

THE CITY OF TREASURE ISLAND, FLORIDA



INVITATION TO BID NO. 1718-15

MULTI-FAMILY AND COMMERCIAL RECYCLING SERVICES

ISSUED JUNE 6, 2018

Sealed Bids may be hand-delivered or mailed to City of Treasure Island City Hall at 120 – 108th Ave, Treasure Island, FL 33706 to the attention of the Purchasing Coordinator. Sealed bid packages (one with original signatures, two additional copies, and one electronic copy) must be received by **Friday, July 13, 2018 at 1 PM**. Bids must be submitted on the City's official Bid Forms provided in Section IV, V, and VI of the Invitation to Bid (ITB) document. All envelopes must indicate the contractor's name and address and be labeled **ITB 1718-15 MULTI-FAMILY AND COMMERCIAL RECYCLING SERVICES**.

Immediately thereafter, at the City of Treasure Island Public Works Conference Room, located at 152 – 108th Ave, Treasure Island, the bids received will be publicly opened and read aloud. Any bids received after the specified date and time will not be considered. Persons with disabilities requiring reasonable accommodations to participate in this proceeding/event should call (727) 547-4575, no later than seven (7) days prior to the proceeding.

The ITB document may be obtained from the City's Website at www.mytreasureisland.com. Questions concerning the ITB should be submitted by email to hbruce@mytreasureisland.org by Monday, June 25, 2018 at 5 PM. All questions will be answered and posted on the City's website in the form of an addendum to the ITB document by Wednesday, June 27, 2018 at 4 PM.

A non-mandatory pre-bid meeting will be held on Monday, June 18, 2018 at 1 PM at the City of Treasure Island Public Works Conference Room, located at 152 – 108th Ave, Treasure Island.

The City of Treasure Island reserves the right to accept or reject any or all Bids, to waive technical errors irregularities, or informalities in any Bids received, and to accept the Bid which is deemed by the City to best serve the City.

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SECTION I: OBJECTIVES

The City of Treasure Island is seeking competitive bids for single stream recycling services for multi-family residential and commercial customers to provide equitable recycling opportunities for all residents. Currently, multi-family dwellings represent approximately 50% of the dwellings within the City and these residents do not have the same access to recycling services as single-family residents, but instead must transport recyclables to the City's drop-off centers. Providing recycling services at each complex will greatly increase the convenience to multi-family residents and will eliminate the need for the drop-off centers, resulting in cost savings to the City's single family residents. Multi-family recycling services will also meet resident expectations and help the City to achieve its waste reduction goals. The resulting contract will provide optional recycling pricing for the City's businesses. The City's new Recycling & Waste Management Ordinance (Ord. 18-03) encourages businesses to reduce their waste and recycle.

SECTION II: SCOPE

The City of Treasure Island is requesting competitive bids from qualified recycling contractors to provide once weekly single-stream recycling collection services to its multi-family residents, with optional pricing for commercial customers. With few exceptions, the multi-family complexes within this scope are residential dwelling complexes with six or more units. This may include condominiums, townhomes, and apartments, but not hotels or condo-hotels. There are currently about 3,100 multi-family units located at approximately 140 locations throughout the City. Additional units and locations may be added over time.

The contract term will be for 2 years and 10 months, with an estimated service-start date beginning the week of December 3, 2018. The contract will provide for two two-year extensions, to align with the City's existing single-family recycling services contract. Once both contracts expire simultaneously, the City intends to bid out all recycling services under one contract to include single-family residents, multi-family residents, and optional commercial customers. To encourage City-wide recycling, commercial customers can opt into the City's contract, as desired.

The selected contractor will be responsible for providing and maintaining all recycling collection containers and shall only perform collection activities between the hours of 7 AM and 6 PM on the day(s) agreed to by the City, per the requirements specified by the City in this Bid.

A. RECYCLING SERVICE FOR MULTI-FAMILY CUSTOMERS

There are approximately 140 multi-family residential properties and 3100 multi-family dwelling units currently within the City of Treasure Island (see Figure 1 below). The cost for multi-family recycling services will be on a per dwelling unit basis. As such, multi-family customers may elect to change their recycling capacity seasonally as residents arrive and leave, at no additional cost. The proposed recycling capacity to initiate the program is 1 cubic yard of recycling capacity per every 12 units (equivalent to approximately two (2) ninety-six (96) gallon roll carts), although this will not always be the case. City staff are performing site visits at each property and evaluating their waste stream to determine the starting capacity, which in many cases is less than 1 cubic yard per

12 units. It is the responsibility of the property owner or manager to inform the City if additional capacity is needed, if space allows. The City will then determine if there is adequate space for additional capacity, track the change, and coordinate with the recycling contractor. Once requested by the City, the recycling contractor will be required to provide additional recycling capacity, or eliminate recycling capacity, within one week’s time after notification is provided to the contractor. The City will reduce the frequency of capacity changes to the greatest extent possible.

The frequency for recycling collection services will be once weekly for multi-family customers. Currently, residents north of 107th Avenue receive waste collection service on Thursdays and residents south of 107th Avenue receive service on Mondays. Recycling collection can be performed in one day, or split into two days (north and south). The recycling contractor will be responsible for pulling the recycling containers out of the enclosures for most properties except those few properties that have maintenance on staff to pull the containers out the morning of collection.

The City reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the City’s sole option, at any time after the award has been made as may be deemed necessary or in the best interests of the City. In such case, the contractor will be required to provide services in accordance with the terms, conditions, and specifications of this contract.

Figure 1 – Current Multi-Family Recycling Locations (subject to change)

Complex Location	No. Units
10091 Gulf Blvd. (east)	15
10116 101st Ave. (west)	23
275 104th Ave.	4
10128 GULF BLVD	7
105 110TH AVE	8
11160 3RD ST E	6
11180 1ST ST E	10
11225 1 ST ST E	10
11295 GULF BLVD	6
11355 3RD ST E	6
117 104TH AVE	10
117 127TH AVE	8
11705 3RD ST E	8
11750 CAPRI CIR S	10
11755 3RD ST E	8
11760 CAPRI CIR S	20
11875 3RD ST E	9
11905 3RD ST E	9
11955 3RD ST E	8
121 104TH AVE	10
12127 GULF BLVD	6
12135 GULF BLVD	6
12175 3RD ST E	9
12200 GULF BLVD	8
12275 3RD ST E	8
125 104TH AVE	10
144 116TH AVE	8
145 116TH AVE	15
149 104TH AVE	10
164 116TH AVE	8
164 117TH AVE	6
165 112TH AVE	6
165 117TH AVE	8
195 110TH AVE	6
197 116TH AVE (SEE 205 116TH)	15
205 116TH AVE (SEE 197 116TH)	8
26 79TH TERR	8
275 116TH AVE	10
295 110TH AVE	10

7801 W GULF BLVD	11
7999 BAYSHORE DR	12
8535 BLIND PASS DR	8
8801 HARRELL AVE	10
8249 BAYSHORE DR APT 2	4
8251 BAYSHORE DR APT 1	4
9615 GULF BLVD	24
1 KEY CAPRI	177
10109 GULF BLVD	6
10133 GULF BLVD	8
10301 PARADISE BLVD	123
10315 GULF BLVD V LOT-NEXT TO 10359 GULF BLVD	35
10324 GULF BLVD	7
10385 PARADISE BLVD	62
11000 GULF BLVD	43
11440 1ST ST E	10
11525 GULF BLVD	20
11595 GULF BLVD	16
11605 GULF BLVD	36
11650 CAPRI CIR S	16
11805 3RD ST E	8
11901 LAGOON LN	10
12055 3RD ST E	10
12200 1ST ST W	15
12210 2ND ST E	30
12274 1ST ST W	8
12328 2ND ST E	36
12405 3RD ST E	23
12420 CAPRI CIR N	6
12440 CAPRI CIR N	6
12460 CAPRI CIR N	6
12465 2ND ST E	14
12480 CAPRI CIR N	6
12500 CAPRI CIR N	22
12525 3RD ST E	15
12550 CAPRI CIR N	6
12570 CAPRI CIR N	6

12590 CAPRI CIR N	8
126 126TH AVE	8
143 94TH AVE	9
145 104TH AVE	10
147 SUN ISLE CIR	72
175 116TH AVE	16
184 117TH AVE	14
2 GULF BLVD-10275 Gulf Blvd	20
200 120TH AVE	14
200 121ST AVE	17
205 NAUTILUS WAY	97
215 85TH AVE	8
220 108TH AVE	14
240 108TH AVE	16
250 126TH AVE	20
255 CAPRI CIR N	38
280 126TH AVE	35
285 107TH AVE	54
300 CAPRI BLVD	10
450 TREASURE ISLAND CSWY	80
500 TREASURE ISLAND CSWY	73
501 PLAZA SEVILLE CT	108
7500 BAYSHORE DR	177
7600 BAYSHORE DR	140
7797 W GULF BLVD	13
8470 W GULF BLVD	75
8475 W GULF BLVD BLDG 8465	60
8565 W GULF BLVD	30
9715 HARRELL AVE	40
9755 HARRELL AVE	18
9805 HARRELL AVE	33
9815 HARRELL AVE	20
9901 1ST ST E	8
CAPRI BLVD IN SHRUBS CRNR OF CAPRI & 3RD	111
10265 GULF BLVD	36

