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SECTION 00200  
INSTRUCTION TO BIDDERS

1. BID FORM

All bids must be submitted in conformity with the requirements of the Project Manual and on the Bid Form included herewith. Also include the Contractor's Questionnaire (Section 00350), with copies if applicable licenses and certifications, latest financial statement, and a list of similar projects completed), and Bid Bond (Section 00410). The **entire** Project Manual and attachments shall be placed in a sealed envelope, marked on the outside with the Contractor's name, address, phone number and Project Name, with the words "SEALED – DO NOT OPEN UNTIL OFFICIAL BID OPENING DATE" clearly marked on the outside. Bids, which contain irregularities of any kind or incomplete bids, may be rejected as informal.

2. BID GUARANTY

The bid must be accompanied by a Bid Guaranty which shall be for an amount equal to five percent (5%) of the proposal and at the option of the bidder may be a certified check, cashier's check, or bid bond. Cash deposits will not be accepted. The Guaranty shall be forfeited if the successful bidder fails to enter into a contract in the form shown within ten (10) working days of the Notice of Award of the Contract. The checks and bid bonds of all except the three lowest bidders will be returned immediately after the opening of bids and the remaining checks or Bid Bonds will be returned within ten (10) working days after the signing of the contract by the successful bidder.

3. TIME FOR RECEIVING BIDS

Bids received prior to the time of opening will be securely kept, unopened. All bids shall be delivered to the City Clerk's Office, 1965 South State Road West Park, FL 33023. No bids will be received after 3:00 P.M. on date of bid opening.

4. QUESTIONS DEADLINE

Deadline for submitting questions is at **3:00 p.m. on May 20, 2024**. All questions shall be submitted in writing by letter or fax or email the City Clerk only.

5. WITHDRAWAL OF BIDS

Bids may not be withdrawn for a period of One Hundred and Eighty (180) days from the opening thereof.

6. BIDDERS PRESENT

At or shortly after 3:05 P.M. the bids will be opened and their contents will be made public for the information of the bidders and others properly interested, who may be present either in person or by representative.

7. AWARD OF CONTRACT

The contract will be awarded not later than six (6) months from the bid opening date, to the lowest responsible bidder, complying with the conditions of the Notice of Bid Invitation, provided the bid is reasonable, and it is in the interest of the City to accept it. The City however, reserves the right to reject any or all bids.

8. QUALIFICATIONS OF BIDDERS

Possession of a valid State of Florida General Contractor's license and/or a State of Florida Certified Underground Utility and Excavation Contractor's License is required for this project. In the event portions of the work called for in the specifications are to be installed, constructed, or assembled by a sub-contractor or sub-contractors, the bidder must fill in the applicable information requested in the Proposal.

9. WARRANTY

Neither the final payment nor any provision of the Contract Documents, nor the use of the equipment by the City shall constitute an acceptance of items found not to comply with stipulations of the Contract Documents.

The Contractor shall furnish suitable warranty and guarantee.

10. INSURANCE

The bidder to whom a Contract is awarded shall take out and maintain Worker's Compensation Insurance to cover all his/her employees as well as maintain public liability and property damage insurance. See Section 00800, subsection 9 for more details.

11. ELIGIBLE BIDDERS

The City reserves the right, before awarding a Contract, to require a Bidder to submit evidence of his/her qualifications, as may be deemed necessary, and consider any evidence available to it of the financial, technical, and other qualifications and abilities of the bidder. The Contract will be awarded only to a Bidder fully qualified to undertake the proposed work. All material or services must meet all applicable Federal, State and Local specifications.

12. SAFETY PRECAUTIONS

The Contractor shall maintain suitable and sufficient guards and barriers and, at night, suitable and sufficient safety standards required by Municipal, County, State and Federal ordinances and laws.

13. PRE-BID INSPECTION

The Bidder, before submitting a Proposal, is required to visit and examine the site of the work and satisfy himself/herself about the character of the work, any possible difficulties, and all conditions and circumstances which do and may affect the work.

14. CONTRACTOR'S QUESTIONNAIRE

Section 00350 contains the form entitled "Contractor's Questionnaire." This form must be completed and submitted as an integral part of the bid package.

15. QUALIFICATION OF SURETIES

- A. General: The following requirements shall be met by all surety companies furnishing bid, performance payment or other type of bonds:
- B. Qualifications: As to companies being rated acceptable:

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) edition of Best's Insurance Guide, published by AM Best Company, Oldwick, New Jersey:

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

Please refer to Article 5 of the General Conditions for additional information.

16. E-VERIFY

All bidders must be authorized to transact business by the State of Florida and must be enrolled in the E-Verify system to confirm the eligibility of all new employees.

## **SECTION 00250**

### **BROWARD COUNTY OESBD REQUIREMENTS:**

**This solicitation includes County Business Enterprise Opportunities with participation goals. Broward County’s Board of County Commissioners established the following goals on all eligible Transportation Surtax projects for small businesses. Refer to the special instructions listed below and the Office of Economic and Small Business Development website for additional information.**

#### **Proposed Solicitation Language for Municipal Surtax Projects**

**Goal Participation:** This solicitation includes the following Broward County certified County Business Enterprises (CBE) goal: **40% CBE Goal.**

Vendors/firms must follow the instructions included in the **Office of Economic and Small Business Development Requirements** section and submit all required forms and information as instructed.

A. On September 25, 2018 (Item No. 69), the Board of County Commissioners of Broward County, Florida, (County Commission) adopted a thirty percent minimum (30%) County Business Enterprise Program (CBE) participation goal for projects funded with proceeds from the transportation surtax. The project that is the subject of this solicitation will be funded with proceeds from the transportation surtax. Therefore, the Broward County Business Opportunity Act of 2012, Section 1-81, Broward County Code of Ordinances, as amended (the “Business Opportunity Act” or “CBE Program”), is applicable to this solicitation and the contract that will result from this solicitation. All vendors/firms responding to this solicitation are required to utilize CBE firms to perform the assigned participation goal for this contract.

B. The Broward County Office of Economic and Small Business Development (OESBD) has established the CBE participation goal for this project based upon the proposed scope of services/work for the project. Potential alternate/additional scopes of services/work, optional services and allowances were not considered by OESBD when the CBE participation goal for this project was established. If the Municipality subsequently chooses to authorize any alternate/additional scopes of services/work, optional services and/or allowances, that are determined by OESBD and the Contract Administrator to be funded with proceeds from the transportation surtax, OESBD may apply the established CBE participation goal to the alternate/additional services/work, optional services, and/or allowances. In such an instance, the Municipality will issue a written notice to the successful vendor/firm that the CBE participation goal will also apply to the alternate/additional services/work and/or allowances. The selected vendor/firm shall submit all required forms pertaining to its compliance with the CBE participation goal, as applicable. Failure by vendor/firm to submit the required forms regarding CBE participation may result in the rejection of vendor’s/firm’s solicitation submittal.

C. **CBE Program Requirements:** Compliance with CBE participation goal requirements is a matter of responsibility (or the Municipality’s equivalent); vendors/firms should submit all required forms and information with its solicitation submittal. If the required forms and information are not provided with the vendor’s/firm’s solicitation submittal, then vendor/firm must supply the required forms and information no later than three (3) business days after receipt of a request from OESBD. Vendor/firm may be deemed non-responsible (or the Municipality’s equivalent) for failure to fully comply with CBE Program Requirements within these stated timeframes.

1. Vendor/firm should include in its solicitation submittal a Letter Of Intent Between Bidder/Offeror and County Business Enterprise (CBE) Subcontractor/Supplier for each CBE

firm the Vendor intends to use to achieve the assigned CBE participation goal. The form is available at the following link:

<http://www.broward.org/EconDev/Documents/CBELetterOfIntent.pdf>

2. If vendor/firm is unable to attain the CBE participation goal, vendor/firm should include in its solicitation submittal an Application for Evaluation of Good Faith Efforts and all required supporting information. The form is available at the following link: <http://www.broward.org/EconDev/WhatWeDo/Documents/GoodFaithEffortEval.pdf>

D. OESBD maintains an online directory of CBE firms. The online directory is available for use by vendors/firms at <https://webapps4.broward.org/smallbusiness/sbdirectory.aspx>.

E. For detailed information regarding the CBE Program contact the OESBD at (954) 357-6400 or visit the website at: <http://www.broward.org/EconDev/SmallBusiness/>.

F. If awarded the contract, vendor/firm agrees to and shall comply with all applicable requirements of the Business Opportunity Act and the CBE Program in the award and administration of the contract including, but not limited to, the following:

1. Vendor/firm may not 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.
2. All entities that seek to conduct business with the Municipality, including vendor/firm or any Prime Contractors, Subcontractors, and Bidders, shall conduct such business activities in a fair and reasonable manner, free from fraud, coercion, collusion, intimidation, or bad faith. Failure to do so may result in the cancellation of this solicitation, cessation of contract negotiations, revocation of CBE certification, and suspension or debarment from future contracts.
3. If vendor/firm fails to meet or make Good Faith Efforts (as defined in the Business Opportunity Act) to meet the CBE participation commitment (the "Commitment"), then Vendor shall pay the Municipality liquidated damages in an amount equal to fifty percent (50%) of the actual dollar amount by which Vendor failed to achieve the Commitment, up to a maximum amount of ten percent (10%) of the total contract amount, excluding costs and reimbursable expenses. An example of this calculation is stated in Section 1-81.7, Broward County Code of Ordinances.
4. Vendor/firm shall comply with all applicable requirements of the Business Opportunity Act in the award of the contract. Failure by vendor/firm to carry out any of these requirements shall constitute a material breach of the contract, which shall permit the Municipality to terminate the contract or to exercise any other remedy provided under the contract or other applicable laws, with all such remedies being cumulative.
5. Vendor/firm shall pay its CBE subcontractors and suppliers, within fifteen (15) days following receipt of payment from the Municipality, for all completed subcontracted work and supplies. If vendor/firm withholds an amount from CBE subcontractors or suppliers as retainage, such retainage shall be released and paid within fifteen (15) days following receipt of payment of retained amounts from the Municipality.
6. Vendor/firm understands that the Municipality and County will monitor vendor's/firm's compliance with the CBE Program requirements. Vendor/firm must provide the Municipality with a Monthly Utilization Report (MUR) by the 10<sup>th</sup> of each month to confirm its compliance with the Commitment agreed to in the contract; MURs can be submitted to the Municipality at City of West Park 1965 S SR7 West Park, FL33023 ATTN: Contract Administrator and online through the

Broward County's iContractsCentral application, at the following webpage: <https://www.broward.org/Purchasing/Pages/icontractscentral.aspx>. Timely submission of the MUR every month throughout the term of the contract, including amendment and extension terms, is a condition precedent to the Municipality's payment of vendor/firm under the contract.

**G. Workforce Investment Program.** The Broward Workforce Investment Program, Section 19.211, Broward County Administrative Code ("Workforce Investment Program") is applicable to this solicitation. Vendor/firm affirms it is aware of the requirements of the Workforce Investment Program. If awarded the contract, vendor/firm agrees to use good faith efforts to meet the First Source Referral Goal and the Qualifying New Hires Goal as set forth the Workforce Investment Program, including by

(a) publicly advertising exclusively with CareerSource Broward for at least five (5) business days any vacancies that are the direct result of the agreement that results from this solicitation (whether those vacancies are with the vendor/firm or its subcontractors) and using good faith efforts to interview any qualified candidates referred under the Workforce Investment Program, and (b) using good faith efforts to hire Qualifying New Hires, as defined by the Workforce Investment Program, for at least fifty percent (50%) of the vacancies that are the direct result of the agreement that results from this solicitation. Until at least one year after the conclusion of the agreement, vendor/firm will be required to maintain and make available to the Municipality and the County upon request all records documenting vendor/firm's compliance with the requirements of the Workforce Investment Program, and shall submit the required Workforce Investment Reports to the Municipality and the County's Contract Administrator annually by January 31 and within thirty (30) days after the conclusion of the agreement. Failure to demonstrate good faith efforts to meet the First Source Referral Goal and the Qualifying New Hires Goal shall constitute a material breach of the agreement.

SECTION 00300

PROPOSAL

**(BID FORM)**

Submitted: \_\_\_\_\_, 20\_\_\_\_.

City Clerk's Office City Hall  
1965 South State Road 7  
West Park, FL 33023

Bidders:

The undersigned, as Bidder, hereby declares that the only person or persons interested in the Proposal, as principal or principals, is or are named herein and that no other person than herein mentioned has any interest in the Proposal of the Contract to which the work pertains; that this Proposal is made without connection or arrangement with any other person, company, or parties making a bid or proposal and that the Proposal is in all respects fair and made in good faith without collusion or fraud.

The Bidder further declares that he has examined the site of the work and that from personal knowledge and experience, or that he has made sufficient observations of the conditions of the project site to satisfy himself that such site is a correct and suitable one for this work and he assumes full responsibility therefore, that he has examined the Drawings and Specifications for the work and from his own experience or from professional advice that the Drawings and Specifications are sufficient for the work to be done and he has examined the other Contractual Documents relating thereto, including the Notice of Bid Invitation, Instructions to Bidders, Proposal, Contract, General and Special Conditions, Technical Specifications, Drawings and has read all addenda prior to the receipt of bids, and that he has satisfied himself fully, relative to all matters and conditions with respect to the work to which this Proposal pertains.

The Bidder further proposes and agrees, if this Proposal is accepted, to contract with the City of West Park (Owner), in the form of contract specified, to furnish all necessary materials, all equipment, all necessary machinery, tools, apparatus, means of transportation, and labor necessary to complete the work specified in the Proposal and the Contract, and called for by the Drawings and Specifications and in the manner specified. The Bidder further proposes and agrees to comply in all respects with the time limits for commencement and completion of the work as stated in the Contract Form.

The Bidder further agrees that the deductions for liquidated damages, as stated in the Contract Form, constitute fixed, agreed, and liquidated damages to reimburse the Owner for additional costs to the Owner resulting from the work not being completed within the time limit stated in the Contract Form.

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 (Form 1) and Payment Bond (Form 2), if requested by the City. Each Bond shall be in the amount of one hundred percent (100%) of the Contract Price guaranteeing to Municipality 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 Article 5. Each Bond must name "Broward County" as an additional obligee.

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 Municipality, correct any defective or faulty Work or Materials that appear within one (1) year after Final Completion of this Contract.

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 Municipality with evidence of such recording.

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 Municipality and for same purpose, and shall be subject to the same conditions as those applicable above, and shall be held by Municipality for one (1) year after completion and acceptance of the Work.

**NOTICE TO ALL BIDDERS**

The undersigned agrees to accept in full compensation therefore the total of the lump sum prices for the items named in the following schedule, based on the quantities actually constructed as determined by the applicable measurement and payment portion of the technical specifications.

Bidders Certificate of Competency No. \_\_\_\_\_

Bidders Occupational License No. \_\_\_\_\_

Acknowledgment is hereby made of the following Addenda received since issuance of the Project

Manual: Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_ Addendum No.

\_\_\_\_\_ Dated: \_\_\_\_\_ Addendum No. \_\_\_\_\_ Dated: \_\_\_\_\_

Attached hereto is a cashier's check on the \_\_\_\_\_

\_\_\_\_\_ Bank of \_\_\_\_\_ Dollars

(\$ \_\_\_\_\_), made payable to the City West Park, Florida.

\_\_\_\_\_ L.S. (Name of Bidder) (Affix Seal)

\_\_\_\_\_ L.S. Signature of Officer

\_\_\_\_\_ L.S. (Title of Officer)

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

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

The full names and residences of persons and firms interested in the foregoing bid, as principals, are as follows:

Name of the executive who will give personal attention to the work: \_\_\_\_\_

Attach list of subcontractors

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1-The City of West Park reserves the right to waive any information in any bid, to reject any and all bids and to delete any part of the above items.

2-Changes in the Contract Price and Contract Time require prior authorization in writing from Owner and the Engineer, in the form of a Change Order or Work Change Directive. The Contractor is responsible for verification of all bid quantities and to report to the Engineer any discrepancies found prior to ordering materials and or equipment for construction. Refer to General Conditions.

3-Bid prices for the various work items are intended to establish a total price for completing the project in its entirety. The Contractor shall include in the Bid, any item for which a separate pay item has not been established in the Bid Form (under any related pay item), to reflect the total price for completing the project in its entirety, as specified in the Project Manual and Construction Drawings.

4-In addition to areas slated for swale re-grading and sod installation, contractor is responsible for restoring all other areas disturbed during construction, including swale and landscaped areas. Swale must be properly graded and restored with St. Augustine grass. Cost of removing and disposing of disturbed material, placing topsoil, grading/excavating swale, and watering must be included as part of the entire bid.

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**Name of Bidder**

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**Signature of Bidder**

**Bid Form Project Name: SW 21<sup>st</sup> Street Complete Street Improvement****City's Project No.:** \_\_\_\_\_ **ITB No. 24-0531** \_\_\_\_\_**BID FORM**

Bid prices stated in the proposal include all costs and expenses for mobilization, taxes, labor, equipment, materials, testing, and contractors' overhead and profit. The quantities for payment under this Contract will be determined by completed items in place, ready for service and accepted by the Owner. Contract prices for the various work items are intended to establish a total price for completing the project in its entirety. Payment for any item not listed in the Bid Form but shown in the plans shall be included in the proposal. All work, mobilization, funding agency compliance requirements, general and supplementary conditions, quality control requirements, utility coordination, Florida Trench Safety Act, Pollution prevention and incidental costs shall be included for payment under the several scheduled items of the overall contract, no separate payment or additional payment will be made.

<u>Item No./ Description</u>	<u>Qty.</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Total Price</u>
1.0 Clearing & Grubbing (Includes cost of landscaping, concrete, drainage removals)	1.51	AC.	\$ _____	\$ _____
2.0 Inlet Protection System	49	EA.	\$ _____	\$ _____
3.0 Regular Excavation	1,730	C.Y.	\$ _____	\$ _____
4.0 Commercial Material (Temp. Dwy)	167	C.Y.	\$ _____	\$ _____
5.0 Embankment	41	C.Y.	\$ _____	\$ _____
6.0 Mailbox, Single (Relocate)	118	EA.	\$ _____	\$ _____
7.0 Type B Stabilization, LBR-40, 12"	5,410	S.Y.	\$ _____	\$ _____
8.0 Prepared Soil Layer (incl. grading)	6,171	S.Y.	\$ _____	\$ _____
9.0 Optional Base, Base Group 01 (4" Limerock Base Option)	798	S.Y.	\$ _____	\$ _____
10.0 Optional Base, Base Group 09 (10" Limerock Base Option)	3,203	S.Y.	\$ _____	\$ _____
11.0 Milling Asphalt Pavement (1-inch average)	23,749	S.Y.	\$ _____	\$ _____
12.0 Type "SP" Asphalt Concrete (Traffic A)	2,130	TON	\$ _____	\$ _____
13.0 Inlets, DT BOT, Type C, <10'	10	EA.	\$ _____	\$ _____
14.0 Inlets, DT BOT, Type C, >10'	1	EA.	\$ _____	\$ _____
15.0 Inlets, DT BOT, Type C, Partial	2	EA.	\$ _____	\$ _____
16.0 Inlets, Gutter, Type V, J BOTT <10'	1	EA.	\$ _____	\$ _____
17.0 Inlets, Gutter, Type V, <10'	1	EA.	\$ _____	\$ _____
18.0 Manholes, P-7, Partial	1	EA.	\$ _____	\$ _____

19.0	Manholes, Adjust (Utilities)	34	EA.	\$ _____	\$ _____
20.0	Valve Boxes, Adjust (Utilities)	30	EA.	\$ _____	\$ _____
21.0	Pipe Culvert HDPE, 15"	29	L.F.	\$ _____	\$ _____
22.0	Pipe Culvert HDPE, 18"	234	L.F.	\$ _____	\$ _____
23.0	Pipe Culvert HDPE, 24"	8	L.F.	\$ _____	\$ _____
24.0	French Drain, 24"	50	L.F.	\$ _____	\$ _____
25.0	Patterned Pavement	66	S.Y.	\$ _____	\$ _____
26.0	Concrete Curb & Gutter, Type F & Drop Curb	276	L.F.	\$ _____	\$ _____
27.0	Concrete Curb, Type D	55	L.F.	\$ _____	\$ _____
28.0	Concrete Sidewalk (4")	367	S.Y.	\$ _____	\$ _____
29.0	Concrete Sidewalk (6")	831	S.Y.	\$ _____	\$ _____
30.0	Bus Boarding Pad – Conc.	14	S.Y.	\$ _____	\$ _____
31.0	Detectable Warnings Safety Yellow	573	S.F.	\$ _____	\$ _____
32.0	Performance Turf, Sod (St. Aug)	6,171	S.Y.	\$ _____	\$ _____
33.0	Adjust Exist. Inlet (Rim)	2	EA.	\$ _____	\$ _____
34.0	Single Post Sign, F&I. (less than 12 SF)	33	AS.	\$ _____	\$ _____
35.0	Single Post Sign, Relocate	14	AS.	\$ _____	\$ _____
36.0	Single Post Sign, Remove	4	AS.	\$ _____	\$ _____
37.0	Solar Speed-Feedback Sign, F&I	2	EA	\$ _____	\$ _____
38.0	Retro Reflective Pavement Markers	250	EA.	\$ _____	\$ _____
39.0	Thermoplastic, STD, White, Solid,6"	2.794	GM.	\$ _____	\$ _____
40.0	Thermoplastic, STD, Yellow, Skip (10'-30' or 3'-9'), 6"	1.102	GM.	\$ _____	\$ _____
41.0	Thermoplastic, STD, Yellow, Solid, 6"	0.605	GM.	\$ _____	\$ _____
42.0	Thermoplastic, STD, Yellow, Solid, 18"	358	L.F.	\$ _____	\$ _____
43.0	Thermoplastic, White, Solid, 12"	506	L.F.	\$ _____	\$ _____
44.0	Thermoplastic, White, Solid, 24"	333	L.F.	\$ _____	\$ _____
45.0	Thermoplastic, STD, White Message Or Symbol ("ONLY")	1	EA.	\$ _____	\$ _____
46.0	Thermoplastic, STD, White Message Or Symbol (TRAF-CALM)	4	EA.	\$ _____	\$ _____

47.0 Thermoplastic, Preformed, White, Message (Bike) w/Green Background	16	EA.	\$ _____	\$ _____
48.0 Thermoplastic, Preformed, Arrows (Bike Thru)w/Green Background	16	EA.	\$ _____	\$ _____
49.0 Thermoplastic, Preformed, Message (Sharrow) w/Green Background	4	EA.	\$ _____	\$ _____
50.0 Project Sign (Install Only)	2	EA.	\$ _____	\$ _____
51.0 Maintenance of Traffic	1	L.S.	\$ _____	\$ _____
52.0 Performance & Payment Bond	1	L.S.	\$ _____	\$ _____
53.0 Subsurface Utility Exploration (As Directed by City)	6	EA.	\$ _____	\$ _____
54.0 Tree Relocation (7"-12" DBH Immediate Swale area)	2	EA.	\$ _____	\$ _____
55.0 Off-Duty Police Officer	120	HRS	\$ <u>45</u>	\$ <u>5,400.00</u>
56.0 Owners Contingency (Do Not Bid)				\$ <u>20,000.00</u>

TOTAL BID PRICE \$ \_\_\_\_\_

**BID AMOUNT (IN WORDS)**

\_\_\_\_\_

\_\_\_\_\_

**BID ALTERNATE**

BA-1 Architectural Pavers Roadway (incl. bedding material)	566	S.Y.	\$ _____	\$ _____
BA-2 8" Concrete Header for pavers	2	C.Y.	\$ _____	\$ _____
BA-3 12" Concrete Header for pavers	21	C.Y.	\$ _____	\$ _____

**BIDDER (Company Name):**

\_\_\_\_\_

\_\_\_\_\_

**NAME OF REPRESENTATIVE (PRINT)**

\_\_\_\_\_

**TITLE:**

\_\_\_\_\_

**BIDDER'S TELEPHONE NO.**

**PHONE NO.:** \_\_\_\_\_

**CELL NO.:** \_\_\_\_\_

**FAX NO.:** \_\_\_\_\_

**PAY ITEM FOOT NOTES:** *Pay Item Descriptions can be found in Section 01050 herein.*

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



**END OF SECTION**

**LIST OF MAJOR SUB  
CONTRACTORS**

Bidders are required to list with the Proposal, on this attached sheet all major sub-contractors included for the prosecution of the work. Failure to complete the list may be cause for declaring the Proposal irregular.

The successful bidder shall employ the sub-contractors listed hereunder for the class of work indicated, which list shall not be modified in any way without the written consent of the City of West Park.

The Bidder expressly agrees that:

If awarded a contract as a result of this proposal, the major sub-contractors used in the prosecution of the work will be those listed below.

The Bidder represents that the sub-contractors listed below are financially responsible and are qualified to do the work required.

All pavement marking and signing sub-contractors shall have an active Broward County Certificate of Competency. *A Broward County approved pavement marking retro reflectometer shall be made available at the contractor's expense during the inspection of the thermoplastic striping by the CEI and/or Engineer of Record.*

**CATEGORY OR CLASS NAME OF SUB-CONTRACTOR ADDRESS OF WORK**

**END OF SECTION**

SECTION 00350

QUESTIONNAIRE

Submitted to: The Mayor and City Commission of the City of West Park, Florida:

By \_\_\_\_\_

Principal Office \_\_\_\_\_

How many years has your organization been in business as a General Contractor under your present business name? \_\_\_\_\_

Does your organization have current occupational licenses entitling it to do the work contemplated in this Contract? \_\_\_\_\_

State of Florida License: (State type and number):  
\_\_\_\_\_

Federal I.D. No: \_\_\_\_\_

Broward County Certificate of Competency: (State type and number):  
\_\_\_\_\_

Include copies of above licenses and certifications with proposal: \_\_\_\_\_

How many years experience in similar work has your organization had?

(A) As a General Contractor \_\_\_\_\_

(B) As a Sub-Contractor \_\_\_\_\_

(C) What contracts has your organization completed within the last five (5) years? State below:

<b>Contract Amount</b>	<b>Class of Work</b>	<b>when completed</b>	<b>Name &amp; Address of Owner</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Are you a Certified Minority Contractor with Broward County?  
\_\_\_\_\_

Have you ever failed to complete any work awarded to you? \_\_\_\_\_

If so, where and why? \_\_\_\_\_

\_\_\_\_\_

Has any officer or partner of your organization ever failed to complete a contract handled in his own name? \_\_\_\_\_

If so, state name of individual, name of owner, and reason thereof:

\_\_\_\_\_

\_\_\_\_\_

In what other lines of business are you financially interested or engaged?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Give references as to experience, ability and financial standing:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What equipment do you own that is available for the proposed work and where is it located?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Financial Statement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**END OF SECTION**

SECTION 00410

BID BOND

STATE OF FLORIDA )  
 : ss  
COUNTY OF BROWARD )

**KNOW ALL MEN BY THESE PRESENTS**, that \_\_\_\_\_ as Principal, and \_\_\_\_\_, as Surety, a Corporation chartered and existing under the laws of the State of \_\_\_\_\_, with its principal offices in the City of \_\_\_\_\_, and authorized to do business in the State of Florida are held and firmly bound unto the Owner, \_\_\_\_\_ in the penal sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) or 5% of bid amount lawful money of the United States, for the payment of which sum will 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:

**Project Description** \_\_\_\_\_

**Project No:** \_\_\_\_\_

**NOW, THEREFORE:**

- A. If the principal shall not withdraw said bid within sixty (60) days after date of opening of the same, and shall within ten (10) days after the prescribed forms are presented to him for signature, enter into a written contract with the Owner in accordance with the bid as accepted, and give bonds with good and sufficient surety or sureties, as may be required, for the faithful performance and proper fulfillment of such contract, then the above obligations shall be void and of no effect, otherwise to remain in full force and effect.
- B. In the event of the withdrawal of said bid within the period specified, or the failure to enter into such contract and give such bonds within the time specified, if the principal shall pay the Owner the difference between the amount specified in said bid and the amount for which the Owner may procure the required work and supplies, if the latter amount be in excess of the former, then the above obligations shall be void and of no effect, otherwise to remain in full force and effect.

