

**SUBMIT BID TO:**

Solid Waste Authority of Palm Beach County  
 7501 North Jog Road  
 West Palm Beach, Florida 33412  
 Attn: PURCHASING



# INVITATION TO BID

Bidder Acknowledgment

**PURCHASING DEPARTMENT CONTACT:**

Laurie Odum  
 Telephone: 561 640-4000, ext 4524

Bid Title: **CAULKING & JOINT SEALING SERVICES**

Bid No.: **SWA 09-05/PF**

**Bid must be received no later than 2:00 PM, NOVEMBER 19, 2008, at which time bids will be opened.**

Bidder Name:		Fed. ID No. or SS Number:	
Mailing Address: Street:		Toll Free Telephone Number:	e-Mail Address:
City:	State	ZIP	Office Number: ( ) FAX:
Is Vendor a Certified Minority? Yes No		Certified or Cashier's Check is attached, when required, in the amount of \$	
Agencies Certified with:		If returning as a "NO BID", state reason:	
Delivery: _____ calendar days ARO			

ANTI-COLLUSION: The signed bidder certifies that he or she has not divulged, discussed or compared his or her bid with other bidders and has not colluded with any other bidder or parties to a bid whatever. (Note: No premiums, rebates or gratuities permitted either with, prior to, or after any delivery of material. Any such violation will result in the cancellation and/or return of materials (as applicable) and the removal from the bid lists(s).

X

\_\_\_\_\_  
 Authorized Signature (Manual)

\_\_\_\_\_  
 Authorized Name (Typed)

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

It is your sole responsibility to ensure that you receive every page of the bid document and that you check the Purchasing web page @ swa.org for any addenda to the bid document. These addenda may contain critical information that directly affects how an item should be bid. Failure to account for these addenda will most likely result in rejection of your bid submittal as non-responsive. The Authority provides this web site as a courtesy only and assumes no direct or implied responsibility for omissions which materially affect your bid submittal. Note: Responses to solicitations cannot be submitted to the Authority electronically.

## GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR BIDDERS

THE AUTHORITY WILL ENDEAVOR TO SEND ANY ADDENDA TO ALL PROSPECTIVE BIDDERS ON RECORD. HOWEVER, IT IS THE BIDDERS SOLE RESPONSIBILITY TO ASCERTAIN, BY CONTACTING THE AUTHORITY'S PURCHASING SERVICES NO LESS THAN FIVE (5) CALENDAR DAYS PRIOR TO THE BID OPENING DATE, WHETHER ANY ADDENDA TO THIS BID HAVE BEEN ISSUED, AND TO SUBMIT ANY AND ALL SUCH ADDENDA PROPERLY ACKNOWLEDGED WITH THE BID RESPONSE. THE AUTHORITY WILL NOT ISSUE ADDENDA, OTHER THAN A DELAY IN BID OPENING DATE, WITHIN FIVE (5) CALENDAR DAYS OF BID OPENING.

These documents constitute the complete set of specification requirements and bid forms. All bid sheets and attachments must be executed and submitted in a sealed envelope. Bidder shall provide one (1) original and one (1) photo-copy of the bid submittal. DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE. The face of the envelope shall contain Bidder's name, return address, the date and time of bid opening, the bid number and title. Bids not submitted on the enclosed Bid Forms shall be rejected. By submitting a bid the Bidder agrees to be subject to all terms and conditions specified herein. No exceptions to the terms and conditions shall be allowed. Submittal of a bid in response to this invitation to Bid constitutes an offer by the Bidder. Bids which do not comply with these requirements may be rejected at the option of the Authority.

