

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Purchasing Department

INVITATION TO BID (ITB)

17-037

PAVEMENT MARKINGS

JUNE 2017





**HIGHLANDS COUNTY BOARD OF
COUNTY COMMISSIONERS**
Purchasing Division

INVITATION TO BID (ITB)

The Board of County Commissioners (BCC), Highlands County, Sebring, Florida will receive sealed bids in the County's Purchasing Department for the following annual bid:

ITB NO. 17-037 PAVEMENT MARKING

Specifications may be obtained by downloading from our website: www.hcbcc.net or by contacting: Danielle Gilbert, Purchasing Manager; 4320 George Blvd., Sebring, Florida 33875-5803, Phone: 863-402-6524 Fax: 863-402-6735; or E Mail: dgilbert@hcbcc.org

BIDS MUST BE DELIVERED to the Highlands County Purchasing Department, 4320 George Blvd., Sebring, FL. 33875-5803 so as to reach said office no later than **4:00 P.M., Wednesday; July 12, 2017**, at which time they will be opened. The Public is invited to attend this meeting. Bid envelopes must be sealed and marked with the ITB number and name so as to identify the enclosed bid. Bids received later than the date and time as specified will be rejected.

The Board will not be responsible for the late deliveries of responses that are incorrectly addressed, delivered in person, by mail or any other type of delivery service.

One or more County Commissioners may be in attendance at the bid opening. Highlands County Local Preference Policy will apply to the award of this bid.

The Highlands County Board of County Commissioners (HCBCC / COUNTY) reserves the right to accept or reject any or all bids or any parts thereof, and the determination of this award, if an award is made, will be based on the ranking of each bid. The Board reserves the right to waive irregularities in the bid.

The Board does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Board's functions, including one's access to, participation, employment or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act or Section 286.26, Florida Statutes should contact Ms. Pam Rogers, ADA Coordinator at: 863-402-6509 (Voice), or via Florida Relay Service 711, or by e-mail: progers@hcbcc.org. Requests for CART or interpreter services should be made at least 24 hours in advance to permit coordination of the service.

Board of County Commissioners, Highlands County, FL

www.hcbcc.net

SECTION I. GENERAL TERMS AND CONDITIONS

- A. For purposes of this ITB, the following terms are defined as follows:
1. Bidder means the person or entity submitting a Bid in response to this ITB.
 2. Contractor means the Bidder who signs a contract with the County to perform the Scope of Work.
- B. All Bids shall become the property of the County.
- C. Compliance with Florida Statutes Section 287.087, on Drug Free Workplace, Section 287.133(2)(a), on Public Entity Crimes, and Section 287.134, on Discrimination, is required.

F.S. 287.087, Preference to businesses with drug free workplace programs:

In order to have a drug free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section.

NOTE: PLEASE INCLUDE YOUR "DRUG FREE" STATUS AS PART OF THE GENERAL COMMENTS IN YOUR BID OR WHERE INDICATED ON THE BID FORM.

F.S. 287.133, Public entity crime; denial or revocation of the right to transact business with public entities:

(2)(a) A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids,

proposals or replies on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

F.S. 287.134, Discrimination; denial or revocation of the right to transact business with public entities:

(2)(a) An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal or reply on a contract or provide goods and services to a public entity; may not submit a bid, proposal or reply on a contract with a public entity for construction or repair of a public building or public work; may not submit bids proposals or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity; and may not transact business with a public entity.

- D. Bids are due and must be received in accordance with the instructions given in the announcement page.
- E. The County will not reimburse Bidders for any costs associated or expenses incurred in connection with the preparation and submittal of any Bid.
- F. Bidders, their agents and associates shall not solicit any County Official and shall not contact any County Official other than the individual listed in Section XV of this ITB for additional information and clarification.
- G. Due care and diligence has been exercised in the preparation of this ITB and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services required rests solely with those submitting a Bid. Neither the County nor its representatives shall be responsible for any error or omission in the Bids submitted, nor for the failure on the part of the Bidders to determine the full extent of the exposures.
- H. All timely Bids meeting the specifications set forth in this ITB will be considered. However, Bidders are cautioned to clearly indicate any deviations from these specifications. The terms and conditions contained herein are those desired by the County and preference will be given to those Bids in full or substantially full compliance with them.
- I. Each Bidder is responsible for full and complete compliance with all laws, rules, and regulations including those of the Federal Government, the State of Florida and the County of Highlands. Failure or inability on the part of the Bidder to have complete knowledge and intent to comply with such laws, rules, and regulations shall not relieve any Bidder from its obligation to honor its Bid and to perform completely in accordance with its Bid.
- J. The County, at its discretion, reserves the right to waive minor informalities or irregularities in any Bids, to reject any and all Bids in whole or in part, with or without cause, and to accept that Bid, if any, which in its judgment will be in its best interest.