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

WITNESSES: (If Sole Ownership or Partnership, two (2) witnesses required).  
(If Corporation, Secretary Only will attest and affix seal).

**WITNESSES:**

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

**PRINCIPAL:**

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Signature of Authorized (Affix Seal)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City, State & Zip Code

**SURETY:**

\_\_\_\_\_  
Corporate Surety

\_\_\_\_\_  
Attorney-in-Fact (Affix Seal)

\_\_\_\_\_  
Business Address

\_\_\_\_\_  
City, State & Zip Code

\_\_\_\_\_  
Name of Local Insurance Agency

**END OF SECTION**

SECTION 00500 CONTRACT

**CONTRACT BETWEEN THE MUNICIPALITY CITY OF WEST PARK AND  
FOR SW 21<sup>st</sup> STREET COMPLETE STREET IMPROVEMENT  
BID/CONTRACT NO.: ITB 24-0531**

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**CONTRACT BETWEEN THE MUNICIPALITY CITY OF WEST PARK AND  
 \_\_\_\_\_ FOR SW 21<sup>ST</sup> STREET COMPLETE STREET IMPROVEMENT  
 BID/CONTRACT NO.: ITB 24-0531**

<b>Project Title:</b>		
<b>Location:</b>		
<b>RLI Number:</b>		
<b>Contract Number:</b>		
<b>Project Number:</b>		

**SUMMARY OF TERMS AND CONDITIONS**

<b>Contractor:</b>		
Contractor Address:		
Federal Identification No.:		

<b>Contract Administrator:</b>		
Contract Administrator Address:		

<b>Consultant:</b>		
Consultant Address:		

Article	Description	Instructions/Unit(s)
3.2	Substantial Completion	<input type="text"/> Days after the Project Initiation Date in NTP
3.2	Final Completion	<input type="text"/> Days after Substantial Completion
3.3	<b>[If applicable]</b> Liquidated Damages for each calendar day after time specified in Notice to Proceed	\$ <input type="text"/> per day
3.3	Liquidated Damages for each calendar day after time specified for Substantial Completion	\$ <input type="text"/> per day
3.3	Liquidated Damages for each calendar day after time specified for Final Completion	\$ <input type="text"/> per day
3.3	<b>[If applicable]</b> Liquidated Damages for each calendar day after time specified for interim Milestones (or phase):  [Milestones 1, 2, 3, etc.: Division 1, Section <input type="text"/> ]	Interim Milestone #1 \$ <input type="text"/> per day
		Interim Milestone #2 \$ <input type="text"/> per day
		Interim Milestone #3 \$ <input type="text"/> per day
5.2	Will Materials and equipment be stored at the Project site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.1	Is this Contract subject to Florida Department of Transportation (“FDOT”) provisions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.4		For Municipality: <input type="text"/>

Article	Description	Instructions/Unit(s)
	The Parties designate the following as the respective places for giving of notice:	<div style="background-color: #cccccc; height: 15px; margin-bottom: 5px;"></div> For Contractor: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 15px; vertical-align: middle;"></span>
8.22 and 8.23	Select the sources of funding that apply to this Project:	<input type="checkbox"/> Federal funding <input type="checkbox"/> State funding <input type="checkbox"/> County funding <input type="checkbox"/> Municipality funding
42 (General Conditions)	Compensable Excusable Delay for each calendar day beyond the Contract Time.	\$ _____ per day
54 (General Conditions)	<input type="checkbox"/> County Business Enterprise (CBE) or Small Business Enterprise (SBE) commitment	As awarded _____ %

## CONTRACT

This construction contract ("Contract") is between the CITY OF WEST PARK, a municipality of the State of Florida ("Municipality"), and [INSERT NAME OF CONTRACTOR], a [ ] [corporation/limited liability company] ("Contractor") (each a "Party" and collectively referred to as the "Parties").

## RECITALS

A. [Insert recitals if applicable]

B. [Insert recitals if applicable]

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

## ARTICLE 1 DEFINITIONS

Whenever the following terms appear in the Contract Documents, the intent and meaning shall be interpreted as follows:

- 1.1. **Applicable Law** means all applicable laws, codes, advisory circulars, rules, regulations, or ordinances of any federal, state, county, municipal, or other governmental entity, including as may be amended from time to time.
- 1.2. **Bidder** means an entity or individual submitting a bid for this Project, acting directly or through a duly authorized representative.
- 1.3. **Board** means the governing body of Municipality, its successors and assigns.
- 1.4. **Code** means the Broward County Code of Ordinances.
- 1.5. **Change Order** means a written document ordering a change in the Contract Price or Contract Time or a material change in the Work.
- 1.6. **Consultant** means the architect or engineer who has contracted with Municipality or who is an employee of Municipality and provides professional services for this Project.
- 1.7. **Contract Administrator** means \_\_\_\_\_ or such other person designated by \_\_\_\_\_ in writing.
- 1.8. **Contract Documents** means the official documents setting forth bidding information, requirements, and contractual obligations for the Project and includes Articles 1 through 8 of this Contract, the Contract Supplement, the General Conditions, the Supplemental General Conditions, the Scope of Work, Invitation to Bid, Addenda, Standard Instructions for Vendors, Special Instructions for Vendors, Plans, Drawings, Exhibits, General Requirements, Technical Specifications, Bid Forms, Record of Award by Board, Bonds, Notice of Award, Notice(s) to Proceed, Supplements, Representations and Certifications, Certificates, Project Forms, Closeout Forms, Purchase Order(s), Change Order(s), Field Order(s), Special Provisions, BIM and Electronic Media Submittal Requirements, and any additional documents the submission of which is required by this Project.
- 1.9. **Contract Price** means the amount established in the bid submittal and award by the Board, as may be amended by Change Order.

- 1.10. **Contract Time** means the time between commencement and completion of the Work, including any milestone dates thereof, established in Article 3 of this Contract, as may be amended by Change Order.
- 1.11. **Contractor** means the person, firm, or corporation identified in this Contract as the Party with whom Municipality has contracted and who is responsible for the acceptable performance of the Work and for the payment of all legal debts or other obligations pertaining to the Work. All references in the Contract Documents to third parties under contract or control of Contractor shall be deemed to be a reference to Contractor.
- 1.12. **County** means Broward County, a political subdivision of the State of Florida and representatives authorized by the Board of County Commissioners or the Broward County Charter to act on behalf of County.
- 1.13. **County Business Enterprise** or **CBE** means a small business certified as meeting the applicable requirements of the Broward County Business Opportunity Act of 2012, Section 1-81, of the Code.
- 1.14. **Field Order** means a written order of minor changes in the Work that does not involve a change in the Contract Price or Contract Time.
- 1.15. **Final Completion** means the date certified by Consultant in the Final Certificate of Payment as the date upon which all conditions and requirements of any permits and regulatory agencies have been satisfied; any documents required by the Contract Documents have been received by Consultant; any other documents required to be provided by Contractor have been received by Consultant; and to the best of Consultant's knowledge, information and belief, the Work has been fully completed in accordance with the terms and conditions of the Contract Documents.
- 1.16. **Materials** means physical items incorporated in this Project or used or consumed in the performance of the Work.
- 1.17. **Municipality Manager** means the official appointed by the Municipality who directs the administration of the Municipality.
- 1.18. **Notice(s) to Proceed** means a written notice to Contractor authorizing the commencement of the activities identified in the notice or as described in the Contract Documents.
- 1.19. **OESBD** means Broward County's Office of Economic and Small Business Development.
- 1.20. **Plans** or **Drawings** means the official graphic representations of this Project.
- 1.21. **Purchasing Director** means Municipality's [City Manager](#) or designee authorized to execute Work Authorizations.
- 1.22. **Project** means the construction project described in the Contract Documents, including the Work described therein.
- 1.23. **Project Initiation Date** means the date upon which the Contract Time commences.
- 1.24. **Punch List** means a document developed by Consultant and the Contract Administrator and provided to Contractor simultaneously with, or within thirty (30) to forty-five (45) calendar days after, the issuance of a Certificate of Substantial Completion or Partial Substantial Completion, that lists Work that Contractor has yet to complete or that does not conform to the Contract Documents and that Contractor must complete or correct, as indicated in the document, to satisfy the requirements of this Contract for Final Completion and to make the Work satisfactory and acceptable.

1.25. **Small Business Enterprise or SBE** means an entity certified as meeting the applicable requirements of the Broward County Business Opportunity Act of 2012, Section 1-81, of the Code.

1.26. **Subcontractor** means any person, firm or corporation, including subconsultants, having a direct contract with Contractor, regardless of tier, to perform all or any portion of the Work described in the Contract Documents, including one who furnishes material worked to a special design according to the Contract Documents, but does not include one who merely furnishes Materials not so worked.

1.27. **Substantial Completion** means that date, as certified in writing by Consultant and as finally determined by Contract Administrator in the Contract Administrator's sole discretion, on which the Work, or a portion thereof, is at a level of completion in substantial compliance with the Contract Documents such that all conditions of permits and regulatory agencies have been satisfied and Municipality or its designee can enjoy use or occupancy and can use or operate it in all respects for its intended purpose. A Certificate of Occupancy (or a Temporary Certificate of Occupancy (TCO) or other alternate municipal/county authorization for limited or conditional occupancy acceptable to the Contract Administrator) must be issued for Substantial Completion to be achieved; however, the issuance of a Certificate of Occupancy will not, by itself, constitute the achievement or date of Substantial Completion.

1.28. **Surety** means the surety company or individual that is bound by the performance bond and payment bond with and for Contractor that is primarily liable for satisfactory performance of the Work, and which surety company or individual is responsible for Contractor's satisfactory performance of the Work under this Contract and for the payment of all debts and other obligations pertaining thereto in accordance with Section 255.05, Florida Statutes.

1.29. **Work** means the construction and other services required by the Contract Documents, whether completed or partially completed, and includes all labor, materials, equipment, and services provided or to be provided by Contractor to fulfill Contractor's obligations. The Work may constitute the whole or a part of the Project.

## **ARTICLE 2 SCOPE OF WORK**

Contractor hereby agrees to furnish all of the labor, materials, equipment, services, and incidentals necessary to perform all Work described in the Contract Documents for the Project.

## **ARTICLE 3 CONTRACT TIME**

3.1. Contractor shall be instructed to commence the Work by written instruction in the form of a Purchase Order issued by Municipality's Purchasing Director and two or more Notices to Proceed issued by the Contract Administrator. The first Notice to Proceed and Purchase Order will not be issued until Contractor submits to Municipality all required documents and after execution of this Contract by both Parties. Preliminary Work, including submission of a project schedule, schedule of values, submittals, submittal schedule, and other documents required for permitting, and performance of Work that does not require permits, shall commence within ten (10) days after the date of the first Notice to Proceed. Contractor shall have ten (10) days after receipt of signed and sealed contract Drawings from Consultant to apply for construction permits to the applicable permitting authority. Issuance of all permits by the permitting authority shall be a condition precedent to the issuance of a second Notice to Proceed for additional Work. Except for the reimbursement of permit application fees, impact fees, and performance and payment bond premiums as may be provided for in the Contract Documents, Contractor shall not be entitled to compensation of any kind during the permitting process. The Work to be performed pursuant to the second Notice to Proceed shall commence within ten (10) days after the Project Initiation Date specified in the second Notice to Proceed.

3.2. Time is of the essence for Contractor's performance under this Contract. Contractor must obtain Substantial Completion of the Work within Three Hundred and Thirty calendar (330) days after the Project Initiation Date specified in the second Notice to Proceed, and Final Completion within Thirty calendar (30) days after Substantial Completion.

3.3. Upon failure of Contractor to obtain Substantial Completion within the deadline stated in Section 3.2, as extended by any approved time extensions, Contractor shall pay to Municipality the sum of One Thousand Five Hundred \$ 1,500.00 for each day after the deadline for Substantial Completion, as extended by any approved time extensions, until Substantial Completion is obtained. After Substantial Completion, should Contractor fail to complete the remaining Work and obtain Final Completion within the deadline stated in Section 3.2, as extended by approved time extensions thereof, Contractor shall pay to Municipality the sum of One Thousand dollars \$ 1,000.00 for each day after the deadline for Final Completion, as extended by any approved extensions, until Final Completion is obtained. These amounts are not penalties but are liquidated damages to Municipality for its inability to obtain full beneficial occupancy and/or use of the Project. Liquidated damages are hereby fixed and agreed upon between the Parties based on (1) a mutual recognition of the impossibility of precisely ascertaining the amount of damages that will be sustained by Municipality as a consequence of Contractor's failure to timely obtain Substantial Completion, Final Completion, or both; and (2) both Parties' desire to obviate any question or dispute concerning the amount of said damages and the cost and effect of the failure of Contractor to achieve Substantial Completion, Final Completion, or both, on time. These liquidated damages shall apply separately to each portion of the Project for which a deadline for Substantial Completion, Final Completion, or both, is given. Liquidated damages do not address costs incurred by Municipality or Consultant: (a) due to an audit conducted pursuant to Article 17 of the General Conditions; or (b) in having Consultant administer the construction of the Project beyond the deadlines for Substantial Completion, Final Completion, or both. Contractor is separately responsible to Municipality for the actual costs referenced in (a) or (b) above, pursuant to Section 3.5.

3.4. Municipality may, but is not obligated to, deduct liquidated damages from monies due to Contractor for the Work under this Contract or as much thereof as Municipality may, in its sole discretion, deem just and reasonable.

3.5. Separate and apart from the liquidated damages stated in Section 3.3, Contractor shall also reimburse Municipality for all costs incurred by Consultant in administering the construction of the Project beyond the completion dates specified in Section 3.2, as extended by any approved time extensions. Consultant construction administration costs shall be in the amounts set forth in the contract between Municipality and Consultant. Municipality may, but is not obligated to, deduct such costs the monies due Contractor for performance of Work under this Contract by means of unilateral credit Change Orders issued by Municipality as costs are incurred by Consultant and agreed to by Municipality.

3.6. If Municipality elects not to deduct all or a portion of either the Liquidated Damages or the Consultant costs incurred by Municipality beyond the completion dates, as described in Section 3.5, from other monies due Contractor from Municipality, Contractor must pay the claimed amounts within thirty (30) days after demand by the Contract Administrator.

#### **ARTICLE 4 CONTRACT SUM**

4.1.  This is a Unit Price Contract:\*

4.1.1. Municipality shall pay to Contractor the amounts determined for the total number of each of the units of Work completed at the unit price stated in the Contract Price. The number of units contained in Contractor's bid is an estimate only, and final payment shall be made for the actual number of units incorporated in or made necessary by the Work.

4.1.2. Payment shall be made at the unit prices applicable to each integral part of the Work. These prices shall be full compensation to Contractor for all costs, including overhead and profit, associated with Contractor's completion of all Work in full conformity with the requirements as stated or shown, or both, in the Contract Documents. The cost of any item of Work not covered by a specific Contract unit price shall be included in the Contract unit price or lump sum price to which the item is most applicable.

4.2.  This is a Lump Sum Contract:\*

4.2.1. Municipality shall pay Contractor the Contract Price for the performance of the Work described in the Contract Documents.

4.2.2. Payment shall be at the lump sum price stated in this Contract. This price shall be full compensation for all costs, including overhead and profit, associated with completion of all Work in full conformity with the requirements as stated or shown, or both, in the Contract Documents. The cost of any item of Work not covered by a specific Contract lump sum should be included in the lump sum price to which the item is most applicable.

**\*Note:** Only the subsections in the Contract Documents corresponding to any checked box in this Article 4 will apply to this Contract. Some Projects include both unit prices and lump sums, in which case both subsections shall apply as appropriate depending upon the type of Work being performed by Contractor and approved by Municipality.

## **ARTICLE 5      PROGRESS PAYMENTS**

5.1. Contractor may make an application for payment ("Application for Payment"), at intervals of not more than once a month, for Work completed on the Project during the preceding interval. Contractor shall, where the Project involves CBE or SBE Subcontractors, make Application for Payment, at monthly intervals, for Work completed on the Project by such Subcontractors during the preceding monthly interval. Contractor's Applications for payment must show a complete breakdown of the Project components, the quantities completed during the applicable interval, and the amount of payment sought, together with such supporting evidence as may be required by Consultant or Contract Administrator. At a minimum, Contractor shall submit with each Application for Payment: an updated progress schedule acceptable to Consultant as required by the Contract Documents; a Certification of Payments to Subcontractors Form (Form 9); a statement indicating the cumulative amount of CBE or SBE participation to date; and a release of claims relative to the Work that was the subject of any previous Applications for Payment 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, each 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 in triplicate to Consultant for approval as follows:

Greg Perry, P.E., Director of Engineering  
City of West Park  
1965 South State Road 7, West Park, FL 33023 |

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, and, if approved, payment for the undisputed portion(s) of the Application for Payment shall be due twenty (20) business days after the date on which the Application for Payment is stamped received. At

the end of the twenty- (20) 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, excepting any portions that Municipality determines to be fraudulent or misleading. If the Application for Payment does not meet the requirements of this Contract, Municipality shall reject the Application for Payment within twenty (20) business days after the date stamped received and said rejection shall specify each deficiency and the action necessary by Contractor to cure each deficiency. If Contractor submits a request that corrects each deficiency, the corrected Application for Payment must be paid or rejected within ten (10) business days after the corrected Application for Payment is stamped as received. Any dispute between Municipality and Contractor shall be communicated in writing and resolved pursuant to the dispute resolution procedure set forth in Article 12 of the General Conditions.

5.2. Prior to issuance of the Punch List, Municipality 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, as may be recommended by Consultant. Any interest earned on retainage shall accrue to the benefit of Municipality.

~~If the Summary of Terms and Conditions indicates that Materials and equipment will be stored at the Project site, as payment for such storage, Contractor shall receive payment equal to ninety percent (90%) of the invoiced amount of the Materials and equipment in the manner set forth in this paragraph. The invoiced amount shall be based on the value of all acceptable Materials and equipment not yet incorporated in the Work but delivered and suitably stored at the Project site and scheduled for installation on-site within thirty (30) days after the date of the Application for Payment. Copies of the supplier's invoices for the Materials and equipment shall be included with the Application for Payment.~~

5.3. Notwithstanding any provision of this Contract to the contrary, Municipality may withhold payment, in whole or in part, in accordance with Applicable Law, as a consequence of Contractor's material breach of any obligation under the Contract Documents, or to such extent as may be necessary to protect itself from loss on account of:

- 5.3.1 Inadequate or defective Work not remedied.
- 5.3.2 Claims filed or reasonable evidence indicating probable filing of claims by other parties against Contractor or Municipality relating to Contractor's performance.
- 5.3.3 Failure of Contractor to make payments properly to Subcontractors or for material or labor.
- 5.3.4 Damage to another contractor not remedied.
- 5.3.5 Liquidated damages and costs incurred by Consultant for extended construction administration.
- 5.3.6 Failure of Contractor to provide any document(s) required by the Contract Documents.

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

## **ARTICLE 6 ACCEPTANCE AND FINAL PAYMENT**

6.1. Consultant shall conduct an inspection within ten (10) days after receipt of written notice from Contractor that all Work described in the Punch List has been completed and the Work is ready for final inspection and acceptance. A Final Certificate of Payment (Form 11) for the Work, or the applicable phase thereof, shall be issued if Consultant and Contract Administrator find that: (a) the Work is acceptable; (b) the requisite documents have been submitted; (c) the requirements of the Contract Documents are fully satisfied; and (d) all conditions of the permits and regulatory agencies have been met. Such Final Certificate of Payment (Form 11) shall be issued by Consultant, under its signature, stating that the applicable 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.

6.2. Before issuance of the Final Certificate for Payment, Contractor shall deliver to Consultant 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 applicable 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; 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 (Form 13), which must be signed and notarized by Contractor. A list of all noncertified Subcontractors and suppliers used must be attached to this certified document.

6.3. If, after Substantial Completion, Final Completion is materially delayed through no fault of Contractor, and Consultant so certifies, Municipality shall, upon certification of Consultant, 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 any claims by Municipality.

6.4. Final payment shall be made only after the Board or Municipality's Purchasing Director, as applicable, has reviewed a written evaluation of the performance of Contractor prepared by the Contract Administrator 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.

## **ARTICLE 7 REPRESENTATIONS AND WARRANTIES**

7.1. Representation of Authority. Contractor represents and warrants that this Contract constitutes the legal, valid, binding, and enforceable obligation of Contractor, and that neither the execution nor performance of this Contract constitutes a breach of any agreement that Contractor has with any third party or violates Applicable Law. Contractor further represents and warrants that execution of this Contract is within Contractor's legal powers, and each individual executing this Contract on behalf of Contractor is duly authorized by all necessary and appropriate action to do so on behalf of Contractor and does so with full legal authority.

7.2. Solicitation Representations. Contractor represents and warrants that all statements and representations made in Contractor's proposal, bid, or other supporting documents submitted to Municipality in connection with the solicitation, negotiation, or award of this Contract, including during the

procurement or evaluation process, were true and correct when made and are true and correct as of the date Contractor executes this Contract, unless otherwise expressly disclosed in writing by Contractor.

7.3. Contingency Fee. Contractor represents and warrants that it has not employed or retained any person or entity, other than a bona fide employee working solely for Contractor, to solicit or secure this Contract, and that it has not paid or agreed to pay any person or entity, other than a bona fide employee working solely for Contractor, any fee, commission, percentage, gift, or other consideration contingent upon or resulting from the award or making of this Contract.

7.4. Public Entity Crimes. Contractor represents that it is familiar with the requirements and prohibitions of the Public Entity Crime Act, Section 287.133, Florida Statutes, and represents that its entry into this Contract will not violate that Act. In addition to the foregoing, Contractor further represents that there has been no determination that it committed a “public entity crime” as defined by Section 287.133, Florida Statutes, and that it has not been formally charged with committing an act defined as a “public entity crime,” regardless of the amount of money involved or whether Contractor has been placed on the convicted vendor list.

7.5. Discriminatory Vendor and Scrutinized Companies List; Countries of Concern. Contractor represents that it has not been placed on the discriminatory vendor list as provided in Section 287.134, Florida Statutes, and that it is not a “scrutinized company” pursuant to Sections 215.473 or 215.4725, Florida Statutes. Contractor further represents that it is not, and for the duration of the Contract will not be, ineligible to contract with Municipality on any of the grounds stated in Section 287.135, Florida Statutes. Contractor represents that it is, and for the duration of this Contract will remain, in compliance with Section 286.101, Florida Statutes.

7.6. Claims Against Contractor. Contractor represents and warrants that there is no action or proceeding, at law or in equity, before any court, mediator, arbitrator, governmental or other board or official, pending or, to the knowledge of Contractor, threatened against or affecting Contractor, the outcome of which may (a) affect the validity or enforceability of this Contract, (b) materially and adversely affect the authority or ability of Contractor to perform its obligations under this Contract, or (c) have a material and adverse effect on the consolidated financial condition or results of operations of Contractor or on the ability of Contractor to conduct its business as presently conducted or as proposed or contemplated to be conducted.

7.7. Verification of Employment Eligibility. Contractor represents that Contractor and each Subcontractor have registered with and use the E-Verify system maintained by the United States Department of Homeland Security to verify the work authorization status of all newly hired employees in compliance with the requirements of Section 448.095, Florida Statutes, and that entry into this Contract will not violate that statute. If Contractor violates this section, Municipality may immediately terminate this Contract for cause and Contractor shall be liable for all costs incurred by Municipality due to the termination.

7.8. Warranty of Performance. Contractor represents and warrants that it possesses the knowledge, skill, experience, and financial capability required to perform and provide all Work and that each person and entity that will perform or provide Work is duly qualified to perform such Work by all appropriate governmental authorities, where required, and is sufficiently experienced and skilled in the area(s) for which such person or entity will render such Work. Contractor represents and warrants that the Work shall be performed in a skillful and respectful manner, and that the quality of all such Work shall equal or exceed prevailing industry standards for such Work.

7.9. Truth-In-Negotiation Representation. Contractor’s compensation under this Contract is based upon its representations to Municipality, and Contractor certifies that the wage rates, factual unit costs, and other information supplied to substantiate Contractor’s compensation, including without limitation those made

by Contractor during the negotiation of this Contract, are accurate, complete, and current as of the date Contractor executes this Contract. Contractor's compensation may be reduced by Municipality, in its sole discretion, to correct any inaccurate, incomplete, or noncurrent information provided to Municipality as the basis for Contractor's compensation in this Contract.

7.10. Prohibited Telecommunications Equipment. Contractor represents and certifies that Contractor and all Subcontractors do not use any equipment, system, or service that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system, as such terms are used in 48 CFR §§ 52.204-24 through 52.204-26. Contractor represents and certifies that Contractor and its Subcontractors shall not provide or use such covered telecommunications equipment, system, or services at any time during the term of this Contract.

7.11. Entities of Foreign Concern. The provisions of this section apply only if Contractor or any Subcontractor will have access to an individual's personal identifying information under this Contract. Contractor represents and certifies: (a) Contractor is not owned by the government of a foreign country of concern; (b) the government of a foreign country of concern does not have a controlling interest in Contractor; and (c) Contractor is not organized under the laws of and does not have its principal place of business in a foreign country of concern. On or before the Effective Date, Contractor and any Subcontractor that will have access to personal identifying information shall submit to Municipality executed affidavit(s) under penalty of perjury, in a form approved by Municipality attesting that the entity does not meet any of the criteria in Section 287.138(2), Florida Statutes. Compliance with the requirements of this section is included in the requirements of a proper Application for Payment for purposes of Article 5. Terms used in this section that are not otherwise defined in this Contract shall have the meanings ascribed to such terms in Section 287.138, Florida Statutes.

7.12. Breach of Representations. Contractor acknowledges that Municipality is materially relying on the representations, warranties, and certifications of Contractor stated in this article. Municipality shall be entitled to exercise any or all of the following remedies if any such representation, warranty, or certification is untrue: (a) recovery of damages incurred; (b) termination of this Contract without any further liability to Contractor; (c) set off from any amounts due Contractor the full amount of any damage incurred; and (d) debarment of Contractor.

## **ARTICLE 8 MISCELLANEOUS**

8.1. Contract Documents and Priority of Provisions. If there is any conflict between the terms contained in this Contract and those contained in a Contract Supplement, the terms of such Contract Supplement shall prevail. Furthermore, if there is any conflict between the terms of the General Conditions included in this Contract and those contained in any General Supplemental Provisions, the terms of such General Supplemental Provisions shall prevail. In addition, anything shown on the Drawings and not mentioned in the specifications or mentioned in the specifications and not shown on the Drawings, shall have the same effect as if shown or mentioned respectively in both. In the event of a conflict among the Contract Documents, Contractor shall provide the latest, most stringent, and more technical requirement(s), including, but not limited to, the requirements setting forth the better quality or greater quantity.