- EXECUTION OF BID:** Bid must contain a manual signature, in ink, of an authorized, representative, who has the legal ability to bind the Bidder in contractual obligations. Bid must be typed or legibly printed in ink. Use of erasable ink is not permitted. All corrections made by Bidder to any part of the bid document must be initialed in ink.
- NO BID:** If not submitting a bid, please respond no later than the bid opening date and time, by returning the Acknowledgment, noting the reason in the space provided. Failure to respond 3 times in succession without justification may be cause for removal of the Bidders name from the mailing list.
- BID OPENING:** Shall be public, at the Authority's Administrative Offices located at:  
 7501 North Jog Road  
 West Palm Beach, Florida 33412
- TAXES:** The Authority is exempt from Federal Excise and State Sales Taxes on direct purchases of tangible personal property. The Authority's exemption number is on the face of the purchase order. The Manager of Purchasing will provide an exemption certificate to the successful Bidder. Vendors or contractors doing business with the Authority shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the Authority nor shall any Vendor/Contractor be authorized to use the Authority's Tax Exemption Number in securing such materials. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the Authority.
- DISCOUNTS:** Cash discounts for prompt payment shall not be considered in determining the lowest net cost for bid evaluation purposes.
- MISTAKES:** Bidders are expected to examine the specifications, delivery schedule, bid prices, extensions and all instructions pertaining to supplies and services. **FAILURE TO DO SO WILL BE AT BIDDER'S RISK.** In the event of extension error(s), the unit price will prevail and the Bidder's total offer will be corrected accordingly. Written amounts shall take precedence over numerical amounts. In the event of addition errors(s), the unit price will prevail and the Bidder's total offer will be corrected accordingly. Bids having erasures or corrections must be initialed in ink by the Bidder.
- INVOICING AND PAYMENT:** Payment for any and all invoice(s) that may arise as a result of a contract or purchase order issued pursuant to this bid specification shall minimally meet the following conditions to be considered as a valid payment request:
  - A timely submission of a properly certified invoice(s), in strict accordance with the price(s) and delivery elements as stipulated in the contract or purchase order document, and be submitted to:  
 Solid Waste Authority of Palm Beach County  
**Attn: Accounts Payable**  
 7501 North Jog Road  
 West Palm Beach, FL 33412
  - All invoices submitted shall consist of an original and one (1) copy; clearly reference the subject contract or purchase order number; provide a sufficient salient description to identify goods or service for which payment is requested; contain date of delivery; original or legible copy of signed delivery receipt including both manual signature and printed name of a designated Authority employee or authorized agent; be clearly marked as "partial", "complete" or "final" invoice. The Authority will accept partial deliveries.
  - The invoice shall contain the Bidder's Federal Employer Identification number.
  - The Authority's terms are "Net 30 Days" after acceptance of goods or services and receipt of an acceptable invoice as described herein. Any other terms of payment must have been previously approved by the Authority, and appear on the contract or purchase order document to be binding upon the Authority.
- DELIVERY:** Unless actual date is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order or contract in space provided. Delivery time may be a basis for making of award. Delivery shall be during the normal working hours of the user department, Monday

through Friday, unless otherwise specified and incorporated into contract or purchase order document. Delivery shall be to the location specified in the bid specifications.

9. **ADDITIONAL TERMS AND CONDITIONS:** No additional terms and conditions included with the bid response shall be evaluated or considered. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to this bid if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in these Bid Documents are the only conditions applicable to this bid and the Bidder's authorized signature on the Bid Form attests to this.
10. **INTERPRETATIONS:** All Bidders shall carefully examine the Bid Documents. Any ambiguities or inconsistencies shall be brought to the attention of the Authority in writing prior to the opening of Bids; failure to do so, on the part of the Bidder, will constitute an acceptance by the Bidder of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the Bid Documents shall be requested in writing, and received by the Authority at least five (5) days prior to the Bid Opening. Inquires shall be addressed to the Assistant Director, Purchasing Services and Asset Management Section. No person is authorized to give oral interpretations of, or make oral changes to, the bid. Therefore, oral statements given before the bid opening will not be binding. Any interpretation of, or changes to, the bid will be made in the form of a written Addendum to the bid and will be furnished to all Bidders. Receipt of all addenda shall be acknowledged by the Bidders in the appropriate place on the Bid Form.
11. **DISPUTES:** Any Bidder who disputes the bid selection or contract award recommendation shall file such dispute according to the bid protest procedures. These procedures are available upon request from the Authority.
12. **CONFLICT OF INTEREST:** All Bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the Authority. Further, all Bidders must disclose the name of any Authority employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Bidder's firm or any of its branches.
13. **LEGAL REQUIREMENTS:** Bidders are required to comply with all provisions of Federal, State, County and local laws and ordinances, rules and regulations, that are applicable to the items being bid. Lack of knowledge by the Bidder shall in no way be a cause for relief from responsibility, or constitute a cognizable defense against the legal effect thereof.

Preference shall be given to business with **Drug-Free Work Place (DFW)** programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the Authority for the procurement of commodities or contractual services, a bid received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.

**Minority Business Enterprise (MBE)** indicates a business entity which is owned and operated by a minority. In this instance, minority group members are citizens of the United States or lawfully admitted permanent residents who are Black, Hispanics, Women, Native Americans, Asian-Pacific, Asian-Indian, and eligible others. An MBE wishing to participate in the Authority procurement process may contact the Purchasing Services Section for information and assistance.

**PUBLIC ENTITY CRIMES** - Pursuant to F.S. 287.133, as amended: 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 on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