- K. Award will be made to the Bidder whose Bid is determined to be the most advantageous to the County, taking into consideration those Bids in compliance with the requirements as set forth in this ITB. The County reserves the right to reject any and all Bids for any reason or make no award whatsoever or request clarification of information from the Bidders.
- L. Any interpretation, clarification, correction or change to this ITB will be made by written addendum issued by the Purchasing Department. Any oral or other type of communication concerning this ITB shall not be binding.
- M. Bids must be signed by an individual of the Bidder's organization legally authorized to commit the Bidder to the performance of services contemplated by this ITB.
- N. Unless otherwise stated in the specifications, the following Insurance Requirements will be included in the contract and must be met before delivery of goods and performance of services:
1. **Workers' Compensation Insurance:** The Contractor shall have and maintain workers' compensation insurance for all employees for statutory limits in compliance with Florida law and Federal law. The policy must include Employer' Liability with a limit of \$100,000 each accident, \$100,000 each employee, \$500,000 policy limit for disease.
 2. **Commercial General Liability Insurance: Occurrence Form Required:** The Contractor shall have and maintain commercial general liability (CGL) insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to the work performed pursuant to this ITB in the amount of \$1,000,000. Products and completed operations aggregate shall be \$1,000,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury and advertising injury. Fire damage liability shall be included at \$100,000.
 3. **Commercial Automobile Liability Insurance:** The Contractor shall have and maintain commercial automobile liability insurance with a limit of not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage liability. 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.
 4. **Professional Liability/Errors and Omissions Insurance:** The Contractor shall have and maintain professional liability insurance with a limit not less than \$1,000,000 for each occurrence and an aggregate limit of not less than \$1,000,000. If coverage is provided on a claims-made basis, the retroactive date shall be prior or equal to the effective date of any contract with the County. The coverage shall be renewed or include a "tail" or discovery, or continuous renewal of coverage for a period of three (3) years following the termination of the contract entered into in connection with this ITB.
 5. **Special Requirements / Evidence of Insurance:**
 - a. A copy of the Bidder's current certificate of insurance **MUST** be provided with the Bid submitted in response to this ITB. A formal certificate shall be provided upon announcement that a Bidder has been awarded the work as called for in this ITB. The

Certificate(s) shall be signed by a person authorized by that insurer to bind coverage on its behalf. All Certificates of Insurance must be on file with and approved by the County before commencement of any work activities. The formal insurance certificate shall also comply with the following:

- (1) "Highlands County, a Political Subdivision of the State of Florida and its elected officials, its agents, employees, and volunteers" shall be named as an "Additional Insured" on all policies except Worker's Compensation and Professional Liability.
 - (2) Contractor shall deliver written notice to the County by overnight delivery return receipt requested, hand delivery or confirmed facsimile thirty (30) days prior to giving or within three (3) days after receiving notice of cancellation, modification, non-renewal, or any other lapse in coverage of any required insurance policies.
- b. It should be remembered that these are minimum requirements, which are subject to modification in response to high hazard operations.
 - c. The policies of insurance shall be written on forms acceptable to the County and placed with insurance carriers authorized by the Insurance Department in the State of Florida and meet a minimum financial AM Best company rating of no less than "A- Excellent: FSC VII.
 - d. The Contractor shall hold the County, its agents and employees, harmless on account of claims for damages to persons, property or premises arising out of the services performed to in connection with this ITB. The County reserves the right to require Contractor to provide and pay for any other insurance coverage the County deems necessary, depending upon the possible exposure to liability.
 - e. All policies must include Waiver of subrogation; any liability aggregate limits shall apply "Per Jobsite"/Per Job Aggregate. All liability insurance except Professional Liability shall be Primary and Non-Contributory. Certificate of Insurance shall confirm in writing that these provisions apply.

6. Renewal:

- a. In the event the insurance coverage expires prior to termination of the contract entered into in connection with this ITB, a renewal certificate shall be issued 30-days prior to said expiration date.
- b. Such notification will be in writing by registered mail, return receipt requested, and addressed to the County Purchasing Manager at 4320 George Boulevard, Sebring, Florida 33875-5803.

O. The following "Statement of Indemnification" will be incorporated in the contract entered into in connection with this ITB.

Contractor shall, in addition to any other obligation to indemnify the County and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the County, its elected officials, employees, agents, and volunteers from and against all claims, actions, liabilities, losses (including economic losses), costs, including attorneys' fees and all costs of litigation, and judgments of every name and description arising out of or incidental to the performance of this Agreement or work performed under or related to this Agreement,

unless caused by the sole negligence of the County, its elected officials, employees, agents, or volunteers. Any cost or expenses, including attorney's fees (including appellate, bankruptcy or patent counsel fees), incurred by the County to enforce this Indemnification shall be borne by the Contractor. This Indemnification shall also cover all claims brought against the County, its elected officials, employees, agents, or volunteers by any employee of the Bidder. The Contractor's obligation under this Indemnification shall not be limited in any way to the agreed upon Agreement price as shown in this Agreement or the Contractor's limit on or lack of sufficient insurance protection. Upon completion of all services, obligations and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Indemnification shall survive indefinitely.