Notwithstanding the forgoing, if this Contract is identified in the Summary of Terms and Conditions as being subject to Florida Department of Transportation ("FDOT") provisions, the following priority of provisions shall apply in the event of a conflict:

First Priority:	Approved Change Orders, Addendums, or Amendments
Second Priority:	Technical Specifications
Third Priority:	Supplemental Conditions or Special Terms
Fourth Priority:	General Terms and Conditions

Fifth Priority: Contract  
Sixth Priority: Solicitation documents  
Seventh Priority: Contractor's response to solicitation documents |

8.2. Independent Contractor. Contractor is an independent contractor under this Contract. Work provided by Contractor (and all Subcontractors) pursuant to this Contract shall be subject to the supervision of Contractor. In providing such services, neither Contractor nor its agents shall act as officers, employees, or agents of Municipality. This Contract shall not constitute or make the Parties a partnership or joint venture.

8.3. Third-Party Beneficiaries. Except for Broward County to the extent expressly identified herein, neither Contractor nor Municipality intends to primarily or directly benefit a third party by entering into this Contract. Therefore, the Parties agree that, other than Broward County, there are no third-party beneficiaries to this Contract (other than Consultant, and only to the extent this Contract expressly provides Consultant with specific rights or remedies).

8.4. Notices. Unless otherwise stated herein, for notice to a Party to be effective under this Contract, notice must be sent via U.S. first-class mail, hand delivery, or commercial overnight delivery, each with a contemporaneous copy via email, to the addresses listed below and shall be effective upon mailing or hand delivery (provided the contemporaneous email is also sent). Addresses may be changed by the applicable Party giving notice of such change in accordance with this section.

For Municipality:

[ Greg Perry, P.E., Director of Engineering  
City of West Park  
1965 South State Road 7  
West Park, FL 33023  
Email: gperry@cityofwestpark.org ]

E-mail:

For Contractor:

[Insert address]

E-mail:

8.5. Assignment. Neither this Contract nor any interest herein or proceeds hereof shall be assigned, transferred, or encumbered without the written consent of the other party, and Contractor shall not subcontract any portion of the Work required by this Contract except as authorized by Article 28 of the General Conditions. Any attempted assignment, transfer, encumbrance, or subcontract in violation of this section shall be void and ineffective, and shall constitute a breach of this Contract. Municipality reserves the right to condition its approval of any assignment, transfer, encumbrance, or subcontract upon further due diligence and an additional fee paid to Municipality to reasonably compensate it for the performance of any such due diligence.

8.6. Materiality and Waiver of Breach. Each requirement, duty, and obligation set forth in this Contract was bargained for at arm's-length and is agreed to by the Parties. Each requirement, duty, and obligation set forth herein is substantial and important to the formation of this Contract and is, therefore, a material term.

8.7. No Waiver. Municipality's failure to enforce any provision of this Contract shall not be deemed a waiver of its right or power to enforce such provision or a modification of this Contract. The failure to assert

a breach of a provision of this Contract shall not be deemed a waiver of such breach or of any subsequent breach, nor shall it be construed to be a modification of the terms of this Contract.

8.8. Severability. If any part of this Contract is found to be unenforceable by a court of competent jurisdiction, that part shall be deemed severed from this Contract and the balance of this Contract shall remain in full force and effect.

8.9. Law, Jurisdiction, Venue, Waiver of Jury Trial. This Contract shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Jurisdiction of any controversies or legal problems arising out of this Contract, and any action involving the enforcement or interpretation of any rights hereunder, shall be exclusively in the state courts of the Seventeenth Judicial Circuit in Broward County, Florida, and venue for such litigation shall be exclusively in such state courts, forsaking any other jurisdiction that either party may claim by virtue of its residency or other jurisdictional device. **EACH PARTY HEREBY EACH EXPRESSLY WAIVES ANY RIGHTS IT MAY HAVE TO A TRIAL BY JURY OF ANY CIVIL LITIGATION RELATED TO THIS CONTRACT. IF A PARTY FAILS TO WITHDRAW A DEMAND FOR A JURY TRIAL AFTER WRITTEN NOTICE BY THE OTHER PARTY, THE PARTY MAKING THE DEMAND FOR JURY TRIAL SHALL BE LIABLE FOR REASONABLE ATTORNEYS' FEES AND COSTS OF THE OTHER PARTY TO CONTEST THE DEMAND FOR JURY TRIAL, AND SUCH AMOUNTS SHALL BE AWARDED BY THE COURT IN ADJUDICATING THE MOTION. CONTRACTOR, PURSUANT TO ARTICLE 28 OF THE GENERAL CONDITIONS, SHALL SPECIFICALLY BIND ALL SUBCONTRACTORS TO THE PROVISIONS OF THIS SECTION.**

8.10. Amendments. Unless otherwise expressly authorized herein, no modification, amendment, or alteration of any portion of this Contract shall be effective unless contained in a written document executed with the same or similar formality as this Contract by duly authorized representatives of Municipality and Contractor.

8.11. Prior Agreements. The Contract is the final and complete understanding of the Parties regarding the subject matter of this Contract and supersedes all prior and contemporaneous negotiations and discussions regarding same. All commitments, agreements, and understandings of the Parties concerning the subject matter of this Contract or the Contract Documents are contained herein.

8.12. Compliance with Laws. Contractor and the Work must comply with all Applicable Law, including, but not limited to, the Americans with Disabilities Act, 42 U.S.C. § 12101, Section 504 of the Rehabilitation Act of 1973, and the requirements of any applicable grant agreements.

8.13. Living Wage Requirement. To the extent Contractor is a “covered employer” within the meaning of the Broward County Living Wage Ordinance, Sections 26-100 through 26-105, Broward County Code of Ordinances, Contractor agrees to and shall pay to all of its employees providing “covered services,” as defined in the ordinance, a living wage as required by such ordinance, and shall fully comply with the requirements of such ordinance, and that Contractor shall ensure all of its Subcontractors that qualify as “covered employers” fully comply with the requirements of such ordinance.

8.14. Workforce Investment Program. The provisions of this Section 8.14 only apply if this Contract constitutes a “Covered Contract” under the Broward Workforce Investment Program, Broward County Administrative Code Section 19.211 (“Workforce Investment Program”), and there is no state funding applicable to this Contract.

8.14.1 Contractor affirms it is aware of the requirements of the Workforce Investment Program and agrees to use good faith efforts to meet the First Source Referral Goal and the Qualifying New Hires Goal as set forth therein, including by (a) publicly advertising any vacancies that are the direct result of this Contract (whether those vacancies are with Contractor or Subcontractor) exclusively

with CareerSource Broward for at least five (5) business days and using good faith efforts to interview any qualified candidates referred under the Workforce Investment Program, and (b) using good faith efforts to hire Qualifying New Hires, as defined by the Workforce Investment Program, for at least fifty percent (50%) of the vacancies that are the direct result of this Contract.

8.14.2 Until at least one (1) year after the conclusion of this Contract, Contractor shall maintain and make available to Municipality upon request all records documenting Contractor's compliance with the requirements of the Workforce Investment Program and shall submit the required Workforce Investment Reports to the Contract Administrator annually by January 31 and within thirty (30) days after the expiration of termination of this Contract.

8.14.3 Failure to demonstrate good faith efforts to meet the First Source Referral Goal and the Qualifying New Hires Goal shall constitute a material breach of this Contract. |

**[DELETE IF NOT APPLICABLE]**

~~8.15. Federally Funded Contracts. Contractor certifies and represents that it will comply with the Municipality's Federally Funded Contract Requirements attached hereto and incorporated herein as Exhibit~~

8.16. Interpretation. The titles and headings in the Contract Documents are for reference purposes only and shall not in any way affect the meaning or interpretation of this Contract. All personal pronouns shall include any other gender, and the singular shall include the plural, and vice versa, unless the context otherwise requires. Terms such as "herein" refer to the Contract as a whole and not to any particular sentence, paragraph, or section where they appear, unless the context otherwise requires. Whenever reference is made to a section or article, such reference is to the section or article as a whole, including the subsections thereof, unless the reference is made to a particular subsection or subparagraph of such section or article. Any reference to "days" means calendar days, unless otherwise expressly stated. Any reference to approval by Municipality shall require approval in writing, unless otherwise expressly stated.

8.17. Sovereign Immunity. Except to the extent sovereign immunity may be deemed to be waived by entering into this Contract, nothing herein is intended to serve as a waiver of sovereign immunity by Municipality nor shall anything included herein be construed as consent by Municipality to be sued by third parties in any matter arising out of this Contract.

8.18. Polystyrene Products Ban. Contractor shall not sell or provide for use on County property expanded polystyrene products or food service articles (e.g., Styrofoam), unencapsulated expanded polystyrene products, or single-use plastic straws or stirrers, as set forth in more detail in Section 27.173, Broward County Administrative Code.

8.18.

8.19. Drug-Free Workplace. If required under Section 21.23(f), Broward County Administrative Code, or Section 287.087, Florida Statutes, Contractor certifies that it has and will maintain a drug-free workplace program throughout the duration of this Contract.

8.20. Regulatory Capacity. Notwithstanding the fact that Municipality is a political subdivision with certain regulatory authority, Municipality's performance under this Contract is as a Party to this Contract and not in its regulatory capacity. If Municipality exercises its regulatory authority, the exercise of such authority and the enforcement of Applicable Law shall have occurred pursuant to Municipality's regulatory authority as a

governmental body separate and apart from this Contract, and shall not be attributable in any manner to Municipality as a party to this Contract.

8.21. Incorporation by Reference. Any and all Recital clauses stated above are true and correct and are incorporated in this Contract by reference. The attached Exhibits are incorporated into and made a part of this Contract.

8.22. Fiscal Year. The continuation of this Contract beyond the end of any Municipality fiscal year is subject to both the appropriation and the availability of funds pursuant to Chapter 129 and, if applicable, Chapter 212, Florida Statutes.

8.23. Counterparts and Multiple Originals. This Contract may be executed in multiple originals, and may be executed in counterparts, whether signed physically or electronically, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same agreement.

**~~[SPECIAL FUNDING REQUIREMENTS: DELETE IF NOT APPLICABLE]~~**

~~8.24. Special Funding Requirements. If the Summary of Terms and Conditions indicates there is any federal or state funding applicable to this Contract, Contractor certifies and represents that it will comply with the Special Funding Requirements attached as Exhibit \_\_\_\_.~~

**~~[SPECIAL SECURITY REQUIREMENTS (E.G., BCAD, PORT, ETS): DELETE IF NOT APPLICABLE]~~**

~~8.25. Additional Security Requirements. Contractor certifies and represents that it will comply with the applicable security requirements attached as Exhibit \_\_\_\_.~~

8.26.

(The remainder of this page is intentionally left blank.)

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement:  
MUNICIPALITY, CITY OF WEST PARK through its Board, signing by and through its Mayor or Vice-Mayor authorized to execute same by Board action on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and CONTRACTOR, signing by and through its \_\_\_\_\_, duly authorized to execute same.

MUNICIPALITY

ATTEST:

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

\_\_\_\_\_  
MUNICIPALITY'S CLERK

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

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

I HEREBY CERTIFY that I have approved  
this Agreement as to form and legal  
sufficiency subject to execution by the parties:

\_\_\_\_\_  
Municipality's Attorney

CONTRACT BETWEEN THE **MUNICIPALITY CITY OF WEST PARK** AND  
\_\_\_\_\_  
FOR \_\_\_\_\_  
BID/CONTRACT NO.: ITB 24-0531

[CONTRACTOR NAME |

By: \_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

WITNESS:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Witness above

## **CONTRACT SUPPLEMENT**

## **GENERAL CONDITIONS**

### **ARTICLE 1 CONTRACT DOCUMENTS**

1.1 The Contract Documents shall be followed in strict accordance as to Work, performance, material(s), and dimensions except when Consultant may authorize, in writing, an exception.

1.2 Dimensions given in figures shall predominate over scaled measurements from the Drawings; however, any discrepancies regarding figures must be resolved by Consultant prior to applicable Work commencing. Contractor shall not proceed when in doubt as to any dimension or measurement, but shall seek clarification from Consultant.

### **ARTICLE 2 INTENTION OF MUNICIPALITY**

Municipality intends to describe in this Contract a functionally complete Project (or part thereof) to be constructed in accordance with this Contract and in accordance with all codes and regulations governing construction of the Project. The Work is a description of Contractor's obligations and responsibilities and is deemed to include preliminary considerations and prerequisites, as well as all labor, materials, equipment, and tasks, that are such an inseparable part of the Work described that exclusion of them from the Work would render performance by Contractor impractical, illogical, or unconscionable, and shall be supplied by Contractor whether or not specifically called for. When words that have a well-known technical or trade meaning are used to describe Work, materials, or equipment, such words shall be interpreted in accordance with that meaning, unless specified otherwise herein. Reference to standard specifications, manuals, or codes of any technical society, organization, or association, or to the laws or regulations of any governmental authority, whether such reference be specific or by implication, shall mean the latest standard specification, manual, code, laws, or regulations in effect at the time of opening of bids for the Project. Contractor shall comply with such specifications, manuals, codes, laws, or regulations. Municipality will have no duties other than those duties and obligations expressly set forth within this Contract.

### **ARTICLE 3 PRELIMINARY MATTERS**

3.1. At least five (5) days prior to the pre-construction meeting described in Section 3.2, Contractor shall submit to Consultant for Consultant's review and acceptance:

3.1.1.A progress schedule in the indicated form:

- Bar Chart
- Modified Critical Path Method ("CPM")
- CPM
- Computerized CPM

(CPM is interpreted to be generally as outlined in the Association of General Contractors ("AGC") publication, "The Use of CPM in Construction.")

The progress schedule shall indicate the start and completion dates of the various stages of the Work, and shall show an activity network for the planning and execution of the Work. Included with the progress schedule shall be a narrative description of the progress schedule. The progress schedule must be updated monthly by Contractor, submitted as part of each Application for

Payment, and must be acceptable to Consultant.

3.1.2. A preliminary schedule of shop drawing submissions; and

3.1.3. In a lump sum contract or in a contract that includes lump sum bid items of Work, a preliminary schedule of values for all of the Work that includes quantities and prices of items aggregating the Contract Price, in as much detail as may be requested by County in writing, and that subdivides the Work into component parts in sufficient detail to serve as the basis for progress payments during construction.

In addition, after award but prior to the submission of the progress schedule, Consultant, Contract Administrator, and Contractor shall meet with all utility owners and secure from them a schedule of utility relocation; provided, however, that neither Consultant nor Municipality shall be responsible for the nonperformance by the utility owners.

3.2. At a time specified by Consultant, but before Contractor starts the Work at the Project site, a conference attended by Contractor, Consultant, and others as deemed appropriate by Contract Administrator, will be held to discuss the schedules referred to in Section 3.1; to discuss procedures for handling shop drawings and other submittals and for processing Applications for Payment; and to establish a working understanding among the Parties as to the Work.

3.3. Within thirty-five (35) days after the Project Initiation Date set forth in the applicable Notice to Proceed, a conference attended by Contractor, Consultant, and others, as appropriate, will be held to finalize the schedules submitted in accordance with Section 3.1. Within forty-five (45) days after the Project Initiation Date set forth in the applicable Notice to Proceed, Contractor shall revise the original schedule submittal to address all review comments from the progress schedule review conference and resubmit a revised progress schedule to Consultant for review. Consultant's acceptance of the finalized progress schedule shall only be with respect to the orderly progression of the Work to completion within the Contract Time, but such acceptance shall not constitute acceptance by Municipality or Consultant of the means or methods of construction or of the sequencing or scheduling of the Work. Such acceptance will not impose on Consultant or Municipality responsibility for the progress or scheduling of the Work, or otherwise relieve Contractor from full responsibility therefor. The finalized schedule of shop drawing submissions must be acceptable to Consultant as providing a workable arrangement for processing such submissions. The finalized schedule of values must be acceptable to Consultant as to form and substance.

#### **ARTICLE 4 PERFORMANCE BOND AND PAYMENT BOND**

4.1. 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 (Form 1) and Payment Bond (Form 2). Each Bond shall be in the amount of one hundred percent (100%) of the Contract Price guaranteeing to Municipality 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 Article 5. Each Bond must name "Broward County" as an additional obligee.

4.2 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 Municipality, correct any defective or faulty Work or Materials that appear within one (1) year after Final Completion of this Contract.

4.3. 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 Municipality with evidence of such recording.

4.4. 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 Municipality and for same purpose, and shall be subject to the same conditions as those applicable above, and shall be held by Municipality for one (1) year after completion and acceptance of the Work.

**ARTICLE 5 QUALIFICATION OF SURETY**

5.1 For all Bid Bonds, Performance Bonds, and Payment Bonds over Five Hundred Thousand Dollars (\$500,000.00):

5.1.1. 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 the past five (5) years.

5.1.2. 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 Municipality with evidence satisfactory to Municipality that such excess risk has been protected in an acceptable manner.

5.1.3. A surety company that is rejected by Municipality may be substituted by the Bidder or proposer with a surety company acceptable to Municipality, but only if the bid amount does not increase.

5.1.4. All bonds shall be written through surety insurers authorized to do business in the State of Florida as surety, with the following qualifications according to the latest edition of Best’s Insurance Guide, published by AM Best Company, Oldwick, New Jersey:

<b>Amount of Bond</b>	<b>Municipality Policy Holder’s Ratings Strength/Financial Size</b>
<b>\$500,001 to \$1,500,000</b>	<b>A/ III</b>
<b>\$1,500,001 to \$2,500,000</b>	<b>A/ VI</b>
<b>\$2,500,001 to \$5,000,000</b>	<b>A/ VII</b>
<b>\$5,000,001 to \$10,000,000</b>	<b>A/ VIII</b>
<b>Over \$10,000,000</b>	<b>A/ IX</b>

5.2. For projects that do not exceed Five Hundred Thousand Dollars (\$500,000.00), Municipality may accept a Bid Bond, Performance Bond, or 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 Treasury under Sections 9304 to 9308 of Title 31 of the United States Code. The Certificate and Affidavit (Form 4) so certifying should be submitted with the Bid Bond, Performance Bond, or Payment Bond.

5.3. 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.

## **ARTICLE 6 INDEMNIFICATION**

Contractor shall indemnify and hold harmless Municipality and its current, past, and future officers and employees (collectively, "Indemnified Party"), from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorneys' fees (collectively, a "Claim"), to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of Contractor or persons employed or utilized by Contractor in the performance of this Contract, including but not limited to Contractor's Subcontractors, sub-subcontractors, materialmen, or agents of any tier, or any of their respective employees. To the extent considered necessary by Contract Administrator and Municipality Attorney, any sums due Contractor under this Contract may be retained by Municipality until all of Municipality's claims for indemnification pursuant to this Contract have been settled or otherwise resolved, and any amount withheld shall not be subject to payment of interest by Municipality. These indemnifications shall survive the term of this Contract.

## **ARTICLE 7 INSURANCE REQUIREMENTS**

7.1. The specific insurance coverage requirements for this project are identified in the Minimum Insurance Requirements Exhibit [A], which is a part of the Contract Documents. For purposes of this article, the term "Municipality" shall include Municipality and its members, officials, officers, and employees.

7.2. For the duration of the Contract, Contractor shall, at its sole expense, maintain at least the minimum limits of insurance coverage designated in the Contract Documents (inclusive of any amount provided by an umbrella or excess policy) in accordance with the terms and conditions stated in this article. If Contractor maintains broader coverage or higher limits than the insurance requirements stated in Exhibit [A], Municipality shall be entitled to all such broader coverages and higher limits. Municipality reserves the right at any time to review and adjust the limits and types of coverage required under this article.

7.3. Contractor shall maintain insurance coverage against claims relating to any act or omission by Contractor, its agents, representatives, employees, or Subcontractors in connection with the Contract. All required insurance under this article shall provide primary coverage, list Municipality as an additional insured, and shall not require contribution from any Municipality insurance, self-insurance or otherwise. All insurance held by Municipality, as well as Municipality's self-insurance, shall be in excess of and shall not contribute to the required insurance provided by Contractor. Unless prohibited by the applicable policy, Contractor waives any right to subrogation that any of Contractor's insurers may acquire against Municipality, and agrees to obtain same in an endorsement on all lines of insurance required of Contractor under this article including any excess or umbrella policies.

7.4. All required insurance policies must be placed with insurers or surplus line carriers authorized to conduct business in the State of Florida with an A.M. Best rating of A- or better and a financial size category class VII or greater, unless otherwise approved by County's Risk Management Division in writing.

7.5. Contractor shall declare in writing any self-insured retentions or deductibles over the limit(s) prescribed in Exhibit [A], and shall submit same to Municipality, at least fifteen (15) days prior to the effective date of the Contract or commencement of the Work for Municipality's written approval of such retentions or deductibles. Contractor shall be solely responsible for and shall pay any deductible or self-insured retention applicable to any claim against Municipality. Municipality may, at any time, require Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related

investigations, claim administration, and defense expenses within the retention. Contractor agrees that any deductible or self-insured retention may be satisfied by either the named insured or Municipality, if so elected by Municipality, and Contractor agrees to obtain same in endorsements to the required policies.

7.6. To the extent insurance requirements are designated in the Minimum Insurance Requirements, the applicable policies shall comply with the following:

7.6.1. Commercial General Liability Insurance. Policy shall be no more restrictive than that provided by the latest edition of the standard Commercial General Liability Form (Form CG 00 01) as filed for use in the State of Florida by the Insurance Services Office (ISO), with the exception of endorsements specifically required by ISO or the State of Florida, and liability arising out of: Mold, fungus, or bacteria; Terrorism; Silica, asbestos or lead; Sexual molestation; and Architects and engineers professional liability, unless coverage for professional liability is specifically required by this Contract. Municipality, Consultant, and Broward County shall be included on the policy (and any excess or umbrella policy) as “Additional Insureds” on a form no more restrictive than ISO form CG 20 10 (Additional Insured – Owners, Lessees, or Contractor).

7.6.2. Contractor shall maintain products or completed work coverage for a minimum of three (3) years from the date of the final completion of the Work, unless otherwise stated in the Insurance Requirements Exhibit. In that case, the term specified in the Insurance Requirements shall govern the duration of the coverage required by this paragraph.

7.6.3. Business Automobile Liability Insurance. Policy shall be no more restrictive than that provided by Section II (Liability Coverage) of the most recent version of the standard Business Auto Policy (ISO Form CA 00 01) without any restrictive endorsements, including coverage for liability contractually assumed, and shall cover all owned, non-owned, and hired autos used in connection with the performance of Work under this Contract. Municipality and Consultant shall be included on the policy (and any excess or umbrella policy) as “Additional Insureds.”

7.6.4. Workers’ Compensation/Employer’s Liability Insurance. Such insurance shall be no more restrictive than that provided by the latest edition of the standard Workers’ Compensation Policy, as filed for use in Florida by the National Council on Compensation Insurance (NCCI), with the exception of endorsements required by NCCI or the State of Florida. The policy must be endorsed to waive the insurer’s right to subrogate against Municipality in the manner which would result from the attachment of the NCCI form “Waiver of our Right to Recover from Others Endorsement” (Advisory Form WC 00 03 13) with Municipality scheduled thereon. Where appropriate, coverage shall be included to the extent required by Applicable Law, including, but not limited to, the Federal Employer’s Liability Act, the Jones Act, and the Longshoreman and Harbor Workers’ Compensation Act.

If Contractor provides all or a portion of the Workers’ Compensation/Employer’s Liability insurance required herein via a professional employer organization (“PEO”) or employee leasing company, any such Workers’ Compensation/Employer’s Liability insurance provided will only be deemed acceptable solely for the purposes of insuring Contractor’s enrolled employees. In addition, and notwithstanding the foregoing, in order to adequately protect Municipality against injuries to uninsured employees of Subcontractors and non-enrolled employees of Contractor, Contractor must still procure, maintain, and furnish Municipality with evidence of a stand-alone separate Workers’ Compensation/Employer’s Liability insurance policy issued with Contractor as an additional insured, and complying with all requirements for Contractor provided Workers’ Compensation contained in the Contract Documents. It is permissible for Contractor to exclude payroll of leased employees from such separate Workers’ Compensation/Employer’s Liability insurance policy.

7.6.5. Professional Liability Insurance. Such insurance shall cover Contractor for those sources of liability arising out of the rendering or failure to render professional services in the performance of the services required in this Contract.

7.6.6. Cyber Liability, or Technology Errors and Omissions Insurance. Coverage is required for any system connected to, and, or accessible from the internet. Coverage may be included as part of the required Professional Liability Insurance. Such policy shall cover, at a minimum, the following: Data Loss and System Damage Liability; Security Liability; Privacy Liability; Privacy/Security Breach Response coverage, including Notification Expenses.

7.6.7. Environmental Pollution Liability. Such insurance shall include clean-up costs and provide coverage to Contractor for liability resulting from pollution or other environmental impairment arising out of, or in connection with, Work performed under this Contract, or which arises out of, or in connection with this Contract, including coverage for clean-up of pollution conditions and third-party bodily injury and property damage arising from pollution conditions. Such insurance shall also include Transportation Coverage and Non-Owned Disposal Sites coverage. Should policy provide coverage on a claims-made basis, the coverage shall be in force and effect to respond to all claims reported within at least three (3) years following the period for which coverage is required, unless a longer period is indicated in the Minimum Insurance Requirements, and which claims would have been covered had the coverage been provided on an occurrence basis.

7.6.8. Property Insurance, Builder's Risk, or Installation Floater. Such insurance shall be in force and evidenced to Municipality as a condition precedent to the Notice to Proceed for construction. Coverage shall be "All Risks," Completed Value form with a deductible not to exceed \$10,000 for each claim for all perils except wind and flood. For the perils of wind and flood, Contractor shall maintain a deductible that is commercially feasible but which does not exceed five percent (5%) of the "values at risk at the time of loss" unless otherwise approved by Municipality.

Sublimits: With respect to coverage for the peril of wind, the policy shall not be subject to any sublimit less than \$50,000,000 per occurrence. With respect to the peril of Flood, the policy shall not be subject to any sublimit less than \$10,000,000 per occurrence. Any sublimit for wind or flood lower than those identified in the foregoing must be approved by Municipality.

Waiver of Occupancy Clause or Warranty-Policy must be specifically endorsed to eliminate any "Occupancy Clause" or similar warranty or representation that the building(s), addition(s) or structure(s) in the course of construction shall not be occupied without specific endorsement of the policy. The policy must be endorsed to provide that the Builder's Risk coverage will continue to apply until final acceptance of the building(s), addition(s) or structure(s) by Municipality.

Municipality reserves the right to purchase or provide property insurance covering the materials, equipment and supplies that are intended for specific installation in the Project while such materials, equipment and supplies are located at the Project site (this coverage will be specifically to cover property under construction or similar coverage), in transit, and while temporarily located away from the Project site for the purpose of repair, adjustment or storage at the risk of one (1) of the insured parties. This coverage will not cover any of Contractor's or Subcontractors' tools, equipment, machinery or provide any business interruption or time element coverage to the contractors. If Municipality elects to purchase property insurance or provide for coverage under its existing insurance for this Project, then in that case, the insurance required to be carried by Contractor may be modified to account for the insurance being provided by Municipality, at Municipality's discretion. Such modification may also include execution of Waiver of Subrogation documentation. If a claim with respect to this Project is made upon Municipality's insurance policy, Contractor shall be responsible for up to the first \$50,000 of the deductible amount for such claim.

