Notary Public: (Print, Stamp, or type as Commissioned)

Bidder's Firm: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX Q**  
BIDDER EXPERIENCE QUESTIONNAIRE

The Bidder's response to this questionnaire will be utilized as part of the Town's Bid Evaluation and Contractor selection. Bidders must have current licensures applicable to this type of work and must have experience on comparable work.

List comparable contract experience and provide letters of reference:

Project Name: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Contract Date: \_\_\_\_\_  
Client Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Person Tel. No.: \_\_\_\_\_  
Contact Person Email: \_\_\_\_\_

Project Name: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Contract Date: \_\_\_\_\_  
Client Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Person Tel. No.: \_\_\_\_\_  
Contact Person Email: \_\_\_\_\_

Project Name: \_\_\_\_\_  
Contract Amount: \_\_\_\_\_  
Contract Date: \_\_\_\_\_  
Client Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Contact Person Tel. No.: \_\_\_\_\_  
Contact Person Email: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
 DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
 DYKES ROAD TO IVANHOE CANAL  
 IFB NO. 23-006

**APPENDIX R**  
 SUB-CONTRACTOR LIST

In the form below, the Bidder shall list all Subcontractors to be used on this project if the Bidder is awarded the Contract for this project. This list shall not be amended without the prior written consent of Town.

<u>CLASSIFICATION OF WORK</u>	<u>NAME</u>	<u>ADDRESS</u>

BIDDER: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX S**

ACKNOWLEDGEMENT OF ADDENDA

Bidder acknowledges receipt of all addenda by initialing below for each addendum received.

Addendum No. 1 \_\_\_\_\_

Addendum No. 2 \_\_\_\_\_

Addendum No. 3 \_\_\_\_\_

Addendum No. 4 \_\_\_\_\_

BIDDER: \_\_\_\_\_

[Remainder of page intentionally left blank]

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX T**

LIABILITY CLAIMS

Please list the following information for all Liability Claims for the past ten (10) years:

1. Name and Location of project: \_\_\_\_\_  
\_\_\_\_\_
  
2. Contact information for Project Owner:
  - a. Name: \_\_\_\_\_
  - b. Address: \_\_\_\_\_
  - c. Phone: \_\_\_\_\_
  - d. Email: \_\_\_\_\_
  
3. Nature of Claim: \_\_\_\_\_  
\_\_\_\_\_
  
4. Date of Claim: \_\_\_\_\_
  
5. Resolution Date of Claim and how resolved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. If applicable:
  - a. Court Case Number: \_\_\_\_\_
  - b. County: \_\_\_\_\_
  - c. State: \_\_\_\_\_

BIDDER: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX U**

INSERT W – 9

**Must utilize current IRS October 2018, signed, dated and legible W-9**

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX V**

INSERT PROOF OF INSURANCE

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX W**

AFFIDAVIT OF COMPLIANCE WITH FOREIGN ENTITY LAWS

The undersigned, on behalf of the entity listed below (“Entity”), hereby attests under penalty of perjury as follows:

1. Entity is not owned by the government of a foreign country of concern as defined in Section 287.138, Florida Statutes. (Source: § 287.138(2)(a), Florida Statutes)
2. The government of a foreign country of concern does not have a controlling interest in Entity. (Source: § 287.138(2)(b), Florida Statutes)
3. Entity is not organized under the laws of, and does not have a principal place of business in, a foreign country of concern. (Source: § 287.138(2)(c), Florida Statutes)
4. Entity is not owned or controlled by the government of a foreign country of concern, as defined in Section 692.201, Florida Statutes. (Source: § 288.007(2), Florida Statutes)
5. Entity is not a partnership, association, corporation, organization, or other combination of persons organized under the laws of or having its principal place of business in a foreign country of concern, as defined in Section 692.201, Florida Statutes, or a subsidiary of such entity. (Source: § 288.007(2), Florida Statutes)
6. Entity is not a foreign principal, as defined in Section 692.201, Florida Statutes. (Source: § 692.202(5)(a)(1), Florida Statutes)
7. Entity is in compliance with all applicable requirements of Sections 692.202, 692.203, and 692.204, Florida Statutes.
8. *(Only applicable if purchasing real property)* Entity is not a foreign principal prohibited from purchasing the subject real property. Entity is either (a) not a person or entity described in Section 692.204(1)(a), Florida Statutes, or (b) authorized under Section 692.204(2), Florida Statutes, to purchase the subject property. Entity is in compliance with the requirements of Section 692.204, Florida Statutes. (Source: §§ 692.203(6)(a), 692.204(6)(a), Florida Statutes)
9. The undersigned is authorized to execute this affidavit on behalf of Entity.

Date: \_\_\_\_\_, 20\_\_\_\_ Signed:

Entity: Name:

Title:

**[Signatures on next page]**



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

State of Florida

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of

physical presence or  online notarization,

this \_\_\_ day of \_\_\_\_\_, 2023,

by \_\_\_\_\_ (name of person acknowledging).