- P. All pages included in or attached by reference to this ITB shall be called and constitute the Request for Bids as stated on the front page of this ITB.
- Q. If submitting a Bid for more than one ITB, each Bid must be in a separate envelope and correctly marked. Only one Bid per ITB shall be accepted from any person, corporation or firm. Modifications will not be accepted or acknowledged.
- R. Each Bid must contain proof of enrollment in E-Verify. Minority Owned and Women Owned businesses must submit a copy of the certificate to receive credit.
- S. Board policy prohibits any County employee or members of their family from receiving any gift, benefit, and/or profit resulting from any contract or purchase. Board policy also prohibits acceptance of gifts of any kind other than advertising novelties valued less than \$10.00
- T. Bids are only accepted if delivered to the location and prior to the time specified on the ITB. Bids must be delivered in sealed envelope or box. Late Bids will not be accepted under any circumstances. If Bids received after the scheduled time of the Bid Opening Meeting, the Bidder will be contacted for disposition. The Purchasing Department, at the Bidder's expense, can return the unopened envelope, or, at the Bidder's request in writing, can destroy it.
- U. Emailed and faxed Bids will not be accepted. Any blank spaces on the required Bid form or the absence of required submittals or signatures may cause the Bid to be declared non-responsive.
- V. The County is not responsible for correcting any errors or typos made on the Bid. Incorrect calculations or errors may cause the Bid to be declared non-responsive.
- W. The Bidder shall comply with the Florida Sales and Use Tax Law as it may apply to the contract. The quoted amount(s) shall include any and all Florida Sales and Use Tax payment obligations required by Florida Law of the successful Bidder and its material suppliers.
- X. Any material submitted in response to this ITB will become public record pursuant to Section 119, Florida Statutes.

- Y. In the event of legal proceedings to enforce the terms of a contract entered into in connection with this ITB, the prevailing party will be entitled to legal fees. Venue is in Highlands County, Florida.
- Z. If any Bidder violates or is a party to a violation of the code of ethics of the County or the State of Florida, with respect to this ITB, such Bidder may be disqualified from performing the work described in this ITB or from furnishing the goods or services for which this ITB is issued and shall be further disqualified from bidding on any future requests for work, goods or services for the County.

-END OF PAGE-

SECTION II. LOCAL PREFERENCE POLICY

BOARD ADOPTED PURCHASING MANUAL 08/13/2002
APPROVED 09/23/2008
SECTION 2 – POLICIES
ADDITION OF SUBSECTION 110 “LOCAL PREFERENCE”

110	Local Preference	
	110.10 Allowance of a Local Preference.....	2.7

110.10 Intent and Purpose

The intent and purpose of the Highlands County Local Preference in Purchasing is to establish a written policy that allows the authorized purchasing authority of the County to give a preference to local businesses.

110.20 Acknowledgements

Any type of procurement done by the County staff to which the provisions of this subsection are being applied will contain a statement that a local preference will be used in the evaluation and award of that purchase.

110.30 Preference in Bidding

In purchasing, or contracting for procurement of, tangible personal property, materials, contractual services, and construction of improvements to real property or existing structures, the authorized purchasing authority of the County will give a preference to local businesses in making such purchases or awarding such contracts, in an amount of five (5) percent of the total purchase price under \$250,000.00; four (4) percent from \$250,000.00 to less than \$1,000,000.00; three (3) percent from \$1,000,000.00 to less than \$2,000,000.00; and two (2) percent for purchases \$2,000,000.00 and over with a maximum cost differential that shall not exceed \$80,000.00. For purposes of this subsection “total purchase price” shall include the base bid and all alternatives or options to the base bid which are being awarded by the authorized purchasing authority of the County.

110.40 Preference in (RFP) Requests for Proposals

In purchasing, or contracting for procurement of, tangible personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of not more than five (5) percent of the total score will be assigned for a local preference. Based upon analysis of the market place for each project, staff shall make a determination for inclusion of a local preference in the criteria for consideration for each request for proposal.

110.50 Notice

All procurement documents including but not limited to bid documents and request for proposal documents shall include a notice to vendors of the County’s Local Preference Policy.

110.60 Local Business Definition

For purposes of this subsection, "local business" shall mean a business which:

- (1) Has had a fixed office or distribution point located in and having a street address within Highlands County for at least twelve (12) months immediately prior to the issuance of the request for quotations, competitive bids or request for proposals by the County; and

- (2) Holds any business license required by the County, and/or, if applicable, the Municipalities; and
- (3) Employs at least one full-time employee, or two part-time employees whose primary residence is in Highlands County, or, if the business has no employees, the business shall be at least fifty (50) percent owned by one or more persons whose primary residence is in Highlands County.