10280 GULF BLVD	15
10355 PARADISE BLVD	150
10399 PARADISE BLVD	18
11025 2ND ST E	10
11045 3RD ST E	6
11605 3RD ST E	18
11655 3RD ST E	18
11700 CAPRI CIR S	8
11701 1ST ST E	8
11975 3RD ST E	6
12000 CAPRI CIR S	30
12100 CAPRI CIR S	12
12240 GULF BLVD	6
129 104TH AVE	17
137 104TH AVE	7
225 104TH AVE	20
245 104TH AVE	11
283 104TH AVE	12
8200 BAYSHORE DR	12
8615 EAST BAY DR	20
9895 1ST ST E	12
11730 GULF BLVD	42
119 99TH AVE	6
11270 Gulf Blvd.	5
140 112th Ave.	5
12512 1st St West	5
135 92nd Ave.	5
145 117th Ave.	4
137 Locations	3161

B. OPTIONAL RECYCLING SERVICE FOR COMMERCIAL CUSTOMERS

The City of Treasure Island wishes to provide optional contract pricing for single stream recycling collection services to its commercial customers. To setup a recycling account, commercial customers must contact the contractor directly to make arrangements for service and billing. For tracking purposes, it is required that the contractor notify the City once recycling service has started and stopped at any commercial location. It is unknown how many businesses, including hotels and condo-hotels may be interested in participating in this option. The cost for commercial recycling services will be based on recycling capacity and number of weekly collection days (1 or 2).

C. RECYCLING CONTAINERS & SIGNAGE

The contractor is solely responsible for furnishing, maintaining, and exchanging all recycling containers. The contractor shall provide a replacement recycling container to customers within one week, upon request. At the end of the contract, or at an earlier time determined by the City, the contractor shall collect all issued recycling containers and either reuse or recycle them within one week, at the contractor's sole expense.

The contractor shall repair or replace any signs, fencing, containers, enclosure structure or other property damaged by the contractor resulting from collection operations upon request from the City and at no additional cost to the City. The contractor shall report any damages caused from its collection operations to the City's contract manager on the same working day as the damage is observed or caused.

Multi-Family Residents

The City will act as a liaison between the multi-family residents and the selected contractor. The selected contractor shall deliver containers to multi-family customers, as directed by the City between the period of November 24th and November 30, 2018 for service to begin the week of December 3, 2018. All containers must be on wheels. The City will provide a preliminary list of containers to be delivered by September 30, 2018. The recycling containers must be roll carts 96 gallons in capacity (plus or minus 5%) with a lid, blue base container and clearly marked with the word "RECYCLING" or have the universal recycling symbol to indicate that it is a container for the collection of materials to be recycled. The City will either provide recycling signage, or require that the property owner purchase standard recycling signage to be placed on the outside of their recycling enclosure. The signage will clearly indicate which materials are acceptable for the program. It is also recommended that the contractor have stickers on the tops of the roll carts that indicate acceptable materials as well.

D. RECYCLING MATERIALS & CONTAMINATION

The list of single stream recyclable materials to be collected by the Contractor must include, but is not limited to the following:

Plastics # 1 – 7	Newspaper & Newspaper Insert
Magazines & Catalogs	Office Paper, Junk Mail & Envelopes
Cardboard (flattened)	Boxboard (cereal, cake & cracker boxes)

Brown Paper Bags (grocery type)	Aluminum Cans & Foil
Tin & Steel Cans (rinsed)	Glass Jars & Bottles (all colors)
Plastic Milk Jugs	Plastic Bottles & Containers Phone
Books	

If at any point the contractor deems the collection or processing of any of the items listed above to be infeasible, it is the responsibility of the contractor to notify the City in a timely manner and to provide justification for eliminating such items. Likewise, the contractor shall notify the City of any additional items accepted, for public education purposes. If the City modifies the list of materials accepted, as requested by the contractor, it will be the responsibility of the contractor to provide new signage at the properties and educational materials to advertise these changes.

The contractor shall process or have processed all collected recyclable materials at a properly permitted material recovery facility. The contractor shall market or have marketed all recovered recyclable materials identified above.

The contractor is responsible for the disposal, of processing residue and contaminants included in the recyclable materials collected, at no additional cost to the City. Contamination may include, but is not limited to, other materials not defined above being mixed in with recyclable materials containers. The contractor will notify the City of the source or location where contamination is observed so the City may address the issue. The contractor must not dispose of any recyclable materials collected within the City, other than contaminants and processing residue at a solid waste facility, without the express written consent of the City. Contaminants must be disposed of at a permitted solid waste facility.

The contractor shall remove, at no additional cost, any spillage generated by the contractor as a result of servicing the recycling collection containers. If there is a spillage of glass from the collection vehicle within the City, the contractor is responsible for cleaning up the area within the same day or reimbursing the City for the cost of street sweeping.

E. PUBLIC EDUCATION

The City is working diligently to provide education materials to its residents about the upcoming recycling program, along with what and how to recycle properly. Information has been sent to all property managers and/or owners and a webpage has been created at http://www.mytreasureisland.com/departments/public_works/multi-family_recycling_plan.php. The selected contractor will provide access to its library of educational materials so that the information can be shared with residents, business owners, and online via the City’s webpage and social media.

F. STATISTICS

The contractor must automatically provide the following information to the City on a monthly basis:

- a. Weights of materials collected
- b. List of commercial customers receiving recycling services through the contractor, their capacities and collection days

- c. Weights and volume of materials collected from commercial customers

Additionally, the contractor must provide all available statistics to the City, upon request, within one week's time. Requested information may include, but is not limited to, the following:

- a. Life cycle data of collected materials
- b. Percentage of contamination
- c. Material processing information
- d. Commodity values

G. INVOICING

The contractor must provide the City a monthly invoice by the 15th day of the month following service. The purchase order and service dates must be on all invoices, along with the automatic reporting statistics listed in subsection F. STATISTICS above.

H. SCHEDULE.

The contractor agrees to commence work under this bid within ten (10) days from the date set forth in the "Notice to Proceed" (NTP) issued by the City, to comply with all time schedules, and to fully complete the work. Contractor will only perform collection activities between the hours of 7 AM and 6 PM on the day(s) agreed to by the City. The schedule for this service will be provided once weekly for all multi-family and commercial customers. Once a schedule has been established, it must be held for the duration of the contract.

SECTION III: BID SUBMISSION & EVALUATION

A. BID FORMAT

All Bids must be typewritten on the forms provided in Sections IV and V with the completed signature pages. The Bid must be signed by individual(s) legally authorized to bind the Contractor. Bid pricing and other submitted information will be considered binding and in effect for a period of 90 calendar days following the Bid opening.

B. SUBMISSION PROCEDURES

Two copies of the Bid with one original and one in an electronic format are to be submitted in a sealed envelope to:

Hal Bruce, Purchasing Coordinator, City of Treasure Island
120 108th Avenue
Treasure Island, FL 33706

Sealed Bids may be hand-delivered or mailed to City of Treasure Island City Hall, 120 – 108th Ave, Treasure Island, FL 33706 to the attention of the Purchasing Coordinator. All Bid packages must be received by Friday, July 13, 2018 at 1 PM. All envelopes must be clearly marked with the contractor's

name and address and indicate the bid name and number: ITB 1718-15 MULTI-FAMILY AND COMMERCIAL RECYCLING SERVICES.

C. ADDITIONAL INFORMATION AND SPECIFICATION CHANGES

Requests for additional information and questions should be addressed to Hal Bruce, Purchasing Coordinator by email at hbruce@mytreasureisland.org. **The City encourages questions and/or recommendations that may be helpful in keeping the cost of the contract as low as possible.** Questions and requests for additional information must be received by e-mail by Monday, June 25, 2018 at 5 PM. All questions will be answered and posted on the City’s website in the form of an addendum to this document by Wednesday, June 27, 2018 at 4 PM. No oral interpretations or answers will be made to any Bidder as to the meaning or specifications of the scope of this ITB. It is the further responsibility of each Bidder to determine whether any addenda have been issued to this ITB and to complete the Addenda Acknowledgement Form herein and include it in the submission of qualifications. Bidders can locate issued addenda via the “Business / Request for Proposals” section of the City’s website at www.mytreasureisland.com.

D. RANKING OF BIDS

Responsive, responsible bidders will be ranked based on their prices listed in Row D of Schedule A1 on the Bid Forms provided in Section IV. The responsive, responsible bidder with the lowest 2 year 10 month total price for multi-family recycling services will be ranked highest.

SECTION IV: BID FORMS

Please note: In all cases, do not leave any fill-in locations for the following schedules empty. If a service is not available or pricing does not exist, mark as not available.

