



**\*\*RE-ADVERTISING\*\***  
**REQUEST FOR QUALIFICATIONS**  
**LOT CLEARING, MOWING, DEBRIS**  
**REMOVAL, & GENERAL MAINTENANCE FOR**  
**CODE COMPLIANCE OF CITY LOTS**  
**#17-016**  
*Commodity Codes*  
**98836, 96268, 98888, 98856, 98875,**  
**96850, 96888, 98889**

**CONTACT PERSON:**

**LISA OSHA,  
PURCHASING AGENT  
368 SOUTH COMMERCE AVENUE  
SEBRING, FL 33870**

**Email: [purchasing@mysebring.com](mailto:purchasing@mysebring.com)**



The City of Sebring will receive sealed RFQ's in the City Purchasing Department for:

**\*\*RE-ADVERTISEMENT\*\***  
**17-016: REQUEST FOR**  
**QUALIFICATIONS LOT CLEARING,**  
**MOWING, DEBRIS REMOVAL, &**  
**GENERAL MAINTENANCE FOR CODE**  
**COMPLIANCE OF CITY LOTS**

*Commodity Codes*  
**98836, 96268, 98888, 98856, 98875,**  
**96850, 96888, 98889**

Specifications & General Terms and Conditions may be obtained at [mysebring.com](http://mysebring.com) and [VendorRegistry.com](http://VendorRegistry.com). Any questions regarding the specifications, terms and conditions, and/or the bidding process should be submitted at [purchasing@mysebring.com](mailto:purchasing@mysebring.com). It shall be the bidders' responsibility to check [VendorRegistry.com](http://VendorRegistry.com) for amendments/changes made to the document and/or any addendums posted.

Bid envelopes must be sealed and marked with the bid number and name as to identify the enclosed bid. Bids must be delivered to the City of Sebring Purchasing Office Attn: Lisa Osha, so as to reach the said office no later than **3:00 p.m., Monday, June 25, 2018**, of the official time clock in the purchasing office, at which time they will be opened. Bids received later than the date and time specified will be rejected. The City will not be responsible for the late delivery of any bids that are incorrectly addressed, delivered in person, by mail, or any other type of delivery service.

The submitting firm will be required to comply with all applicable laws, regulations, rules and ordinances of local, state and federal authorities having jurisdiction, including, but not limited to: all provisions of the Federal Government Equal Employment Opportunity clauses issued by the Secretary of Labor on May 21, 1968 and published in the Federal Register (41 CFR Part 60-1, 33 F.2 7804); all provisions of the Public Entity Crimes (Fla. Stat. §287.133, et seq, as amended) and the provisions in Fla. Stat. §287.134, et seq, as amended, regarding discrimination.

The Sebring City Council reserves the right to accept or reject any or all bids or any parts thereof; and the award; if an award is made, will be made to the most responsible bidder whose bid and qualifications indicate that the award will be in the best interest of the City of Sebring. The council reserves the right to waive irregularities in the bid.

Lisa Osha,  
Purchasing Agent  
Sebring, Florida

Dates: June 8, 2018 – June 25, 2018  
Official Publication: [VendorRegistry.com](http://VendorRegistry.com)  
Additional Publication: Highlands News Sun – June 13, 2018

**SECTION 1 – GENERAL INFORMATION**  
**DEFINITIONS**

For the purpose of this Request for Qualifications, the respondent shall mean contractors, consultants, Respondents, organizations, firms, companies, individuals, or other persons submitting a response to this Request for Qualifications.

**PURPOSE**

The City of Sebring Code Enforcement Department is seeking Professional Qualifications from local companies/individuals to provide labor, equipment, and materials to bring properties within the city limits of Sebring into compliance with the City of Sebring’s Code of Ordinances.

**CONTACT INFORMATION**

Any questions concerning this RFQ shall be addressed in writing. Please submit all questions to the individual(s) indicated below.

To: Lisa Osha, Purchasing Agent  
purchasing@mysebring.com

Project Manager / Bid Specifications: Curtis Hart, Police Commander  
curtishart@mysebring.com

Any interpretation, clarification, correction or change to this document will be made by written addendum issued by the City Purchasing Department. **Any oral or other type of communication concerning this document shall not be binding.** Questions may be sent in writing by email, fax, or other courier up to 5 business days before said qualifications opening.