110.65 Certification

Any vendor claiming to be a local business as defined by Section 110.60, shall deliver a written certification to the County Purchasing Department. The certification shall certify that the business is a "local business" as that term is defined in Section 110.60, shall provide all necessary information establishing that fact, and shall be signed under penalties of perjury. It is also the responsibility of any vendor claiming to be a local business, as defined by Section 110.60, to include a copy of its certification in its bid or proposal. The Purchasing Department shall be required to verify the accuracy of any such certifications when determining whether a vendor meets the definition of a "local business."

110.70 Exceptions to Local Preference Policy

(a) The procurement preference set forth in this policy shall not apply to any of the following purchases or contracts:

- A. Goods or services provided under a cooperative purchasing agreement or interlocal agreement;
- B. Contracts for professional services procurement of which is subject to the (CCNA) Consultants' Competitive Negotiation Act or subject to any competitive consultant selection policy or procedure adopted by or utilized by the Board of County Commissioners;
- C. Purchases or contracts which are funded, in whole or part, by a governmental entity and the laws, regulations, or policies governing such funding prohibit application of that preference;
- D. Purchases made or contracts let under emergency or noncompetitive situations or for litigation related legal services.

(b) Application of local preference to a particular purchase, contract, or category of contracts for which the Board of County Commissioners is the awarding authority may be waived upon written justification and recommendation by the County Administrator, Assistant County Administrator or General Services Purchasing Director.

(c) The local preference established in this policy does not prohibit or lessen the right of the Board of County Commissioners and General Services Purchasing staff to compare quality or fitness for use of supplies, materials, equipment, and services proposed for purchase and to compare qualifications, character, responsibility, and fitness of all persons and entities submitting quotations, bids or proposals.

(d) The local preference established in this policy does not prohibit the Board of County Commissioners from giving any other preference permitted by law, in addition to the local preference authorized in this policy.

110.75 Application and Enforcement of Preference Policy

(a) The local preference established in this policy shall apply to new quotations, contracts and procurements solicited after the effective date of this policy.

(b) This policy shall be implemented in a fashion consistent with otherwise applicable County purchasing policies and procedures.

110.80 Promulgation of Rules

(a) The County Administrator, Assistant County Administrator, or General Services Purchasing Director are hereby authorized to adopt administrative rules supplemental to the provisions of this policy as deemed necessary and appropriate to implement the provisions of this policy.

(b) The provisions of this policy and the rules adopted by the County Administrator, Assistant County Administrator, or General Services Purchasing Director shall be provided to potential bidders, vendors, and contractors to the widest extent practicable.

-END OF SECTION-

SECTION III. THE COUNTY'S RESERVATION OF RIGHTS

This ITB constitutes only an invitation to submit a bid to the Board. The Board reserves, holds and may in its own discretion, exercise any or all of the following rights and options with respect to this ITB:

- A) To supplement, amend or otherwise modify this ITB, and to cancel this ITB with or without the substitution of another ITB or a Request For Proposal (RFP).
- B) To issue additional subsequent ITBs or RFPs.
- C) To reject all non-responsive responses, or responses with errors. Any blank spaces on the required bid form or the absence of required submittals or signatures may cause the bid to be declared non-responsive
- D) If the County believes that collusion exists among Bidders, all bids will be rejected.
- E) The Board reserves the right to determine, in its sole discretion, whether any aspect of the submitted bid is satisfactory to meet the criteria established in this ITB, the right to seek clarification and/or additional information from any submitting Vendor.
- F) Highlands County reserves the right to award the bid to one or more vendors. Bid selection will be based on price, duration of bid, availability, and minimum order requirements.
- G) Any modification to these specifications by a Bidder shall be an exception to the bid and must be clearly indicated in detail by the Bidder.

SECTION IV. ADDITIONAL TERMS AND CONDITIONS FOR ITB 17-037

- A) All pages included in or attached by reference to this ITB shall be called and constitute the Invitation to Bid as stated on the invitation of this ITB.
- B) ADDENDUMS: In this ITB the Board has attempted to address most situations that may occur. However, should situations arise that are not addressed, they will be dealt with on a case by case basis, at the discretion of the Board. If deemed necessary, the Purchasing Department will supplement this ITB document with Addendums. These Addendums will be posted on the County's website, www.hcbcc.net. It is the sole responsibility of the Bidder to check the website for Addendums. Bidders must acknowledge receipt of Addendums by completing the respective section on the bid submittal form.
- C) AFFIRMATION: By submitting a bid, the Bidder affirms that the bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation. The Bidder has not directly or indirectly induced or solicited any other person to submit a false or sham bid. The Bidder has not solicited or induced any person, firm or corporation to refrain from submitting a bid; and the Bidder has not sought by collusion to obtain for him/herself any advantage over other persons or over the County.
- D) COUNTY EMPLOYEES / CONFLICT OF INTEREST: All Bidders must disclose the name of any officer, director or agent who is also an employee of the Highlands County Board of County Commissioners. All Bidders must disclose the name of any HCBCC employee who owns, directly or indirectly, any interest in the Bidder's business or any of its branches.
- E) JOINT BIDS: In the event multiple vendors submit a joint bid in response to this solicitation, a single Bidder shall be identified as Primary Bidder. The Primary Bidder must include the name, address and contact information of all parties of the joint bid. Primary Bidder shall provide all bonding insurance requirements, execute any contract, sign the bid and have overall and complete accountability to resolve any dispute arising within the contract. Only a single contract with one Bidder will be acceptable. Invoices will be accepted from and paid to the Primary Bidder only. Primary Bidder shall remain responsible for performing services associated with response to this solicitation.
- F) MISUNDERSTANDINGS: The failure or omission of the Bidder to receive or examine any instruction or document, or any part of the specifications, or to visit the site and acquaint themselves as to the nature and location of the work (where applicable), the general and local conditions, and all matters which may in any way affect performance shall not relieve the Bidder of any obligation to perform as specified herein. The Bidder understands the intent and purpose thereof and their obligations and will not make any claim for, or have any right to damages resulting from any misunderstanding or misinterpretation of this document, or because of any lack of information.