**SCHEDULE A1 – 2 YEAR 10 MONTH COST TO PROVIDE SINGLE STREAM RECYCLING SERVICE FOR MULTI-FAMILY CUSTOMERS
96-GALLON ROLL CARTS ONLY**

		12/1/2018 – 9/30/2019
<i>*Number of units subject to change</i>		
A	Multi-Family Recycling Collection Rate (\$/unit/month)	_____
B	*Estimated Number of Multi-Family Units	3100
C	Number of Months	10
D	Total Annual Cost for Multi-Family Residential Service (A x B x C)	_____

**SCHEDULE A2 – MULTI-FAMILY RECYCLING COLLECTION SERVICE DAYS
ONCE WEEKLY PER COMPLEX OVER 1 OR 2 DAYS PER WEEK**

Collection Schedule for Multi-Family Recycling Service Once Weekly Collection at Each Location					
<i>Check all service days that can be accommodated</i>	Monday	Tuesday	Wednesday	Thursday	Friday
<i>Indicate whether collection will be one day or split between two days (check one)</i>	Collection will occur for all multi-family locations on the same day each week		Multi-family recycling collection will be split over two days each week. North one day and south another.		

SCHEDULE A3 – MULTI-FAMILY RECYCLING ROLL CART VOLUME & DIMENSIONS

Multi-Family Recycling Roll Carts	
<i>Volume provided must be within 5% of 96 gallons and the dimensions no more than 40" long and 40" wide.</i>	
Volume (gallons)	_____
Dimensions (inches, length x width x height)	_____ x _____ x _____

SCHEDULE A4 – MULTI-FAMILY RECYCLING TOTES (OPTIONAL)

The City may elect to provide optional pricing to multi-family customers to purchase plastic recycling totes for residents to transport their recyclables from their home to the recycling container. This will help to eliminate contamination from plastic bags. The tote must be plastic, without holes, sturdy with a handle, with a 3 to 6 gallon capacity.

Multi-Family Recycling Totes		
<i>Complete this table if totes can be made available for purchase throughout the duration of the contract.</i>		
A	Price per tote (\$/tote)	_____
B	* Estimated Number of Totes	3100
C	Total Estimated Cost (A x B)	_____

*Number of totes/units subject to change

**SCHEDULE B – 2 YEAR 10 MONTH COST TO PROVIDE SINGLE STREAM
RECYCLING SERVICE FOR COMMERCIAL CUSTOMERS**

Pricing for Commercial Recycling Service (as requested by City businesses)				
<i>Complete the table fields where applicable; specify NA where appropriate</i>				
Container size and collections per week		12/1/2018 – 9/30/2019	10/1/2019 – 9/30/2020	10/1/2020 – 9/30/2021
1-1	1 cubic yard serviced once per week (\$/1CY/month)	_____	_____	_____
1-2	1 cubic yard serviced twice per week (\$/1CY/month)	_____	_____	_____
2-1	2 cubic yard serviced once per week (\$/2CY/month)	_____	_____	_____
2-2	2 cubic yard serviced twice per week (\$/2CY/month)	_____	_____	_____
3-1	3 cubic yard serviced once per week (\$/3CY/month)	_____	_____	_____
3-2	3 cubic yard serviced twice per week (\$/3CY/month)	_____	_____	_____
4-1	4 cubic yard serviced once per week (\$/4CY/month)	_____	_____	_____
4-2	4 cubic yard serviced twice per week (\$/4CY/month)	_____	_____	_____

**SCHEDULE C – HOLIDAYS REQUIRING SCHEDULING CHANGES
FOR THE PERIOD OF DECEMBER 1, 2018 – SEPTEMBER 30, 2021**

Holiday Name	Holiday Date	Thursday Collection Changed to [date]	Monday Collection Changed to [date]

SCHEDULE D – PERFORMANCE BOND COST

BONDING INFORMATION

Bonding Company: _____

Address: _____

Bonding Agent: _____

Address: _____

Contact Name: _____

Phone: _____

Aggregate Bonding Capacity: _____

Available Bonding Capacity as of date of this submittal: _____

SECTION V: ADDITIONAL INFORMATION

A. BOND REQUIREMENTS

The Contractor shall furnish to the City within seven (7) calendar days after the bid is awarded, the following:

- 1) Performance Bond:
 - a. A performance bond in a form acceptable to the City.
 - b. The Performance Bond must be in the amount of one hundred percent (100%) of the services guaranteeing to the City, the completion and performance of the services as provided in ITB No. 1718-15. The performance bond amount is based on the entire contract and should be reduced over time in accordance with the amount of services remaining. The Bond must be with a Surety company, which is qualified as follows.

- 2) Qualifications of Surety:
 - a. The performance bond must be executed by a Surety company of recognized standing, authorized to do business in the state of Florida as Surety, having a resident agent in the state of Florida and having been in business with a record of successful continuous operation for at least five (5) years.
 - b. In addition to the above-minimum qualifications, the Surety company must meet at least one of the following additional qualifications:
 - i. 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, 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 September 1, 1978 (31 CFR Section 223.10 Section 223.111). Further, the Surety company shall provide the City with evidence satisfactory to the City, that such excess risk has been protected in an acceptable manner.
 - ii. The Surety company must have at least an A+ rating in the latest revision of Best’s Insurance Report.

3) Performance Guaranty:

In lieu of a performance bond, the Contractor may furnish an alternate form of security, which may be in the form of cash, money order, certified check, cashier’s check or irrevocable letter of credit. Such alternate forms of security will be for the same purpose and will be subject to the same conditions as those applicable above and will be held by the City.

B. SUBMITTALS TO BE PROVIDED WITH PRICED PROPOSAL

1. A list of Florida public (government) clients currently under contract with the Bidder and the duration of the contract including reference contact information. Such information must include the nature of the relationship(s) (e.g. direct contract to public entity, franchise arrangement, etc.).
2. Methodology for separating collected single stream recycled materials including location of single stream recycling facility and owner/operators name.
3. Any available information as to the efficiency of recycling operations for various materials (i.e. Energy/materials auditing).
4. Disposal methodology for collected containers at the end of the contract.
5. Provide materials showing that the Bidder has a safety plan, safety training, or other safety program in place.

C. EXCEPTIONS TO BID SPECIFICATIONS

List any exceptions to the bid specifications below. Note, before submitting a bid containing exceptions, it is highly recommended that the contractor request consideration of the exception in writing during the bid question/answer period. The City may disqualify bids containing exceptions at its discretion.

D. QUALIFICATIONS STATEMENT

SUBMITTED BY:

Official Name of Firm: _____

Address: _____

SUBMITTED TO: City of Treasure Island

SUBMITTED FOR: ITB 1718-15 Multi-Family and Commercial Recycling Services

BIDDERS CONTACT INFORMATION:

Contact Person: _____

Title: _____

Phone: _____

Email: _____

AFFILIATED COMPANIES:

Name: _____

Address: _____

TYPE OF ORGANIZATION:

SOLE PROPRIETORSHIP

Name of Owner: _____

Doing Business As: _____

Date of Organization: _____

PARTNERSHIP

Date of Organization: _____

Type of Partnership (General or Limited): _____

Name and Address of Each Partner: _____

CORPORATION

State of Incorporation: _____

Date of Incorporation: _____

Executive Officers: _____

Chief Executive Officer: _____

President: _____

- Vice President(s): _____

- Treasurer: _____

- Secretary: _____

LIMITED LIABILITY COMPANY

State of Organization:

Date of Organization:

Members:

JOINT VENTURE

State of Organization:

Date of Organization:

Form of Organization:

Joint Venture Managing Partner

- Name:

- Address:

Joint Venture Managing Partner

- Name:

- Address:

Joint Venture Managing Partner

- Name:

- Address:

E. BIDDER'S GENERAL INFORMATION

Type of License: _____

License Number: _____

Years of Business under License Number: _____

If nonresident, proof of authority to do business in the State of Florida. Attach with form submission.

Primary type of work your company performs: _____

Number of people permanently employed: _____

Dollar volume presently under Contract: _____

Is this organization an equal employment opportunity employer? _____

Does this organization have a written drug and alcohol policy? _____

Does this organization have a Drug-Free Workplace program pursuant to Section 287.087, Florida Statutes YES NO

If YES, include Attachment in this Section.

BIDDER'S BUSINESS REFERENCES

Company Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

Company Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

Company Name: _____

Address: _____

Telephone Number: _____

Contact Person: _____

CERTIFICATIONS

CERTIFIED BY:

Disadvantage Business Enterprise: _____

Minority Business Enterprise: _____

Woman Owned Enterprise: _____

Small Business Enterprise: _____

Other (_____): _____

Financial Institution: _____

Address: _____

Account Manager: _____

Phone: _____

EXPERIENCE

Current Experience:

List the most recent contracts, within the last five (5) years, that your organization has had in work similar in type and size to the work proposed: (If Joint Venture list each participant's projects separately).

Previous Experience:

List on other projects your organization has completed that may be of interest? (If Joint Venture list each participant's projects separately).