7.7. On or before the effective date of the Contract, or at least fifteen (15) days prior to commencement of the Work, as requested by Municipality, Contractor shall provide Municipality with a copy of all Certificates of Insurance or other documentation sufficient to demonstrate the insurance coverage required in this article.

7.8. Contractor shall ensure that all insurance coverages required by this article remain in full force and effect without any lapse in coverage for the duration of this Contract and until all performance required by Contractor has been completed, as determined by Contract Administrator. Contractor shall provide notice to Municipality of any cancellation or modification of any required policy at least thirty (30) days prior to the effective date of cancellation or modification, and at least ten (10) days prior to the effective date of any cancellation due to nonpayment, and shall concurrently provide Municipality with a copy of its updated Certificates of Insurance evidencing continuation of the required coverage(s).

7.9. If and to the extent requested by Municipality, Contractor shall provide to Municipality complete, certified copies of all required insurance policies and all required endorsements within thirty (30) days after Municipality's request.

7.10. Contractor shall ensure that "City of West Park, 1965 South State Road 7, West Park FL 33023" and "Broward County, 115 S. Andrews Avenue, Fort Lauderdale, Florida 33301" and Consultant are listed and endorsed as additional insureds on all policies required under this article. Municipality shall be listed as Certificate Holder.

7.11. Contractor shall require each Subcontractor to maintain insurance coverage that adequately covers the Work provided by that Subcontractor on substantially the same insurance terms and conditions required of Contractor under this article. Contractor shall ensure that all such Subcontractors comply with these requirements and that Municipality, "Broward County," and Consultant are named as additional insureds under the Subcontractors' applicable insurance policies. If Contractor or any Subcontractor fails to maintain the insurance required by the Contract Documents, Municipality may pay any costs of premiums necessary to maintain the required coverage and deduct such costs from any payment otherwise due to Contractor. Contractor shall not permit any Subcontractor to provide Work or any other services under the Contract unless and until the requirements of this section are satisfied. If requested by Municipality, Contractor shall provide, within one (1) business day, evidence of each Subcontractor's compliance with this article.

7.12. If any of the policies required under this article provide claims-made coverage: (1) any retroactive date must be prior to the effective date of the Contract; (2) the required coverage must be maintained after termination or expiration of the Contract for at least the duration stated in Exhibit [A]; and (3) if coverage is canceled or nonrenewed and is not replaced with another claims-made policy form with a retroactive date prior to the effective date of the Contract, Contractor must obtain and maintain "extended reporting" coverage that applies after termination or expiration of the Contract for at least the duration stated in Exhibit [A].

## **ARTICLE 8 LABOR AND MATERIALS**

8.1 Unless otherwise provided herein, Contractor shall provide and pay for all Materials, labor, water, tools, equipment, light, power, transportation, and other facilities and services necessary for the proper execution and completion of the Work, whether temporary or permanent, and whether or not incorporated or to be incorporated in the Work.

8.2 Contractor shall at all times enforce strict discipline and good order among its employees and Subcontractors at the Project site, and shall not employ any unfit person or anyone not skilled in the Work to which they are assigned.

## **ARTICLE 9 ROYALTIES AND PATENTS**

All fees, royalties, and claims for any invention, or pretended inventions, or patent of any article, material, arrangement, appliance, or method that may be used upon or in any manner be connected with the construction of the Work or appurtenances, are hereby included in the prices stipulated in this Contract for said Work.

#### **ARTICLE 10 WEATHER**

Extensions to the Contract Time for delays caused by the effects of inclement weather shall be submitted as a request for a change in the Contract Time pursuant to Article 40. Time extensions are justified only when rain, other inclement weather conditions, or related adverse soil conditions result in Contractor being unable to work at least fifty percent (50%) of the normal workday on controlling items of Work identified on the accepted schedule or updates to that schedule.

#### **ARTICLE 11 PERMITS, LICENSES, AND IMPACT FEES**

11.1. Except as otherwise provided within the Special Instructions for Vendors, Contractor shall secure and pay for all necessary permits and licenses required for the Work pursuant to Applicable Law. Contractor shall be reimbursed for only the actual amount of the permit fees levied by the permitting authority and paid by the Contractor as evidenced by an invoice or other acceptable documentation issued by the permitting authority. Reimbursement to Contractor shall be on a pass-through basis and shall not include profit or overhead of Contractor. Contractor shall have and maintain appropriate Certificate(s) of Competency, valid for the Work to be performed and valid for the jurisdiction in which the Work is to be performed, for all persons working on the Project for whom a Certificate of Competency is required.

11.2. Municipality shall directly pay for all impact fees levied by any governmental entity with jurisdiction.

#### **ARTICLE 12 RESOLUTION OF DISPUTES**

12.1. To prevent all disputes and litigation, the Parties agree that Consultant shall decide all questions, claims, difficulties, and disputes of whatever nature that may arise relative to the technical interpretation of the Contract Documents or fulfillment of the Contract as to the character, quality, amount, and value of any Work done or materials furnished, or proposed to be done or furnished, under or by reason of the Contract Documents, and Consultant's decisions of all claims, questions, difficulties, and disputes shall be final and binding to the extent provided in Section 12.2. Any claim, question, difficulty, or dispute that cannot be resolved by agreement of the Contract Administrator and Contractor shall be submitted to Consultant in writing within five (5) days after the date of impasse. Unless a different period of time is set forth in this Contract, Consultant shall notify the Contract Administrator and Contractor in writing of Consultant's decision within fourteen (14) days after the date of the receipt of the claim, question, difficulty, or dispute, unless Consultant requires additional time to gather information or allow the Parties to provide additional information. Except for disputes directly related to the promptness of payment as set forth in Section 5.1 of the Contract, all nontechnical administrative disputes shall be determined by the Contract Administrator pursuant to the time periods provided herein. During the pendency of any dispute and after a determination thereof, Contractor, Consultant, and Contract Administrator shall act in good faith to mitigate any potential damages, including utilization of construction schedule changes and alternative means of construction.

12.2. If the determination of a dispute under this article is unacceptable to either party, the party objecting to the determination must notify the other party in writing within ten (10) days of receipt of the written determination. The notice must state the basis of the objection and must be accompanied by a statement that any Contract Time or Contract Price adjustment claimed is the entire adjustment to which the objecting party has reason to believe it is entitled to as a result of the determination. Within sixty (60) days after Final Completion of the Work, the Parties shall participate in mediation to address all objections to any

determinations and to attempt to prevent litigation. Neither party shall commence litigation prior to the expiration of the sixty (60) day mediation period. The mediator shall be mutually agreed upon by the Parties. Should any objection not be resolved in mediation, the Parties retain all their legal rights and remedies provided under State law. **A PARTY SPECIFICALLY WAIVES ALL OF ITS RIGHTS, INCLUDING, BUT NOT LIMITED TO, CLAIMS FOR CONTRACT TIME AND CONTRACT PRICE ADJUSTMENTS PROVIDED IN THE CONTRACT, INCLUDING ITS RIGHTS AND REMEDIES UNDER STATE LAW, IF SAID PARTY FAILS TO COMPLY IN STRICT ACCORDANCE WITH THE REQUIREMENTS OF THIS ARTICLE.**

12.3. In any lawsuit or legal proceeding arising under this Contract, Contractor hereby waives any claim or defense based on facts or evidentiary materials of which Contractor had knowledge but were not presented for consideration during the resolution of disputes process set forth in Sections 12.1 and 12.2 above.

12.4. This article shall survive any dispute or litigation between the Parties, or expiration or termination of this Contract for any reason, and Contractor expressly acknowledges and agrees to be bound by this article throughout the course of any dispute or litigation with Municipality.

### **ARTICLE 13 INSPECTION OF WORK**

13.1. Consultant and Municipality shall at all times have access to the Work, and Contractor shall provide proper facilities for such access and for inspecting, measuring, and testing.

13.1.1. Should the Contract Documents, Consultant's instructions, or Applicable Law require any of the Work to be specially tested or approved, Contractor shall give Consultant timely notice of readiness of the Work for testing. If the testing or approval is to be made by an authority other than Municipality, timely notice shall be given of the date fixed for such testing. Testing shall be performed promptly, and, where practicable, at the source of supply. If any of the Work is covered up without approval or consent of Consultant, it must, if required by Consultant, be uncovered for examination and properly restored at Contractor's expense.

13.1.2. Reexamination of any of the Work may be ordered by Consultant with prior written approval by the Contract Administrator, and if so ordered, the Work must be uncovered by Contractor. If such Work is found to be in accordance with this Contract, Municipality shall pay the cost of reexamination and replacement by means of a Change Order. If such Work is not in accordance with this Contract, Contractor shall pay such cost.

13.2. Inspectors shall have no authority to permit deviations from, or to relax or waive, any of the provisions of the Contract Documents, or to delay the Project by failure to inspect the materials and Work with reasonable promptness, without the written permission or instruction of Consultant.

13.3. The payment of any compensation, the giving of any gratuity, or the granting of any favor, of any character or form, by Contractor to any inspector, directly or indirectly, is strictly prohibited, and any such act on the part of Contractor will constitute a breach of this Contract.

### **ARTICLE 14 SUPERINTENDENCE AND SUPERVISION**

14.1. Municipality's instructions are to be given through Consultant, which instructions Contractor must strictly and promptly follow in every case. Contractor shall keep on the Project a full-time, competent, English-speaking superintendent and any necessary assistants, all of whom must be satisfactory to Consultant. The superintendent shall not be changed except with the written consent of Consultant, 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, and will be confirmed in writing by Consultant upon the written request of Contractor. Contractor shall provide efficient supervision of the Work, using its best skill and attention.

14.2. 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 Municipality, Consultant, 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 Consultant. 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 Municipality and Consultant.

14.3. The Contract Administrator, Contractor, and Consultant 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. Consultant shall publish, keep, and distribute minutes and any comments thereto of each such meeting.

14.4. 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 Consultant, in writing, and Consultant will promptly review same. Any Work done after such discovery, until authorized, will be done at Contractor's sole risk, without entitlement to reimbursement or compensation.

14.5. 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.

## **ARTICLE 15 MUNICIPALITY'S RIGHT TO TERMINATE CONTRACT**

15.1. The Contract Administrator may give notice in writing to Contractor and its Surety of delay, neglect, or default, specifying the same with a notice to cure, upon the occurrence of any of the following:

15.1.1. Contractor fails to begin the Work within fifteen (15) days after the Project Initiation Date;

15.1.2. Contractor fails to perform the Work with sufficient workers, equipment, or materials to ensure the prompt completion of the Work;

15.1.3. Contractor performs the Work unsuitably or causes it to be rejected as defective and unsuitable;

15.1.4. Contractor discontinues performance of the Work in contravention of the accepted schedule;

15.1.5. Contractor fails to perform any material term set forth in this Contract;

15.1.6. Contractor becomes insolvent or declared bankrupt, commits any act of bankruptcy or insolvency, or makes an assignment for the benefit of creditors; or

15.1.7. From any other cause whatsoever, Contractor fails to carry on the Work in an acceptable manner.

15.2. If Contractor, within a period of ten (10) days after such notice, does not proceed to cure in accordance therewith, then Municipality's awarding authority for this Contract may, upon written certification from Consultant of the fact of such delay, neglect, or default and Contractor's failure to comply with such notice, terminate the services of Contractor, exclude Contractor from the Project site and take the performance of the Work out of the hands of Contractor, and appropriate or use any or all materials and equipment on the Project site as may be suitable and acceptable. In such case, Contractor shall not be entitled to receive any further payment until the Project is completed. In addition, Municipality may enter into an agreement for the completion of the Project according to the terms and provisions of this Contract, use such other methods as in the Contract Administrator's sole opinion shall be required for the completion of the Project according to the terms and provisions of this Contract, or use such other methods as in the Contract Administrator's sole opinion shall be required for the completion of the Project in an acceptable manner. All damages, costs, and charges incurred by Municipality, together with the costs of completing the Project, shall be deducted from any monies due or which may become due to Contractor. If the damages and expenses so incurred by Municipality shall exceed the unpaid balance, Contractor shall be liable and shall pay to Municipality the amount of said excess.

15.3. If Municipality erroneously, improperly, or unjustifiably terminates for cause, such termination shall be deemed a termination for convenience and the rights and obligations of Municipality and Contractor shall be the same as if the termination had been exercised pursuant to the Termination for Convenience clause as set forth in Section 15.4 below.

15.4. This Contract may be terminated for convenience, for any reason or no reason, in writing by Municipality with at least ten (10) days' advance written notice to Contractor (delivered by certified mail, return receipt requested) of intent to terminate and the date on which such termination becomes effective. If Contract is terminated by Municipality pursuant to this section, Contractor shall be paid for all Work properly executed and actual expenses incurred prior to termination in addition to termination settlement costs reasonably incurred by Contractor relating to commitments that had become firm prior to the termination. Payment shall include reasonable profit for Work and services performed as limited by Article 39 hereof. All actual expenses incurred shall have sufficient back-up documentation to verify that such expenses were actually incurred by Contractor. No payment shall be made for profit for Work and services that Contractor has not performed. Contractor acknowledges that it has received good, valuable, and sufficient consideration for Municipality's right to terminate this Contract for convenience including in the form of Municipality's obligation to provide advance notice to Contractor of such termination in accordance with this Section 15.4.

15.5. Upon receipt of a notice of termination pursuant to Sections 15.2, 15.4, or 15.6, Contractor shall promptly discontinue all affected Work unless the notice of termination directs otherwise, and shall deliver or otherwise make available to Municipality all data, drawings, specifications, reports, estimates, summaries, and such other information as may have been required by this Contract whether completed or in process.

15.6. This Contract may also be terminated by the Board:

15.6.1. Upon the disqualification of Contractor as a CBE or SBE firm by County's Director of the Office of Economic and Small Business Development ("OESBD") if Contractor's status as a CBE or SBE firm was a factor in the award of this Contract;

15.6.2. Upon the disqualification of Contractor by County's OESBD Director due to fraud, misrepresentation, or material misstatement by Contractor in the course of obtaining this Contract or attempting to meet the CBE or SBE contractual obligations;

15.6.3. Upon the disqualification of one or more of Contractor's CBE or SBE participants by County's OESBD Director if any such participant's status as a CBE or SBE firm was a factor in the award of this Contract;

15.6.4. Upon the disqualification of one or more of Contractor's CBE or SBE participants by County's OESBD Director if such CBE or SBE participant attempted to meet its CBE or SBE contractual obligations through fraud, misrepresentation, or material misstatement;

15.6.5. If Contractor is determined by County's OESBD Director to have been knowingly involved in any fraud, misrepresentation, or material misstatement concerning the CBE or SBE status of its disqualified CBE or SBE participant; or

15.6.6. If Contractor is a "scrutinized company" pursuant to Sections 215.473 or 215.4725, Florida Statutes, if Contractor is placed on a "discriminatory vendor list" pursuant to Section 287.134, Florida Statutes, or if Contractor is otherwise ineligible to transact business with County or Municipality under Applicable Law or provides a false certification submitted pursuant to Section 287.135, Florida Statutes.

## **ARTICLE 16   SUSPENSION OF WORK**

Contractor shall carry on the Work and adhere to the progress schedule during all disputes or disagreements with Municipality. No Work shall be delayed or postponed pending resolution of any disputes or disagreements except as Contractor and Municipality may otherwise agree in writing. Suspension of Work by Contractor during any dispute or disagreement with Municipality shall entitle Municipality to terminate this Contract for cause.

## **ARTICLE 17   PROJECT RECORDS AND RIGHT TO AUDIT**

17.1   Audit Rights and Retention of Records. Contractor and all Subcontractors shall preserve all Contract Records (as defined below) for a minimum period of three (3) years after expiration or termination of this Contract or until resolution of any audit findings, whichever is longer. This article shall survive any dispute or litigation between the Parties, and Contractor expressly acknowledges and agrees to be bound by this article throughout the course of any dispute or litigation with Municipality. Contract Records shall, upon reasonable notice, be open to inspection and subject to audit and reproduction during normal business hours. Audits and inspections pursuant to this article may be performed by any representative of Municipality and/or County (including any outside representative engaged by either entity). Municipality and County may conduct audits or inspections at any time during the term of this Contract and for a period of three (3) years after the expiration or termination of this Contract (or longer if required by Applicable Law, Municipality and/or County). County may, without limitation, verify information, payroll distribution, and amounts through interviews, written affirmations, and on-site inspection with Contractor's employees, Subcontractors, vendors, or other labor.

17.2   Municipality and County shall have the right to audit, review, examine, inspect, analyze, and make copies of all Contract Records at a location within Broward County, Florida. Contractor hereby grants Municipality and County the right to conduct such audit or review at Contractor's place of business, if deemed appropriate by Municipality or County, with seventy-two (72) hours' advance notice. Contractor agrees to provide adequate and appropriate workspace for such review. Contractor shall provide Municipality and County with reasonable access to Contractor's facilities, and Municipality and County

shall be allowed to interview all current or former employees to discuss matters pertinent to the performance of this Contract. Contractor shall make all Contract Records available electronically in common file formats or via remote access if, and to the extent, requested by Municipality.

17.3 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 Subcontractors, or otherwise necessary to adequately permit evaluation and verification of any or all of the following:

- a) Compliance with Contract
- b) Compliance with Municipality’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.

In addition to the normal documentation Contractor typically furnishes to Municipality, in order to facilitate efficient use of Municipality resources when reviewing or auditing Contractor’s billings and related reimbursable cost records, Contractor agrees to furnish (upon request) the following types of information in the specified computer readable file format(s):

Type of Record	File format
Monthly Job Cost Detail	.pdf and Excel
Detailed Job Cost History to Date	.pdf and Excel
Monthly Labor Distribution detail (if not already separately detailed in the Job Cost Detail)	.pdf and Excel
Total Job to Date Labor Distribution detail (if not already included in the detailed Job Cost History to date)	.pdf and Excel
Employee Timesheets documenting time worked by all individuals who charge reimbursable time to the project	.pdf
Daily Foreman Reports listing names and hours and tasks of personnel who worked on the project	.pdf
Daily Superintendent Reports	.pdf
Detailed Subcontract Status Reports (showing original subcontract value, approved subcontract change orders, Subcontractor invoices, payment to Subcontractors, etc.)	.pdf and Excel
Copies of Executed Subcontracts with all Subcontractors	.pdf
Copies of all executed Change Orders issued to Subcontractors	.pdf
Copies of all documentation supporting all reimbursable job costs (Subcontractor payment applications, vendor invoices, internal cost charges, etc.)	.pdf

17.4 Any incomplete or incorrect entry in such books, records, and accounts shall be a basis for Municipality’s disallowance and recovery of any payment reliant upon such entry.

17.5 If an audit inspection or examination reveals overpricing or overcharges to Municipality of any nature by Contractor or its Subcontractors in excess of five percent (5%) of the total contract billings reviewed, in addition to adjusting for the overcharges, Contractor shall pay the reasonable cost of the audit. Any adjustments or payments due as a result of any such audit or inspection shall be made within thirty (30) days after presentation of the audit findings to Contractor.

17.6 Contractor shall, by written contract, require all Subcontractors to agree to the requirements and obligations of this Article 17.

## **ARTICLE 18 RIGHTS OF VARIOUS INTERESTS**

Whenever work being done by Municipality's forces or by other contractors is contiguous to or within the limits of Work covered by this Contract, the respective rights of the various interests involved shall be established by the Contract Administrator to secure the completion of the various portions of the Work in general harmony.

## **ARTICLE 19 EXPLOSIVES**

When the use of explosives is necessary in performance of the Work, Contractor shall exercise the utmost care in the handling and usage of such explosives for the protection of life and property. All explosives shall be stored in a safe manner in storage clearly marked "Dangerous-Explosives," and shall be placed in the care of competent watchmen. When the use of explosives becomes necessary, Contractor shall furnish to Municipality proof of insurance coverage, adequately providing public liability and property damage insurance as a rider attached to its regular policies, unless otherwise included in the policies themselves.

## **ARTICLE 20 DIFFERING SITE CONDITIONS**

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 and Consultant in writing of the existence of the aforesaid conditions. Consultant and 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 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 Consultant for determination in accordance with the provisions of 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.**

## **ARTICLE 21 PLANS AND WORKING DRAWINGS**

Municipality, through Consultant, shall have the right to modify the details of the plans and specifications

and to supplement the plans and specifications with additional plans, drawings, or additional information as the Work proceeds, all of which shall be considered as part of this Contract. In case of disagreement between the written and graphic portions of this Contract, the written portion shall govern.

#### **ARTICLE 22 CONTRACTOR TO CHECK PLANS, SPECIFICATIONS, AND DATA**

Contractor shall verify all dimensions, quantities, and details shown on the plans, specifications or other data received from Consultant, and shall notify Consultant of all errors, omissions, or discrepancies found therein within three (3) days after discovery. Contractor will not be allowed to take advantage of any error, omission, or discrepancy to stop or delay Work, because Consultant will advise Contractor how to proceed to avoid stoppage or delay of Work. Contractor shall not be liable for damages resulting from errors, omissions, or discrepancies in this Contract unless Contractor recognized such error, omission, or discrepancy, and failed to report it to Consultant.

#### **ARTICLE 23 CONTRACTOR'S RESPONSIBILITY FOR DAMAGES AND ACCIDENTS**

23.1. Contractor shall accept full responsibility for the Work against all loss or damage of whatsoever nature sustained until final acceptance by Municipality, and shall promptly repair any damage done from any cause whatsoever, except as provided in Article 30.

23.2. Contractor shall be responsible for all Materials, equipment and supplies pertaining to the Project. If any such Materials, equipment or supplies are lost, stolen, damaged, or destroyed prior to final acceptance by Municipality, Contractor shall replace same without cost to Municipality, except as provided in Article 30.

#### **ARTICLE 24 WARRANTY**

Contractor warrants to Municipality that all Materials and equipment furnished under this Contract will be new unless otherwise specified and that all of the Work will be of good quality, free from faults and defects, and in conformance with this Contract. All Work not conforming to these requirements, including substitutions not properly approved and authorized, may be considered defective. If required by Consultant, Contractor shall furnish satisfactory evidence as to the kind and quality of Materials and equipment. This warranty is not limited by the provisions of Article 26 herein.

#### **ARTICLE 25 SUPPLEMENTARY DRAWINGS**

25.1. When, in the opinion of Consultant, it becomes necessary to explain the Work to be done more fully, or to illustrate the Work further, or to show any changes that may be required, supplementary drawings, with specifications pertaining thereto, will be prepared by Consultant.

25.2. The supplementary drawings shall be binding upon Contractor with the same force as this Contract. Where such supplementary drawings require either less or more than the original quantities of Work, appropriate adjustments shall be made by Change Order.

#### **ARTICLE 26 DEFECTIVE WORK**

26.1. Consultant has the authority to reject or disapprove Work that Consultant finds to be defective. If required by Consultant, Contractor shall promptly either correct all defective Work or remove such defective Work and replace it with non-defective Work. Contractor shall bear all direct, indirect, and consequential costs of such removal or corrections including cost of testing laboratories and personnel.

26.2. Should Contractor fail or refuse to remove or correct any defective Work or to make any necessary repairs in accordance with the requirements of this Contract within the time indicated in writing by Consultant, Municipality shall have the authority to cause the defective Work to be removed or corrected, or make such repairs as may be necessary, at Contractor's expense. Any expense incurred by Municipality in making such removals, corrections, or repairs, shall, at Municipality's election, be paid for out of any monies due or which may become due to Contractor or charged against the Performance Bond. In the event of failure of Contractor to make all necessary repairs promptly and fully, Municipality may declare Contractor in default.

26.3. If, within one (1) year after Substantial Completion or such longer period of time as may be prescribed by the terms of any applicable special warranty required by this Contract, or by any specific provision of this Contract, any of the Work is found to be defective or not in accordance with this Contract, Contractor, after receipt of written notice from Municipality, shall promptly correct such defective or nonconforming Work within the time specified by Municipality, without cost to Municipality. Nothing contained herein shall be construed to establish a period of limitation with respect to any other obligation that Contractor might have under this Contract, including, but not limited to, Article 24 hereof and any claim regarding latent defects.

26.4. Failure to reject any defective Work or material shall not in any way prevent later rejection when such defect is discovered, nor shall such failure obligate Municipality to final acceptance.

#### **ARTICLE 27 TAXES**

Contractor shall pay all applicable sales, consumer, use, and other taxes required by Applicable Law. Contractor is responsible for reviewing the pertinent state statutes involving state taxes and complying with all their requirements.

#### **ARTICLE 28 SUBCONTRACTS**

28.1. Each Subcontractor must possess certificates of competency and licenses required by Applicable Law. Contractor shall notify the Contract Administrator and Consultant of any change in Subcontractors.

28.2. Contractor shall not employ any Subcontractor against whom Municipality or Consultant may have a reasonable objection. Contractor shall not be required to employ any Subcontractor against whom Contractor has a reasonable objection.

28.3. Contractor shall be fully responsible for all acts and omissions of its Subcontractors, persons directly or indirectly employed by its Subcontractors, and persons for whose acts any of its Subcontractors may be liable to the same extent that Contractor is responsible for the acts and omissions of persons directly employed by it. Nothing in this Contract shall create any contractual relationship between any Subcontractor and Municipality or any obligation on the part of Municipality to pay or to see the payment of any monies due any Subcontractor. Municipality or Consultant may furnish to any Subcontractor evidence of amounts paid to Contractor on account of specific Work performed.

28.4. Contractor shall bind specifically every Subcontractor to the applicable terms and conditions of this Contract for the benefit of Municipality.

28.5.  Contractor shall perform the Work with its own organization, amounting to not less than \_\_\_\_\_ percent (\_\_\_%) of the Contract Price.

#### **ARTICLE 29 SEPARATE CONTRACTS**

29.1. Municipality has the right to enter into contracts with other parties in connection with this Project. Contractor shall afford such other parties reasonable opportunity for the introduction and storage of their materials and the execution of their work, and shall properly connect and coordinate this Work with theirs.

29.2. If any part of Contractor's Work depends for proper execution or results on the work of any third parties, Contractor shall inspect and promptly report to Consultant any defects in such work that render it unsuitable for such proper execution and results of Contractor's Work. Contractor's failure to so inspect and report shall constitute an acceptance of the third party's work as fit and proper for the performance of Contractor's Work, except as to defects which may develop in the third parties' work after the execution of Contractor's Work.

29.3. Contractor shall conduct its operations and take all reasonable steps to coordinate the prosecution of the Work so as to not interfere with or impact any other contractor on the site. Should such interference or impact occur, Contractor shall indemnify Municipality from any liability to the affected contractor related to such interference or impact.

29.4. To ensure the proper execution of subsequent Work, Contractor shall inspect the Work already in place and shall immediately report to Consultant any discrepancy between the executed Work and the requirements of this Contract.

### **ARTICLE 30 USE OF COMPLETED PORTIONS**

30.1. Municipality has the right at its sole option to take possession of and use any completed or partially completed portions of the Project ("Designated Area"). Such possession and use shall not be deemed an acceptance of any of the Work not completed in accordance with this Contract. If such possession and use increase the cost of or delays the Work, Contractor shall be entitled to reasonable extra compensation or reasonable extension of time or both, as recommended by Consultant and approved by Municipality.

30.2. If Municipality decides to take possession of any completed or partially completed portions of the Project, the following shall occur:

30.2.1. Municipality shall give notice to Contractor in writing at least thirty (30) days prior to Municipality's intended occupancy of a Designated Area.