SECTION V. GENERAL SPECIFICATIONS FOR ITB 17-037

- A) This ITB is issued to provide qualified Vendors with information, guidelines, and rules to prepare and submit a responding bid.
- B) LOCAL PREFERENCE will be applied to this Bid.
- C) RESPONSE DUE DATE AND LOCATION: As described on the Announcement sheet. (Page 1 of this document)
- D) PRICING: Include pricing with your Bid on the price sheet provided within this document.
- E) TERM: Bids are requested for a twelve (12) month period, April 1, 2017 through March 31, 2018. Bid prices remain firm for this period.
- F) PIGGYBACK: This bid may also be used by the Highlands County Sheriff's Office and / or any other Highlands County governmental entity or organization, upon mutual agreement of the Parties.

SECTION VI. INSTRUCTIONS TO BIDDERS

Bidder shall supply all materials, equipment, labor, and traffic control devices to install or remove all traffic stripes and markings. Traffic Stripes and Markings shall be installed in accordance with Sections 706, 709, 710, 711, 970 and 971 of the Florida Department of Transportation Standard Specifications for Road and Bridge Construction 2010. Although there is a Measurement and Payment section in the Road and Bridge Construction 2010, Highlands County shall pay as described in Section VI: Method of Measurement of Payment, which is by linear foot and by square foot. Traffic Control shall be in accordance with the Florida Department of Transportation Roadway and Traffic Design Standards, Standard Index Series 600, and the USDOT, FHWA Manual on Uniform Traffic Control Devices. Highlands County personnel will provide the locations of the starting and stopping points of each required marking as well as the necessary engineering to establish the location of all passing zones. Where edge stripes are required, Highlands County will provide any necessary clipping or brooming of the edge of the pavement. Vendor shall contact Traffic Operations Department two days prior to any scheduled work. An employee of Highlands County must be present during entire job. All "Raised Pavement Markers" are to be "PERMANENT TYPE" and on FDOT'S most current approved products List.

SECTION VII EQUIPMENT

All equipment shall be of a type and design which will readily obtain the uniformity of application, both as to the thickness of coating and as to alignment.

For placing paint: Equipment shall conform to Section 710 of the Florida Department of Transportation Standard Specifications for Road and Bridges Construction 2010. Water based paint shall be used. HAND LINERS CAN ONLY BE USED FOR MESSAGES AND INTERSECTION WORK. ANY CENTER, LANE OR EDGE LINES MORE THAN 300 LINEAR FEET SHALL BE DONE WITH LONG LINE TRUCK

CAPABLE OF APPLYING YELLOW ONLY OR WHITE ONLY OR BOTH AT SAME TIME, NOT HAND LINER.

For Thermoplastic Traffic Stripes and Markings: Equipment shall conform to Section 711 of the Florida Department of transportation Standard Specifications for Road and Bridges Construction 2006. No thermoplastic with lead shall be used. HAND LINERS CAN ONLY BE USED FOR MESSAGES AND INTERSECTION WORK. ANY CENTER, LANE OR EDGE LINES MORE THAN 300 LINEAR FEET SHALL BE DONE WITH LONG LINE TRUCK CAPABLE OF APPLYING YELLOW ONLY OR WHITE ONLY OR BOTH AT SAME TIME, NOT HAND LINEAR.

SECTION VIII: MATERIALS

Materials for all Thermoplastic Traffic Stripes and Markings shall be supplied in accordance with the following Sections of the Florida Department of Transportation Specifications for Road and Bridges Construction 2010, Section 711 and 971.