Has firm listed in Section 1 ever failed to complete a contract awarded to it?

YES NO

If YES, list below or as an attachment and state why. Include Project's contact information.

Do you anticipate any problems or concerns? If so how do you anticipate overcoming these?

Has any Corporate Officer, Partner, Joint Venture participant or Proprietor ever failed to complete a contract awarded to them in their name or when acting as a principal of another entity?

YES NO

If YES, list below or as an attachment and state why. Include Project Owner's contact information.

Are there any judgments, claims, disputes or litigation pending or outstanding involving the firm listed in Section 1 or any of its officers (or any of its partners if a partnership or any of the individual entities if a joint venture)?

YES NO

If YES, attach as an Attachment details including Project's contact information.

REQUIRED ATTACHMENTS

1. Recent Similar Experience.
2. Additional items as pertinent.

F. BID CONDITIONS AND AUTHORIZED SIGNATURE

ITB NO. 1718-15

COMPANY _____

The undersigned, as Bidder, does declare that no other persons other than the Bidder named in this Bid has any interest in this Bid or in the contract to be executed, and that it is made without any connection with any other person or persons making a Bid for the same articles, and it is in all respects fair and without collusion or fraud. More than one Bid received for the same work from an individual, firm, partnership, corporation or joint venture under the same name nor different names will not be considered. Reasonable grounds for believing that any Bidder, has interest in more than one Bid for the same work will cause the rejection of all Bids that the Bidder is interested. If there are reasonable grounds for believing collusion exists among Bidders, the Bids of participants will not be considered.

The undersigned further declares that he/she has carefully examined the specifications and is thoroughly familiar with their provisions and penalties. The Bidder, by signing below, accepts all of the terms and conditions of the Bid and makes all representations required by the General Conditions.

The Bidder agrees if this Bid is accepted to contract with the City of Treasure Island, Florida, in the form of contract specified, to furnish all material, equipment, machinery, tools, apparatus, means of transportation and labor necessary to provide the work in the Bid.

Signature _____

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

G. DRUG-FREE WORK PLACE CERTIFICATE

IDENTICAL TIE BIDS: Pursuant to Section 287.087, Florida Statutes, preference will be given to businesses with Drug-Free Work Place Programs. Whenever two or more bids which are equal with respect to price, quality, and service are received for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a Drug-Free Work Place Program will be given preference in the award process. Established procedures for processing tie bids will be followed in the event that none of the tied vendors have a Drug-Free Work Place Program. In order to have a Drug-Free Work Place 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 work place 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 work place, the company's policy of maintaining a Drug-Free Work Place, 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 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 of the Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction or plea.
- 5) Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted or who has pled.
- 6) Make a good faith effort to continue to maintain a drug-free work place through implementation of this section.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM COMPLIES FULLY WITH THE ABOVE REQUIREMENTS.

Signature

Printed Name

H. ADDENDA ACKNOWLEDGEMENT FORM

Addendum No.	Issue Date	Acknowledgement (authorized signature)

SECTION VI: GENERAL CONDITIONS

To ensure acceptance, all contractors submitting Bids to the City of Treasure Island are governed by the following conditions, attached specifications, and Bid form(s) unless otherwise specified. Bids not submitted on the Bid form(s) provided will be rejected, and the Bids not complying with these conditions will be subject to rejection.

1. **Interpretations.** All questions concerning the specifications or conditions must be directed by e-mail to Hal Bruce, Purchasing Coordinator at hbruce@mytreasureisland.com as instructed on the Request for Bid page 1. Interpretations will be posted on the City's website. The Purchasing Coordinator is not responsible for any other explanation or interpretation. Only questions answered in writing will be binding. Oral and other representations, interpretations, or clarifications will be without legal effect.

2. **Bidder Representations.** It is the responsibility of each Bidder before submitting a Bid to:

i. examine and carefully study the Bid Documents, and any data and reference items identified in the Bid Documents;

ii. become familiar with and satisfy itself as to all Laws and Regulations that may affect cost, progress, and performance of the Work;

iii. agree that at the time of submitting its Bid no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of its Bid for performance of the Work at the price Bid and within the times required, and in accordance with the other terms and conditions of the Bid Documents;

iv. promptly give the City written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder discovers in the Bid Documents and confirm that the written resolution by the City is acceptable to Bidder;

v. determine that the Bid Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work; and

vi. agree that the submission of a Bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of the Bid Documents, that without exception the Bid and all prices in the Bid are premised upon performing and furnishing the Work required by the Bid Documents and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions of performance of the Work.

3. **Sealed Bids.** The specifications and all executed Bid forms must be submitted in a sealed envelope. An authorized representative of the Bidder must sign all Bids. The face of the Bid envelope must be plainly marked identifying the item(s) and the date of the Bid opening. No Bids will be accepted after closing time for receipt of Bids, nor will any offers by telephone, fax or internet E-mail be accepted.

4. **Intent of Specifications.** It is the intent of the specifications attached hereto to set forth and describe a certain item(s) or service(s) to be purchased by the City of Treasure Island including

all materials, equipment, machinery, tools, apparatus, and means of transportation (including freight costs) necessary to provide the item(s) or service(s).

5. **Exceptions to Specifications.** During the drafting of written specifications, a sincere effort is made to describe products and services best suited to the needs of the City; however, in order that due consideration be given in evaluating Bids, any exceptions to or deviations from the specifications as written must be noted and fully explained. The City Manager is the final authority in determining the acceptability of any exceptions to specifications.

6. **Approved Equivalents or Equals.** Any manufacturer's names, trade names, brand names, model numbers, etc. listed in the specifications are for information only, and are not intended to limit competition. The Bidder may offer any brand for which he is an authorized representative, which meets or exceeds the specifications as written. If the Bid is based on an "approved equivalent or equal" item, supportive information in the form of the manufacturer's printed literature or brochures, sketches, diagrams, and/or complete specifications must accompany the Bid. The Bidder must explain in detail the reasons why the proposed equivalent or equal will meet specifications and not be considered an exception thereto. The City of Treasure Island reserves the right to determine acceptance of proposed equivalent of equal items.

7. **Delivery.** Bid quotations must include all freight costs to Treasure Island, Florida to a point(s) specified in the contract or specified at the time the purchase order is placed. No title to the item(s) ordered nor any risk of loss will be passed to the City of Treasure Island until after receipt of delivery has been acknowledged by authorized representative of the City of Treasure Island.

8. **Mistakes.** Bidders are expected to examine the conditions, scope of work, Bid prices, extensions, and all instructions pertaining to the item(s) involved. Failure to do so will be at the Bidder's risk. The actual unit prices of Bid will govern an award.

9. **Bid Withdrawals.** A Bid may be withdrawn by an appropriate document duly executed in the same manner that a Bid must be executed and delivered to the place where Bids are to be submitted prior to the date and time for the opening of Bids. Upon receipt of such notice, the unopened Bid will be returned to the Bidder. If a Bidder wishes to modify its Bid prior to Bid opening, Bidder must withdraw its initial Bid and submit a new Bid prior to the date and time for the opening of Bids. Withdraw of a Bid will not prejudice the rights of a Bidder to submit a new Bid prior to the Bid submission deadline date and time. After expiration of the period for receiving Bids, no Bid may be modified or withdrawn.

10. **Selection of Bid.** Prior to contract award, any Bidder may be required to show that the company has the necessary facilities, equipment, ability and financial resources to perform the work specified in a satisfactory manner and within the time specified. In addition, the company must have experience in work of the same or similar nature, and can provide references, which will satisfy the City. The City may conduct such investigations as the City deems necessary to establish the responsibility, qualifications, and financial ability of Bid and any proposed subcontractors,

suppliers and individuals, or entities to perform the Work in accordance with the Contract Documents. In evaluating whether a Bidder is responsible, the City will consider the qualifications of the Bidder and may consider the qualifications and experience suppliers proposed for those portions of the Work for which the identify suppliers must be submitted as provided in the Bid Documents. The City will also consider whether the Bidder is of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the City. City, at its sole discretion, may select the Bidder that it believes is appropriately qualified, responsible, and responsive.

11. Bid Results. The Bid price on the original sublimated Bid form will be the price used for ranking the Bids in the bid opening.

12. Award of Bids. Recommendation for award of Bid are made to the City Commission based on the lowest, responsive, and most responsible Bidder meeting all conditions and requirements of the specifications. The contract awarded is legally binding on both parties at the time of award by the City Commission.

13. Rejection of Bids. The City of Treasure Island reserves the right to accept or reject any or all Bids.

14. Identical Tie Bids. In the event that two or more Bids are identical in price, preference will be given to business with Drug-Free Work Place Programs. A Drug-Free Work Place Certificate is enclosed.