30.2.2. Contractor shall complete to the point of Substantial Completion the Designated Area and request inspection and issuance of a Certificate of Substantial Completion (007600-1) from Consultant.

30.2.3. Upon Consultant's issuance of a Certificate of Substantial Completion for the Designated Area, Municipality will assume full responsibility for maintenance, utilities, subsequent damages of Municipality and public, adjustment of insurance coverages, and start of warranty for the Designated Area.

30.2.4. Contractor shall complete all items noted on the Certificate of Substantial Completion within the time specified by Consultant on the Certificate of Substantial Completion, and request final inspection and final acceptance of the portion of the Work occupied. Upon completion of final inspection and receipt of an application for final payment, Consultant shall issue a Final Certificate of Payment relative to the Designated Area.

30.2.5. If Municipality decides to occupy or use a portion or portions of the Work prior to Substantial Completion thereof, such occupancy or use shall not commence prior to a time mutually agreed

upon by Municipality and Contractor and to which the insurance company or companies providing the property insurance have consented by endorsement to the policy or policies. Insurance on the unoccupied or unused portion or portions shall not be canceled or lapsed on account of such partial occupancy or use. Consent of Contractor and of the insurance company or companies to such occupancy or use shall not be unreasonably withheld.

### **ARTICLE 31 LANDS OF WORK**

31.1. Municipality shall provide, as may be indicated in this Contract, the lands upon which the Work is to be performed, rights-of-way and easements for access thereto, and such other lands as are designated by Municipality for the use of Contractor.

31.2. Contractor shall obtain, at Contractor's own expense and without liability to Municipality, any additional rights to land and access thereto that may be required for temporary construction facilities, temporary easements, or for storage of materials. Contractor shall furnish to Municipality copies of written permission obtained by Contractor from the owners of such land.

### **ARTICLE 32 LEGAL RESTRICTIONS AND TRAFFIC PROVISIONS**

Contractor shall conform to and obey all Applicable Law with regard to labor, hours of work, and Contractor's operations. Contractor shall conduct its operations so as not to close any thoroughfare, nor interfere in any way with traffic on railway, highways, or water, without the written consent of the proper authorities.

### **ARTICLE 33 LOCATION AND DAMAGE TO EXISTING FACILITIES, EQUIPMENT, OR UTILITIES**

33.1. Utility lines in the Project area have been shown on the Plans. However, Municipality 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 due to discrepancies between actual location of utilities and Plan location of utilities.

33.2. 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.

33.3. 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.

33.4. 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. Municipality reserves the right to remedy such damage by making such repairs or causing such repairs to be made at the expense of

Contractor. Municipality's expense in causing such repairs shall be deducted from Contractor's next Application for Payment.

#### **ARTICLE 34 VALUE ENGINEERING**

Contractor may request substitution of Materials, articles, pieces of equipment, or any changes that reduce the Contract Price by making such request to Consultant in writing. Consultant will be the sole judge of the acceptability of any proposed substitute, and no substitute will be ordered, installed, used, or initiated without Consultant's prior written acceptance by a Change Order or an approved shop drawing. In no event will any substitution accepted by Consultant result in an increase in the Contract Price or Contract Time. By making a request for substitution, Contractor agrees to pay directly to Consultant all Consultant's fees and charges related to Consultant's review of the request for substitution, regardless of whether the request for substitution is accepted by Consultant. Any substitution submitted by Contractor must meet the form, fit, function, and life cycle criteria of the item proposed to be replaced, and there must be a reduction in Contract Price including Consultant review fees and charges. Unless otherwise indicated in the relevant Change Order, a substitution is approved, the net dollar savings shall be shared equally between Contractor and Municipality and processed as a deductive Change Order. Municipality may require Contractor to furnish, at Contractor's expense, a special performance guarantee or other surety with respect to any substitute approved after award of this Contract.

#### **ARTICLE 35 PAYMENT BY MUNICIPALITY FOR TESTS**

Except when otherwise specified in the Contract Documents, the expense of all tests shall be borne by Municipality and be performed by a testing firm selected by Municipality. Contractor shall reimburse Municipality the costs of any required test in which the tested Work fails. For road construction projects, the procedure for making tests required by Municipality will be in conformance with the most recent edition of the State of Florida, Department of Transportation Standard Specifications for Road and Bridge Construction.

#### **ARTICLE 36 CHANGE IN THE WORK OR TERMS OF CONTRACT**

36.1. Without invalidating this Contract and without notice to any surety, Municipality has the right to make such increases, decreases, or other changes in the character or quantity of the Work as may be considered necessary or desirable by Municipality to fully and acceptably complete the proposed Work in a satisfactory manner. Any extra or additional Work within the scope of this Project must be accomplished by means of appropriate Field Orders and Supplemental Instructions or Change Orders.

36.2. Any changes to the terms of this Contract must be contained in a written document, executed by the Parties hereto, with the same formality and of equal dignity as this Contract prior to the initiation of any Work described in such change. This section shall not prohibit the issuance of Change Orders executed only by Municipality, as provided in this Contract.

#### **ARTICLE 37 FIELD ORDERS AND SUPPLEMENTAL INSTRUCTIONS**

37.1. The Contract Administrator, through Consultant, shall have the right to approve and issue Field Orders setting forth written interpretations of the intent of this Contract and ordering minor changes in the Work. Field Orders may not change the Contract Price or the Contract Time.

37.2. Consultant shall have the right to approve and issue Supplemental Instructions setting forth written orders, instructions, or interpretations concerning the Contract Documents or performance of the Work. Supplemental Instructions may not change the Contract Price or the Contract Time.

### **ARTICLE 38 CHANGE ORDERS**

38.1. 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 Municipality's Procurement Code, as amended from time to time.

38.2. 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 Municipality. Upon receipt of a Change Order, Contractor shall promptly proceed with the Work set forth in the Change Order.

38.3. If 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, Municipality may, at its sole option, either terminate this Contract as it applies to the items in question and make such arrangements as Municipality deems necessary to complete the work associated with the disputed item or submit the matter in dispute to Consultant as set forth in Article 12.

38.4. Under circumstances determined necessary by Municipality, Change Orders may be issued unilaterally by Municipality. During the pendency of the dispute, and upon receipt of a Change Order from Municipality, Contractor shall promptly proceed with the change in the Work involved and advise Consultant and 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.

38.5. 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 Municipality such updated bonds.

### **ARTICLE 39 VALUE OF CHANGE ORDER WORK**

39.1. 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:

39.1.1 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 39.7.

39.1.2 By mutual acceptance of a lump sum, which sum Contractor and Municipality acknowledge contains a component for overhead and profit.

39.1.3 On the basis of the "Cost of Work," determined as provided in Sections 39.2 and 39.3, plus a Contractor's fee for overhead and profit as determined in Section 39.4.

39.2. The term "Cost of Work" means the sum of all direct costs necessarily incurred and paid by Contractor (or, if applicable, Subcontractor) in the proper performance of the Work described in the Change Order. Except as otherwise may be agreed to in writing by Municipality, 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 39.3.

39.2.1 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 Municipality 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 Municipality.

39.2.2 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 Municipality deposits funds with Contractor to make payments, in which case the cash discounts shall accrue to Municipality. All trade discounts, rebates and refunds, and all returns from sale of surplus materials and equipment shall accrue to Municipality, 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 Municipality with the advice of Consultant, and the costs of transportation, loading, unloading, installation, dismantling and removal thereof, all in accordance with the terms of said agreements. Municipality will 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.

39.2.3 If required by Municipality, Contractor shall obtain competitive bids from Subcontractors acceptable to Contractor, and shall deliver such bids to Municipality who will then determine, with the advice of Consultant, which bids will be accepted. If the subcontract provides that the Subcontractor is to be paid on the basis of Cost of Work plus a fee, the Subcontractor's Cost of Work shall be determined in the same manner as Contractor's Cost of Work. All Subcontractors shall be subject to the other provisions of this Contract insofar as applicable.

39.2.4 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.

39.2.5 Supplemental costs including the following:

39.2.5.1 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.

39.2.5.2 Sales, use, or similar taxes related to the Work, imposed by any governmental authority, for which Contractor is liable.

39.2.5.3 The cost of utilities, fuel, and sanitary facilities at the site.

39.2.5.4 Cost of premiums for additional bonds and insurance required because of changes in the Work.

39.3 The term "Cost of Work" shall not include any of the following:

39.3.1 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 39.2.1, all of which payroll costs and other compensation are to be considered administrative costs covered by Contractor's fee.

39.3.2 Expenses of Contractor's principal and branch offices other than Contractor's field office at the Project site.

39.3.3 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.

39.3.4 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.

39.3.5 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.

39.3.6 Other overhead or general expense costs of any kind.

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

39.4.1 A mutually acceptable fixed fee, or if no fixed fee can be agreed upon;

39.4.2 A fee based on the following percentages of the various portions of the cost of the Work:

39.4.2.1 For costs incurred under subsections 39.2.1 and 39.2.2, Contractor's fee shall not exceed ten percent (10%).

39.4.2.2 For costs incurred under subsection 39.2.3, 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

39.4.2.3 No fee shall be payable on the basis of costs itemized under subsections 39.2.4 and 39.2.5 (except subsection 39.2.5.3) and Section 39.3.

39.5 The amount of credit to Municipality 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.

39.6 Whenever the cost of any Work is to be determined pursuant to Sections 39.2 and 39.3, Contractor will submit in a form acceptable to Consultant an itemized cost breakdown together with the supporting data.

39.7 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.

39.8 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 Consultant and Contract Administrator.

39.8.1 Such cost estimate shall include a breakdown listing the quantities and unit prices for materials, labor, equipment, and other items of cost.

39.8.2 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.

39.9 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 Work."

#### **ARTICLE 40 NOTIFICATION AND CLAIM FOR CHANGE OF CONTRACT TIME OR CONTRACT PRICE**

40.1 Any claim for a change in the Contract Time or Contract Price shall be made by written notice by Contractor to the Contract Administrator and to Consultant 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 and Consultant (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 and Consultant, then Contractor shall submit the claim to Consultant within five (5) days after the date of impasse in accordance with Article 12 hereof. **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 OF THIS SECTION.**

40.2 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 is made in accordance with Section 40.1. Such delays shall include, but not be limited to, acts, omissions, or neglect by any separate contractor employed by Municipality, fires, floods, labor disputes, epidemics, abnormal weather conditions or acts of God.

#### **ARTICLE 41 NO DAMAGES FOR DELAY**

No claim for damages or any claim, other than for an extension of time, shall be made or asserted against Municipality 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 Municipality 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 Municipality or its Consultant.

#### **ARTICLE 42 EXCUSABLE DELAY; COMPENSABLE; NON-COMPENSABLE**

42.1 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 Article 40 hereof. Failure of Contractor to comply with Article 40 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.

42.1.1 Compensable Excusable Delay. Excusable Delay is compensable when (a) the delay extends the Contract Time; (b) is caused by circumstances beyond the control of Contractor or its Subcontractors, suppliers, or vendor; and (c) is caused solely by fraud, bad faith, or active interference on the part of Municipality 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 Article 39 hereof.

Municipality 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 [REDACTED] Dollars (\$ [REDACTED]) per day for each day this Contract is delayed due to a Compensable Excusable Delay.

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

#### **ARTICLE 43 SUBSTANTIAL COMPLETION**

When Contractor determines in good faith that the Work, or a portion thereof designated by Municipality

pursuant to Article 30 hereof, has reached Substantial Completion, Contractor shall so notify the Contract Administrator and Consultant in writing. Consultant and the Contract Administrator shall then promptly inspect the Work. When Consultant, on the basis of such an inspection, determines that the Work or designated portion thereof is substantially complete, it will then prepare a Certificate of Substantial Completion (Form 10). The Contract Administrator shall affix its determination to the Certificate of Substantial Completion, which shall establish the Date of Substantial Completion. The Certificate of Substantial Completion shall state the responsibilities of Municipality and Contractor for security, maintenance, heat, utilities, damage to the Work, and insurance.

The estimated cost of the Project is as follows (select one):

**less than \$10,000,000.** Within thirty (30) calendar days after the issuance of the Certificate of Substantial Completion, Consultant and the Contract Administrator shall develop and Contractor shall review the Punch List.

**equal to or greater than \$10,000,000.** Within forty-five (45) calendar days after the issuance of the Certificate of Substantial Completion, Consultant and the Contract Administrator shall develop and Contractor shall review the Punch List.

The Punch List shall describe all Work yet to be completed by Contractor, including the estimated cost to complete each item of Work on the Punch List, to satisfy the requirements of this Contract for Final Completion and to make the Work satisfactory and acceptable. The Punch List shall be provided to Contractor within five (5) days after final development and review. If the final Punch List is not provided within the stated five (5) days, the Contract Time for completion shall be extended by the number of days exceeding the five (5) days. The failure to include any items of corrective Work or remaining Work on such Punch List does not alter the responsibility of Contractor to complete all Work in accordance with this Contract. Warranties required by this Contract shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion. The Certificate of Substantial Completion shall be submitted to the Contract Administrator and Contractor for their written acceptance of the responsibilities assigned to them in the Certificate of Substantial Completion.

The process for developing the estimated cost of each item of Work on the Punch List shall use the following methodology or methodologies (select all that apply):

- Direct costs
- Prorated value of outstanding Work based on Contractor's original Schedule of Values
- Unit prices provided in the bid
- Labor costs per hour
- Per square foot of site area
- Per assembly
- Historical and current prices for similar work
- Industry cost database(s)

Other: \_\_\_\_\_.

#### **ARTICLE 44 NO INTEREST**

44.1 Unless prohibited by Applicable Law, Municipality shall not be liable to pay any interest to Contractor for any reason, whether as prejudgment interest or for any other purpose, and Contractor waives, rejects, disclaims and surrenders any and all entitlement to interest in connection with a dispute or claim arising from, related to, or in connection with this Contract.

44.2 If the preceding section is inapplicable or is determined to be invalid or unenforceable by a court of competent jurisdiction, the annual rate of interest payable by Municipality under this Contract, whether as prejudgment interest or for any other purpose, shall be, to the full extent permissible under Applicable Law, one quarter of one percent (0.25%) simple interest (uncompounded).

#### **ARTICLE 45 SHOP DRAWINGS**

45.1 Contractor shall submit shop drawings as required by the Technical Specifications. The purpose of the shop drawings is to show the suitability, efficiency, technique of manufacture, installation requirements, details of the item, and evidence of its compliance or noncompliance with this Contract.

45.2 Within thirty (30) days after the Project Initiation Date specified in the Notice to Proceed, Contractor shall submit to Consultant a complete list of preliminary data on items for which shop drawings are to be submitted and shall identify the critical items. Approval of this list by Consultant shall in no way relieve Contractor from submitting complete shop drawings and providing all materials and equipment in accordance with this Contract. This procedure is required in order to expedite final approval of shop drawings.

45.3 After the approval of the list of items required in Section 45.2 above, Contractor shall promptly request shop drawings from the various manufacturers, fabricators, and suppliers.

45.4 Contractor shall thoroughly review and check the shop drawings, and shall approve each and every copy by initialing same, and shall transit a letter of approval to Consultant and Municipality.

45.5 If the shop drawings show or indicate departures from the Contract requirements, Contractor shall specify such departures and make specific mention thereof in its letter of transmittal to Consultant and Municipality. Failure to point out such departures shall not relieve Contractor from its responsibility to comply with this Contract.

45.6 Consultant shall review and approve shop drawings within twenty-one (21) days after the date received, unless said shop drawings are rejected by Consultant for material reasons. Consultant's approval of shop drawings will be general and shall not relieve Contractor of responsibility for the accuracy of such shop drawings, nor for the proper fitting and construction of the Work, nor for the furnishing of materials or Work required by this Contract but not indicated on the shop drawings. No Work called for by Shop Drawings shall be performed until the said shop drawings have been approved by Consultant. Approval by Consultant shall not relieve Contractor from responsibility for errors or omissions of any sort on the shop drawings.

45.7 No approval will be given to partial submittals of shop drawings for items that interconnect or are interdependent where necessary to properly evaluate the design. It is Contractor's responsibility to assemble the shop drawings for all such interconnecting or interdependent items, check such items, and then make one submittal to Consultant along with Contractor's comments as to compliance, noncompliance, or features requiring special attention.

45.8 If catalog sheets or prints of manufacturers' standard drawings are submitted as shop drawings, any additional information or changes on such drawings shall be typewritten or lettered in ink.

45.9 Contractor shall submit the number of copies of shop drawings required by Consultant. Resubmissions of shop drawings shall be made in the same quantity until final approval is obtained.

45.10 Contractor shall keep one set of shop drawings marked with Consultant's approval at the job site at all times.

#### **ARTICLE 46 FIELD LAYOUT OF THE WORK AND RECORD DRAWINGS**

46.1 The entire responsibility for establishing and maintaining line and grade in the field lies with Contractor. Contractor shall maintain an accurate and precise record of the location and elevation of all pipelines, conduits, structures, maintenance access structures, handholes, fittings and the like, and shall prepare record or "as-built" drawings of the same, which must be sealed by a Professional Surveyor. Contractor shall deliver these records in good order to Consultant as the Work is completed. The cost of all such field layout and recording work is included in the bid prices for the appropriate items. All record drawings shall be made on reproducible paper and shall be delivered to Consultant prior to, and as a condition of, final payment.

46.2 Contractor shall maintain in a safe place at the Project site one record copy of all Drawings, Plans, Specifications, Addenda, written amendments, Change Orders, Field Orders and written interpretations and clarifications in good order and annotated to show all changes made during construction. These record documents together with all approved samples and a counterpart of all approved shop drawings shall be available at all times to Consultant for reference. Upon Final Completion of the Project and prior to Final Payment, these record documents, samples, and shop drawings shall be delivered to the Contract Administrator.

46.3 Prior to, and as a condition precedent to Final Payment, Contractor shall submit to Municipality Contractor's record drawings or as-built drawings acceptable to Consultant.

#### **ARTICLE 47 SAFETY AND PROTECTION**

47.1 Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Project. Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss to:

47.1.1 All employees on the work site and other persons who may be affected thereby;

47.1.2 All the Work and all materials or equipment to be incorporated therein, whether in storage on or off the Project site; and

47.1.3 Other property at the Project site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, and utilities not designated for removal, relocation, or replacement in the course of construction.

47.2 Contractor shall comply with all Applicable Law of any public body having jurisdiction for the safety of persons or property or to protect person or property from damage, injury, or loss, and Contractor shall erect and maintain all necessary safeguards for such safety and protection. Contractor shall notify owners of adjacent property and utilities when performance of the Work may affect them. All damage, injury, or loss to any property referred to in subsections 47.1.2 and 47.1.3 above, caused directly or indirectly, in whole

or in part, by Contractor, any Subcontractor or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, shall be repaired or remedied by Contractor. Contractor's duties and responsibilities for the safety and protection of the Work shall continue until such time as all the Work is completed and Consultant has issued a notice to Municipality and Contractor that the Work is acceptable except as otherwise provided in Article 30.

47.3 Contractor shall designate a responsible member of its organization at the Project site whose duty shall be the prevention of accidents. This person shall be Contractor's superintendent unless otherwise designated in writing by Contractor to Municipality.

#### **ARTICLE 48 FINAL BILL OF MATERIALS**

Contractor shall be required to submit to Municipality and Consultant a final bill of materials with unit costs for each bid item for supply of materials installed. This shall be an itemized list of all materials with a unit cost for each material, and the total cost shall be determined on the basis of the unit costs established for each Contract item.

#### **ARTICLE 49 PROJECT SIGN**

Any requirements for a project sign shall be as set forth within the Technical Specifications section.

#### **ARTICLE 50 CLEANING UP; MUNICIPALITY'S RIGHT TO CLEAN UP**

Contractor shall at all times keep the premises free from accumulation of waste materials or rubbish caused by its operations. At the completion of the Project, Contractor shall remove all its waste materials and rubbish from and about the Project as well as its tools, construction equipment, machinery, and surplus materials. If Contractor fails to clean up during the performance of the Work or at the completion of the Work, Municipality may do so and the cost thereof shall be charged to Contractor. If a dispute arises between Contractor and separate contractors of Municipality as to their responsibility for cleaning up, Municipality may clean up and charge the cost thereof to the contractors responsible as Consultant shall determine to be appropriate and equitable.

#### **ARTICLE 51 HURRICANE PRECAUTIONS**

51.1 During such periods of time as are designated by the National Weather Services as being a hurricane watch or warning, Contractor, at no cost to Municipality, shall take all precautions necessary to secure the Project site from any damage that may be caused by all threatened storm events, regardless of whether Municipality or Consultant has given notice of same.

51.2 Compliance with any specific hurricane watch or warning precautions will not constitute additional work.

51.3 Suspension of the Work caused by a threatened or actual storm event, regardless of whether Municipality has directed such suspension, will entitle Contractor to additional Contract Time as non-compensable, excusable delay, and shall not give rise to a claim for compensable delay.

#### **ARTICLE 52 REMOVAL OF EQUIPMENT**

In case of termination of this Contract before completion for any cause whatsoever, Contractor, if notified to do so by Municipality, shall promptly remove any part or all of Contractor's equipment and supplies from the property of Municipality, failing which Municipality shall have the right to remove such

equipment and supplies at the expense of Contractor.

### **ARTICLE 53 DOMESTIC PARTNERSHIP REQUIREMENT**

Unless this Contract is exempt from the provisions of the Broward County Domestic Partnership Act, Section 16½-157, of the Code (“Act”), or will be paid with State-appropriated funds, Contractor certifies and represents that it will at all times comply with the provisions of the Act, and the contract language referenced in the Act 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 Municipality 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.

### **ARTICLE 54 EQUAL EMPLOYMENT OPPORTUNITY AND CBE/SBE COMPLIANCE**

54.1 Contractor and Subcontractors shall not 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. Part 26. Contractor shall include the foregoing or similar language in its contracts with any Subcontractors.

54.2 By January 1 of each year, Contractor must submit, and cause each of its Subcontractors to submit, an Ownership Disclosure Form (or such other form or information designated by Municipality), available at <https://www.broward.org/econdev/Pages/forms.aspx>, identifying the ownership of the entity and indicating whether the entity is majority-owned by persons fitting specified classifications.

**DELETE SECTIONS 54.2 – 54.9 IF FEDERALLY FUNDED; CONSULT WITH COUNTY OESBD IF STATE FUNDED**

54.3 Contractor shall comply with all applicable requirements in Section 1-81, of the Code, in the award and administration of this Contract. Failure by Contractor to carry out any of the requirements of this article shall constitute a material breach of this Contract, which shall permit Municipality to terminate this Contract or exercise any other remedy provided under this Contract or Applicable Law, all such remedies being cumulative.

54.4 Contractor must meet or exceed the required CBE or SBE goal by utilizing the CBE or SBE firms listed in Exhibit \_\_ (or a CBE/SBE firm substituted for a listed firm, if permitted) for \_\_\_ percent (\_\_\_%) of total Work under this Contract (the “Commitment”). In performing the Work, Contractor shall utilize the CBE or SBE firms listed in Exhibit \_\_ for the scope of work and the percentage of work amounts identified on each Letter of Intent. Promptly upon execution of this Contract by Municipality, Contractor shall enter into formal contracts with the CBE or SBE firms listed in Exhibit \_\_ and, upon request, shall provide copies of the contracts to the Contract Administrator and OESBD. ]

54.5 Each CBE or SBE firm utilized by Contractor to meet the CBE or SBE goal must be certified by OESBD. Contractor shall inform Municipality immediately when a CBE or SBE firm is not able to perform or if Contractor believes the CBE or SBE firm should be replaced for any other reason, so that OESBD can review and verify the good faith efforts of Contractor to substitute the CBE or SBE firm with another CBE or SBE firm. Whenever a CBE or SBE firm is terminated for any reason, Contractor shall provide written notice to OESBD and, upon written approval of the Director of OESBD, shall substitute another CBE or SBE firm in order to meet the CBE or SBE goal, unless otherwise provided in this Contract or agreed to in writing by the Parties. Such substitution shall not be required if the termination results from modification of the scope of services and no CBE or SBE firm is available to perform the modified scope of services; in which event, Contractor

shall notify OESBD, and OESBD may adjust the CBE or SBE goal by written notice to Contractor. Contractor shall not terminate a CBE or SBE firm for convenience without OESBD's prior written consent, which consent shall not be unreasonably withheld.

54.6 The Parties stipulate that if Contractor fails to meet the Commitment, the damages to Municipality arising from such failure are not readily ascertainable at the time of contracting. If Contractor fails to meet the Commitment and County determines, in the sole discretion of the OESBD Program Director, that Contractor failed to make Good Faith Efforts (as defined in Section 1-81, Broward County Code of Ordinances) to meet the Commitment, Contractor shall pay Municipality liquidated damages in an amount equal to fifty percent (50%) of the actual dollar amount by which Contractor failed to achieve the Commitment, up to a maximum amount of ten percent (10%) of the total contract amount excluding costs and reimbursable expenses. An example of this calculation is stated in Section 1-81.7, Broward County Code of Ordinances. As elected by Municipality, such liquidated damages amount shall be either credited against any amounts due from Municipality, or must be paid to Municipality within thirty (30) days after written demand. These liquidated damages shall be Municipality's sole contractual remedy for Contractor's breach of the Commitment, but shall not affect the availability of administrative remedies under Section 1-81. Contractor acknowledges and agrees that the liquidated damages provided in this section are proportionate to an amount that might reasonably be expected to flow from a breach of the Commitment and are not a penalty. Any failure to meet the Commitment attributable solely to force majeure, changes to the Scope of Work by Municipality, or inability to substitute a CBE or SBE Subcontractor where the OESBD Program Director has determined that such inability is due to no fault of Contractor, shall not be deemed a failure by Contractor to meet the Commitment.

54.7 Contractor acknowledges that County, may make minor administrative modifications to Section 1-81, of the Code, which shall become applicable to this Contract if the administrative modifications are not unreasonable. Written notice of any such modification shall be provided to Contractor and shall include a deadline for Contractor to notify Municipality in writing if Contractor concludes that the modification exceeds the authority under this section. Failure of Contractor to timely notify Municipality of its conclusion that the modification exceeds such authority shall be deemed acceptance of the modification by Contractor.

54.8 OESBD may modify the Commitment in connection with any amendment, extension, modification, or change order to this Contract that, by itself or aggregated with previous amendments, extensions, modifications, or change orders, increases the initial Contract price by ten percent (10%) or more. Contractor shall make a good faith effort to include CBE or SBE firms in work resulting from any such amendment, extension, modification, or change order, and shall report such efforts, along with evidence thereof, to OESBD.

54.9 Contractor shall provide monthly utilization reports, using the form available at <https://www.broward.org/EconDev/SmallBusiness/Pages/Compliance.aspx>, to the Contract Administrator, to OESBD at [SBCOMP@broward.org](mailto:SBCOMP@broward.org), and to the Small Business Specialist designated by the Contract Administrator. In addition, Contractor shall allow Municipality and OESBD to engage in onsite reviews to monitor Contractor's progress in achieving and maintaining the Commitment. The Contract Administrator in conjunction with OESBD shall perform such review and monitoring, unless otherwise determined by the County Administrator.

54.10 The Contract Administrator may withhold progress payments if Contractor fails to demonstrate timely payments of sums due to all Subcontractors and suppliers. The presence of a "pay when paid" provision in a Contractor's contract with a CBE or SBE firm shall not preclude Municipality or its representatives from inquiring into claims of nonpayment.