- A. Bituminous must be used for bonding the markers to the pavement - Section 706
- B. Glass Spheres - Section 971
- C. Painting Traffic Stripes – Section 709, 710
- D. Reflective Pavement Markers - Section 706
- E. Thermoplastic Material - Section 711

SECTION IX: APPLICATION & INSTALLATION

- A. For application of Thermoplastic Traffic Stripes and Markings, work shall be supplied in accordance with Section 711 of the Florida Department of Transportation Specifications for Road and Bridges Construction 2010.
- B. For installation of Reflective Pavement Markers, (RPM), work shall be supplied in accordance with Section 706 and 970 of the Florida Department of Transportation Specifications for Road and Bridges Construction 2010.
- C. For installation of Markings, work shall be supplied in accordance with the Section 706 of the Florida Department of Transportation Specifications for Road and Bridges Construction 2010.

SECTION X: METHOD OF MEASUREMENT AND PAYMENT

- 1. Work for Reflective Pavement Markers shall be bid in two (2) separate manners.
 - A. Furnish and Install:
Unit Price for markers furnished and installed shall include all equipment, labor, and materials necessary to make a complete and accepted installation. Payment for reflective pavement markers shall be on a unit price per marker located on the “Official Bid Form”.

- B. Remove:
Unit Price for marker removal shall consist of all equipment, material, and labor necessary to remove, pick up and dispose of the marker. Payment for the removal of reflective pavement markers shall be on a unit price per marker located on the “Official Bid Form”.
- 2. Work for Thermoplastic and Painted Traffic Stripes and Markings shall be measured and paid as follows:
 - A. Payment for Thermoplastic and Painted Traffic Stripes and Markings shall be made on the basis of per linear foot, complete, as per the bid unit price.
(See Official Bid Form for Unit of Measure)
 - B. Payment for Thermoplastic and Painted Pavement Messages shall be made on the basis of per square foot, complete, as per the bid unit price.
(See Official Bid Form for Unit of Measure)
 - C. Payment for removal of Paint or Thermoplastic Traffic Stripes and Markings material shall be made on the basis of per square foot, complete, as per the bid unit price. Invoices shall be submitted no later than 30 days from date of work completed.
 - D. If a Purchase Order has been issued and project is not complete at the end of each bid period, vendor must stand by the awarded prices until completion of work.
 - E. MOBILIZATION- MOBILIZATION MUST BE INCLUDED IN EACH ITEM PRICE. Once a contractor receives a purchase order and Traffic Operations schedules the work, it is the contractors responsibility to keep mobilizations to a minimum. Highlands County will not pay mobilization fees for each time the contractor mobilizes to Highlands County to complete a purchase order. Highlands County will only pay the Per Item Price (with the exception of Hydro-blasting) from the Official Bid Form for the amount of work that is requested and completed per each Purchase Order. Please see Official Bid Form Item 89 and 90. Item 89; please state price for Hydroblasting including Mobilization with a minimum of 1200 square feet. Item 90; please state price for Hydro-blasting for work over for each square feet over the minimum 1200.

SECTION XI: PERFORMANCE & AWARD

Work must be commenced no later than thirty (30) days after receipt of Purchase Order or approved scheduling more time by Highlands County. Work will be continuous until completed, unless written directions to the contrary are obtained.

Overall Award will be based off of the bid submittals individual line items, minimum order amount, availability of vendor to perform required work in the time frame allotted, total dollar amount, all will be compared to determine that the best interest of the County is met.

SECTION XII: PERIOD FOR BID

Period of performance for this will be twelve (12) months from the date of the signed Award Tabulation.

SECTION XIII: ADDITIONAL REQUIREMENTS / INFORMATION

- A. Please note on the "Official Bid Form" if a minimum order of any of the work to be done as specified is required. This minimum will be taken into account regarding Award.

- B. Bidders must be fully licensed in the state and county where the work is to be done and shall comply with applicable laws, rules, regulations, and ordinances of local and state authorities having jurisdiction. Awarded Vendor(s) will be required to furnish a copy of state and local licenses to HCBCC for approval prior to the commencement of any work to be done.

- C. Bidders must also furnish a copy of proof of required insurance (listed in the General Terms and Conditions) along with their bid submittal forms.

- D. Bidder must supply County with M.S.D.S. sheets for all materials used. New sheet must accompany formula changes.

- E. No materials used can have lead incorporated in the formula.

- F. Bidders are encouraged to list exceptions of any items on bid.

- G. Highlands County will not accept bids with a MINIMUM ORDER OF MORE THAN \$8,000.00.

- G. Highlands County will not accept bids with a "PER MOVE CHARGE" if all striping is not in one concentrated area.

- H. **Please Note General Terms and Conditions, Item K**, "...any oral or other type of communication concerning this document shall not be binding". Requests for changes to specifications must be addressed to Danielle Gilbert, in writing, preferably by Email.

- I. **ALL WORK MUST BE PERFORMED IN TIME FRAME SPECIFIED ON EACH PURCHASE ORDER ISSUED.** If work is not performed within time frame specified or if an agreement is not made with the Traffic Operations Supervisor, this may preclude your company from bidding on these services in the future.