15. Protests. Bidders who do not agree with the City's recommendation for award will be afforded the opportunity to protest the recommendation by submitting written notice to the contracting department head. Such notice must be given to the Purchasing Coordinator Hal Bruce within five (5) working days after notice of award or of the date the petitioner could reasonably be expected to have known of the City's recommendation. The protest must state the grounds for the protest and the action requested. Bids meeting the minimum published requirements (including specifications and/or scope of service) are not subject to protest. The petitioner will be furnished a copy of the written determination and recommendation.

16. Lobbying. Lobbying is prohibited in all City of Treasure Island competitive selection processes and contract awards including but not limited to, requests for qualifications, bids, or proposals or purchasing contracts of any type. The purpose of this prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, a Bid protest being resolved, or the competitive selection process being otherwise concluded. The prospective Bidder may contact the City's main office as specified on page 1 of this Invitation to Bid, to address situations such as clarifications relating to the procurement process or Bidder protest.

Lobbying of evaluation committee members, city government employees, or elected officials regarding Invitations to Bid, request for qualifications, bids, purchasing contracts, or bid protests, by the Bidder/protestor, any member of the Bidder's staff, any agent or representative of the Bidder/protestor, or any person employed by any legal entity affiliated with or representing a

Bidder/protestor, is strictly prohibited from the date of the advertisement, or on a date otherwise established by the City Commission, until either an award is final, any protest is finally resolved, or the competitive selection process is otherwise concluded. Any lobbying activities in violation of this section or on behalf of a Bidder/protestor will result in the disqualification or rejection of the Bid, quotation, statement of qualification, bid or contract, and may lead to debarment of the Bidder or Bidder/protestor.

For purposes of this provision, lobbying means influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified in the contract relating to the selection, ranking, or contract award in connection with any request for Bid, request for quotation, requests for qualification, bid or purchasing contract through direct or indirect oral or written communication. The final award of a purchasing contract will be the effective date of the purchasing contract.

Any evaluation committee member, city government employee or elected official who has been lobbied must immediately report the lobbying activity to the City Manager.

17. Bids From Related Parties or Multiple Bids Received From One Vendor. Where two (2) or more related parties each submit a Bid or multiple bids are received from one (1) vendor, for any contract, such Bids will be judged non-responsive. Related parties mean Bidders or the principles of Bidders, which have a direct or indirect ownership interest in another Bidder for the same contract or in which a parent company or the principles thereof of one (1) Bidder have a direct or indirect ownership interest in another Bidder for the same contract.

18. Assignment/Subcontracting/Corporate Acquisition and/or Mergers. The Contractor shall perform this Contract. If a Bidder intends to subcontract a portion of this work, the Bidder must disclose that intent in the Bid. No assignment or subcontracting will be allowed without prior written consent of the City. In the event of a corporate acquisition and/or merger, the Contractor shall provide written notice to the City within thirty (30) business days of Contractor's notice of such action or upon the occurrence of said action, whichever occurs first. The right to terminate this contract, which will not be unreasonably exercised by the City, will include, but not be limited to, instances in which a corporate acquisition and/or merger represent a conflict of interest or are contrary to any local, state, or federal laws. Action by the City awarding a bid to a Bidder, which has disclosed its intent to assign or subcontract in its response to the ITB, without exception will constitute approval for purposes of this Contract.

19. Additional Requirements. The City reserves the right to request additional goods or services relating to this Agreement from the Contractor. When approved by the City as an amendment to this Agreement and authorized in writing, the Contractor shall provide such additional requirements as may become necessary.

20. Required Disclosure. With its Bid submission the Bidder must disclose all material facts pertaining to any felony conviction or any pending felony charges in the last three (3) years in this state or any other state of the United States against (i) Bidder, (ii) any business entity related to or affiliated with Bidder, or (iii) any present or former executive employee, officer, director, stockholder, partner or owner of Bidder or of any such related or affiliated entity. This disclosure

will not apply to any person or entity which is only a stockholder, which person or entity owns 20 percent or less of the outstanding shares of a Bidder whose stock is publicly owned and traded.

At its sole discretion the City may reject any Bid the City finds to lack, or whose present or former executive employees, officers, directors, stockholders, partners or owners are found by the City to lack honesty, integrity, or moral responsibility. The discretion of the City may be exercised based on the disclosure required in this contract. By submitting a Bid, Bidder recognizes and accepts that the City may reject the Bid based upon the exercise of its sole discretion and Bidder waives any claim it might have for damages or other relief resulting from the rejection of its Bid based on these grounds.

21. Public Entity Crimes. By submitting a Bid, each Bidder is confirming that the company has not been placed in the convicted vendors list or the discriminatory vendor list as described in Sections 287.133 and 287.134, Florida Statutes.

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 or Bid on a contract to provide goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids or proposal 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 a public entity, and may not transact business with any public entity in excess of the threshold amount as provided in Section 287.017, Florida Statutes, for a period of 36 months for Category Two from the date of being placed on the convicted vendor list.

b. A person or affiliate who has been placed on the discriminatory vendor list, may not submit a bid or Bid on a contract to provide goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids or proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or consultant under a contract with a public entity, and may not transact business with any public entity for a period of 36 month following the date the entity or affiliate was placed on the discriminatory vendor list unless that entity or affiliate has been removed from the discriminatory vendor list pursuant to Section 287.134(3)(f), Florida Statutes.

22. Tax. The City of Treasure Island is exempt from all State and local sales tax.

23. Payment of Invoices. The City of Treasure Island issues checks for payment of invoices on the 1st, and 3rd Friday of every month. The signed purchase order and a correct invoice must have been received before payment can be made. All purchases are subject to availability of funds in the City's budget (see paragraph 24.).

24. Appropriations Clause. By submitting a Bid, the Contractor certifies that he/she understands that the City, an entity of government, is subject to the appropriation of funds by its legislative body in an amount sufficient to allow continuation of its performance in accordance with the terms and conditions of this contract for each and every fiscal year following the fiscal year in which this contract is executed and entered into and for which this contract will remain in effect. The

City shall, upon receipt of notice that sufficient funds are not available to continue its full and faithful performance of this contract, provide written notice to the consultant of such event within thirty (30) days and, be thereafter released at all further obligations in any way related to the contract.

25. Legal Requirements. All applicable provisions of federal, state, county, and local laws including all ordinances, rules, and regulations will govern the development, submittal and evaluation of all Bids received in response to these specifications, and will govern any and all claims between person(s) submitting a Bid and the City of Treasure Island, by and through its officers, employees and authorized representatives. A lack of knowledge by the Bidder concerning any of the aforementioned will not constitute a cognizable defense against the legal effect thereof. The Bidder agrees that it will not discriminate on the basis of race, creed, color, national origin, sex, age or disability.

26. Licenses, Registration and Certificates. Each Bidder shall possess at the time of submitting its bid all licenses, registrations and certificates necessary to engage in the business of contracting (or special contracting if the work to be performed necessitates a particular type of specialty contractor) in the City of Treasure Island. Bidder must also possess all licenses, registrations and certificates necessary to comply with federal, state and local laws and regulations.

27. Permits and Taxes. The Bidder shall procure all permits (no cost), pay all charges, fees, and taxes, and give all notices necessary and incidental to the due and lawful prosecution of the work.

28. Public Records. By submitting a Bid, the Contractor certifies that he/she understands that the City, an entity of government, is subject to the Public Records Act and, in accordance with Section 119.0701 of the Florida Statutes, the Consultant may be subject to the Public Records Act. Any claim of confidentiality is waved upon submission, effective after opening pursuant to Section 119.07 of the Florida Statutes. Any subsequent contract entered into between the City and Contractor related to the scope of services outlined in this Bid will be conditioned on the Contractor's compliance with the Public Records Act as provided in section 119.0701 of the Florida Statutes.

29. Unauthorized Aliens. The City of Treasure Island shall consider the employment by the Bidder of unauthorized aliens a violation of Section 274A of the Immigration and Nationality Act. Such violation will be cause for unilateral termination of this contract.

30. Termination. A contract may be terminated in whole or in part by the City at any time and for any reason in accordance with this clause, whenever the City determines, in its sole discretion that such termination is in the best interests of the City. A Notice of Termination is effective if delivered to the Bidder at least five (5) calendar days prior to the termination date contained in the Notice. The Notice of Termination must specify the extent to which performance will be terminated, and the date upon which termination becomes effective. An equitable adjustment in the contract price will be made for the completed service, but no amount will be allowed for anticipated profit on unperformed services.

31. Conflict of Interest. The Bidder represents that it presently has no interest and will

acquire no interest, either direct or indirect, which would conflict any manner with the performance or services required . The Bidder further represents that no person having any such interest will be employed by him/her during the agreement term and any extensions.

The Bidder shall promptly notify the City's representative, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the Contractor's judgment or quality of services being provided. Such written notification must identify the prospective business association, interest or circumstance, the nature of work that the Bidder may undertake and request an opinion of the City as to whether the association, interest or circumstance would, in the opinion of the City, constitute a conflict of interest if entered into by the Bidder. The City agrees to notify the Bidder of its opinion, by certified mail, within thirty (30) days of receipt of notification by the Bidder.