Notwithstanding any other provision in this Contract, any action taken by Municipality in compliance with, or in a good faith attempt to comply with, the requirements of Chapter 119, Florida Statutes, shall not constitute a breach of this Contract. If Contractor is acting on behalf of Municipality as provided in Section 119.0701, Florida Statutes, Contractor shall:

55.1.1 Keep and maintain public records required by Municipality to perform the services under this Contract;

55.2 Upon request from Municipality, provide Municipality with a copy of the requested records or allow the records to be inspected or copied within a reasonable time and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by Applicable Law;

55.3 Ensure that public records that are exempt or confidential and exempt from public record requirements are not disclosed except as authorized by Applicable Law for the duration of this Contract and after completion or termination of this Contract if the records are not transferred to Municipality; and

55.4 Upon completion or termination of this Contract, transfer to Municipality, at no cost, all public records in possession of Contractor or keep and maintain public records required by Municipality to perform the services. If Contractor transfers the records to Municipality, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt. If Contractor keeps and maintains public records, Contractor shall meet all requirements of Applicable Law for retaining public records. All records stored electronically must be provided to Municipality upon request in a format that is compatible with the information technology systems of Municipality.

The failure of Contractor to comply with the provisions of this article shall constitute a material breach of this Contract entitling Municipality to exercise any remedy provided in this Contract or under Applicable Law, all of such remedies being cumulative.

~~If Contractor receives a request for public records regarding this Contract or the Services,~~

~~Contractor must immediately notify the Contract Administrator in writing and provide all~~

~~requested records to Municipality to enable Municipality to timely respond to the public records~~

~~request. Municipality will respond to all such public records requests.~~

Contractor must separately submit and conspicuously label as “RESTRICTED MATERIAL – DO NOT PRODUCE” any material (a) that Contractor contends constitutes or contains its trade secrets under Chapter 688, Florida Statutes, or (b) for which Contractor asserts a right to withhold from public disclosure as confidential or otherwise exempt from production under Florida public records laws (including Chapter 119, Florida Statutes) (collectively, “Restricted Material”). In addition, Contractor must, simultaneous with the submission of any Restricted Material, provide a sworn declaration or affidavit in a form acceptable to Municipality from a person with personal knowledge attesting that the Restricted Material constitutes trade secrets or is otherwise exempt or confidential under Florida public records laws, including citing the applicable Florida statute and specifying the factual basis for each such claim. Upon request by Municipality, Contractor must promptly identify the specific applicable statutory section that protects any

particular document. If a third party submits a request to Municipality for records designated by Contractor as Restricted Material, Municipality shall refrain from disclosing such material unless otherwise ordered by a court of competent jurisdiction, authorized in writing by Contractor, or the claimed exemption is waived. Any failure by Contractor to strictly comply with the requirements of this section shall constitute Contractor's waiver of Municipality's obligation to treat the records as Restricted Material. Contractor must indemnify and hold harmless Municipality and its employees and agents from any and all claims, causes of action, losses, fines, penalties, damages, judgments, and liabilities of any kind, including attorneys' fees, litigation expenses, and court costs, relating to nondisclosure of Restricted Material in response to a third-party request.

**IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF FLORIDA STATUTES CHAPTER 119 TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT Alexandra Grant, City of West Park City Clerk at (954) 989-2688 [agrant@cityofwestpark.org](mailto:agrant@cityofwestpark.org)**

(The remainder of this page is intentionally left blank.)

## SUPPLEMENTAL GENERAL CONDITIONS

### SUPPLEMENTAL WAGE REQUIREMENTS

1.  Prevailing Wage Rate Ordinance - This Project is not federally or state funded. If the price of this Contract is in excess of \$250,000.00, the following sections shall apply.

1.1. 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.

1.2. 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.

1.3. 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 Municipality Manager for final determination, which shall be binding.

1.4. If 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 Code 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 to perform the Work or portion thereof to completion. Whereupon, Contractor and its Sureties shall be liable to Municipality for any and all costs incurred by Municipality to complete such Work to the extent such costs exceed any amounts that Contractor would be due for performance of such Work.

1.5. Contractor shall maintain payrolls and basic records relating thereto during the course of the Work and shall preserve such records 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.

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

1.7. 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.

1.8. 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.  Federal Grant Projects:

2.1. Because this Project will be funded, in whole or in part, by the United States government through \_\_\_\_\_ [Federal Agency] \_\_\_\_\_ and referred to as \_\_\_\_\_ No. \_\_\_\_\_, all Federal assurances applicable to such funding, including any and all supervening assurances set forth in Rules and Regulations published in Federal Register or C.F.R., shall apply to this Contract.

2.2. Accordingly, all clauses, terms, or conditions required by federal grantor agency with respect to the federal funding for this Project are hereby attached and made a part of this Contract. **[ATTACH RELEVANT DOCUMENTS IF SECTION 2 IS CHECKED]**

**FORM 1: PERFORMANCE BOND**

Project Name: «Project\_Name»  
Project Number: «Project\_Number»

BY THIS BOND, We \_\_\_\_\_, as Principal, hereinafter called Contractor, located at \_\_\_\_\_, with a phone number of \_\_\_\_\_, and \_\_\_\_\_, as Surety, located at \_\_\_\_\_, with a phone number of \_\_\_\_\_, under the assigned Bond Number \_\_\_\_\_, are bound to the Municipality of \_\_\_\_\_, Florida (“Municipality”), and Broward County, Florida, as dual Obligees (hereinafter jointly and severally referred to as “Municipality/County”), in the amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_ ) for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, Contractor has by written agreement dated the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, entered into a Contract, Bid/Contract No. \_\_\_\_\_, with Municipality, the terms of which contract (including the Contract Documents, as those are defined in the contract) are incorporated by reference herein and made a part hereof as the “Contract,” which includes any and all provisions for liquidated damages, and other damages identified.

THE CONDITION OF THIS BOND is that if Contractor:

- 1) Performs the Contract between Contractor and Municipality for construction of \_\_\_\_\_, in the time and manner prescribed in the Contract; and
- 2) Pays Municipality/County all losses, liquidated damages, expenses, costs and attorneys’ fees including appellate proceedings, that Municipality/County sustains as a result of default by Contractor under the Contract; and
- 3) Performs the guaranties of all Work (as defined in the Contract) and materials furnished under the Contract for the time specified in the Contract, then THIS BOND IS VOID; OTHERWISE IT REMAINS IN FULL FORCE AND EFFECT.

Whenever Contractor shall be, and is declared by Municipality/County to be, in default under the Contract with Municipality, having performed its obligations thereunder, the Surety may promptly remedy the default, or shall promptly:

- a) Complete the required performance in accordance with the terms and conditions of the Contract Documents; or
- b) Obtain a bid or bids for completing the Project in accordance with the terms and conditions of the Contract Documents, and upon determination by Surety of the lowest responsible Bidder, or, if Municipality/County elects, upon determination by Municipality/County and Surety jointly of the lowest responsible Bidder, arrange for a contract between such Bidder and Municipality/County on the same terms and conditions as the Contract Documents unless otherwise agreed by Municipality/County, and shall make available as Work progresses sufficient funds to pay the cost of completion of the Work required by the Contract in an amount less but not exceeding the balance of the Contract Price , which amount shall include other costs and damages for which the Surety may be liable hereunder, the amount set forth in the first paragraph hereof. The term “balance of the Contract Price,” as used in this paragraph, shall mean the total amount payable by Municipality to Contractor under the Contract and any amendments thereto, less the amount properly paid by Municipality to Contractor.

No right of action shall accrue on this bond to or for the use of any person or corporation other than

Municipality/County named herein.

The Surety hereby waives notice of and agrees that any changes in or under the Contract Documents and compliance or noncompliance with any formalities connected with the Contract or the changes does not affect Surety's obligation under this Bond.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

ATTEST:

CONTRACTOR

\_\_\_\_\_  
Corporate Secretary or other  
person authorized to attest

By: \_\_\_\_\_  
Authorized Signer

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

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

(CORPORATE SEAL OR NOTARY)

IN THE PRESENCE OF:

SURETY:

\_\_\_\_\_  
Signature

By \_\_\_\_\_  
Agent and Attorney-in-Fact

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

\_\_\_\_\_  
(Print/Type Name)

\_\_\_\_\_  
Signature

Address: \_\_\_\_\_  
(Street)

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

Telephone No.: \_\_\_\_\_

**FORM 2: PAYMENT BOND**

Project Name: «Project\_Name»

Project Number: «Project\_Number»

KNOW ALL BY THESE PRESENTS:

That we \_\_\_\_\_, as Principal (hereinafter called "Contractor"), located at \_\_\_\_\_, with a phone number of \_\_\_\_\_, and \_\_\_\_\_, as Surety, located at \_\_\_\_\_, with a phone number of \_\_\_\_\_, under the assigned Bond Number \_\_\_\_\_ and pursuant to Section 255.05, Florida Statutes, are bound to the Municipality of \_\_\_\_\_, Florida ("Municipality") and Broward County, Florida (hereinafter jointly and severally referred to as "Municipality/County"), as dual Obligees, in the amount of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally.

WHEREAS, Contractor has by written agreement dated the \_\_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_, entered into a Contract, Bid/Contract No. \_\_\_\_\_, with Municipality for construction of \_\_\_\_\_ located at \_\_\_\_\_, the terms of which contract (including the Contract Documents, as those are defined in the contract) are incorporated by reference herein and made

a part hereof as the "Contract."

THE CONDITION OF THIS BOND is that if Contractor:

1. Pays Municipality/County all losses, damages, expenses, costs and attorneys' fees including appellate proceedings, that Municipality/County sustains because of default by Contractor under the Contract; and
2. Promptly makes payments to all claimants as defined by Florida Statute Section 255.05(1) for all labor, materials and supplies used directly or indirectly by Contractor in the performance of the Contract;

THEN CONTRACTOR'S OBLIGATION SHALL BE VOID; OTHERWISE, IT SHALL REMAIN IN FULL FORCE AND EFFECT SUBJECT, HOWEVER, TO THE FOLLOWING CONDITIONS:

- A. A claimant, except a laborer, who is not in privity with Contractor and who has not received payment for its labor, materials, or supplies shall, within forty-five (45) days after beginning to furnish labor, materials, or supplies for the prosecution of the Work (as defined in the Contract), furnish to Contractor a notice that he or she intends to look to the bond for protection.
- B. A claimant who is not in privity with Contractor and who has not received payment for its labor, materials, or supplies shall, within ninety (90) days after performance of the labor or after complete delivery of the materials or supplies, deliver to Contractor and to the Surety, written notice of the performance of the labor or delivery of the materials or supplies and of the nonpayment.
- C. No action for the labor, materials, or supplies may be instituted against Contractor or the Surety unless the notices stated under the preceding conditions (A) and/or (B), as applicable, have been given.
- D. Any action under this Bond must be instituted in accordance with the Notice and Time Limitations provisions prescribed in Sections 255.05(2) and 255.05(10), Florida Statutes.

The Surety hereby waives notice of and agrees that any changes in or under the Contract Documents and compliance or noncompliance with any formalities connected with the Contract or the changes does not affect the Surety's obligation under this Bond.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

ATTEST:

CONTRACTOR

\_\_\_\_\_

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

Corporate Secretary or other person authorized to attest

Authorized Signer

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

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

(CORPORATE SEAL OR NOTARY)

IN THE PRESENCE OF:

SURETY:

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Signature

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

By \_\_\_\_\_  
Agent and Attorney-in-Fact

\_\_\_\_\_  
(Print/Type Name)

Address: \_\_\_\_\_  
(Street)

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

Telephone No.: \_\_\_\_\_

**FORM 3: CERTIFICATE AS TO CORPORATE PRINCIPAL**

**[COMPLETE ONLY ONE: CERTIFICATION BY CORPORATE SECRETARY OR NOTARIZED CERTIFICATION UNDER OATH]**

*CERTIFICATION BY CORPORATE SECRETARY:*

I, \_\_\_\_\_, certify that I am the Secretary of the corporation named as Principal in the foregoing Performance and Payment Bonds; that \_\_\_\_\_, who signed the Bond(s) on behalf of the Principal, was then \_\_\_\_\_ of said corporation; that I know their signature; that their signature thereto is genuine; and that said Bond(s) was (were) duly signed, sealed and attested to on behalf of said corporation by authority of its governing body.

Signature: \_\_\_\_\_  
as Secretary of [Print Name of Principal/Contractor] \_\_\_\_\_  
(CORPORATE SEAL)  
Print Name: \_\_\_\_\_

*NOTARIZED CERTIFICATION UNDER OATH:*

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Before me, \_\_\_\_\_ a Notary Public duly commissioned, qualified, and acting, personally appeared \_\_\_\_\_, who has duly sworn under oath (or affirmed) that they are authorized to execute the foregoing Performance and Payment Bond on behalf of Contractor named therein in favor of County.

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

NOTARY PUBLIC:  
Signature: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
(NOTARY SEAL)  
My commission expires:

Personally Known or  Produced Identification  
Type of Identification Produced: \_\_\_\_\_

**FORM 4: FORM OF CERTIFICATE AND AFFIDAVIT FOR BONDS \$500,000.00 OR LESS**

TO: MUNICIPALITY OF \_\_\_\_\_  
RE: BID NUMBER: \_\_\_\_\_

BIDDER: \_\_\_\_\_  
Insert Name  
Insert Address  
Address Cont'd  
Insert Phone Number

AMOUNT OF BOND: \_\_\_\_\_

SURETY BOND COMPANY:  
Insert Name  
Insert Address  
Address Cont'd

Insert Phone Number \_\_\_\_\_ This is to certify that, in accordance with Section 287.0935, Florida Statutes, the insurer named above:

- (1) Is licensed to do business in the State of Florida;
- (2) Holds a certificate of authority authorizing it to write surety bonds in the State of Florida;
- (3) Has twice the minimum surplus and capital required by the Florida Insurance Code;
- (4) Is otherwise in compliance with the provisions of the Florida Insurance Code; and
- (5) Currently holds a valid certificate of authority issued by the United States Department of Treasury under 31 U.S.C. §§ 9304-9308.

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
Agent and Attorney-in-Fact

*(continued on next page)* \_\_\_\_\_



**FORM 5: UNCONDITIONAL LETTER OF CREDIT  
(PERFORMANCE AND PAYMENT GUARANTY FORM)**

UNCONDITIONAL LETTER OF CREDIT

Beneficiary:

Municipality of \_\_\_\_\_, Florida

Municipality Manager

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_, Florida \_\_\_\_

Date of Issue \_\_\_\_\_

Issuing Bank's No. \_\_\_\_\_

Applicant: \_\_\_\_\_

Amount: \_\_\_\_\_

(in United States Funds)

Expiry: \_\_\_\_\_

(Date)

Bid/Contract Number \_\_\_\_\_

We hereby authorize you to draw on (Bank, Issuer Name) at (Branch Address) by order of and for the account of (Contractor, Applicant, Customer) up to an aggregate amount, in United States Funds, of \$(Dollar Amount) available by your drafts at sight, accompanied by: A signed statement from the Municipality Manager of the Municipality of \_\_\_\_\_, Florida, or the Municipality Manager's authorized representative that the drawing is due to default in performance of certain obligations on the part of (Contractor, Applicant, Customer) agreed upon by and between the Municipality of \_\_\_\_\_ and (Contractor, Applicant, Customer) pursuant to the Bid/Contract No. \_\_\_\_\_ for (Name of Project) and Section 255.05, Florida Statutes. Drafts must be drawn and negotiated not later than (expiration date). Drafts must bear the clause: "Drawn under Letter of Credit No. (number), of (Bank Name) dated \_\_\_\_\_."

This Letter of Credit shall be renewed for successive periods of one (1) year each unless we provide the Municipality Manager with written notice of our intent to terminate the credit herein extended, which notice must be provided at least thirty (30) days prior to the expiration date of the original term hereof or any renewed one (1) year term. Notification to Municipality of \_\_\_\_\_ that this Letter of Credit will expire prior to performance of Contractor's obligations will be deemed a default.

This Letter of Credit sets forth in full the terms of our undertaking, and such undertaking shall not in any way be modified or amplified by reference to any documents, instrument, or agreement referred to herein or in which this Letter of Credit is referred to or this Letter of Credit relates, and any such reference shall not be deemed to incorporate herein by reference any document, instrument, or agreement.

We hereby agree with the drawers, endorsers, and bona fide holders of all drafts drawn under and in compliance with the terms of this Letter of Credit that such drafts will be duly honored upon presentation to the drawee.

Obligations under this Letter of Credit shall be released one (1) year after the final completion of the Project by the \_\_\_\_\_ (Contractor, Applicant, Customer).

This Credit is subject to the "Uniform Customs and Practice for Documentary Credits," International Chamber of Commerce (2007 revision), Publication No. 600 and to the provisions of Florida law. If a conflict between the Uniform Customs and Practice for Documentary Credits and Florida law should arise, Florida law shall prevail. If a conflict between the law of another state or country and Florida law should arise, Florida law shall prevail.

\_\_\_\_\_

Authorized Signature





**FORM 8A: STATEMENT OF COMPLIANCE (PREVAILING WAGE RATE)**

No. \_\_\_\_\_  
Contract No. \_\_\_\_\_  
Project Title \_\_\_\_\_

The undersigned Contractor hereby swears under penalty of perjury that, during the period covered by the application for payment to which this statement is attached, all mechanics, laborers, and apprentices, employed or working on the site of the Project, have been paid at wage rates, and that the wage rates of payments, contributions, or costs for fringe benefits have not been less than those required by Section 26-5 of the Broward County Code of Ordinances and the applicable conditions of the Contract.

Dated \_\_\_\_\_, 20\_\_\_\_ | \_\_\_\_\_  
Contractor

By \_\_\_\_\_  
(Signature)

By \_\_\_\_\_  
(Name and Title)

STATE OF \_\_\_\_\_ ) )  
COUNTY OF \_\_\_\_\_ ) )

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

NOTARY PUBLIC:

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

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

(NOTARY SEAL)

My commission expires:

Personally Known or  Produced Identification

Type of Identification Produced: \_\_\_\_\_

**FORM 8B: STATEMENT OF COMPLIANCE (DAVIS-BACON ACT)**

No. \_\_\_\_\_  
Contract No. \_\_\_\_\_  
Project Title \_\_\_\_\_

The undersigned Contractor hereby swears under penalty of perjury that, during the period covered by the application for payment to which this statement is attached, all mechanics, laborers, and apprentices, employed or working on the site of the Project, have been paid at wage rates, and that the wage rates of payments, contributions, or costs for fringe benefits have not been less than those required by the Davis-Bacon Act and the applicable conditions of the Contract.

Dated \_\_\_\_\_, 20\_\_\_\_  
\_\_\_\_\_ Contractor

By \_\_\_\_\_  
(Signature)

By \_\_\_\_\_  
(Name and Title)

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

NOTARY PUBLIC:

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

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

(NOTARY SEAL)

My commission expires:

Personally Known or  Produced Identification

Type of Identification Produced: \_\_\_\_\_

**FORM 9: CERTIFICATION OF PAYMENTS TO SUBCONTRACTORS**

Contract No. \_\_\_\_\_

Project Title \_\_\_\_\_

The undersigned Contractor hereby swears under penalty of perjury that:

- 1. Contractor has paid all Subcontractors all undisputed contract obligations for labor, services, or materials provided on this Project within the time period set forth in Sections 218.73 and 218.735, Florida Statutes, as applicable.
- 2. The following Subcontractors have not been paid because of disputed contractual obligations; a copy of the notification sent to each, explaining the good cause why payment has not been made, is attached to this form:

Subcontractor Name and Address	Date of Disputed Invoice	Amount in Dispute

Dated \_\_\_\_\_, 20\_\_

\_\_\_\_\_

Contractor

By \_\_\_\_\_

(Signature)

By \_\_\_\_\_

(Name and Title)

STATE OF \_\_\_\_\_

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

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_.

NOTARY PUBLIC:

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

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

(NOTARY SEAL)

My commission expires: \_\_\_\_\_

Personally Known OR  Produced Identification

Type of Identification Produced: \_\_\_\_\_

**FORM 10: CERTIFICATE OF SUBSTANTIAL COMPLETION**

Contract No. \_\_\_\_\_  
Project (Name and Address): \_\_\_\_\_  
To (Municipality): \_\_\_\_\_  
Consultant: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Notice to Proceed Date: \_\_\_\_\_  
Consultant: \_\_\_\_\_  
Date of Issuance: \_\_\_\_\_

Project or Designated Portion Shall Include:

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

The Work performed under this Contract has been reviewed and found to be substantially complete and all documents required to be submitted by Contractor under the Contract Documents have been received and accepted.

The date of Substantial Completion of the Project or portion thereof designated above is recommended as:  
\_\_\_\_\_

Unless otherwise defined in the contract, the definition of date of Substantial Completion is that date, as certified in writing by Consultant and as finally determined by Contract Administrator in its sole discretion, on which the Work, or a portion thereof, is at a level of completion in substantial compliance with the Contract Documents, such that all conditions of permits and regulatory agencies have been satisfied and the Owner or its designee can enjoy use or occupancy and can use or operate the Project in all respects for its intended purpose. A Certificate of Occupancy (or a Temporary Certificate of Occupancy or other alternate municipal/county authorization for limited or conditional occupancy acceptable to the Contract Administrator) must be issued for Substantial Completion to be achieved; however, the issuance of a Certificate of Occupancy or the date thereof does not constitute Substantial Completion.

***A Punch List to be completed or corrected that has been prepared by Consultant and approved by Municipality is attached hereto.*** The failure to include any items on such list does not alter the responsibility of Contractor to complete all work in accordance with the Contract Documents.

\_\_\_\_\_  
Consultant By Date

In accordance with the terms of the Contract, Contractor will complete or correct the work on the Punch List attached hereto within \_\_\_\_\_ from the above date of Substantial Completion.

\_\_\_\_\_  
Contractor By Date

Municipality, through the Municipality Manager, has determined the Work or portion thereof designated by Municipality is substantially complete and will assume full possession thereof at \_\_\_\_\_ (time) on \_\_\_\_\_ (date).

MUNICIPALITY OF \_\_\_\_\_: \_\_\_\_\_

By Municipality Manager

Date

The responsibilities of Municipality and Contractor for security, maintenance, heat, utilities, damage to the work, and insurance shall be as follows: \_\_\_\_\_

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

**FORM 11: FINAL CERTIFICATE OF PAYMENT**

Contract No. \_\_\_\_\_  
Project (Name and Address): \_\_\_\_\_  
To (Municipality): \_\_\_\_\_  
Consultant: \_\_\_\_\_  
Contractor: \_\_\_\_\_  
Notice to Proceed Date: \_\_\_\_\_  
Consultant: \_\_\_\_\_  
Date of Issuance: \_\_\_\_\_

All conditions or requirements of any permits or regulatory agencies have been satisfied. The documents required pursuant to the terms and conditions of the Contract, and the final bill of materials, if required, have been received and accepted. The Work required by the Contract Documents has been reviewed and the undersigned certifies that the Work, including minor corrective work, has been completed in accordance with the provision of the Contract Documents and is accepted under the terms and conditions thereof.

\_\_\_\_\_  
Consultant By Date

Municipality, through its Municipality Manager, accepts the work as fully complete and will assume full possession thereof at \_\_\_\_\_ on \_\_\_\_\_.  
(time) (date)

**MUNICIPALITY OF \_\_\_\_\_**: \_\_\_\_\_  
By Municipality Manager Date

**FORM 12: FORM OF FINAL RECEIPT**

[The following form will be used to show receipt of final payment for this Contract.]

**FINAL RECEIPT FOR CONTRACT NO.** \_\_\_\_\_

Received this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, from the Municipality of \_\_\_\_\_, Florida, the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) as full and final payment to Contractor for all work and materials for the Project described as:

_____	.....
_____	.....

This sum includes full and final payment for all extra work and material and all incidentals.

Contractor hereby indemnifies and releases the Municipality of \_\_\_\_\_ from all liens and claims whatsoever arising out of the Contract and/or Project.

Contractor hereby certifies that all persons doing work upon or furnishing materials or supplies for the Project have been paid in full. In lieu of this certification regarding payment for work, materials and supplies, Contractor may submit a consent of surety to final payment in a form satisfactory to the Municipality of \_\_\_\_\_.

Contractor further certifies that all taxes imposed by Chapter 212, Florida Statutes (Sales and Use Tax Act), as amended, have been paid and discharged.

**[IF INCORPORATED SIGN BELOW.]** |

CONTRACTOR

ATTEST:

CONTRACTOR NAME

\_\_\_\_\_  
Corporate Secretary or other  
person authorized to attest

By: \_\_\_\_\_  
Authorized Signer

(CORPORATE SEAL OR NOTARY)

\_\_\_\_\_  
Print Name and Title |

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

[IF NOT INCORPORATED SIGN BELOW.]

CONTRACTOR |

WITNESSES:

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Print/Type Name

\_\_\_\_\_  
Business Name

By: \_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Print/Type Name and Title

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

**FORM 13: FINAL LIST OF NON-CERTIFIED SUBCONTRACTORS AND SUPPLIERS**

To: \_\_\_\_\_, Contractor

From: Broward County Purchasing Division

Subject: Final List of Non-certified Subcontractors/Sub-vendors

Re: \_\_\_\_\_  
(Project Title, Contract Number)

The attached list of non-certified Subcontractors/sub-vendors have performed or provided services to Municipality for the referenced contract. Non-certified Subcontractors/sub-vendors are any Subcontractors/sub-vendors whose services under the Contract were not approved to meet the participation CBE/SBE goal established for this Contract, and whose participation was not listed on Contractor’s “Schedule of Participation” and/or not approved as substitutes or additions by the Broward County Office of Economic Small Business Development Division toward meeting the established goal.

Contractor certifies the following:

- There were no other non-certified Subcontractors/sub-vendors who provided a service to Municipality for the referenced Contract. All participants on the Contract are listed on the attached list.
- There were other non-certified Subcontractors/sub-vendors who provided a service and are not listed on the attached list. The additional Subcontractors/sub-vendors are listed on the attached list.

THE UNDERSIGNED VENDOR HEREBY CERTIFIES THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND CORRECT.

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

The foregoing Final List of Non-Certified Subcontractors and Suppliers was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

(NOTARY SEAL)

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

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

My commission expires:

Personally Known or  Produced Identification

Type of Identification Produced: \_\_\_\_\_

**FORM 14: LETTER OF INTENT (CBE/SBE)**

**To Utilize a County Business Enterprise (CBE) or Small Business Enterprise (SBE) Subcontractor/Subconsultant**

Project Name: «Project\_Name»

Project Number: «Project\_Number»

From (Name of Proposer/Bidder): \_\_\_\_\_

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

Project Description: \_\_\_\_\_

In response to Municipality's RLI/RFP/Bid No. \_\_\_\_\_, the undersigned hereby agree to utilize the CBE or SBE firm listed below, if awarded the contract. The undersigned further certify that the firm has been contacted and properly apprised of the projected work assignment(s) upon execution of the contract with Municipality.