14. **BID EXEMPT:** Purchases shall not include items/services available at lower prices on other public entity or State of Florida contracts. The Authority reserves the right to bid separately any item/service if deemed to be in the best interest of the Authority.
15. **AWARDS:** As the best interest of the Authority may require, at its sole discretion, the right is reserved to reject the bid of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who is not in a position to perform properly under this award and to make award(s) by individual item, group of items, "All or None", or a combination thereof; with one or more suppliers; to reject any or all bids, or waive any minor irregularity or technicality in bids received; and may, at its sole discretion, request a re-bid. Bidders are cautioned to make no assumption until the Authority has entered into a contract or purchase order. NOTE: Bid tabulations will be furnished upon written request which includes an enclosed, self-addressed, stamped envelope. The award recommendation will be posted for review by interested parties at Purchasing Services for a period of five (5) calendar days. Failure to file a written protest to the Assistant Director of Purchasing Services within the time prescribed in the AUTHORITY'S Purchasing Manual, Section 10, shall constitute a waiver of proceedings. It is the Bidder's sole responsibility to ascertain the time of posting of the award recommendation. This may be accomplished by telephone, FAX, E-Mail or other means deemed timely by the Bidder.
16. **PROMOTIONAL PRICING:** In addition, bidder shall offer to the Authority during the contract period any item(s) offered on a "promotional" basis from the manufacturer. It will be the successful bidder's responsibility to monitor said item(s) and report any that are or will be offered at lower price.
17. **EEO STATEMENT:** The Authority is committed to assuring equal opportunity in the award of contracts, and, therefore complies with all laws prohibiting discrimination on the basis of race, color, religion, national origin, age or sex.
18. **CONTRACTUAL AGREEMENT:** The terms, conditions, and provisions in this Invitation to Bid shall be included and incorporated in any final contract or purchase order. The order of precedence will be Bid Document and response, purchase order or contract, and general law. Any and all legal action necessary to enforce a contract or purchase order will be interpreted according to the laws of Florida. The venue shall be Palm Beach County, Florida.
19. **GOVERNMENTAL RESTRICTIONS:** In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this bid prior to their delivery, it shall be the responsibility of the Bidder to notify the Purchasing Services and Asset Management Section at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The Authority reserves the right to accept such alteration or to cancel the contract or purchase order at no further expense to the Authority.
20. **PATENTS AND ROYALTIES:** The Bidder, without exemption, shall indemnify and save harmless, the Authority, its employees and/or any of its Board Members from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or item manufactured by the Bidder. Further, if such a claim is made, or is pending, the Bidder may, at its

option and expense, procure for the Authority the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the Authority agrees to return the article on request to the Bidder and receive reimbursement. If the Bidder used any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.

21. **ADVERTISING:** In submitting a bid, Bidder agrees not to use the results therefrom as a part of any commercial advertising, without the express written approval, by the appropriate level of authority within the Authority.
22. **ASSIGNMENT:** Any purchase order or contract issued pursuant to this bid invitation and the monies which may become due hereunder are not assignable except with the prior written approval of the Authority, through the Purchasing Services and Asset Management Section.
23. **COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH:** Bidder certifies that all material, equipment, services, etc., contained in his/her bid meets all applicable O.S.H.A. requirements. Bidder further certifies that, if he/she is the successful Bidder, and the material, equipment, etc., delivered is subsequently found to be defective in any applicable O.S.H.A. requirement in effect on the date of delivery, all costs necessary to comply with the requirements shall be borne by the Bidder.
24. **FACILITIES:** The Authority reserves the right to inspect the Bidder's facilities at any reasonable time, during normal working hours, with prior notice to determine that Bidder has a bone fide place of business, and is a responsible Bidder.
25. **REPRESENTATION:** A Bidder must have at the time of bid opening, a manufacturing plant in operation, or be a fully authorized agent or representative of the product bid, and capable of producing or providing the items bid, and so certify upon request.
26. **DISQUALIFICATION OF BIDDER:** More than one bid from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Bidder is involved in more than one bid for the same work will be cause for rejection of all bids in which such Bidders are believed to be involved. Any or all bids will be rejected if there is reason to believe that collusion exists between Bidders. Bids in which the prices obviously are unbalanced will be subject to rejection. This provision is not meant to prohibit submission of alternate bids in separate sealed envelopes.
27. **ALTERNATIVES:** Unless otherwise specified, the mention of the particular manufacturer's brand name or number in the specifications does not imply that this particular product is the only one that will be considered for purchase. This reference is intended solely to designate the type or quality of merchandise that will be acceptable. Alternate offers will be considered and must include descriptive literature and/or specifications. Failure to provide descriptive literature and/or specifications with alternate offers may be cause for disqualification of the bid.

The determination as to whether any alternate product or service is or is not equal shall be made by the Solid Waste Authority and such determination shall be final and binding upon all bidders.

Although the Authority provides for the consideration of alternate bids, it reserves the right to make an award in the best interest of the Authority. Such award may not necessarily be given to the lowest bid offered.