32. Insurance Requirements.

A. Workers' Compensation Insurance

Provide Workers' Compensation Insurance in accordance with the laws of the State of Florida and in amounts sufficient to secure benefits of the Florida Workers' Compensation Law for all employees. If subletting any of the work, ensure that the employees of the subcontractors are covered by similar insurance.

B. Successful Bidder Public Liability and Property Damage Liability Insurance

Furnish evidence to the City that, with respect to the operations performed, regular Contractors' Public Liability Insurance providing for a limit of not less than \$1,000,000 for all damages arising out of bodily injuries to, or death of, one person and, subject to that limit for each person, a total limit of \$2,000,000 for all damages arising out of bodily injuries to, or death of, two or more persons in any one occurrence; and, regular Contractors' Property Damage Liability Insurance providing for a limit of not less than \$50,000 for all damages arising out of injury to, or destruction of, property in any one occurrence and, subject to that limit per occurrence, a total (or aggregate) limit of \$100,000 for all damages arising out of injury to, or destruction of, property during the policy period is carried.

Cause the City to be an additional insured party on the Contractors' Public Liability and Property Damage Liability Insurance policies that insure the Contractor for the described work that it performs under the Contract.

C. Submission and Approval of Policies; Termination

Furnish two copies of each required policy to the City. Provide all insurance policies in such form and with insurers that are acceptable to the City. Keep insurance in force until the City accepts that the Contractor has satisfactorily completed all work required under the Contract.

D. Contractors Commercial Automobile Liability Insurance

Contractors shall provide evidence of Commercial Automobile Liability coverage, with a

minimum combined single limit of \$1,000,000. Contractors shall provide general liability with a minimum single limit of \$1,000,000. Coverage must include owned, non-owned, hired, and rented vehicles.

E. Insurance on Contractors, Subcontractors, and Licensees

If, in connection with the Contract, the contractor, subcontractor, or licensee is to perform work by or on behalf of the Contractor, the Contractor shall require any such contractor, subcontractor, or licensee to provide insurance in the same manner as required by the Contractor.

F. Contractor's Insurance Primary

The insurance provided by the Contractor and its contractors or subcontractors, including that provided to the City as an insured, shall apply on a primary basis. Any insurance maintained by the City will be excess of and will not contribute with the insurance provided by the Contractor and its contractors, or subcontractors. Deductible or self-insurance retention will be permitted in accordance with industry standards, provided that the Contractor has the financial wherewithal to cover the deductible or self-insured retention amounts.

G. Insurance is Additional Remedy

Compliance with these insurance requirements will not limit the liability of the Contractor or its contractors or subcontractors. Any remedy provided to the City by the insurance provided by the Contractor and its contractors or subcontractors will be in addition to and not in lieu of any other remedy (including, but not limited to, as an indemnitee of the Contractor) available to the City under contract or otherwise.

H. No Waiver

Neither approval nor failure to disapprove insurance furnished by the Contractor or its contractors or subcontractors will relieve the Contractor, contractor or subcontractor from responsibility to prove insurance as require.

I. Indemnification Requirements

The Contractor will be required to agree to a provision requiring that it indemnify, defend, and hold harmless the City, any federal, county or municipal funding agency, and all of their officers, agents, and employees from any claim, loss, damage, cost, charge, or expense arising out of any act, error, omission, or negligent act by Contractor, its agents, or employees during the performance of the Contract.

ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS HAVE PRECEDENCE.

AS THE PERSON AUTHORIZED TO SIGN THE STATEMENT, I CERTIFY THAT THIS FIRM AGREES TO COMPLY WITH AND ACCEPTS THE GENERAL CONDITIONS.

Signature

Printed Name

EXHIBIT A: BID

EXHIBIT B: CONTRACT

CONTRACT BETWEEN
THE CITY OF TREASURE ISLAND
AND _____
PERTAINING TO
RECYCLING SERVICES
CONTRACT NUMBER CP-1718-15

This CONTRACT is made and entered into on the _____ day of _____, 2018 (“**Effective Date**”), by and between the City of Treasure Island, a public body politic and municipal corporation organized and existing under the Laws of Florida whose address is: City of Treasure Island, 120 – 108th Avenue, Treasure Island, Florida, 33706 (“**CITY**”), and _____, FEIN _____, whose address is _____ (“**CONTRACTOR**”), collectively (the “Parties”) who hereby agree as follows:

WITNESSETH

WHEREAS, the CONTRACTOR has submitted a competitive bid for a Single Stream Recycling Services for multi-family residential and commercial customers, as set forth in the attached CONTRACT Documents; and

WHEREAS, the City Commission of the City of Treasure Island has determined that there exists the need for Single Stream Recycling Services for multi-family residential and commercial customers in the City of Treasure Island; and

NOW THEREFORE, in consideration of the mutual benefits to the CITY and CONTRACTOR, the following covenants and contracts are set forth to which the parties hereto agree as follows:

SECTION 1. SCOPE OF WORK.

The Scope of Work/Service is specifically identified in Section II of ITB # 1718-15.

SECTION 2. TERM.

The term of the initial contract commences on November 24, 2018 and expires on September 30, 2021. The term may be extended for up to two (2) two (2) year extensions at the City's request.

SECTION 3. OBLIGATIONS OF THE CONTRACTOR.

Obligations of the CONTRACTOR include, but are not limited to, the following:

a. It is understood that the CONTRACTOR shall provide and pay for all labor, tools, materials, permits, equipment, transportation, supervision, and any and all other items or services, of any type whatsoever, which are necessary to fully complete and deliver the services requested by the CITY, and does not have the authority to create, or cause to be filed, any liens for labor and/or materials on, or against, the CITY, or any property owned by the CITY. Such lien, attachment, or encumbrance, until it is removed, precludes any and all claims or demands for any payment expected by virtue of this Contract.

b. The CONTRACTOR will ensure that all of its employees, agents, sub-contractors, representatives, volunteers, and the like, fully comply with all of the terms and conditions set forth in this CONTRACT, when providing services for the CITY in accordance with the CONTRACT terms..

c. The CONTRACTOR shall be solely responsible for the means, methods, techniques, sequences, safety programs, and procedures necessary to properly and fully complete the work set forth in the Scope of Services.

d. The CONTRACTOR shall maintain an adequate and competent staff, and remain authorized to do business within the State of Florida. The CONTRACTOR may subcontract the services requested by the CITY; however, the CONTRACTOR is fully responsible for the satisfactory completion of all subcontracted work.

SECTION 4. STANDARD OF CARE.

a. The CONTRACTOR has represented to the CITY that it possesses a level of knowledge, experience, and expertise that is commensurate with firms in the areas of practice required for the services to be provided. By executing this Contract, the CONTRACTOR agrees that the CONTRACTOR will exercise that degree of care, knowledge, skill and the ability as any

other similarly situated contractor possessing the degree of skill, knowledge, experience, and expertise within the local area, working on similar activities. The CONTRACTOR shall perform the services requested in an efficient manner, consistent with the CITY'S stated Scope of Services and industry standards.

b. The CONTRACTOR covenants and agrees that it and its employees, agents, subcontractors, representatives, volunteers, and the like, shall be bound by the same standards of conduct as stated above.

SECTION 5. COMPENSATION.

1. SERVICE CHARGES

a. Multi-family and Commercial Customer Recycling Services

- i. Rate Schedule -The CONTRACTOR shall provide single stream recycling service to the CITY'S multi-family residences and commercial customers for the period from December 1, 2018 through September 30, 2021 for the pricing specified in the Bid Submission at Schedule A1.

The CONTRACTOR agrees, for the consideration provided for in this CONTRACT, in the amount of

\$_____ (total for all 2 years and 10 months) and at its own cost and expense, to do all the work and furnish all of the materials, equipment, supplies and labor necessary to carry out this Contract in the manner and to the full extent as set forth in this Contract, CITY Authorized Change Orders and any Addenda. The annual costs for each year remaining in the initial term will be the same monthly amount unless increased pursuant to Section 5. Compensation b (i) of this Contract.

- b. The amount to be paid under this Contract is based on the prices supplied by the CONTRACTOR in the bid submittal. The CONTRACTOR agrees, for the consideration provided for in this CONTRACT, a Not To Exceed Amount of \$__ at its own cost and expense, to do all the work and furnish all of the materials, and labor necessary to carry out this Contract in the manner and to the full extent as set forth in the Scope of the attached bid. The CITY has at all time, full opportunity to inspect the materials to be furnished and

the Work to be performed under this CONTRACT.

- i. Services Charges will be firm for a period of ten (10) months from the date of the executed agreement. Thereafter, Service Charges may be increased annually for the life of the CONTRACT, in an amount not to exceed the average of the Consumer Price Index (CPI) as published by the U.S. Department of Labor for all Urban Consumers, Series Id: CUUR000SA0, Not Seasonally Adjusted, (but not to exceed 3%): for the twelve months prior. It is the CONTRACTOR's responsibility to request any pricing increase under this provision. Notice of any pricing increase must be made six (6) months prior to the change taking effect. If no adjustment request is received from CONTRACTOR, then the CONTRACTOR has agreed to no annual increase for the following twelve months. Any pricing increase request received after the commencement of the annual period will not be considered.