Name of CBE/SBE Firm: \_\_\_\_\_

Address of CBE/SBE Firm: \_\_\_\_\_

Expiration of CBE/SBE Certification: \_\_\_\_\_ Projected CBE/SBE Work Assignment (description of work assignment): \_\_\_\_\_

Projected Percentage of Prime's Contract Fees to be Awarded to CBE/SBE: \_\_\_\_\_%

(Signature of Owner or Authorized Rep. **Prime**) \_\_\_\_\_ (Date)

Print Name (owner or authorized Rep. **Prime**): \_\_\_\_\_

STATE OF | \_\_\_\_\_ |  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

NOTARY PUBLIC:

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

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

(NOTARY SEAL)

My commission expires: \_\_\_\_\_

Personally Known or  Produced Identification

Type of ID Produced: \_\_\_\_\_

**(ACKNOWLEDGEMENT BY THE PROPOSED CBE/SBE FIRM)**

The undersigned intends to perform Work in connection with the above Contract as (check one): \_\_\_ an individual \_\_\_ a partnership \_\_\_ a corporation \_\_\_ a joint venture. The undersigned agrees with the prime contractor's/consultant's proposal and further certifies that all information provided herein is true and correct.

\_\_\_\_\_  
(Signature of Owner or Authorized Rep. **CBE/SBE**) (Date)

Print Name (owner or authorized Rep. **CBE/SBE**): \_\_\_\_\_

STATE OF | \_\_\_\_\_ |  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_.

NOTARY PUBLIC:

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

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

(NOTARY SEAL)

My commission expires: \_\_\_\_\_

Personally Known or  Produced Identification

Type of Identification Produced: \_\_\_\_\_

# STATEMENT OF CBE/SBE ASSURANCE

(Company Letterhead)

## CONTRACTOR ASSURANCE STATEMENT

### PROJECT DESCRIPTION

---

I, \_\_\_\_\_ (Authorized Official/Agent), on behalf of the \_\_\_\_\_ (Contractor), hereby agree to comply with the County Business Enterprise (CBE) or Small Business Enterprise (SBE) requirements of the RFP between the Municipality of \_\_\_\_\_ and Contractor for \_\_\_\_\_ Project, and to comply with the following requirements.

1. Compliance with the Municipality's non-discrimination policy by providing a non-discrimination Statement;
2. Acknowledgment of the CBE/SBE percentage goal established on the project; and
3. Contract to engage in good faith effort solicitation of approved Broward County Small Business Development Program firms to achieve the project goals as indicated in the RFP document.

\_\_\_\_\_  
Authorized Agent of Contractor

\_\_\_\_\_  
Printed Name & Title

\_\_\_\_\_  
Telephone Number/Fax Number

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

## EXHIBIT A - INSURANCE REQUIREMENTS

Throughout the term of this Agreement, the Contractor shall maintain in force at its own expense and insurance as follows:

- **Workers' Compensation:** Workers' Compensation Insurance with statutory limits, including coverage for Employer's Liability, with limits not less than \$1,000,000.00.
- **General Liability:** Commercial General Liability with limits not less than \$1,000,000.00 each occurrence combined single limit (no aggregate limitation), or as required by law, whichever is greater, for Bodily Injury and Property damage including coverage for contractual liability, personal injury, broad form property damage, products and completed operations. This coverage is required by the Contractor and any subcontractor or anyone directly or indirectly employed by either of them. The City of West Park, the Consultant and Broward County shall be added as additional insureds.
- **Automobile Liability:** Comprehensive or Business Automobile Liability Insurance with not less than \$500,000 each occurrence combined single limit for Bodily Injury and Property Damage including coverage for owned, hire and non-owned vehicles as applicable. The Contractor and any of its approved subcontractors shall take out and maintain this insurance coverage against claims for damages resulting from bodily injury, including wrongful death and property damage which may arise from the operations of any owned, hired or non-owned automobiles and/or equipment used in any endeavor in connection with the carrying out of this Agreement. The City of West Park and the Consultant shall be added as additional insureds.
- **Subcontractor's Insurance:** Each subcontractor, to the extent applicable, shall furnish to the Contractor two (2) copies of the Certificate of Insurance and Consultant shall furnish one copy of the Certificate to the City, and shall name the City and Broward County as additional insureds.
- **All required insurance policies must be issued by insurers:** (1) assigned an AM Best rating of at least "A-" with a Financial Size Category of at least Class VII; (2) authorized to transact insurance in the State of Florida; or (3) a qualified eligible surplus lines insurer pursuant to Section 626.917 or 626.918, Florida Statutes.
- **The required insurance shall be proved under occurrence based policies,** which Consultant shall maintain continuously throughout the term of this Agreement. The policy must contain a provision or endorsement that the coverage afforded will not be canceled, materially changed or renewal refused until at least 30 days prior written notice has been given to Owner and Contractor and to each other additional insured.
- **Any deductibles or self-insured retentions must be declared to and approved by the City Administrator or designee prior to the start of work under this Agreement.** The City reserves the right to request additional documentation, financial or other such documentation as well as such additional insurance as the City Administrator deems appropriate, prior to giving approval of the deductible or self-insured retention and prior to executing the Agreement. The City Administrator or designee, prior to the change taking effect, must approve any changes to the deductibles or self-insured retentions made during the term of this Agreement or during the term of any policy.

Please refer to Article 7 of the General Conditions for additional requirements.

END OF SECTION

## **EXHIBIT B CBE or SBE FIRMS**

OESBD maintains an online directory of CBE firms. The online directory is available for use by vendors/firms at <https://www.broward.org/EconDev/DoingBusiness/Pages/CertifiedFirmDirectories.aspx>

Vendor/firm shall include in its solicitation submittal a Letter of Intent between Bidder/Offeror and County Business Enterprise (CBE) Subcontractor/Supplier for each CBE firm the Vendor intends to use to achieve the assigned CBE participation goal. The form is available at the following link:  
<https://www.broward.org/EconDev/SmallBusiness/Documents/SurtaxProjectsServicesIntent.pdf>

SECTION 00650

CERTIFICATE OF INSURANCE

(Sample)

THIS IS TO CERTIFY THAT THE \_\_\_\_\_  
(Insurance Company)

Address \_\_\_\_\_

of \_\_\_\_\_

has issued policies of insurance, as described below and identified by a policy number, to the insured named below; and to certify that such policies are in full force and effect at this time. It is agreed that none of these policies will be canceled or changed so as to affect the interest(s) of the City of West Park (hereinafter sometimes called the Owner) until thirty (30) days after written notice of such cancellation or change has been delivered to the Engineer: \_\_\_\_\_

Insured \_\_\_\_\_

Address \_\_\_\_\_

Status of Insured: \_\_\_\_\_ Corporation \_\_\_\_\_ Partnership \_\_\_\_\_ Individual

Location of Operations Insured \_\_\_\_\_

Description of Work:

**Project Description:** \_\_\_\_\_  
**City's Project No.:** \_\_\_\_\_

**INSURANCE POLICIES IN FORCE:**

<b>Forms of Coverage</b>	<b>Policy Number</b>	<b>Exp. Date</b>
*Workers' Comp./Employer's Liability	_____	_____
+Comprehensive Automobile Liability	_____	_____
°Comprehensive General Liability	_____	_____
+Excess Liability	_____	_____
Other (Please specify type: _____)	_____	_____

**POLICY INCLUDES COVERAGE FOR:****YES****NO**

- |    |   |       |       |
|----|---|-------|-------|
| 1. | Additional Insured: Owner & Engineer  | _____ | _____ |
| 2. | *Liability under the United States<br>Longshoremen's and Harbor Workers'<br>Compensation Act.               | _____ | _____ |
| 3. | +All owned, hired, or non-owner automotive<br>equipment used in connection with work<br>done for the Owner. | _____ | _____ |
| 4. | Contractual Liability   | _____ | _____ |
| 5. | Damage caused by explosion, collapse or<br>structural injury, and damage to under-<br>ground utilities.     | _____ | _____ |
| 6. | Products/Completed Operations   | _____ | _____ |
| 7. | Owners and Contractors Protective Liability   | _____ | _____ |
| 8. | Personal Injury Liability   | _____ | _____ |
| 9. | +Excess Liability applies excess of:  | _____ | _____ |
|    | (a) Employers Liability   | _____ | _____ |
|    | (b) Comprehensive General Liability   | _____ | _____ |
|    | (c) Comprehensive Automobile Liability  | _____ | _____ |

**TYPES OF POLICY****FORMS OF COVERAGE****LIMITS OF LIABILITY**

Workers' Compensation	Bodily Injury	\$	Statutory
Employers Liability	Bodily Injury	\$ _____	Each Accident
	Disease	\$ _____	Each Person
	Disease	\$ _____	Policy Limit
Comprehensive Auto Liability	Combined Single Limit BI/PD	\$ _____	Each Accident
Comprehensive General Liability	Bodily Injury	\$ _____	Each Occurrence
		\$ _____	Aggregate
	Property Damage	\$ _____	Each Occurrence

OR

\$\_\_\_\_\_Aggregate

Combined Single  
Limit BI/PD

\$\_\_\_\_\_Each Occurrence

\$\_\_\_\_\_Aggregate

Excess Liability

Combined Single

Limit BI/PD

\$\_\_\_\_\_Aggregate

Other

The Insurance Company hereby agrees to deliver, within ten (10) days, two (2) copies of the above policies to the Engineer when so requested.

NOTE: Entries on this certificate are limited to the Authorized Agent or Insurance Company Representative.

Date \_\_\_\_\_

(SEAL) \_\_\_\_\_

Insurance Company

Issued at \_\_\_\_\_

Authorized Representative

Insurance Agent or Company

-Send original to:

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

-Send two (2) copies to:

**Attention: \_\_\_\_\_, Principal in Charge**

**City of West Park  
City Clerk's Office  
1965 South State Road 7  
West Park, Florida 33023**

**Attention: W. Ajibola Balogun, City Manager**

**END OF SECTION**

SECTION 00660 ACKNOWLEDEMENT OF CONFORMANCE WITH OSHA

TO THE CITY OF WEST PARK:

We, \_\_\_\_\_, hereby acknowledge and agree that as Contractors for the construction of \_\_\_\_\_, Engineer's Project \_\_\_\_\_, within the limits of the City of West Park, Florida, that we have the sole responsibility for compliance with all the requirements of the Federal Occupational Safety and Health Act of 1970, and all State and Local Safety and Health regulations, and agree to indemnify and hold harmless the City of West Park and its Consulting Engineers against any and all legal liability or loss the City or the Engineer may incur due to \_\_\_\_\_ failure to comply with such act.

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
CONTRACTOR

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

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
DATE

**END OF SECTION**

SECTION 00665

TRENCH SAFETY ACT COMPLIANCE

Bidder acknowledges that the Florida Trench Safety Act, Section 553.60 et seq., which became effective October 1, 1990, shall be in effect during the period of construction for the project. The Bidder, by signing and submitting the bids, in writing, assuring that it will perform any trench excavation in accordance with applicable trench safety standards. The bidder further identifies the following separate item costs of compliance with the applicable trench safety standards as well as the methods of compliance:

**Methods of Compliance**

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

(fill in methods)

Total \$ \_\_\_\_\_

Bidder acknowledges that this cost is included in the applicable items of the Proposal and in the Grand Total Bid Price. Failure to complete the above will result in the bid being declared non-responsive.

The Bidder is, and the Owner and Engineer are not, responsible to review or assess Bidder's safety precautions, programs or costs, or the means, methods, techniques or technique adequacy, reasonable of cost, sequences or procedures of any safety precaution, program or cost, including but not limited to, compliance with any and all requirements of Florida Statute Section 553.60 et seq. cited as the "Trench Safety Act". Bidder is, and the Owner and Engineer are not, responsible to determine of any safety or safety related standards apply to the project, including but not limited tom the "Trench Safety Act".

\_\_\_\_\_  
Signature of Authorized Representative (Manual)

\_\_\_\_\_  
Name of Authorized Representative (Typed or Printed)

Sworn to and subscribed before me in the State and County first mentioned above of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(affix seal)  
Notary Public

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

**END OF SECTION**



APPLICATION FOR PAYMENT

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

APPLICATION FOR PAYMENT NO. \_\_\_\_\_

To: \_\_\_\_\_ (OWNER) Project No.: \_\_\_\_\_  
From: \_\_\_\_\_ (CONTRACTOR)  
Contract for: \_\_\_\_\_  
\_\_\_\_\_

For work accomplished through the date of: \_\_\_\_\_, 200 \_\_\_\_.

SUMMARY OF CONTRACT AMOUNTS

- 1. Original Contract Price : ..... \$ \_\_\_\_\_
- 2. Change Orders No. Through : ..... \$ \_\_\_\_\_
- 3. Contract Price with all approved Change Orders : ..... \$ \_\_\_\_\_
- 4. Work completed to date : ..... \$ \_\_\_\_\_
- 5. Less (10%) Retainage : ..... \$ \_\_\_\_\_
- 6. Amount due to date : ..... \$ \_\_\_\_\_
- 7. Less previous payments (or applications) : ..... \$ \_\_\_\_\_
- 8. AMOUNT DUE THIS APPLICATION: ..... \$ \_\_\_\_\_

Note: *This application must be accompanied with the Certification of Contractor Form  
And worksheet for completed items as shown on Page 00000- .*

Accompanying Documentation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payment of the above AMOUNT DUE THIS APPLICATION is recommended.

Dated: \_\_\_\_\_, 200 \_\_\_\_

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

By: \_\_\_\_\_  
Project Manager

**APPLICATION FOR PAYMENT NO.**

**CONTRACTOR'S SCHEDULE OF COMPLETED WORK ITEMS**

Project: \_\_\_\_\_ Sheet \_\_\_\_\_ of \_\_\_\_\_

Owner's Contract No.: \_\_\_\_\_ Engineer's Project No.: \_\_\_\_\_

For work accomplished through the date of: \_\_\_\_\_ 20 .

Item No.	Description	ORIGINAL CONTRACT QUANTITIES				WORK COMPLETED	
		Quantity	Unit	Unit Price	Amount	Quantity	Amount
	Total (Original Contract)				\$ -		\$ -
	Change Order No. 1:				\$ -		\$ -
	Change Order No. 2:				\$ -		\$ -
	PROJECT TOTAL:				\$ -		\$ -

**AFFIDAVIT**

STATE OF FLORIDA            )  
  : ss  
COUNTY OF BROWARD        )

Before me, the undersigned authority to administer oaths and take acknowledgements, personally appeared \_\_\_\_\_, who, after being first duly sworn, upon oath deposes and says that all lienors contracting directly with, or directly employed by (him, them, it) and that all taxes imposed by Chapter 212, Florida Statutes (Sales and Use Tax Act) as amended, have been paid and discharged, and that all bills, wages, fees, claims and other charges incurred by \_\_\_\_\_ in connection with the construction of \_\_\_\_\_ have been paid in full.

SIGNED: \_\_\_\_\_

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

WITNESSES:

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

SWORN AND SUBSCRIBED TO BEFORE ME THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ A.D.

\_\_\_\_\_  
Notary Public  
State of Florida at Large  
  
My Commission Expires:  
\_\_\_\_\_

**END OF SECTION**

**AFFIDAVIT REGARDING EQUIPMENT STORAGE AND STAGING YARD**

The undersigned agrees to secure prior to construction an off-site equipment storage and staging yard (lot) outside of the public right of way. The expense for this yard shall be included as part of bid item 4.06 Mobilization.

The undersigned further agrees to avoid overnight storage of equipment in the public right-of- way. Failure to comply with this requirement shall result in a penalty in the amount of \$250 per incident plus any costs incurred by the City. Furthermore, the City reserves the right to have towed away any equipment left in the right-of way overnight at the bidder’s expense. The undersigned agrees to pay any additional cost incurred to retrieve towed and impounded equipment.

By: \_\_\_\_\_ Date \_\_\_\_\_  
Signature of Bidder

\_\_\_\_\_  
Printed Name of Bidder and Title

\_\_\_\_\_  
Printed Name of the Firm

\_\_\_\_\_  
Address of the Firm

The foregoing instrument was acknowledged before me the \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by

\_\_\_\_\_  
(Authorized Representative)

of \_\_\_\_\_, who is personally known to me or who  
(Corporation, Partnership, etc.)

has produced \_\_\_\_\_ as identification and who did/did not take an oath.

\_\_\_\_\_  
(Signature of Notary)

\_\_\_\_\_  
Serial Number

\_\_\_\_\_  
(Print of Stamp Name of Notary)

\_\_\_\_\_  
(Expiration Date)

Notary Public – State of \_\_\_\_\_

**END OF SECTION**

CERTIFICATION OF CONTRACTOR

According to the best of my knowledge and belief, I certify that all items and amounts shown on Application for Payment No. \_\_\_\_\_ are correct, that all work has been performed and/or materials supplied in full accordance with the terms and conditions of this Contract, dated \_\_\_\_\_, 20\_\_\_\_, between \_\_\_\_\_ (Owner) and \_\_\_\_\_ (Contractor.

I further certify that all just and lawful bills against the undersigned and his subcontractors and suppliers for labor, material and equipment employed in the performance of this Contract have been paid in full accordance with their terms and conditions; that all taxes imposed by Chapter 212, Florida Statutes (Sales and Use Tax Act), as amended, have been paid and discharged; and that there are no Vendor's, Mechanic's or other Liens or rights to liens or conditional sales contracts which should be satisfied or discharged before such payment is made.

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

Contractor: \_\_\_\_\_

STATE OF FLORIDA )  
: ss  
COUNTY OF BROWARD )

Personally appeared before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_ known (or made known) to me as the \_\_\_\_\_ (Owner) (Partner) (Corporate Officer) - Give Title of \_\_\_\_\_ (Contractor(s), who subscribed and swore to the above instrument in my presence.

\_\_\_\_\_  
Notary Public  
State of Florida at Large

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

END OF SECTION

PARTIAL RELEASE OF LEIN

KNOW ALL MEN BY THESE PRESENTS, that \_\_\_\_\_ for and in consideration of the sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_) paid to \_\_\_\_\_ by the \_\_\_\_\_, receipt of which is hereby acknowledged, do(es) hereby release and quitclaim to the City of West Park, the Owner, its successors or assigns, all liens, lien rights, claims or demands of any kind whatsoever which \_\_\_\_\_ now has (have) or have against the property, building, and/or for any incidental expense for the construction of:

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

thereon or in otherwise improving said property situated as above described.

IN WITNESS WHEREOF \_\_\_\_\_ have (has) hereunto set \_\_\_\_ hand and seal \_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ A.D.

WITNESS:

\_\_\_\_\_ (Seal)

SWORN AND SUBSCRIBED TO BEFORE ME THIS \_\_\_\_ day of \_\_\_\_\_, 20\_\_ A.D.

\_\_\_\_\_  
Notary Public State of Florida at Large  
My Commission Expires:  
\_\_\_\_\_

END OF SECTION

FINAL RELEASE OF LEIN

KNOW ALL MEN BY THESE PRESENTS, that \_\_\_\_\_  
\_\_\_\_\_ for and in consideration of the sum of  
\_\_\_\_\_ Dollars (\$\_\_\_\_\_) )  
paid to \_\_\_\_\_ by the \_\_\_\_\_, receipt of which is  
hereby acknowledged, do(es) hereby release and quitclaim to the City of West Park, the Owner, its  
successors or assigns, all liens, lien rights, claims or demands of any kind whatsoever  
which \_\_\_\_\_ now has (have) or have against the property, building, and/or for any  
incidental expense for the construction of:

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

thereon or in otherwise improving said property situated as above described.

IN WITNESS WHEREOF \_\_\_\_\_ have (has) hereunto  
set \_\_\_\_ hand and seal \_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. A.D.

WITNESS:

\_\_\_\_\_ (Seal)

SWORN AND SUBSCRIBED TO BEFORE ME THIS \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_. A.D.

\_\_\_\_\_  
Notary Public  
State of Florida at Large  
My Commission Expires:

\_\_\_\_\_

END OF SECTION

SECTION 00900

ADDENDUM

SECTION 00950

PROJECT

SIGNAGE

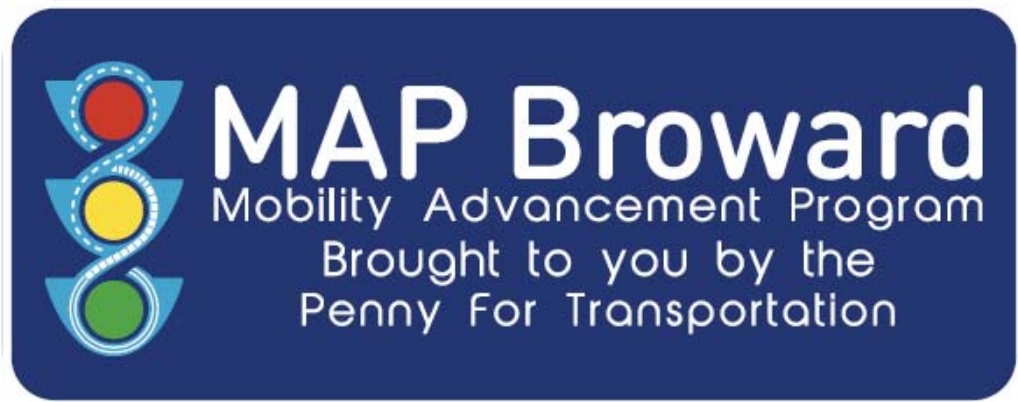
SECTION 00950

PROJECT

SIGNAGE

30"

12"



12"



TWO (2) ASSEMBLIES TO BE FURNISHED BY BROWARD COUNTY:

(2) 12"X30" SIGN PANELS WITH (2) U-CHANNEL POSTS

NUTS/BOLTS

-INSTALLATION BY CONTRACTOR AT AREA(S) DESIGNATED ALONG THE CORRIDOR

## SECTION 01000

### GENERAL REQUIREMENT

#### **PART 1 GENERAL**

##### **1.1 DESCRIPTION OF WORK**

- A. The Contractor shall furnish all labor, superintendence, materials, plant, power, light, heat, fuel, water, tools, appliances, equipment, supplies, and other means of construction necessary or proper for performance and completion of all work included in this Contract. The Contractor shall perform and complete the work in the manner best calculated to promote rapid construction consistent with safety of life and property and to the satisfaction of the Owner and Engineer, and in strict accordance with the Contract Documents. The Contractor shall clean up the work and maintain it during and after construction, until accepted, and shall do all work and pay all costs incidental thereto. The Contractor shall repair or restore all structures and property that may be damaged or disturbed during performance of the work. The Contractor shall obtain any and all required permits, inspections, and pay any fees for the purpose of this project. All secondary or trade permits shall be the responsibility of the Contractor. The Contractor will adhere to all applicable federal, state, and local codes and ordinances for the construction of the project as well as the requirements and specifications indicated in the contract plans prepared by R.J. Behar & Company, Inc.
- B. The cost of incidental work described in these GENERAL REQUIREMENTS, for which there are no specific Contract Items, shall be considered as part of the general cost of doing the work and shall be included in the prices for the various Contract Items. No additional payment will be made therefor.
- C. Contractor is advised that the locations as shown on the Drawings may vary with actual on-site conditions and Contractor is responsible at no cost to Owner (City of West Park) for making the changes necessary to accommodate the specific restoration required.
- D. Omission of a specific item or component part of a system obviously necessary for the proper functioning of the system shall not relieve the Contractor of the responsibility of furnishing the item as part of the work at no additional cost to Owner.
- E. The Specification Divisions and Drawings are an integrated part of the Contract Documents and as such will not stand alone if used independently as individual Sections, Divisions, or Drawing Sheets. The Drawings and Specifications establish minimum standards of quality for this Project. They do not purport to cover all details entering into the design and construction of materials or equipment.
- F. Where portions of the work traverse or cross federal, state, county or local highways, roads, streets, or waterways, and the agency in control of such property has established standard specifications governing items of work that differ from these specifications, the most stringent requirements shall apply.
- G. Public utility installations and structures shall be understood to include all poles, tracks, pipes, wires, conduits, service connections, vaults, inlets, manholes and all other appurtenances and

facilities pertaining thereto whether owned or controlled by the Owner, other governmental bodies or privately owned by individuals, firms or corporations, used to serve the public with transportation, traffic control, gas, electricity, telephone, sewerage, drainage, water or other public or private property which may be affected by the work shall be deemed included hereunder.

- H. The Contract Documents contain data relative to existing public utility installations and structures above and below the ground surface. These data are not guaranteed as to their completeness or accuracy and it is the responsibility of the Contractor to make his own investigations to inform himself fully of the character, condition and extent of all such installations and structures as may be encountered and as may affect the construction operations.
- I. The Contractor shall protect all public utility installations and structures from damage during the work. The Contractor shall so arrange his operations as to avoid any damage to these facilities. All required protective devices and construction including but not limited to barricades/barriers shall be provided by the Contractor at his/her expense. All existing public utilities damaged by the Contractor which are shown on the Plans or have been located in the field by the utility shall be repaired by the Contractor, at his/her expense, as directed by the Owner or Engineer. No separate payment shall be made for such protective devices or repairs to public utility installations or structures.
- J. The Contractor shall be solely and directly responsible to the Owner and operators of such properties for any damage, injury, expense, loss, inconvenience, delay, suits, actions or claims of any character brought because of any injuries or damage which may result from the construction operations under this Contract.
- K. Neither the Owner nor its officers or agents shall be responsible to the Contractor for damages as a result of the Contractor's failure to protect utilities encountered in the work.
- L. Public utility installations or structures owned or controlled by Broward County Water/Wastewater, FPL, the Owner or another governmental body which are shown on the Drawings to remain, shall be protected by the Contractor. This action shall be considered as a part of the general cost of doing the work and shall be included in the prices bid for the various contract items. No separate payment shall be made therefore.
- M. In the event of interruption to domestic water, sewer, storm drain or other utility services as a result of accidental breakage due to construction operations, promptly notify the proper authority. Cooperate with said authority in restoration of service as promptly as possible and bear all costs of repair. In no case shall interruption of any water or utility service be allowed to exist outside working hours unless approval is granted prior to beginning construction.

- N. The Contractor shall, at all times in performance of the work, employ approved methods and exercise reasonable care and skill so as to avoid unnecessary delay, injury, damage or destruction of public utility installations and structures; and shall, at all times in the performance of the work, avoid unnecessary interference with, or interruption of, public utility services, and shall cooperate fully with the Owners thereof to that end.
- O. The maintenance, repair, removal, relocation or rebuilding of public utility installations and structures, when accomplished by the Contractor as herein provided, shall be done by methods approved by the owner of the utility.
- P. The Contractor shall give written notice to Owner and other governmental utility departments and other Owners of public utilities of the location of proposed construction operations, at least forty-eight (48) hours in advance of breaking ground in any area or on any unit of the work.

**1.02 QUALITY ASSURANCE**

- A. Laws and Regulations: Contractor shall give all notices and comply with all laws, ordinances, rules, and regulations applicable to the work. If Contractor observes that the Specifications or Drawings are at variance therewith, Contractor shall give Engineer prompt written notice thereof, and any necessary changes shall be adjusted by an appropriate modification. If Contractor performs any work, knowing or having reason to know, that it is contrary to such laws, ordinances, rules, and regulations, and without such notice to Engineer, Contractor shall bear all costs arising therefrom. However, it shall not be Contractor's primary responsibility to make certain that the Specifications and Drawings are in accordance with such laws, ordinances, rules, and regulations.

**1.03 JOB CONDITIONS**

- A. Permits and Licenses: Contractor shall be responsible for verifying the existence of all necessary permits and licenses prior to start of work, obtaining copies, and for complying with provisions or requirements which relate to the performance of construction activities.

- B. Owner will obtain the following permits:

**1. City of West Park Engineering Permit**

- C. Any other permits which may be required shall be the Contractor's responsibility obtain. Contractor will be required to pay any fees associated with these permits, and any other building permit fees as required.