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
(Print Notary Name)

State of \_\_\_\_\_ at Large

My Commission Expires: \_\_\_\_\_

(Printed, typed, or stamped commissioned name of notary public)

BIDDER: \_\_\_\_\_

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX X**  
**44 C.F.R. PART 18 - CERTIFICATION REGARDING LOBBYING**

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and Accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

\_\_\_\_\_  
Signature of Contractor's Authorized Official

\_\_\_\_\_  
Name and Title of Contractor's Authorized Official

\_\_\_\_\_  
Date

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX Y**  
**OTHER FEDERAL, STATE AND LOCAL REQUIREMENTS**  
**(2 CFR 200 COMPLIANCE)**

The Contractor must adhere to all requirements and regulations established by the Federal Emergency Management Agency (FEMA), the Federal Highway Administration (FHWA), Florida Department of Transportation (FDOT), Natural Resources Conservation Service (NRCS), U.S. Army Corps of Engineers (USACE) and any other governmental agency with jurisdiction over emergency/disaster response and recovery actions. Notwithstanding anything in this Agreement to the contrary, Contractor also agrees to comply, subject to applicable professional standards, with the provisions of any and all applicable Federal, State, County and Town orders, statutes, ordinances, rules and regulations which may pertain to the services required under the Agreement, including but not limited to:

**A. ACCESS BY THE GRANTEE, SUBGRANTEE, FEDERAL GRANTOR AGENCY AND COMPTROLLER GENERAL**

The Contractor shall allow access by the grantee, sub grantee, Federal grantor agency and Comptroller General of the United States, or any of their duly authorized representatives to any books, documents, papers, and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts and transcriptions.

**B. FEDERAL CLEAN AIR AND WATER ACTS**

Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387), and will report violations to FEMA and the Regional Office of the Environmental Protection Agency (EPA).

**C. CONTRACT WORK HOURS AND SAFETY STANDARDS**

The Contractor shall comply with Sections 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 3702-3704) as supplemented by Department of Labor regulations (29 CFR Part 5).

**D. COMPLIANCE WITH THE COPELAND ANTI-KICKBACK ACT**

(1) Contractor. The Contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.

(2) Subcontracts. The Contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

(3) Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**E. BUY AMERICAN ACT**

The Contractor shall comply with all applicable standards, orders, or requirements regarding the Buy American Act. (42 U.S.C 5206 - extended until 2023).

**F. SUSPENSION AND DEBARMENT**

Non-federal entities are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, sub-awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs or activities.

**G. ANTI-LOBBYING**

Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended), Contractors who apply or bid for an award of \$100,000 or more shall file the required certification (see page 40). Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier-to-tier up to the recipient.

This provision is applicable to all Federal-aid contracts and to all related subcontracts which exceed \$100,000 (49 CFR 20).

**H. EQUAL EMPLOYMENT OPPORTUNITY**

The Contractor shall comply with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR Chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or sub-grantees). Additionally, all contractors and subcontractors performing work in connection with this Agreement shall provide equal opportunity for employment because of race, religion, color, age, sex, national origin, sexual preference, disability, or marital status. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in a conspicuous place available for employees and applicants for employment, such notices as may be required by the Dade County Fair Housing and Employment Commission, or other authority having jurisdiction over the Work setting forth the provisions of the nondiscrimination law.

**I. NONDISCRIMINATION**

During the performance of this Agreement, Contractor agrees to not discriminate against any employee or applicant for employment because of race, religion, color, sex, handicap, marital status, age or national origin, and will take affirmative action to ensure that they are afforded equal

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

employment opportunities without discrimination. Such action shall be taken with reference to, but not be limited to, recruitment, employment, termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training. By entering into this Agreement with the Town, the Contractor attests that it is not in violation of the Americans with Disabilities Act of 1990 (and related Acts). If the Contractor or any owner, subsidiary or other firm affiliated with or related to the Contractor is found by the responsible enforcement agency or the Town to be in violation of the Act, such violation shall render this Agreement void. This Agreement shall be void if the Contractor submits a false affidavit or the Contractor violates the Act during the term of this Agreement, even if the Contractor was not in violation at the time it submitted its affidavit.

**J. OCCUPATIONAL SAFETY AND HEALTH ACT (OSHA)**

The Contractor shall comply with OSHA as applicable to this Agreement.

**K. ENVIRONMENTAL PROTECTION AGENCY (EPA)**

The Contractor shall comply with all laws, rules and regulations promulgated by, for, or related to the EPA as applicable to this Agreement.

**L. CONFLICTS OF INTEREST**

The Contractor shall comply with "Conflicts of Interest" Section 1-19 of the Broward County Code, and Ordinance 2011-19.

**M. FLORIDA BUILDING CODE (FBC)**

The Contractor shall comply with all applicable provisions of the Florida Building Code (FBC).