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

PROJECT IDENTIFICATION: ITB 17-037 – SALE OF SURPLUS TIRES (ANNUAL BID)

BID SUBMITTED TO: HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS – PURCHASING DEPARTMENT

BID SUBMITTED BY: Bidding Firm's Name

Bidding Firm's Address 1

Bidding Firm's Address 2

Contact's Name (Print)

Contact's E-mail Address

Contact's Phone Number

In submitting this response, BIDDER represents, as more fully set forth in the CONTRACT, that:

- BIDDER has examined and carefully studied the ITB Documents and the following Addenda (receipt of all which is hereby acknowledged):

Table with 8 columns: Date, Number, Date, Number, Date, Number, Date, Number

- The following documentation is included with this bid:

		Check if included or circle one
E-Verify (Any document from the Dept. of Homeland Security showing your company's ID number.)	Required	
Acord Insurance Form	Required	
Drug-Free Workplace (Per F.S. 287.087) (Include a statement of company letterhead, or a copy of the policy itself)	Required	
Vendor accepts Visa card?		YES NO
Local Preference Affidavit (See Page 18)	If Applicable	

ALL ITEMS BELOW ARE FOR LAYOUT ON FRESH ASPHALT OR EXISTING ROAD

ITEM	PRODUCT	TYPE	U/M	PRICE
1	6" YELLOW	PAINT	LF	
2	6" WHITE	PAINT	LF	
3	6" BLACK	PAINT	LF	
4	8" YELLOW	PAINT	LF	
5	8" WHITE	PAINT	LF	
6	12" WHITE	PAINT	LF	
7	18 " WHITE	PAINT	LF	
8	18" YELLOW	PAINT	LF	
9	24" WHITE	PAINT	LF	
10	SCHOOL MESSAGE	PAINT	EA	
11	RAILROAD MESSAGE	PAINT	EA	
12	ONLY MESSAGE	PAINT	EA	
13	STOP MESSAGE	PAINT	EA	
14	YIELD	PAINT	EA	
15	STRAIGHT ARROW	PAINT	EA	
16	MERGE MESSAGE	PAINT	EA	
17	TURN ARROW	PAINT	EA	
18	COMBO ARROW	PAINT	EA	
19	CUSTOM MESSAGE	PAINT	SF	
20	REMOVE STRIPING	PAINT	SF	
21	6" YELLOW	THERMO	LF	
22	6" WHITE	THERMO	LF	
23	YIELD	THERMO	EA	
24	YIELD	THERMO	EA	
25	8" YELLOW	THERMO	LF	
26	8" WHITE	THERMO	LF	

27	12" WHITE	THERMO	LF	
28	18 " WHITE	THERMO	LF	
29	18" YELLOW	THERMO	LF	
30	24" WHITE	THERMO	LF	
31	SCHOOL MESSAGE	THERMO	EA	
32	RAILROAD MESSAGE	THERMO	EA	
33	ONLY MESSAGE	THERMO	EA	
34	STOP MESSAGE	THERMO	EA	
35	YIELD	THERMO	EA	
36	STRAIGHT ARROW	THERMO	EA	
37	MERGE MESSAGE	THERMO	EA	
38	TURN ARROW	THERMO	EA	
39	COMBO ARROW	THERMO	EA	
40	CUSTOM MESSAGE	THERMO	SF	
41	REMOVE STRIPING	THERMO	SF	
42	PROFILE ALIGNMENT 6" YELLOW	THERMO	LF	
43	PROFILE ALIGNMENT 6" WHITE	THERMO	LF	
FURNISH & INSTALL PERMANENT FDOT MARKER				
44	RPM AMBER MONO- DIRECTIONAL		EA	
45	RPM AMBER BI-DIRECTIONAL		EA	
46	RPM CLEAR/RED BI-DIRECTIONAL		EA	
47	REMOVE R.P.M.		EA	

ALL ITEMS BELOW ARE FOR RE-TRACE EXISTING PAVEMENT MARKINGS

ITEM	PRODUCT	TYPE	U/M	PRICE
48	6" YELLOW	PAINT	LF	
49	6" WHITE	PAINT	LF	
50	8" YELLOW	PAINT	LF	
51	6" BLACK	PAINT	LF	
52	8" WHITE	PAINT	LF	
53	12" WHITE	PAINT	LF	
54	18 " WHITE	PAINT	LF	
55	18" YELLOW	PAINT	LF	
56	24" WHITE	PAINT	LF	
57	SCHOOL MESSAGE	PAINT	EA	
58	RAILROAD MESSAGE	PAINT	EA	
59	ONLY MESSAGE	PAINT	EA	
60	STOP MESSAGE	PAINT	EA	
61	YIELD	PAINT	EA	
62	STRAIGHT ARROW	PAINT	EA	
63	MERGE MESSAGE	PAINT	EA	
64	TURN ARROW	PAINT	EA	
65	COMBO ARROW	PAINT	EA	
66	CUSTOM MESSAGE	PAINT	SF	
67	REMOVE STRIPING	PAINT	SF	
68	6" YELLOW	THERMO	LF	
69	6" WHITE	THERMO	LF	
70	8" YELLOW	THERMO	LF	
71	8" WHITE	THERMO	LF	
72	12" WHITE	THERMO	LF	
73	18 " WHITE	THERMO	LF	