**1.04 WORK SEQUENCE**

- A. The work shall proceed in a systematic manner so that public inconvenience during construction is minimized.

1. Contractor shall notify the City of West Park Public Works Department 48 hours prior to the start of construction.
  2. Contractor shall be responsible for verifying by potholing all utility locations prior to commencement of construction. Prior to the beginning of drainage operations, or any work which may impact nearby underground utilities, the Engineer may direct the Contractor to provide test potholes for locating underground fuel lines, storm drains, electrical conduit and other utility lines crossing the construction areas. Prior to digging potholes, the Contractor shall call for utility locates (811) and confirm with the Engineer the specific potholes to be excavated. The method of potholing, whether by air/vacuum, hand or by machine, will be as directed by the Engineer. Equipment and tools shall be approved by the Engineer.
  3. From the elevation information obtained from these potholes, the Contractor shall record survey data to establish the elevations of the top of the exposed utility lines for the purpose of identifying potential conflicts with the designated locations and sizes of proposed drainage structures ***prior to the submittal of the associated shop drawings.***
  4. The Contractor shall notify the Engineer immediately, in writing, of any conflicts between the project work and any existing utility. The Engineer may request additional potholes at any time.
- B. Continuous operation of the Owner's existing system is of critical importance. Connections to existing services of utilities, or other work that requires the temporary shutdown of any existing operations or utilities, shall be planned in detail with appropriate scheduling of the work and coordinated with the Owner or Engineer.
- C. At no time shall the Contractor undertake to close off any lines or open valves or take any other action that would affect the operation of the existing system, except as specifically required by the Drawings and Specifications and after approval is granted by the Owner. Request approval five (5) working days in advance of the time that interruption of the existing system is required.
- D. A detailed sequence of construction shall be submitted by the Contractor and approved by the Engineer before any work is started. The City of West Park reserves the right to make changes to the sequence as necessary to facilitate the work or to minimize any conflict with operations. The hours of work shall be 7:30 a.m. to 5:00 p.m., Monday through Friday, with exception of holidays. All work outside these normal work hours shall be pre-approved by the City of West Park and all cost for overtime by the City.
- E. The City may recommend work sequence to take into account the industrial/commercial segment of the corridor (west of SW 56<sup>th</sup> Avenue) with regard to asphalt paving and other heavy construction activity during business hours. ***Work outside normal business hours (e.g. nighttime) in the commercial segment may be performed with the City's permission and should be taken into account during bid pricing.***
- F. Approved MOT shall be maintained at all times.

## 1.5 USE OF PREMISES

- A. Contractor shall confine construction equipment, the storage of materials and equipment, and the operations of workers to areas permitted by law, ordinances, permits, or the requirements of the Contract documents and shall not unreasonably encumber the premises with construction equipment or other materials or equipment. No storage of materials will

be allowed on the site. Excavation must be removed from the site as it is dug. Materials will be brought to the site when needed.

- B. Contractor shall maintain roadways open to two way traffic at all times. Access to driveways shall be coordinated with property owners. Contractor shall backfill or steel plate, as directed by the Engineer, all trenches at the end of each workday so as to provide a surface passable by standard vehicular traffic. Cost of steel plates and backfilling shall be including in Maintenance of Traffic item. Contractor shall alert drivers to uneven lanes.
- C. Contractor shall conduct his work in such a manner as to avoid damage to private or public property. Any damage to existing structures or work of any kind, including permanent reference markers or property corner markers or the interruption of utility service, shall be repaired or restored promptly at no additional expense to Owner.
- D. Contractor shall not enter upon private property for any purpose without first securing the permission of the property owner in writing and furnishing Engineer with a copy of said permission. This requirement will be strictly enforced, particularly with regard to such vacant properties that may be used for material storage.
- E. Contractor shall preserve and protect all existing vegetation such as trees, shrubs, and grass on or adjacent to the site that do not reasonably interfere with the construction, as determined by Engineer. Contractor shall be responsible for all unauthorized cutting or damaging of trees and shrubs, including damage due to careless operation of equipment, stockpiling of materials, or tracking of grass by equipment. Contractor shall be liable for, or shall be required to replace or restore at no additional cost to Owner, all vegetation that is destroyed or damaged.
- F. During the daily progress of the work, Contractor shall keep daily the premises free from accumulations of waste materials, rubbish, and other debris resulting from work. At the completion of the work, Contractor shall remove all waste materials, rubbish, and debris from and about the premises daily, as well as all tools, appliances, construction equipment and machinery, and surplus materials and shall leave the site clean and ready for occupancy by Owner. Contractor shall restore to their original condition those portions of the site not designated for alteration by the Contract Documents.
- G. Contractor shall not load or permit any part of any structure to be loaded in any manner that will endanger the structure, nor shall Contractor subject any part of the work or adjacent property to stresses or pressures that will endanger it.

## **1.6**

### **TEMPORARY CONSTRUCTION UTILITIES AND FACILITIES**

- A. The Contractor shall provide and maintain sanitary facilities for his employees and his subcontractors' employees that will comply with the regulations of the local and state Departments of Health and as directed by the Engineer. The Contractor will provide a place of connection for temporary water, if required, for testing at the site, all fees for water service will be paid for by the Contractor. The Contractor shall provide all temporary piping required to bring the water to the point of use and shall remove the piping when no longer needed.
- B. The Contractor shall be responsible for obtaining a source of electric power for construction. All temporary electric power installation shall meet the construction safety requirements of OSHA, state, and other governing agencies. Cost of electric power shall

be borne by the Contractor.

**1.7 SUBMITTALS DURING CONSTRUCTION**

- A. Requirements in this section are in addition to any specific requirements for submittals specified in other sections of the Contract Documents. Submittals shall be addressed to:

Project Manager-City of West Park  
1965 South State Road 7  
West Park-FL 33023  
\_\_\_\_\_

- B. Prior to the start of construction, the Contractor shall file applicable notices with the FDEP, submit a SWPP plan, a maintenance of traffic plan, pre-construction site video and photographic documentation of all existing elements within right-of-way, and a detailed plan for the sequencing of construction for review and approval.

- C. The Contractor agrees that shop drawing submittals processed by the Engineer do not become Contract Documents and are not Change Orders; that the purpose of the shop drawing review is to establish a reporting procedure and is intended for the Contractor's convenience in organizing his work and to permit the Engineer to monitor the Contractor's progress and understanding of the design.

#### **1.08 SHOP DRAWINGS REQUIREMENTS**

- A. Shop drawings referred to herein shall include both shop and setting drawings, proposed laying schedules, and other submittals for both shop and field-fabricated items. Submittals shall include but not necessarily be limited to:
  - 1. Each item of equipment and/or materials listed in the project equipment and material schedules
  - 2. Drainage Structures and Pipe, inlet grates, manhole covers, rock and other materials
  - 3. Asphalt and Concrete Mix
  - 4. Detectable warning surfaces, brick samples
- B. The submittals shall include satisfactory identification of items, units, and assemblies in relation to the specification section number and the system or equipment identification or tag number shown on the Drawings, or as provided in the applicable specification section.
- C. Should the Contractor propose any item on his shop drawings, or incorporate an item into the work, and that item should subsequently prove to be defective or otherwise unsatisfactory (regardless of the Engineer's preliminary review), the Contractor shall, at his own expense, replace the item with another item that will perform satisfactorily.

#### **1.09 RECORD DRAWINGS**

- A. During the entire construction operation, the Contractor shall maintain records of all deviations from the Drawings and Specifications and shall prepare therefrom "record" drawings showing correctly and accurately all changes and deviations from the work made during construction to reflect the work as it was actually constructed (if applicable). These drawings shall conform to recognized standards of drafting and shall be neat and legible. Four (4) sets of electronically signed and sealed certified "as-builts" shall be submitted to the Owner. As-builts for drainage work shall include stormwater specifications (rim, invert, pipe size), Exfiltration trench specifications (Pipe length and size, top of trench elevation, bottom of trench, width of trench; and cross sections where applicable).

#### **1.10 PRECONSTRUCTION CONFERENCE**

- A. Within five (5) working days following execution of the Contract but before work at the site starts, the Contractor shall meet with the City of West Park and its Engineer for discussion of scheduling requirements, procedures for handling shop drawings and other submittals, for processing applications for payment, and to establish a working understanding among the parties as to the work.

**PART 2      PRODUCTS**

**2.1 OWNER-FURNISHED ITEMS**

- A. There are no anticipated items to be furnished by the Owner for this project.
- B. If the Owner elects to furnish an item for this project, the Contractor's responsibility for material furnished by Owner shall begin at the point of its delivery to Contractor that is at the Owner's storage yard and not the project site. Materials already on the site shall become Contractor's responsibility on the day of the execution of the Agreement. Contractor shall examine all materials furnished by Owner at the time and place of delivery and shall call any defective material to the attention of Owner. Any material furnished by Owner and installed by Contractor without discovery of such defects will, if found defective prior to final acceptance of the work, be replaced with sound materials by Owner.
- C. Contractor, however, shall at his own expense furnish all supplies, labor, and facilities necessary to remove said defective material and install the sound material in a manner satisfactory to Engineer.
- D. All materials furnished by Contractor shall be delivered and distributed at the site by Contractor. Materials furnished by Owner shall be picked up by Contractor at Owner's storage yard, and then hauled to and distributed at the site.
- E. Payment for handling Owner-furnished material shall be included in the Bidder's applicable unit prices for installing the material.

**PART 3 EXECUTION**

- A. Not Used.

**END OF SECTION**

SECTION 01050

PAYMENT ITEM DESCRIPTIONS

**PAYMENT ITEMS (SW 21st STREET COMPLETE STREET IMPROVEMENTS)**  
**GENERAL/ROADWAY/PMS**

Item #	Item Description	Units	Basis of Payment and Detail Description
1	Clearing and Grubbing	AC	Includes the cost of the sawcutting w/wet saw, removal and disposal of all existing asphalt/concrete pavement, driveways, miscellaneous concrete, rocks, vegetation/sod, tree roots, debris, concrete sidewalk, aprons, ADA ramps, curbs, drainage structures and pipes as necessary for all drainage work, and other facilities necessary to prepare the area for the proposed construction. Includes the cost water trucks for demolition related dust control, for clearing and grubbing within harmonization areas, and preparation for sod.
2	Inlet Protection System	EA	Includes the cost of the furnishing, installation, and cleaning/maintenance of appropriate devices consistent with the approved Stormwater Pollution Prevention Plan (SWPPP) for the duration of the construction. Also includes cost associated with temporary removal and reinstallation as necessary during major storm and/or hurricane events to minimize flooding.
3	Regular Excavation	CY	Includes the cost of all excavation, hauling, disposal, and associated earthwork needed to construct the work as shown on plans, as well as, all work needed for trench excavation. Includes all work noted in Section 120 of the Specifications included herein.
4	Commercial Material for Driveway Maintenance	CY	Includes all work, labor and materials for furnishing and placing suitable material which may be necessary for providing safe access to businesses and residences affected by the construction. If authorized by the construction engineer, portions of this material may be salvaged and reused at other driveways along the length of the project.
5	Embankment	CY	Includes the cost of all embankment needed to construct the work as shown on plans, as well as, all work needed for trench backfill. Includes all work noted in Section 120 of the Specifications included herein.
6	Mailbox, Single (Relocate)	EA	Includes all work, labor, materials and equipment to remove, protect and relocate all existing residential mailboxes in accordance to the contract plans. No additional payment will be given for repairs for damages caused due to the construction; this work shall be considered incidental to this item.
7	12" Stabilization Type B	SY	Includes all costs for stabilizing the roadbed per plans and specifications. Includes all labor, materials and related costs to comply with Section 160 of the Specifications included herein.
8	Prepared Soil Layer	SY	Includes all costs to furnish and install soil layer favorable to turf and ground cover growth over areas of the project which are to be sodded and planted. Includes swale re-shaping, spreading and fine grading as necessary to achieve final elevations in accordance with plan details. Includes all cost to comply with Section 570 of the Specifications included herein.
9,10	Optional Base Course	SY	Includes all costs to furnish and install the proposed Optional Base Items. Also includes compaction, testing, water truck/dust control (twice daily minimum when necessary) and the cost to comply with Section 285 of the Specifications included herein.

11	Milling Existing Asphalt Pavement	SY	Includes all work, labor, and equipment to mill 1" average in accordance to the contract plans. No additional payment will be given for cleaning of existing and final pavement, disposal of milled material, removal of existing asphalt, and/or saw-cutting of existing pavement, and water truck dust control. This work shall be considered incidental to this item. Includes all cost to comply with Section 331 of the Specifications included herein.
12	Superpave Asphaltic Concrete	TN	Includes all work, labor, and materials necessary to install Type SP-9.5, SP-12.5 Asphaltic Concrete for pavement, driveway approaches, and traffic calming devices in accordance with contract plans. No additional payment will be given for work during nighttime or weekend hours, primer, sand, multiple lift placements and associated mobilizations, tack coat, cleaning of existing pavement, cleanup of tack overspray or spill, removal of existing asphalt, and/or saw-cutting of existing pavement. This work will be considered incidental to this item. Includes all cost to comply with Section 334 of the Specifications included herein.
13-17	Drainage Inlets / Catch Basins	EA	Includes all cost to furnish and install proposed inlets with frame and grates and associated materials in accordance with the contract plans and/or utility explorations. Includes, but is not limited to, excavation, dewatering, utility coordination, bedding, top slabs, rim adjustment to match finished grades, backfill and compaction, and restoration. Also includes any in-field core drilling, baffles and concrete aprons where indicated, as well as, structure cleaning/desilting prior to final acceptance. Includes all cost to comply with Section 425 and 449 of the Specifications included herein.
18,19	Manholes	EA	Includes all cost to furnish and install proposed manholes with rings and covers and associated materials in accordance with the contract plans. Includes, but is not limited to, excavation, dewatering, utility coordination, bedding, top slabs, rim adjustment to match finished grades, backfill and compaction, and restoration. Also includes any in-field core drilling and baffles where indicated, as well as, structure cleaning/desilting prior to final acceptance. Includes all cost to comply with Section 425 and 449 of the Specifications included herein.
20	Utility Adjustments/ Relocations	EA	Includes all work, labor and materials necessary to adjust existing utilities (valves, manholes, meter boxes) horizontally and/or vertically and to coordinate with utility representatives as necessary in accordance to the contract plans. Includes all cost to comply with all requirements and Specifications from the corresponding utility owner(s).
21-23	Storm Sewer Pipe (Concrete and HDPE where applicable)	LF	Includes all cost to furnish and install proposed storm sewer pipe in accordance with the contract plans. Includes, but is not limited to, excavation, dewatering, utility coordination, bedding, connections, joint wrapping, backfill and compaction, elbows, collars, fittings and restoration. Also includes the cost of all labor and equipment required for pipe cleaning/desilting prior to final acceptance. Includes all cost to comply with Section 331 and 430 of the Specifications included herein.
24	French Drain	LF	Includes all work, labor and material to furnish and install proposed French Drain in accordance with the contract plans; including but not limited to, excavation, dewatering, utility coordination, bedding, perforated and non-perforated pipe, connections, filter fabric, ballast rock, backfill and compaction, fittings and restoration. Includes all cost to comply with Section 331, 430, and 443 of the Specifications included herein.
25	Patterned Pavement	SY	Includes all work, labor and materials required to furnish and install proposed stamped concrete in accordance to the contract plans. Includes saw cutting and removal of existing concrete, color and pattern matching, and all cost to comply with Section 523 of the Specifications included herein.

BA-1	Architectural Pavers	SY	Includes all work, labor and materials required to furnish and install proposed vehicular traffic rated Architectural Pavers in accordance with the contract plans. Includes, where applicable, reinforced 6 inch concrete slab, tack, asphalt, gravel, sand bedding, joint filling, compaction and all cost to comply with Section 526 of the Specifications included herein. This item may be decreased or eliminated by Engineer.
BA-2, BA-3	Concrete Header for Pavers (incl. reinforcement)	CY	Includes all work, labor and materials required to furnish and install proposed concrete header or concrete band (12" deep) in accordance to the contract plans. Also, includes reinforcement, backfilling and compacting area between concrete band and edge of asphalt pavement, as applicable. Includes all cost necessary to comply with Sections 346, 415, 520 and 526 of the Specifications included herein. This item may be decreased or eliminated by the Engineer.
26	Concrete Curb and Gutter, Type F	LF	Includes all work, labor and materials to install proposed Concrete Curb and Gutter in accordance to the contract plans. Includes the cost of removal and disposal of related concrete items outside of clearing and grubbing limits. Also, includes grading, furnishing/installation of curb pad, including backfilling and compacting of the area between the edge of curb/gutter and asphalt pavement, as applicable. Includes all cost to comply with Section 331 and 520 of the Specifications included herein.
27	Concrete Curb, Type D	LF	Includes all work, labor and materials to install proposed Concrete Curb in accordance to the contract plans. Includes the cost of removal and disposal of related concrete item outside clearing and grubbing limits. Also, includes grading, furnishing/installation of curb pad, including backfilling and compacting of the area between the edge of curb and asphalt pavement, as applicable. Includes all cost to comply with Section 331 and 520 of the Specifications included herein.
28,29	Concrete Sidewalk (4"-6") (Including A.D.A Pedestrian Ramps, Driveway Approach, Inlet Apron)	SY	Includes all work, labor and materials to install proposed Concrete sidewalk, ramps, aprons, and driveway approaches in accordance to the contract plans. Includes the cost of removal and disposal of related concrete items outside clearing and grubbing limits. Includes cost of embankment, excavation, grading, connections, and (wet)saw cutting of the existing concrete required for the construction of the proposed concrete work. Includes all applicable 6 inch concrete driveway approach reconstruction, inlet aprons and associated connections as well as adjustments to existing meter boxes and valve boxes in the reconstructed sidewalk areas and any connections and/or harmonization at back of sidewalk/property line to meet and match existing private property grade. This work shall be considered incidental to the concrete sidewalk/ramps, driveway approach and inlet apron reconstruction, and no separate payment shall be made. The contractor is responsible for all site work and construction supervision required to meet ADAAG/ADA Specifications when placing Concrete. Includes all costs for continuous pedestrian access maintenance and to comply with Section 346 and 522 of the Specifications included herein.
30	Bus Stop Boarding Pad	SY	Includes all work, labor and materials required to furnish and install proposed concrete bus stop concrete slab in accordance to the contract plans and specifications. Also, includes reinforcing, grading, backfilling and compacting as applicable. Includes all cost necessary to comply with Sections 346, 415, and 522 of the Specifications included herein. This item may be decreased or eliminated by Engineer.
31	Detectable Warning Surface (Safety Yellow)	SF	Includes all work, labor and materials to furnish and install proposed detectable warnings on new or reconstructed concrete sidewalk and new pedestrian curb ramps as indicated in the plan set. Includes the cost of removal and disposal of related concrete not covered under other items. The contractor is responsible for all site work and construction supervision required to meet ADAAG/ADA Specifications during installation.

32	Performance Turf (St. Augustine Sod)	SY	Includes all work, labor and materials necessary to furnish and install proposed Performance Turf in accordance with the contract plans. Also includes swale re-grading, watering, furnishing, handling and fine grading as necessary to achieve final elevations in accordance with plan details. Includes repair/adjustment of existing irrigation and all cost to comply with Section 570 of the Specification included herein.
33	Inlet, Adjust	EA	Includes all work, labor and material necessary to change the vertical placement of an existing inlet so that it will conform to the finished grade as designated in the plans or directed in field. Additionally, includes the cost of all labor and materials required for the preparation for proposed concrete aprons to be retro-fitted to existing inlets as shown in the plans or otherwise directed in field. Includes all cost to comply with Section 425 of the Specifications included herein.
34-36	Sign Items	AS	Includes all work, labor and materials required to furnish and install proposed sign and post assemblies in accordance with the contract plans and BCTED requirements. Includes all cost necessary to comply with Section 700 of the Specifications included herein.
37	Solar Speed -Feedback Sign	EA	Includes all work, labor and materials required to furnish and install proposed solar powered signs, panels, batteries, fittings and post assemblies in accordance with applicable requirements. Includes, testing and all cost necessary to comply with Section 700 of the Specifications included herein.
38	Retro Reflective Pavement Markers	EA	Includes all work, labor and materials required to furnish and install proposed temporary and final Retro-Reflective Pavement Markers in accordance to the contract plans and BCTED requirements. Includes all cost necessary to comply with Section 706 of the Specifications included herein.
39-49	Traffic Stripes and Markings Items	Varies	Includes all work, labor and materials required to furnish and install temporary paint and final proposed Thermoplastic Traffic Stripes and Markings in accordance to the contract plans and BCTED requirements. <b><i>Includes furnishing a retro reflectometer during thermoplastic marking inspections with Engineer of Record and/or City Inspector</i></b> . Includes all cost necessary to comply with Section 711 of the Specifications included herein.
N/A	Mobilization / Pollution Prevention	N/A	Cost for all work and operation necessary for Mobilization and Demobilization of Equipment materials and personnel, Construction Staging and area maintenance, Field Engineering, Utility investigations, Construction Layout and Surveying, Work outside normal business hours (incl. nights and weekends), Public Outreach, Water Truck/Dust Control, Final Certified As-builts, Pre-construction Photo Video Documentation, Field Testing and Laboratory Work with Certified Reports, Agency Compliance (per OESBD), Cleaning of all inlets within project limit at completion, and all Work, Labor and Materials necessary to comply with the Storm Water Pollution Prevention Plan shown on the Contract Plans (Sheets 74-75) as well as Section 104 of the Specifications included herein shall be included in the overall project cost and no separate payment shall be made.
50	Project Signage (Install)	EA	Includes all work, labor and materials required to install project sign(s) furnished by Broward County.

51	Maintenance of Traffic	LS	Includes the cost for all maintenance of traffic during construction and all M.O.T. permitting, temporary traffic control devices, temporary markings on paved and milled surfaces, warning devices, pedestrian access maintenance, and detours as required for the duration of the construction (incl. work outside normal business hours). All crosswalks, sidewalks, and driveway access shall be maintained and/or coordinated throughout the project duration at no additional cost. Also includes protection of excavated shoulder drop-off areas with suitable material. Includes variable message signage for 7-day advance notifications of road closures and all labor and materials to comply with Section 102 of the Specifications included herein.
52	Performance and Payment Bond	LS	
53	Subsurface Utility Exploration (As Directed by City)	EA	Item to be utilized ONLY as authorized and directed by the City. Payment from this item includes all Owner directed authorizations to provide a limited amount of air/vacuum test hole and/or soft dig services within the project limits for the purpose of determining existing underground utility information. Includes backfilling, compaction, and restoration.
54	Tree Relocation (As Directed by City)	EA	Item to be utilized ONLY as authorized and directed by the City and shall not be used for standard clearing and grubbing tree removal items. Payment from this item includes all Owner directed authorizations to provide an arborist supervised pruning and relocation operation (within immediate project area) for existing trees up to 12" in diameter. Includes watering and mulch ring.
55	Off-Duty Police Officer	HRS	Reimbursable item to be utilized as necessary during active roadway related operations for the safety of the public and construction personnel.
56	Owner's Contingency (Do not Bid)	LS	Allowance and Owner's Contingency, is a contingency Item to be utilized ONLY as authorized by the City. Payment from this item includes all Owner directed additional work as a consequence of unforeseen conditions.

## SECTION 01700

### CONTRACT CLOSEOUT

#### **PART 1 - GENERAL**

##### 1.01 SUMMARY:

- A. This Section includes administrative and procedural requirements for contract closeout including, but not limited to, the following:
  - 1. Inspection procedures.
  - 2. Project record document submittal.
  - 3. Submittal of warranties.
  - 4. Final cleaning.
  - 5. CONTRACTOR's Certification.
- B. Closeout requirements for specific construction activities are included in the appropriate Sections.
- C. Related Work Specified Elsewhere:
  - 1. Prerequisites to Substantial Completion and Final Acceptance: N/A

##### 1.02 SUBSTANTIAL COMPLETION:

- A. Preliminary Procedures: Before requesting inspection for certification of Substantial Completion, complete the following as applicable:
  - 1. Submit specific warranties, workmanship bonds, final certifications, and similar documents.
  - 2. Obtain and submit releases enabling the City unrestricted use of the Work and access to services and utilities. Include operating certificates, and similar releases.
  - 3. Submit record drawings, maintenance manuals, Project photographs, damage or settlement surveys, property surveys, and similar record information.
  - 4. Discontinue and remove temporary facilities from the site, along with mockups, construction tools, and similar elements.
  - 5. Complete final cleanup requirements, including touch up painting.
  - 6. Touch up and otherwise repair and restore marred, exposed finishes.
- B. Inspection Procedures: On receipt of a request for inspection, the City or its designee will either proceed with inspection or advise the CONTRACTOR of unfilled requirements. The City will prepare the Certificate of Substantial Completion following inspection or advise the CONTRACTOR of work that must be completed or corrected before the certificate will be issued.
  - 1. The City will reschedule the inspection when in its opinion, the Work is substantially complete.

1.03 FINAL ACCEPTANCE:

- A. Preliminary Procedures: Submit certification by CONTRACTOR that Work has been completed in accordance with the Contract Documents to the knowledge of the CONTRACTOR. Before requesting final payment, complete the following as applicable:
1. Submit the request for final inspection and provide with any required releases and supporting documentation. Include insurance certificates for products and completed operations where required.
  2. Submit a certified copy of the City 's final inspection list of items to be completed or corrected. The certified copy of the list shall state that each item has been completed.
  3. Submit consent of surety to final payment.
  4. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
  5. Release of Liens (from the Prime, and all CONTRACTORS, Vendors and Suppliers).
- B. Reinspection Procedure: The City will re-inspect the Work upon receipt of notice that the Work, including inspection list items from earlier inspections, has been completed.
1. Upon completion of reinspection, the City will advise the CONTRACTOR of Work that is incomplete or of obligations that have not been fulfilled but are required for final acceptance.
  2. If necessary, reinspection will be repeated.

1.04 RECORD DOCUMENT SUBMITTALS:

- Per Section 01000 herein.

**PART 2 - EXECUTION**

2.01 FINAL CLEANING:

- A. General: The GENERAL CONDITIONS require general cleaning during construction.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each road surface to the condition expected in a normal program. All residual aggregate, sand or other road and drainage materials shall be removed to the satisfaction of the Town before final payment is approved.
1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion.
    - a. Remove excess asphalt, concrete, debris, dirt, and dust from limited-access spaces including gutter, sidewalk, driveways, manholes, inlets and similar spaces.
    - b. Clean the site of rubbish, litter, and other foreign substances. Rake grounds that are neither paved nor planted to a smooth, even-textured surface.
    - c. Remove temporary structures, tools, equipment, supplies, and surplus materials.
    - d. Remove temporary protection devices and facilities which were installed to protect previously completed Work.
    - e. Special Cleaning: cleaning for specific units of Work is specified in applicable Sections

of Specifications.

- C. Removal of Protection: Remove temporary protection and facilities installed for protection of the Work during construction.
- D. Compliance: Comply with regulations of authorities having jurisdiction and safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from the site and dispose of lawfully.
- E. Repairs:
  - 1. Repair damaged protective coated surfaces.
  - 2. Repair roads and other items damaged or deteriorated because of construction operations, including those which have been damaged, but are not located within the project limits.
  - 3. Restore all ground areas affected by construction operations.

END OF SECTION

**TECHNICAL  
SPECIFICATIONS**