28. **ADJUSTMENTS/CHANGES/DEVIATIONS:** No adjustments, changes or deviations shall be accepted on any item unless conditions or specifications of a bid expressly so provide. Any other adjustments, changes or deviations shall require prior written approval, and shall be binding **ONLY** if issued by the Authority's Purchasing Services and Asset Management Section. The Bidder shall bear sole responsibility for any and all costs of claims arising from any adjustments, changes or deviations not properly executed as required herein.
  29. **INDEMNIFICATION:** Contractor agrees to protect, defend, indemnify, and hold harmless the Authority, its employees and representatives, from any and all claims and liabilities including all attorney's fees and court costs, including appeals, for which the Authority, its employees and representatives, can or may be held liable as a result of injury (including death) to persons or damage to property occurring by reason of any acts or omissions of the Contractor, its employees, or agents, arising out of or connected with this Agreement. The Contractor shall not be required to indemnify the Authority or its agents, employees, or representatives, when an occurrence results solely from the wrongful acts or omissions of the Authority, or its agents, employees or representatives.
  30. **ANNUAL APPROPRIATIONS:** The Authority's obligation to pay under this contract is contingent upon annual appropriations.
  31. **PUBLIC RECORDS:** Upon award recommendation or ten (10) days after bid opening, whichever is earlier, any material submitted in response to this invitation to bid will become a "public record" and shall be subject to public disclosure consistent with Chapter 119 Florida Statutes (Public Record Law). Bidders must claim the applicable exemptions to disclosure provided by law in their response to the Invitation to Bid by identifying materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The Authority reserves the right to make any final determination of the applicability of the Public Records Law.
  32. **UNCONTROLLABLE FORCES:** Neither the AUTHORITY nor AWARDED BIDDER(S) shall be considered to be in default of this Bid/Contract/Purchase Order if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Bid/Contract/Purchase Order and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions. Neither party shall, however, be excused from performance if nonperformance is due to forces which are preventable, removable, or remediable and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Bid/Contract/Purchase Order.
- NOTE: ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.**

**SPECIAL TERMS AND CONDITIONS**  
**Caulking and Joint Sealing Services**  
SWA Bid No. 09-05/PF

33     **SCOPE**

The primary purpose of this Invitation to Bid is to establish firm prices for caulking and joint sealing service for facilities located throughout the Solid Waste Authority of PBC in accordance with the specifications, terms and conditions stated herein.

34     **AWARD**

Award of this contract will be made to the responsive, responsible vendor who offers the lowest regular hourly labor rate for a Journeyman. The Authority reserves the right to make a primary and secondary award. The lowest bidder meeting specifications, terms and conditions shall be the primary awardee, the next lowest bidders meeting specifications, terms and conditions shall be secondary awardee. The Authority will give the primary contractor first opportunity to perform all available work. If the primary contractor cannot respond to a service request within the time stipulate in their bid response, the secondary vendor will be contacted to perform the required work. More than two (2) occurrences of failure to respond in a timely manner shall be deemed as a default of contract.

The Authority reserves the unqualified right, in the Authority's sole and absolute discretion, to reject any and all bids, to waive any irregularities, or to accept the Bid which, in the Authority's judgment, will under all circumstances, best serve the public's interest.

35     **OPTION TO RENEW FOR TWO ADDITIONAL YEARS (With Price Adjustment)**

The initial contract prices resultant from this solicitation shall prevail for a one (1) year period from the contract's initial effective date. Prior to or upon completion of that initial term, the Authority shall have the option to renew this contract for an additional two (2) year period on a year-to-year basis. Prior to completion of each exercised contract term, the Authority may consider an adjustment to price based on changes in the following pricing index: Consumer Price Index – Urban Wage Earners, Miami-Fort Lauderdale, Fl.

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the vendor's request for adjustment should be submitted 30 days prior to expiration of the then current contract term. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the Authority will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment.

The Authority reserves the right to reject any price adjustments submitted by the vendor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is an Authority prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the Authority.

36 **QUALIFICATION OF BIDDERS, SERVICE/CONSTRUCTION**

This bid shall be awarded only to a responsible bidder(s), qualified to provide the work specified. The bidder shall submit the following information with his proposal or within three (3) days of request.

- A. Experience record showing the bidder's training and experience in similar work.
- B. List and brief description of similar work satisfactorily completed with location, dates of contracts, names and addresses of owners.
- C. List of equipment and facilities available to do the work.
- D. Palm Beach County Business Tax Receipt for current year.
- E. Bidders must have Palm Beach County located main or branch office.

Failure to submit the above requested information, with bid or within three (3) days of request, shall be cause for rejection of your bid. Information previously submitted to the Authority in response to another Invitation to Bid shall not satisfy this requirement. The term "*experience*", as used in this requirement, shall mean the experience gained as and possessed by the business entity proper (single proprietorship, partnership, corporation, or joint venture) responding to this solicitation. It shall not mean the experience of individual employee(s).

37 **WITHDRAWAL**

A bidder may not withdraw a bid after the final call for bids at a designated time of opening. When a bidder wishes to withdraw a bid, a written request shall be submitted to the Assistant Director of Purchasing Services and their request will be reviewed for consideration. In no case shall a bidder be granted a release from their bid or proposal more than one (1) time in a two (2) year period without penalty.

38 **CONTRACT**

The submission of your bid constitutes an offer by the bidder. Upon acceptance by the Authority, Purchasing Services will issue a letter of agreement and purchase order(s) for services as a result of this bid. The bid and the corresponding purchase order(s) will constitute the complete agreement between the successful bidder(s) and the Authority. Unless otherwise stipulated in the bid documents, no other contract documents shall be issued or accepted.