**COMPLIANCE WITH APPLICABLE LAWS**

*The submitting firm will be required to comply with all applicable laws, regulations, rules and ordinances of local, state and federal authorities having jurisdiction, including, but not limited to: all provisions of the Federal Government Equal Employment Opportunity clauses issued by the Secretary of Labor on May 21, 1968 and published in the Federal Register (41 CFR Part 60-1, 33 F.2 7804); all provisions of the Public Entity Crimes (Fla. Stat. §287.133, et seq, as amended) and the provisions in Fla. Stat. §287.134, et seq, as amended, regarding discrimination.*

*The City of Sebring in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Statute 252) (49 CFR, Part 23), hereby notifies all submitting firms that it will require that affirmative efforts be made to ensure participation by minorities in any contract for consultant services entered into pursuant to this advertisement. Minority business enterprises will be afforded full opportunity to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex or national origin in consideration for selection.*

*The Respondent acknowledges that the City of Sebring is a drug-free workplace. The Respondent covenants that all employees of the Respondent working on City property*

*shall be subject to the implementation of all possible provisions to maintain a drug-free environment and that the Respondent will adhere to the provisions of Florida Statute 287.087.*

*The respondent is required to keep and maintain public records that ordinarily and necessarily would be required by the City in order to perform the service sought herein. The Respondent is required to provide the public with access to public records on the same terms and conditions that the City would provide the records and at a cost that does not exceed the cost provided in Ch. 119.07 et seq, Fla. Stat. or as otherwise provided by law. The respondent must ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law and must meet all requirements for retaining public records and transfer, at no cost, to the City all public records in possession of the respondent upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the City in a format that is compatible with the information technology systems of the public agency.*

***IF THE RESPONDENT HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE RESPONDENT'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS REQUEST OR ANY CONTRACT THAT MAY BE ENTERED, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 863-471-5100, 368 S. Commerce Ave., Sebring FL 33870, or kathyhaley@mysebring.com.***

## **SECTION 2 – INTENT OF PROJECT**

It is the City's intention to create a list of pre-approved vendors (based on these submittals) that will provide labor, equipment, and materials to bring properties within the City limits into compliance with City Codes. Pre-approved vendors will submit a quote on individual projects that will be posted by Code Enforcement at <http://www.mysebring.com/169/Code-Enforcement> » Monthly Code Enforcement Board Orders. The lowest bid will be awarded on each project. This is not a rotation list.

## **SECTION 3 – SUBMITTAL OF QUALIFICATIONS**

Interested Respondents are invited to submit a complete proposal for consideration to the City of Sebring, Purchasing Department, 368 S. Commerce Ave., Sebring, Florida 33870. The proposal must include the following items:

- 1) Complete list of types of services provided;
- 2) Number of years in business;
- 3) A minimum of three (3) letters of reference, preferably from governmental agencies;
- 4) Proof of sufficient insurance coverage (see limits in section 4), and;
- 5) Proof of proper licenses.

Time is of the essence and any proposal received after 3:00 p.m., June 25, 2018 whether by mail or otherwise will be returned unopened. The City will in no way be responsible for delays caused by any occurrence. Proposal packets will only be accepted if they are delivered via mail, delivery carrier such as UPS, FedEx, etc., or delivered in person to Sebring City Hall. Qualifications shall not be submitted and will not be accepted by telephone, telegram, facsimile or e-mail. Each envelope will be stamped by City personnel with the date and time received. The time of receipt shall be determined by the time clock located in the Purchasing office. Qualifications shall be placed in a sealed envelope, marked with the RFQ number, title, and the date that the qualifications are scheduled to be received. Respondents are responsible for insuring that their proposal is delivered and stamped by City personnel by the deadline indicated. At the designated time and place, the Purchasing Agent will record the qualifications for the record.