74	18" YELLOW	THERMO	LF	
75	24" WHITE	THERMO	LF	
76	SCHOOL MESSAGE	THERMO	EA	
77	RAILROAD MESSAGE	THERMO	EA	
78	ONLY MESSAGE	THERMO	EA	
79	STOP MESSAGE	THERMO	EA	
80	YIELD	THERMO	EA	
81	STRAIGHT ARROW	THERMO	EA	
82	MERGE MESSAGE	THERMO	EA	
83	TURN ARROW	THERMO	EA	
84	COMBO ARROW	THERMO	EA	
85	CUSTOM MESSAGE	THERMO	SF	
86	REMOVE STRIPING	THERMO	SF	
87	AUDIBLE 6" YELLOW	THERMO	LF	
88	AUDIBLE 6" WHITE	THERMO	LF	
89	HYDRO-BLASTING TO INCLUDE MOBILIZATION & MIN S.F. 1,200	PAINT THERMO	MIN.	
90	HYDRO-BLASTING ADDITIONAL S.F. AFTER MAX. HAS BEEN USED	PAINT THERMO	SF	
91	RPM AMBER MONO- DIRECTIONAL		EA	
92	RPM AMBER BI-DIRECTIONAL		EA	
93	RPM CLEAR/RED BI-DIRECTIONAL		EA	
94	REMOVE R.P.M.		EA	

BID SUBMITTAL FORM (Page 7 of 7)

HIGHLANDS COUNTY WILL NOT ACCEPT BIDS WITH A MINIMUM ORDER OF MORE THAN \$8000.00. IF YOUR COMPANY REQUIRES A MINIMUM DOLLAR AMOUNT PER JOB IN ORDER TO COMMUTE TO HIGHLANDS COUNTY, PLEASE SPECIFY MINIMUM AMOUNT.

\$ _____

HIGHLANDS COUNTY WILL NOT ACCEPT BIDS WITH A PER MOVE CHARGE IF ALL STRIPING IS NOT IN ONE CONCENTRATED AREA

Exceptions to Bid: _____

BID SUBMITTED BY:

COMPANY _____ DATE OF
SUBMITTAL

REPRESENTATIVE'S NAME (print) REPRESENTATIVE'S SIGNATURE

ADDRESS CITY / STATE / ZIP CODE

TELEPHONE FAX EMAIL ADDRESS

THIS "OFFICIAL BID FORM" MUST BE USED TO SUBMIT THE BID.

SECTION XV. LOCAL VENDOR AFFIDAVIT

**HIGHLANDS COUNTY LOCAL VENDOR PREFERENCE
AFFIDAVIT OF ELIGIBILITY**

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

1. This sworn statement is submitted to

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by _____
[Print individual's name and title]

for _____
[Print name of Company/Individual submitting sworn statement]

Whose business address is _____

(If applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this

Sworn statement): _____.

2. LOCAL PREFERENCE ELIGIBILITY

A. Vendor/Individual has had a fixed office or distribution point located in and having a street address within Highlands County for at least twelve (12) months immediately prior to the issuance of the request for quotation, competitive bids or request for proposals by the County.

YES _____ NO _____

B. Vendor/Individual holds business license required by the County, and/or if applicable, the Municipalities:

YES _____ NO _____

C. Vendor/Individual employs at least one full-time employee, or two part-time employees whose primary residence is in Highlands County, or, if the business has no employees, the business shall be at least fifty (50) percent owned by one or more persons whose primary residence is in Highlands County.

YES _____ NO _____

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE PUBLIC ENTITY IDENTIFIED IN
PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM SHALL BE
CONSIDERED PUBLIC RECORD.**

[Signature and Date]

**STATE OF FLORIDA
COUNTY OF HIGHLANDS**

Subscribed and sworn before me, the undersigned notary public on this ____ day of _____, 20 ____.

NOTARY PUBLIC

SEAL

Commission Expiration Date

SECTION XVI: CONTACT INFORMATION

All questions regarding this ITB and the details of the project during the ITB process shall be submitted by Bidders in writing to:

Highlands County BCC, Purchasing Division
Danielle Gilbert, Purchasing Manager
4320 George Blvd., Sebring, FL 33875-5803
Phone (863) 402-6524, Fax (863) 402-6735
Email: dgilbert@hcbcc.org

SECTION XVII: REQUEST FOR INFORMATION (RFI) CUT-OFF

All questions regarding this ITB shall be submitted by Bidders in writing by 5 P.M. on 7/05/17 to the contact referenced in Section XVII.

---END OF ITB---