2. Compensation for services completed by the CONTRACTOR will be paid in accordance with Section 218.70, Florida Statutes, and Florida's Prompt Payment Act.

3. Services to be performed in accordance with this Contract are subject to the annual appropriation of funds by the CITY. In its sole discretion, the CITY reserves the right to forgo use of the CONTRACTOR for any project which may fall within the Scope of Services listed in the CONTRACT. In the event the CITY is not satisfied with the services provided by the CONTRACTOR, the CITY will hold any amounts due until such time as the CONTRACTOR has appropriately addressed the problem.

SECTION 6. TERMINATION.

The City may terminate this Agreement with or without cause, given thirty (30) days written notice to CONTRACTOR prior to the effective date of such cancellation.

SECTION 7. PAYMENT WHEN SERVICES ARE TERMINATED.

- a. In the event of termination of this Contract by the CITY, and not due to the fault of the CONTRACTOR, the CITY shall compensate the CONTRACTOR for all authorized services performed prior to the effective date of termination.

- b. In the event of termination of this Contract due to the fault of the CONTRACTOR, or at the written request of the CONTRACTOR, the CITY shall compensate the CONTRACTOR

for all authorized services completed, prior to the effective date of termination, which have resulted in a usable product or otherwise tangible benefit to the CITY. All such payments will be subject to an offset for any damages incurred by the CITY resulting from any delay occasioned by early termination. This provision will in no way be construed as the sole remedy available to the CITY in the event of breach by the CONTRACTOR.

SECTION 8. INSURANCE.

The CONTRACTOR shall maintain such insurance as specified in Section IV General Conditions, Paragraph 32 of ITB No. 1718-15 to protect the CITY from any or all claims for property damage, personal injury, and bodily injury including death, which may arise from operations under this CONTRACT. Certificates of such insurance must be provided to the CITY prior to the CITY issuing the Notice to Proceed to the CONTRACTOR and must also be subject to its approval for adequacy of protection. The CITY must be named as an additional insured under all policies.

SECTION 9. CITY OBLIGATIONS.

At the CONTRACTOR'S request, the CITY agrees to provide, at no cost, all pertinent information known to be available to the CITY to assist the CONTRACTOR in providing and performing the required services.

SECTION 10. DOCUMENTS CONSTITUTING ENTIRE CONTRACT.

The following documents are hereby incorporated and made part of this Contract:

1. Invitation to Bid Document, ITB No. 1718-15.
2. Bid submitted by CONTRACTOR on_____.

All exhibits may also be collectively referred to as the "Documents". In the event of any conflict between the Documents or any ambiguity or missing specifications or instruction, the following priority is established:

- A. Specific direction from the City Manager (or designee).
- B. This Contract dated_____and any attachments.
- C. Invitation to Bid Document, ITB No. 1718-15.
- D. Bid submitted to the City of Treasure Island by CONTRACTOR on_____.

SECTION 11. APPLICABLE LAW, VENUE, JURY TRIAL.

The laws of the State of Florida will govern all aspects of this Contract. In the event it is necessary for either party to initiate legal action regarding this Contract, venue will lie in Pinellas County, Florida. The parties hereby waive their right to trial by jury in any action, proceeding or claim, arising out of this Contract, which may be brought by either of the Parties.

SECTION 12. INDEPENDENT CONTRACTOR.

This Contract does not create an employee/employer relationship between the parties. It is the parties' intention that the CONTRACTOR, its employees, sub-contractors, representatives, volunteers, and the like, will be an independent contractor and not an employee of the CITY for all purposes, including, but not limited to, the application of the following, as amended: the Fair Labor Standards Act minimum wage and overtime payments, the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State of Florida revenue and taxation laws, the State of Florida workers' compensation laws, the State of Florida unemployment insurance laws, and the Florida Retirement System benefits. The CONTRACTOR will retain sole and absolute discretion in the judgement of the manner and means of carrying out the CONTRACTOR'S activities and responsibilities.

SECTION 13. APPLICABLE LICENSING.

The CONTRACTOR, at its sole expense, shall obtain all required federal, state, and local licenses, occupational and otherwise, required to successfully provide the services identified in this CONTRACT.

SECTION 14. COMPLIANCE WITH ALL LAWS.

The CONTRACTOR, at its sole expense, shall comply with all laws, ordinances, judicial decisions, orders, and regulations of federal, state, county, and CITY, as well as their respective departments, commissions, boards, and officers, which are in effect at the time of execution of this Contract or are adopted at any time following the execution of his Contract.

SECTION 15. INDEMNIFICATION.

The CONTRACTOR agrees to be liable for any and all damages, losses, and expenses incurred, by the CITY, caused by the acts and/or omissions of the CONTRACTOR, or any of its employees,

agents, sub-contractors, representatives, volunteers, or the like. The CONTRACTOR agrees to indemnify, defend and hold the CITY harmless for any and all claims, suits, judgments, or damages, losses and expenses, including but not limited to, court costs, expert witnesses, consultation services and attorney's fees, arising from any and all acts and/or omission of the CONTRACTOR, or any of its employees, agents, sub-contractors, representatives, volunteers, or the like. Said indemnification, defense, and hold harmless actions will not be limited by any insurance amounts required under the CONTRACT. This provision will survive termination of the CONTRACT.

SECTION 16. SOVEREIGN IMMUNITY.

The CITY expressly retains all rights, benefits and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Notwithstanding anything set forth in any section, article or paragraph of this CONTRACT to the contrary, which may have been adopted by the Florida Legislature or may be adopted by the Florida Legislature, and the cap on the amount and liability of the CITY for damages, attorney fees and costs, regardless of the number or nature of claims in tort, equity or contract, must not exceed the dollar amount set by the Florida Legislature for tort. Nothing in this Contract will inure to the benefit of any third party for the purpose of allowing any claim against the CITY which would otherwise be barred under the Doctrine of Sovereign Immunity or operation of law.

SECTION 17. BANKRUPTCY OR INSOLVENCY.

If the CONTRACTOR files a Petition in Bankruptcy, or if the same is adjudged bankrupt or insolvent by any Court, or if a receiver of the property of the CONTRACTOR is appointed in any proceeding brought by or against the CONTRACTOR, or if the CONTRACTOR makes an assignment for the benefit of creditors, or proceedings are commenced on or against the CONTRACTOR'S operations of the premises, the CITY may terminate this Contract immediately notwithstanding the notice requirements of Section 6 TERMINATION..

SECTION 18. BINDING EFFECT.

This Contract is binding upon and insure the benefit of the parties hereto, their heirs, personal representatives, successors, and/or assigns.

SECTION 19. ASSIGNMENT.

This Contract is only assignable by the CONTRACTOR upon the express written consent of the CITY.

SECTION 20. SEVERABILITY.

All clauses found in this Contract act independently of each other. If a clause is found to be illegal or unenforceable, it has no effect on any other provision of this Contract. It is understood by the parties that if any part, term, or provision of this Contract is by the courts held to be illegal or in conflict with any law of the State of Florida, or the United States, the validity of the remaining portions or provisions of this Contract will not be affected, and the rights and obligations of the parties will be construed and enforced as if the Contract did not contain the particular part, term, or provision held to be invalid.

SECTION 21. WAIVER.

Failure of the parties to insist upon strict performance of any of the covenants, terms, provisions, or conditions, or conditions of this Contract, or to exercise any right or option contained in this agreement will not be construed as a waiver or a relinquishment for the future of any such covenant, term, provision, condition, or right of election, but the Contract will remain in full force and effect.

SECTION 22. MODIFICATION.

The covenants, terms, and provisions of this Contract may be modified by way of a written instrument, mutually accepted by the parties hereto. In the event of a conflict between the covenants, terms, and/or provisions of this Contract and any written Amendment(s) hereto, the provisions of the latest executed instrument will take precedence.

SECTION 23. HEADINGS.

All headings of the sections, exhibits, and attachments contained in this Contract are for the purpose of convenience only and will not be deemed to expand, limit or change the provisions contained in such sections, exhibits, and attachments.

SECTION 24. ADMINISTRATIVE PROVISIONS.

In the event the CITY issues a purchase order, memorandum, letter, or any other instrument addressing the services, work, and materials to be provided and performed pursuant to this

Contract, it is hereby specifically agreed and understood that any such purchase order, memorandum, letter, or other instrument is for the CITY'S internal purposes only, and any and all terms, provisions, and conditions contained in the CONTRACT, whether printed or written, will in no way modify the covenants, terms, and provisions of this Contract and have no force or effect on the CONTRACT.

SECTION 25. CONFLICT OF INTEREST.