**N. VIOLATIONS OF LAW**

Notwithstanding any other provision of the Agreement, Contractor shall not be required pursuant to the Agreement to take any action or abstain from taking any action if such action or abstention would, in the good faith determination of the Contractor, constitute a violation of any law or regulation to which Contractor is subject, including, but not limited to, laws and regulations requiring that Contractor conduct its operations in a safe and sound manner.

**O. VERIFICATION OF EMPLOYMENT STATUS**

Any Contractor/Consultant assigned to perform responsibilities under its contract with a State agency are required to utilize the U.S. Department of Homeland Security's E-Verify system (per the State of Florida Executive Order Number 11-02 "Verification of Employment Status") to verify the employment eligibility of: (a) all persons employed during the contract term by the Contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by the Contractor to perform work pursuant to the contract with the State agency. U.S. Department of Homeland Security's E-Verify System Affirmation Statement should be completed and submitted to Town for any individuals performing work for Contractor under the Agreement.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**P. CONTRACTING WITH SMALL AND MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS**

Contractors shall comply with the requirements of 2 CFR §200.321 as applicable to this Agreement. Contractor's failure or refusal to comply with the provisions of this section shall result in the immediate termination for cause by Town.

**Q. PROCUREMENT OF RECOVERED MATERIALS**

Contractors shall comply with the requirements of 2 CFR §200.321, as applicable to this Agreement.

**R. DAVIS-BACON ACT REQUIREMENTS**

Contractors shall comply with the requirements of the Davis-Bacon Act, as amended (40 U.S.C. §3141-3148), and as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"), as applicable to this Agreement.

**S. PROHIBITION RELATED TO INDIVIDUALS IN THIS STATE WHO MAY BE UNAUTHORIZED ALIENS – CHAPTER 2023-40, LAWS OF FLORIDA**

Contractors shall comply with the requirements of Chapter 2023-40, Laws of Florida, for E-Verify, reporting requirements and employing unauthorized aliens.

---

Signature of Contractor's Authorized Official

---

Name and Title of Contractor's Authorized Official

Date

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**APPENDIX Z**

**INSERT E-VERIFY MEMORANDUM OF UNDERSTANDING**

**PROVIDE PROOF OF E-VERIFY REGISTRATION**

- a) Page showing USCIS verified electronic approval.
- b) Page listing Company name & EIN number, matching W9 (Appendix U) submitted.

Visit [www.E-Verify.gov/Employer](http://www.E-Verify.gov/Employer) to register, save registration as a PDF document and include memorandum of Understanding document in this proposal.

**DO NOT INCLUDE MOU OF COMPANY DIFFERENT TO W9 SUBMITTED.**

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**EXHIBIT A – AGREEMENT**



TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**EXHIBIT B – MINIMUM INSURANCE REQUIREMENTS**

Contractor shall upload using Town website <http://www.southwestranches.org/procurement> a copy of the Certificates of Insurance or endorsements evidencing the types of Insurance and coverages required prior to beginning Work under this Agreement and, at any time thereafter, upon request by Town.

- A. **WORKER’S COMPENSATION:** Worker’s Compensation Insurance is to apply to all employees in compliance with the “Workers’ Compensation Law” of the State of Florida and all applicable federal laws. Contractor shall carry Worker’s Compensation Insurance with the statutory limits, which shall include employer’s liability insurance with a limit of not less than **One Hundred Thousand Dollars (\$100,000)** for each incident, and **One Hundred Thousand Dollars (\$100,000)** for each disease. Policy(ies) must be endorsed with waiver of subrogation against the Town.
  
- B. **BUSINESS AUTOMOBILE LIABILITY INSURANCE:** Contractor shall carry business automobile liability insurance with minimum limits of **Five Hundred Thousand Dollars (\$500,000)** per occurrence, combined single limits bodily injury liability and property damage. The policy must be no more restrictive than the latest edition of the business automobile liability policy without restrictive endorsements, as filed by the Insurance Services Office, and must include all owned vehicles and all hired or non-owned vehicles.
  
- C. **COMMERCIAL GENERAL LIABILITY:** Contractor shall carry Commercial General Liability Insurance with limits of not less than **Five Hundred Thousand Dollars (\$500,000)** per occurrence combined single limit for bodily injury and property damage, and not less than **One Million Dollars (\$1,000,000)** in the aggregate. The insurance policy must include coverage that is no more restrictive than the latest edition of the commercial general liability policy, without restrictive endorsements as filed by the Insurance Service Office (ISO), and the policy must include coverages for premises and/or operations, independent contractors, products and/or completed operations for contracts, contractual liability, broad form contractual coverage, broad form property damage, products, completed operations, personal injury and explosion, collapse and underground (X-C-U). Personal injury coverage shall include coverage that has the employee and contractual exclusions removed. The ISO form of the policy must be acceptable to the Town.

TOWN OF SOUTHWEST RANCHES, FLORIDA  
DRAINAGE IMPROVEMENTS ALONG SW 54TH PLACE FROM  
DYKES ROAD TO IVANHOE CANAL  
IFB NO. 23-006

**EXHIBIT C – DRAWINGS**