39 **BUSINESS TAX RECEIPTS**

In order to provide services specified in this bid, a current business tax receipt issued in Palm Beach County is required. This tax receipt shall be issued for the services being bid herein.

40     **SUBCONTRACTING**

No subcontracting of this contract shall be allowed.

41     **LICENSES AND PERMITS**

It shall be the responsibility of the successful bidder to obtain any and all licenses and permits required to complete this contractual service. A copy of these licenses and permits shall be submitted to the Authority prior to commencement of work. The Authority will reimburse permit fees. Supporting documentation for reimbursement must be provided.

42     **INVOICE INFORMATION**

Invoices submitted as a result of this Bid must contain the following information.

1. Purchase Order or Blanket Order number.
2. Itemized materials and labor costs per Bid prices.
3. Documentation of materials, rental equipment, labor cost and copy of signed Safety Check/time Sheet. (See Attachment #2)

43     **METHOD OF ORDERING**

Services shall be ordered via individual purchase orders or blanket purchase orders on an "as needed" basis for the term of the contract. Invoices must be submitted against each individual purchase order or blanket purchase order release.

44     **CANCELLATION**

If either product or service does not comply with specifications as stated herein or fails to meet the Authority's performance standards, the contractor shall be given reasonable time as determined by the Authority to correct all deficiencies. Failure to remedy such deficiencies within a reasonable time shall result in immediate cancellation of the contract. Cancellation in this manner may result in suspension of the Contractor from the bidders list for a period of up to 3 years.

45     **CODES AND REGULATIONS**

The vendor must strictly comply with all Federal, State and Local building and safety codes.

46     **ESTIMATED EXPENDITURE**

The Authority reserves the right to increase or decrease expenditures as required. Estimated expenditures during the term of the contract will be approximately \$75,000.00. This figure is an estimate only.

48     **PAYMENT**

Partial payments in the full amount of the value of services received and accepted may be requested by the submission of a properly executed invoice, with supporting documents if required. Invoice must reflect all items as required in section 42.

49     **WARRANTY**

The successful Bidder shall provide a written warranty for each project fully warranting all services furnished hereunder against defect in materials and/or workmanship for a period of three (3) years from date of delivery and acceptance by the Authority. Should any defect in materials or workmanship, excepting ordinary wear and tear, appear during the above stated warranty period, the successful bidder shall repair or replace same at no cost to the Authority, immediately upon written notice from Purchasing Services. The written warranty shall include the name of the facility, length of warranty and start and expiration date of the warranty.

50     **PROTECTION OF PROPERTY**

The successful Bidder shall at all times guard against damage or loss to the property of the Authority or of other vendors or contractors and shall be held responsible for replacing or repairing any such loss or damage. The Authority may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the successful bidder or his agents.

Exterior

All shrubbery, outdoor items, sprinkler systems and other items shall be fully protected against damage during each stage of the project.

Paint chips, old joint sealant and other debris generated from the work shall be removed on a daily basis.

It is recognized that the contractor may attach scaffolds, scaffold chaps, outriggers and weights to the parapet walls of the building in order to carry out exterior caulking work. In moving around the roofs, the contractor shall provide protective deck boards or strips of plywood to prevent damage to the roof, parapet walls and terraces.

Protect and prevent foliage from coming in contact with solution. Thoroughly hose with water all plants and/or ground around plants coming in contact with the cleaning solution.

All exterior substrates designated not to receive caulking shall be kept free of residue; e.g. windows, plants, outdoor surfaces, etc.

## Windows

If during the performance of the work, one of the employees breaks or scratches a window while performing his duties, contractor shall replace the window glass **immediately**. Extreme care shall be taken while removing any product residue from glass surfaces to avoid scratches. Glass that has been previously scratched or damaged will be noted to the Authority's representative.

### 51 **INDEMNIFICATION**

Contractor agrees to protect, defend, indemnify, and hold harmless the Authority, its employees and representatives, from any and all claims and liabilities including all attorney's fees and court costs, including appeals, for which the Authority, its employees and representatives, can or may be held liable as a result of injury (including death) to persons or damage to property occurring by reason of any acts or omissions of the Contractor, its employees, or agents, arising out of or connected with this Agreement. The Contractor shall not be required to indemnify the Authority or its agents, employees, or representatives, when an occurrence results solely from the wrongful acts or omissions of the Authority, or its agents, employees or representatives.

### 52 **PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES**

All Bidders submitting a response to this Invitation to Bid agree that such response also constitutes a bid to all political subdivisions under the same conditions, for the same prices and the same effective period as this bid, should the Bidder feel it is in their best interest to do so.

This agreement in no way restricts or interferes with the right of any political subdivision to rebid any or all items.

### 53 **AREA REPRESENTATIVE**

Bidder must indicate in space provided on the Bid Proposal Form the name, address, telephone number, and e-mail address, if available, of the vendor's representative who will be available upon request to resolve delivery and billing problems.

### 54 **NO GUARANTEE OF AMOUNT OF WORK**

The bidder should fully understand that the Authority does not, hereunder, contract to do any specific amount of work during contract period.