The City reserves the right in its sole discretion to reject any or all qualifications and/or to waive all nonmaterial irregularities on any and all qualifications. All costs and expenses, including reasonable attorney's fees, incurred by any Respondent in preparing and responding to this RFQ are the sole responsibility of the Respondent including without limitation any and all costs and fees related to a protest. The documents included or incorporated in this RFQ constitute the complete set of instructions, scope of work, specification requirements and forms. It is the responsibility of the Respondent to insure that all pages are included. Therefore, all Respondents are advised to closely examine this RFQ. All qualifications must be typed or written in ink, and must be signed in ink by an officer having authority to bind the Respondent. Signatures are required where indicated; failure to do so shall be cause for rejection of proposal.

**PROTEST:** Failure to file a protest within the time prescribed in section 120.57 (3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

***BIDDERS ARE URGED TO PROMPTLY REVIEW THE REQUIREMENTS OF ALL SPECIFICATIONS AND SUBMIT QUESTIONS FOR RESOLUTIONS AS EARLY AS POSSIBLE DURING THE BID PERIOD. QUESTIONS OR CONCERNS MUST BE SUBMITTED IN WRITING TO THE PURCHASING AGENT DURING THE BID PERIOD AND SHALL BECOME PART OF THE BID PACKAGE. OTHERWISE, THIS WILL BE CONSTRUED AS ACCEPTANCE BY THE BIDDERS THAT THE INTENT OF THE SPECIFICATIONS IS CLEAR AND THAT COMPETITIVE BIDS MAY BE OBTAINED AS SPECIFIED HEREIN. PROTESTS WITH REGARD TO SPECIFICATION DOCUMENTS SHALL NOT BE CONSIDERED AFTER BIDS ARE OPENED.***

#### **SECTION 4 – CONTRACT AGREEMENT**

Based on the submittal, the City anticipates entering into a single or multiple agreements as a result of this RFQ, but reserves the right to award in any fashion if, in its sole determination, decides is in its best interest. The terms and conditions of a resulting contract/agreement are provided in Section 4 below. The Respondent understands that this RFQ does not constitute an agreement or a contract with the City. An official contract or agreement is not binding until the submission is reviewed and accepted by the City Council and executed by all parties. The City reserves the right to reject all

qualifications, to waive any informality, and to solicit and advertise for other qualifications.

If a contract/agreement is signed, the following terms and conditions will apply:

**COPYRIGHTS:**

- 1) If awarded a contract, the respondent agrees that the work requested herein is “work for hire” and shall irrevocably transfer, assign, set over, and convey to the City all right, title, and interest, including sole exclusive and complete copyright interest, in any and all copyrightable works created pursuant to the contract. The respondent further agrees to execute such documents as the City may request to effect such transfer or assignment.
- 2) Furthermore, the Contractor agrees that the rights granted to the City by this section are irrevocable. Notwithstanding anything else in this invitation, the contractor’s remedy in the event of termination of or dispute over any agreement entered into as a result of this invitation shall not include any right to rescind, terminate or otherwise revoke or invalidate in any way the rights conferred in this section. Similarly, no termination of any agreement entered into as a result of this invitation shall have the effect of rescinding, terminating, or otherwise invalidating the rights acquired pursuant to the provisions of this “Copyright” section.
- 3) The use of subcontractors or third parties in developing or creating input into any copyrightable materials produced as part of any agreement entered into as a result of this invitation is prohibited unless the City approves the use of subcontractors or third parties in writing in advance and such subcontractors or third parties agree to include the provision of this section as part of any contract they enter into with the contractor for work related to this contract.
- 4) If anything included in a deliverable limits the rights of the City to use the information for its own internal use, the deliverable shall be considered defective and not acceptable.

**DAMAGE TO PROPERTY:** Contractor agrees that all City or third party owned property that is damaged by the Contractor’s personnel or equipment shall be repaired or replaced promptly, at Contractor’s expense.

**DEFAULT:** If any action is brought by either party for the enforcement of obligations of the other party, including appeals, the prevailing party shall be entitled to recover reasonable attorney fees, court and other costs, whether incurred before or at trial, on appeal, in bankruptcy, or in post judgment collections.

**DOCUMENT DEEMED AS A CONTRACT:** In the event that the Sebring City Council awards the project described herein to a contractor(s), and/or a purchase order is processed then this document shall become a legally binding contract unless a separate document is drawn up by the City Attorney in which case the Attorney’s contract is primary and this document is secondary.