The CONTRACTOR warrants that the CONTRACTOR has not employed or retrained any company or person, other than a bona fide employee working solely for the CONTRACTOR, to solicit or secure this Contract, and that the CONTRACTOR has not paid or agreed to pay any person, company, corporation, individual, or firm any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award or making of this Contract. For the breach or violation of this Paragraph, the CITY has the right to terminate this Contract immediately, without liability and without regard to the notice requirements of Section 6 TERMINATION.

SECTION 26. EMPLOYMENT ELIGIBILITY VERIFICATION (E-VERIFY).

In accordance with the State of Florida, Office of the Governor, Executive Order 11-116 (superseding Executive Order 11-02; Verification of Employment Status), in the event performance of this Contract is or will be funded using state or federal funds, the CONTRACTOR must comply with the Employment Eligibility Verification Program ("E-Verify Program") developed by the federal government to verify the eligibility of individuals to work in the United States and 48 CFR 52.222-54 (as-amended) is incorporated in the CONTRACT by reference. If applicable, in accordance with Subpart 22.18 of the Federal Acquisition Register, the CONTRACTOR must (1) enroll in the E-Verify Program, (2) use E-Verify to verify the employment eligibility of all new hires working in the United States, except if the CONTRACTOR may choose to verify only new hires assigned to the Contract; (3) use E-Verify to verify the employment eligibility of all employees assigned to the Contract; and (4) include these requirements in certain subcontracts, such as construction. Information on registration for and use of the E-Verify Program can be obtained via the internet at the Department of Homeland Security Web site: <http://www.dhs.gov/E-Verify>.

SECTION 27. JOINT AUTHORSHIP.

This Contract will be construed as resulting from joint negotiation and authorship. No part of this Contract will be construed as the product of any one of the parties hereto.

SECTION 28. EQUAL OPPORTUNITY EMPLOYER.

The CONTRACTOR is an Equal Opportunity Employer and will comply with all equal opportunity employment laws. The CONTRACTOR will further ensure that all sub-contractors it utilizes in providing the services specified in the CONTRACT will comply with all equal opportunity employment laws.

SECTION 29. AUDITING, RECORDS, AND INSPECTIONS.

In the performance of this Contract, the CONTRACTOR must keep books, records, and accounts of all activities, related to the Contract, in compliance with generally accepted accounting procedures. Throughout the term of this Contract, books, records, and accounts related to the performance of this Contract must be open to inspection during regular business hours by an authorized representative of the CITY, and must be retained by the CONTRACTOR for a period of three years after termination or completion of the Contract, or until the full CITY audit is complete, whichever comes first. The CITY retains the right to audit the books during the three-year retention period. All books, records, and accounts related to the performance of this Contract are subject to the applicable provisions of the Florida Public Records Act, Chapter 119, and Florida Statutes. The CITY also has the right to conduct an audit within sixty (60) days from the effective date of this Contract to determine whether the CONTRACTOR has the ability to fulfill its contractual obligations to the satisfaction of the CITY. The CITY has the right to terminate this Contract based upon its findings in this audit without regard to the termination provision set forth in the CONTRACT.

SECTION 31. PUBLIC RECORDS.

The CONTRACTOR agrees to comply with the Florida Public Records Act, as applicable, including, but not limited to Section 119.0701 of the Florida Statutes. Documents which are considered public records under Florida law include, but are not limited to: records related to the entry, management and implementation of the contract itself; emails/correspondence between the CITY and the CONTRACTOR related to the contract; emails or correspondence from all other entities related to the contract (i.e., subcontractors, suppliers, vendors, etc.); billing and related

documents; plans or other documents that may be necessary, reports, etc.; subcontracts; and, all vendor invoices. The CONTRACTOR agrees, to the extent required by law, to:

- a. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in performing the services of the Contract;
- b. Provide the public with access to the public records under the same terms and conditions that the CITY would provide the records and at a cost that does not exceed the cost provided for by law;
- c. Ensure that the public records that are exempt or confidential, and exempt from public record disclosure requirements, are not disclosed, except as authorized by law; and
- d. Meet all requirements where retained public records and transfer, at no cost, to the CITY, all public records in possession of the CONTRACTOR, upon termination or completion of the Contract and destroy any duplicate public records that are exempt or confidential, or exempt from public record disclosure requirements.

Furthermore, the CONTRACTOR agrees that all records stored electronically will be provided to the CITY in a format that is compatible with the information technology systems of the CITY. The CONTRACTOR shall promptly provide the CITY with a copy of any request to inspect or copy public records that CONTRACTOR receives and a copy of the CONTRACTOR'S response to each request. The CONTRACTOR understands and agrees that failure to provide access to the public records is a material breach of the Contract and grounds for termination.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (727) 547-4575 ext.229, cityclerk@mytreasureisland.org, and City Hall, 120 108th Ave., Treasure Island, FL, 33706.

THE CONTRACTOR ACKNOWLEDGES THAT THE CITY OF TREASURE ISLAND CANNOT AND WILL NOT PROVIDE LEGAL OR BUSINESS ADVICE TO THE CONTRACTOR WITH RESPECT TO ITS OBLIGATIONS PURSUANT TO THIS SECTION RELATED TO PUBLIC RECORDS. THE CONTRACTOR ACKNOWLEDGES THAT IT WILL

NOT RELY ON THE CITY OF TREASURE ISLAND OR ITS CITY ATTORNEY TO PROVIDE SUCH BUSINESS OR LEGAL ADVICE AND THAT CONTRACTOR HAS BEEN ADVISED TO SEEK PROFESSIONAL ADVICE WITH REGARD TO PUBLIC RECORDS MATTERS ADDRESSED BY THIS AGREEMENT.

SECTION 32. NOTICE.

All notices required to be given to the CITY or CONTRACTOR pursuant to this Contract must be sent by (a) registered or certified mail, whereupon notice shall be deemed to have been given on the date of acceptance; or (b) delivery (i.e., courier or other hand delivery), overnight delivery, email or facsimile transmission, whereupon notice shall be deemed to have been given on the day of delivery or transmission. If the day of notice is a Saturday, Sunday, or legal holiday, notice shall be deemed to have been given on the first calendar day thereafter which is not a Saturday, Sunday, or legal holiday. All notices required to be given to the CITY must be made to the CITY at:

City of Treasure Island
Attention: Hal Bruce, Purchasing Coordinator
120 – 108th Avenue
Treasure Island, Florida 33706
Phone: (727)-547-4575
Fax: (727)-547-4582
hbruce@mytreasureisland.org

Or to such other address or facsimile number as the CITY may direct from time to time by written notice forwarded to the CONTRACTOR as provided above.

All notices required to be given to CONTRACTOR pursuant to this Agreement must be sent to CONTRACTOR at:

Company:
Attention:
Address:
Phone:

Fax:

Email:

or to such address or facsimile number as the CONTRACTOR may direct from time to time by written notice forwarded to the CITY as provided above. E-mail transmittal of notices are considered delivered as of the date of electronic transmission. Both parties will supplement emailed notices with a formal version of the notice as outlined above.

SECTION 33. MISCELLANEOUS.

1. CONTRACTOR has been made aware of the Florida Public Entity Crimes Act, Section 287.133, Florida Statutes, and the CITY'S requirement that the CONTRACTOR has complied with it in all respects prior to and will comply with it in all respects during the term of this Contract.
2. CONTRACTOR and any Subcontractors understand and will comply with Section 22.055(5) of the Florida Statutes and thereby agree to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant to said section.
3. The Parties represent and warrant that they have entered into this Contract relying wholly upon their own judgment, belief and knowledge of the nature, extent, effect and duration of any actions, damages and liability therefore. The Parties represent that they enter into this Contract without relying upon any statement or representation of the adverse parties other than what has been set forth in writing in this Contract. The Parties represent that they have had the opportunity to discuss this matter with counsel of their choosing and are satisfied with its counsel and the advice received. The Parties understand this Contract's contents and agree that this Contract will not be construed more strongly against any party hereto, regardless of who is responsible for its preparation or drafting. The Parties further declare and represent that no promise, inducement, agreement or understanding not expressed in the CONTRACT has been made to an adverse party and that the terms of this Contract are contractual and not a mere recital. This Contract will be treated as drafted jointly by all the Parties, and no term, condition or provision of this Contract will be construed more strictly against any Party.
4. All words used in this Contract in the singular extend to and include the plural, and the use of any gender shall extend to and include all genders. The term "including" is not limiting. The captions and headings in the CONTRACT are for convenience of reference only and in no way define or limit the scope or content of this Contract or in any way affect its provisions.

5. Each of the Parties hereto covenants to the other party hereto that it has lawful authority to enter into this Contract, that the governing or managing body of each of the Parties has approved this Contract and that the governing or managing body of each of the Parties has authorized the execution of this Contract in the manner set forth in the CONTRACT..

6. This Contract must be executed by the respective dully authorized officials, and takes effect November 24, 2018.

IN WITNESS WHEREOF, the City and Contractor have signed this Contract.

CITY OF TREASURE ISLAND

Attest:

By:

City Clerk

City Manager

Approved as to form:

City Attorney

CONTRACTOR

Witnesses:

By: _____

Name: _____

Title: _____