### 55 **CHARACTER OF WORKMEN AND EQUIPMENT**

All equipment and workmen provided by the Contractor for the work hereunder, shall be the best available for the kind of work being performed. Any person employed by the Contractor whom the Authority may deem temporarily or permanently incompetent or unfit to perform work, shall under written instruction of the Authority be removed from the job, and such person shall not be employed on the work. Failure by the Contractor to provide adequate equipment may result in annulment of this contract as herein provided.

56 **TIME FOR COMPLETION OR DELIVERY, COMMENCEMENT AND COMPLETION**

It is hereby understood and mutually agreed by and between parties hereto that the time of delivery is an essential condition of this contract.

By submitting a bid, Bidder, if awarded a contract, agrees to begin work not later than five (5) business days after notification, and to proceed with the work uninterrupted in such a manner, with sufficient labor, equipment and/or materials so as to insure its completion within ten (10) business days after starting work or as directed by the Authority.

57 **LAWS TO BE OBSERVED**

The Contractor shall exercise care to see that all federal, State, County and Municipal laws, ordinances or regulations are observed, both by himself and his/her direct or indirect employees. He shall take reasonable care at all times to insure that proper protection of personnel involved is provided.

58 **INSURANCE REQUIRED FOR WORK ON AUTHORITY FACILITIES OR SITES**

It shall be the responsibility of the successful Bidder to provide evidence of the following minimum amounts of insurance coverage:

Workers' Compensation and Employers' Liability coverage to apply to all employees for Statutory Limits in compliance with applicable state and federal laws. Coverage must include Employers' Liability with a minimum limit of \$100,000 each accident;

Business Auto Policy or similar form, shall have minimum limits of \$500,000 Per Occurrence Combined Single Limit for Bodily Injury and Property Damage Liability. This shall include, Owned, Hired and Non Owned Vehicles;

Commercial General Liability or similar form shall have minimum limits of \$1,000,000 Per Occurrence Combined Single Limit for Personal Injury, Bodily Injury, and Property Damage Liability. Coverage shall include Premises and/or Operations, Independent Contractors, Products and/or Complete Operations, Contractual Liability and Broad Form Property Damage Endorsements. Coverage for the hazards of explosion, collapse and underground property damage (XCU) must also be included when applicable to the work to be performed.

**An original or certified copy of the signed Certificate or Certificates of Insurance, evidencing that required insurance coverage(s) has been procured by Contractor in the types and amount(s) required hereunder, shall be transmitted to the Authority prior to Contractor performing any operations under the terms of the contract.**

**Except as to Workers' Compensation and Employers' Liability, said Certificate(s) shall clearly state that coverage required by the Contract has been endorsed to include the Solid**

**Waste Authority of Palm Beach County, a political subdivision of the State of Florida, its officers, agents and employees as Additional Insured.** Required insurance shall support Contractor's agreement of indemnity set forth in the Contract and shall so state in said Certificate. Further, said Certificate of Insurance shall unequivocally provide thirty (30) days written notice to the Authority prior to any adverse change, cancellation or non-renewal of coverage thereunder. Said liability insurance must be acceptable to and approved by the Authority as to form and types of coverage. In the event that the statutory liability of the Authority is amended during the term of this agreement to exceed the above limits, Contractor shall be required, upon thirty (30) days written notice by the Authority, to provide coverage at least equal to the amended statutory limit of liability of the Authority.

It shall be the responsibility of the contractor to insure that all subcontractors comply with the same insurance requirements referenced above.

**TECHNICAL SPECIFICATIONS**  
**Caulking and Joint Sealing Services**  
SWA Bid No. 09-05/PF

**Description of Work**

The work shall include interior and exterior surface cleaning, removal of old caulking, preparation, repair, installation of new backing rod, caulking, sealing and patching of substrates and joint systems to seal out rain/water, air, wind, vermin, heat and cold from Authority owned buildings.

Work includes but not limited to:

- Re-caulk all windows and door perimeter joints.
- Re-caulk all wall penetrations, expansion and construction joints.
- Re-caulk all sun screen panels and building connections and expansion joints.
- Re-caulk all glass to metal and metal to metal at window systems including metal to concrete and stucco.
- Re-seal floor and ceiling penetrations and joints.

**Quality Assurance**

All materials for application to surfaces shall be delivered to the site in their original, unopened containers with original labels.

Only products that are compatible with the manufacturer's specifications shall be used.

Joint sealant and associated products shall comprise a complete system as provided by a manufacturer.

Contractor shall submit product manufacturer's data catalog cut and MSDS sheets for product used.

It shall be the Contractor's responsibility to ensure that all primers, caulking, patching, are mutually compatible and comprise a system approved by the joint sealant product manufacturer. Product shall be applicable and compatible with the surfaces to be prepared and treated.

Applications and products used shall be made in strict conformance with the manufacturer's joint sealing system instructions on the labels and products data sheets.

Materials shall be kept at proper and uniform consistency.

There shall be no lead content or mercury content in any materials applied to surfaces as part of this work.