**DUE CARE AND DILIGENCE** has been exercised in the preparation of this document and all information contained herein is believed to be substantially correct; however, the responsibility for determining the full extent of the service required rest solely with those responding. Neither the City nor its representative shall be responsible for any error or omission in the responses submitted, nor for the failure on the part of the respondents to determine the full extent of the exposures.

**EARLY TERMINATION:** City of Sebring reserves the right to cancel the entire contract should the Contractor violate any provisions of this contract, or if the Services being provided by the Contractor do not meet the expectations of the City on a consistent and continuing basis, the City may cancel the contract upon (30) days written notice thereof from the City to the Contractor.

**EQUIPMENT:** The Contractor will provide, at Contractor's expense, all machinery, equipment, tools, supervision, labor, insurance, and all other accessories necessary to provide the product(s) or service(s) in accordance with the description of the work described herein. Employees of Contractor shall wear company uniforms and shall work from vehicles bearing the Contractors name at all times.

**INDEPENDENT CONTRACTOR:** The parties expressly recognize that the relationship between the City and the Contractor is independent, and that the contractor, or any servants, agents, or employees shall ever be considered as an agent, servant, or employee of the City.

**INSPECTION & CORRECTION OF WORK:** All work done by the awarded Contractor will be monitored by the City Administrator, or his designee. The Contractor shall notify the designated person of completion of each cycle within twenty-four hours of such completion. The designated contact person will then inspect the work and if they find it has not been done satisfactorily, said work shall be promptly corrected by the Contractor, at the Contractor's expense.

**INSURANCE REQUIREMENTS:** Unless otherwise stated in the specifications, the following Insurance Requirements must be met before delivery of goods and services:

Contractor, upon its part, agrees to protect, indemnify, hold harmless, and insure the City from any liability to any persons for injuries to the person, including homicide, or damage to property, resulting from the acts or omissions of the Contractor for performing its obligations under this contract. The parties expressly recognize that the relationship between the City and the Contractor is that of independent contractors, and that neither the Contractor, nor any of its servants, agents, or employees shall ever be considered to be an agent, servant, or employee of the City. Contractor shall obtain and maintain, at Contractor's expense, the following insurance and shall not commence any work hereunder until such insurance is obtained and approved by the City:

- a. **Comprehensive General Liability** (CGL) insurance shall be maintained by the vendor with a limit of not less than \$300,000 each occurrence. If such CGL contains a general aggregate limit, it shall apply separately to this project in the amount of \$600,000. CGL insurance shall include bodily injury and property damage liability for premises, products, and completed operations, and personal injury.

- b. **Automobile Liability** shall be maintained with a limit of not less than \$300,000 each accident for Bodily Injury and Property Damage. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). The policy shall be endorsed to provide contractual liability coverage.
- c. **Worker's Compensation** coverage is to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$500,000 each accident, \$500,000 each employee, \$500,000 policy limit for disease.
- d. **Evidence of Insurance** The vendor shall furnish the City of Sebring with certificates of insurance. The certificates are to be signed by a person authorized by the insurer to bind coverage on its behalf. The City of Sebring is to be specifically included as additional insured on all policies except workers' compensation. If the vendor is exempt from workers' compensation requirements they are to submit a DWC-252 Certificate of Exemption Form. In the event the insurance coverage expires prior to the completion of this contract, a renewal certificate shall be issued 30-days prior to said expiration date. The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy. All certificates of insurance must be on file with and approved by the City of Sebring before the commencement of work activities.

**LICENSING:** Bidders shall be fully licensed in the state of Florida (if applicable), registered with the City of Sebring (if applicable), and shall comply with all applicable laws, regulations, rules, and ordinances of local, state, and federal authorities having jurisdiction. Failure or inability on the part of the respondent to have complete knowledge and intent to comply with such laws, rules and regulations shall not relieve any respondent from its obligation to honor its response and to perform completely in accordance with its response.

**NOTICES:** All notices provided under or pursuant to this contract shall be in writing, either by hand delivery, first class certified mail – return receipt requested

**PAYMENTS:** All payments must be approved by Sebring City Council, which meets the first and third Tuesday of each month. To be considered for payment at any meeting, the invoice must be signed by the department head of each location and received by Accounts Payable 368 South Commerce Avenue, Sebring, Florida 33870 one week prior to a City Council meeting. Separate invoices must be rendered for each purchase order. No purchase of materials, supplies, equipment, and/or services will be recognized unless made through a purchase order by the purchasing department.