Sealants used for crack repairs must be either silicone or silylterminated polyether. Color must match existing surfaces. Suggested Sealant – polyurethane, urethane and silicone. Backing materials shall be compatible with the sealant.

Bidder (Company) \_\_\_\_\_ Signature \_\_\_\_\_  
SWA 09-05/PF TEC-1

All exterior caulking/joint sealing activities shall be performed in accordance with established practices for ambient weather conditions that exist at the time and as specified by the product manufacturer.

Caulk only in dry weather when the ambient temperature is between 50 degrees F and 102 degrees F on the surface to be sealed. No caulking shall be done above 85 % relative humidity. Stop exterior work early to permit sealants to set-up before condensation caused by night temperature drops occur. Do not begin sealing until surfaces are moisture free.

### **Clean-Up**

Remove spots or defacement resulting from work. If spots or defacement cannot be satisfactorily removed, and retouched, contractor shall re-finish the surfaces as directed by the Facility Maintenance Representative.

Retouch all damaged surfaces to leave work in perfect finished condition.

Free all operating units of materials and leave them clean and in proper working order.

Remove from premises all surplus materials, debris and any other rubbish resulting from the work.

The entire finished work must be free from imperfections and blemished, and be neat, clean and in perfect condition to the satisfaction of the Facility Maintenance Representative.

### **Performance**

All work shall be performed on a time and material basis when and as directed by authorized personnel of the Solid Waste Authority. **CONTRACTOR'S STAFF, UPON ARRIVAL AT THE SWA FACILITY, SHALL HAVE THE SITE SUPERVISOR OR DESIGNEE INITIAL ACKNOWLEDGEMENT OF ARRIVAL AND TIME AND SHALL HAVE SUPERVISOR OR DESIGNEE SIGN ACKNOWLEDGEMENT OF DEPARTURE AND TIME ON ATTACHMENT "2" SAFETY CHECK/TIME SHEET LOG.**

### **Site Inspection Estimate**

Subsequent to award, the following procedure will be followed:

When the need arises, the Authority (Facility Maintenance) will notify the contractor of the need for caulking services. Notification will include name and address of the facility, name and telephone number of the contact person.

Within 48 hours after notification of a job, contractor shall make a site inspection (if required) and provide a written estimate based on prices bid herein. The Authority requires a written estimate prior to beginning any job exceeding \$5,000.00. The 48 hour deadline may be extended by Authority personnel if required. All written estimates must provide a breakdown of labor hours,

Bidder (Company) \_\_\_\_\_ Signature \_\_\_\_\_  
SWA 09-05/PF TEC-2

materials costs, and equipment costs. All written estimates must be submitted using the Job Estimate Form. Attachment #1.

1. Contractor shall utilize site inspection to ascertain if there are any discrepancies from these bid specifications.
2. During site inspection if the contractor detects or anticipates a problem that may interfere with work set forth herein, they shall immediately notify Facility Maintenance Representative.
3. **Hourly rates are defined as actual time worked. Hourly rates for personnel shall commence upon arrival at site. No travel time shall be reimbursed by the Authority.**
4. All caulking services will be completed within ten (10) calendar days of the receipt of printed purchase order or blanket order release. \* Some jobs may be longer. Request permission from SWA for extension on certain jobs.
5. Some materials may be furnished by the Authority. All other materials will be furnished by contractor on the basis of actual cost plus a markup as bid. Supporting cost documentation must be supplied with the invoice for material and equipment rental cost in excess of \$500.00 for reimbursement by the Authority. Approval must be made in writing by Facility Maintenance Representative prior to purchase of materials. Such materials shall become the property of the Authority.

### **Business Hours/Hourly Rates**

Contractor shall provide hourly rates for each of the following time:

1. Regular – Normal Time: Whenever normal operations of an Authority site are not effected. Work to be accomplished during the Authority’s normal business hours, 7:00 a.m. to 5:00 p.m., Monday through Friday.
2. Overtime – After Hours: Work to be accomplished after the Authority’s normal business hours and Saturdays and Sundays.

### **Equipment**

Contractor shall provide a complete list and description of all equipment available to provide the required service. All equipment needed to perform the required work shall be furnished by the contractor at no additional cost to the Authority. The only exception to this provision will be the hiring of specialized equipment to complete a project. Bidder must specify the mark-up for hiring specialized equipment. Bidder must obtain prior approval from the Authority if rental of specialized equipment is needed. The Authority may, at their discretion, provide the contractor with any materials or specialized equipment.

Bidder (Company) \_\_\_\_\_ Signature \_\_\_\_\_  
SWA 09-05/PF TEC-3

**Service Procedure**

Job estimate forms or written estimates reflecting bid pricing must be submitted for each project (See Attachment #1).