**PERFORMANCE & WORKMANSHIP:** Contractor shall, in a good skillful manner, perform all services pursuant to the specifications. Should the Contractor fail to provide prudent and competent professional service the City may notify the Contractor, in writing, stating the City's intention to terminate the contract and stating the reasons therefore. Unless Contractor remedies such default or has made satisfactory arrangements with the City for such remedy within (2) days after service of said notice upon Contractor, this contract may be terminated by the City. In the event of such

termination, the City may take over the work and prosecute the same to completion for the account and at the expense of Contractor and Contractor shall be liable to the City for any excess costs to the City thereby.

**PREPARATION COSTS:** The City will not reimburse respondent(s) for any costs associated with the preparation and submittal of any responses.

**PRICE:** City shall pay the awarded Contractor(s) the sum awarded for each individual bid. A blanket purchase order will be issued for each pre-qualified vendor. After completion of an awarded job, the vendor will submit an invoice for payment, which will be paid from the blanket purchase order.

**PROVISIONS REQUIRED BY LAW DEEMED INSERTED:** Each and every provision of law and clause required by law to be inserted herein and the contract shall be read and enforced as though it were included, and if, through mistake or otherwise, any such provision is not inserted, or is not correctly inserted, then upon application of either party, the contract shall forthwith be physically amended to make such insertion or correction.

**PURCHASING AGREEMENT WITH OTHER PUBLIC AGENCIES:** All Bidders/Respondents submitting a Bid/Proposal for annual contracts agree that, if awarded, such Bid/Proposal also constitutes an offer to all public entities within the State of Florida, including Highlands County Board of County Commissioners, City of Avon Park, the Town of Lake Placid, and the Highlands County School Board under the same Terms & Conditions, for the same price, and for the same effective period, should the Bidder/Respondent feel it is in their best interest to do so. Bidder/Respondent shall note any exception to this requirement.”

**PURCHASE ORDERS** are required by the City of Sebring, with the exception of the use of a purchase card (when vendor accepts credit cards and the cost is less than \$1,000). No purchase of materials, supplies, equipment, and/or services will be recognized unless made through a purchase order or pre-arranged to be paid with a purchase card. When a purchase order is required, it is the responsibility of the department to submit a request for a purchase order which is then processed by the purchasing office and emailed to the vendor. In the event the vendor does not have email, it is then faxed to the vendor as well as the department initiating the request.

**RENEWAL:** The City will maintain the list of vendors for up to five (5) years. The vendor agrees to provide a copy of all renewed licenses and insurances during the contract/agreement period. The City may, at any time it deems necessary, re-advertise a Request for Qualifications so as to update the list of vendors.

**STATEMENT OF INDEMNIFICATION:** The Contractor hereby acknowledges and confirms that the contract price includes the consideration for this Indemnification / Hold Harmless. The Contractor shall, in addition to any other obligation to indemnify the City and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the City, its elected officials, employees, agents, and volunteers from and against all claims, actions, liabilities, losses, (including economic losses), costs, including attorney fees and all costs of litigation, and judgments of every name and description arising out of or incidental to the performance of this contract, unless caused by the sole negligence of the City, its elected officials, employees, agents, or volunteers. Any cost or

expenses, including attorney fees (including appellate, bankruptcy, or patent council fees), incurred by the City to enforce this agreement shall be borne by the contractor. This indemnification shall also cover all claims brought against the City, its elected officials, employees, agents, or volunteers by any employee of the contractor, any subcontractor, or anyone directly or indirectly employed by any of them. The contractor's obligation under this article shall be limited to \$10,000,000 and shall not be limited in any way to the agreed upon contract price as shown in this contract or the contractor's limit of all services, obligations, and duties provided for in this contract, or in the event of termination of this contract for any reason, the terms and conditions of this article shall survive indefinitely.

**SUBCONTRACTOR:** The Contractor has the authority to monitor all subcontractors to make sure all conditions of this document are being executed. Furthermore, the City has the right to refuse subcontractors work on the project.

**TERM: THE TERM WILL REMAIN THE SAME AS THE ORIGINAL CONTRACT. THE TERM OF A CONTRACT AS A RESULT OF THIS RE-ADVERTISEMENT WILL NOT CREATE A NEW CONTRACT COMMENCEMENT DATE.** This agreement shall be good for one (1) year beginning July 1, 2017 and ending June 30, 2018. This contract will automatically be extended for up to four (4) additional one (1) year extensions, unless either party notifies the other in writing that they do not wish to continue the contract as written.

**TERMINATION:** Should Contractor violate any provision in this document, City may notify Contractor, in writing, stating the City's intention to terminate the contract and stating the reasons thereof. Unless Contractor remedies such default or has made satisfactory arrangements with the City for such remedy within five (5) business days after service of said notice upon Contractor, this contract may be terminated by the City.

**TIME:** Time is of the essence of this agreement.

## **SECTION 5 – NOTICE TO RESPONDENTS**

1) Late Responses

LATE responses will be returned to respondent UNOPENED if RFQ number, opening date, and bidder's return address is shown on the container.

2) Rights of City

The City reserves the right to accept or reject all or any part of any response, waive informalities and award the contract to the lowest responsive and responsible respondent to best serve the interest of the City.

3) Anticipated Timeline:

Response Opening:	June 25, 2018
Approval:	July 3, 2018

## 17-011 Submittal Checklist

Bidder should check off each of the following items as completed and submit with bid response.

<b>Checklist Elements</b>	<b>Included</b>
Official Qualification Form (original and two copies)	
List of at least three (3) references the City may contact in order to assist in the evaluation of past performance.	
Verification of all required insurance and licenses	
The firm name and contact person, address, telephone number, fax number, and email address which will be used for individual bids. Documents signed by an authorized individual.	
The mailing envelope has been addressed to: City of Sebring Purchasing Division 368 South Commerce Avenue Sebring, Florida 33870	
The mailing envelope must be sealed and marked with: RFQ Number RFQ Title Closing Date	
The following must be received by the purchasing department <b>within 10 days after award</b> is made by Sebring City Council. <ul style="list-style-type: none"> <li>* Vendor Application and W9 (if not already a vendor)</li> <li>* Certificate of Insurance (with the City of Sebring as an additional insured)</li> <li>* Signed Contract (see page 13)</li> </ul>	

ALL COURIER DELIVERED PROPOSALS MUST HAVE THE RFQ NUMBER AND TITLE ON THE OUTSIDE OF THE COURIER PACKET. *At the discretion of the Purchasing Agent, bids or proposals with minor irregularities may be accepted and allowed to be corrected when it is in the best interest of the City.*



**Only in the event that Sebring City Council approves the response submitted herein** the vendors shall be asked to sign this page and the entire RFQ document will then become a formal contract.

## CONTRACT SIGNATURE PAGE

This agreement between **CITY OF SEBRING**, a Florida Municipal Corporation (herein called "City") and \_\_\_\_\_ (herein called "Contractor").

**PREMISE:** The City solicited for responses to a request for qualifications described in the RFQ #17-016, Lot Clearing, Mowing, Debris Removal, & General Maintenance for Code Compliance of City Lots, General Terms & Conditions and the Official Qualification Form all of which are made a part hereof and collective constitute this contract. Contractor submitted a list of qualifications and City would like for the Contractor to be on the list to perform the Services and Contractor would like to do so on the terms and conditions set forth in the Request for Qualifications.

**NOTICES:** Whenever any notice is required or permitted by this contract to be given, such notices shall be by certified mail or overnight delivery. Each party will be responsible for notifying the other of any change in their address. Notice shall be considered given when deposited with the U.S. Postal Service or commercial carrier, postage prepaid to:

Contractor:

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

City:

LISA OSHA, Purchasing Agent  
368 South Commerce Avenue  
Sebring, FL 33870

**MULTIPLE ORIGINALS:** This agreement is executed in multiple copies, each of which shall be deemed original.

**DATED** this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Two Witnesses as to City:

**CITY OF SEBRING**, a Florida Municipal Corporation

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

By \_\_\_\_\_

Attest:

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

\_\_\_\_\_

Two Witnesses as to Contractor

**CONTRACTOR:**

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

By \_\_\_\_\_

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