**Facilities Description**

The Authority's facilities consist primarily of the following:

1. Administration Building located at 7501 North Jog Road, West Palm Beach, FL 33412
2. Maintenance Building located at 6255 North Jog Road, West Palm Beach, FL 33412
3. Resource Recovery Plant Scale House located at 6895 North Jog Road, West Palm Beach, FL 33412
4. North County Disposal Site Landfill Scale House located at 6330 North Jog Road, West Palm Beach, FL 33412
5. Utility Plant located at 6329 North Jog Road, West Palm Beach, FL 33412
6. Hazardous Waste Storage Facility located at 6161 North Jog Road, West Palm Beach, FL 33412
7. South County Transfer Station and Scale House located at 1901 SW 4 Avenue, Delray Beach, FL 33444
8. Central County Transfer Station and Scale House located at 1810 Lantana Road, Lantana, FL 33462
9. North County Transfer Station and Scale House located at 14185 North Military Trail, Jupiter, FL 33458
10. West Central Transfer Station and Scale House located at 9743 Process Drive, Royal Palm Beach, FL 33411
11. Belle Glade Transfer Station located at 1701 State Road 15, Belle Glade, FL 33430
12. Various Buildings and Office Trailers operated by The Authority throughout Palm Beach County.
13. Compost Building A located at 5920 North Jog Road, West Palm Beach, FL 33412
14. Compost Building B located at 5890 North Jog Road, West Palm Beach, FL 33412
15. Visitor Center located at 6501 N Jog Road, West Palm Beach, FL 33412
16. Commercial Materials Recycling located at 6550 N Jog Road, West Palm Beach, FL 33412

**Additional Facilities**

The Authority reserves the right to add additional facilities similar in design, style and size to any of those listed above. Addition of facilities will take place only upon written agreement between the Authority and the awarded bidder.

**BID PROPOSAL FORM**  
**Caulking and Joint Sealing Services**  
 SWA Bid No. 09-05/PF

THE UNDERSIGNED BIDDER, having familiarized himself with the specifications in the Invitation to Bid, and all laws, regulations and other factors affecting performance of the work, and having satisfied himself of the expense and difficulties attended in the performance of a contract.

HEREBY PROPOSES AND AGREES, in this **BID NO. SWA 09-05/PF** that the Bidder hereby accepts all terms and conditions as stated herein, and shall enter into a Contract to perform for the following price.

<u>Lot Number</u>	<u>Classification</u>	<u>Normal Rate/Hour</u>	<u>Overtime Rate/Hour</u>
1.	Journeyman	\$ _____/Hr	\$ _____/Hr
2.	Helper	\$ _____/Hr	\$ _____/Hr
3.	Markup for materials Cost Plus _____% (Documentation shall be supplied by vendor prior to release for payment for material/rental costs in excess of \$500.00 per job.)		
4.	Markup for specialized rental equipment Cost Plus _____%		
5.	Markup for sub-contractor fees _____%		

Are license information and copies of licenses included? Yes\_\_\_ No\_\_\_

Is the Drug-Free Workplace Form attached? Yes\_\_\_ No\_\_\_

Is Qualification of Bidders information included? Yes\_\_\_ No\_\_\_

Advance notice required to perform services requested during regular hours? \_\_\_\_\_ days/hours (circle one)

Advance notice required to perform services requested during overtime hours? \_\_\_\_\_ days/hours (circle one)

Bidder understands that the Authority reserves the right to reject all Bids and to waive any informality in bidding. The Bidder agrees that this Bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids, prior to award.

**Payment Terms: Net 30 days**

By (Signature):		Date:
Name (Printed):		Title:
Company Name:		Telephone:
Address:		
		E-Mail:

State or County License # \_\_\_\_\_

Bidder (Company) \_\_\_\_\_ Signature \_\_\_\_\_

## SAVINGS

(For internal information purposes only. Not a factor in award of this contract)

Bidder is required to furnish the percent (%) savings in prices offered in this bid compared to prices that would be paid by the purchaser without benefit of a contract resulting from this bid.

BID PRICES OFFERED AVERAGE \_\_\_\_\_ % LOWER THAN:

 (CIRCLE ONE OF THE FOLLOWING NUMBERS)

1. Price that would be obtained without benefit of a contract resulting from this bid.
2. Manufacturer's current wholesale price list.
3. Other (specify) \_\_\_\_\_

## MINORITY /WOMAN/SMALL BUSINESS ENTERPRISE

(For internal information purposes only. Not a factor in award of this contract except in the event of a tie bid as prescribed in the Authority's Purchasing Manual, Section 7.2, Tie Bid Preference)

If you are a minority/woman and/or small owned business please complete the following. This information will assist us in identifying your minority and/or women owned business in our database.

This form is not intended to certify your firm.

**ETHNIC GROUP STATUS:** Specify the ethnic group and percentage of ownership of the person(s) who owns and controls (management & operational) 51% or more of the firm.

African-American	Male	_____%	Asian-American	Male	_____%
	Female	_____%		Female	_____%
Hispanic-American	Male	_____%	Native-American	Male	_____%
	Female	_____%		Female	_____%
Caucasian-Female		_____%			

### **DEFINITIONS:**

**African-American:** any black individual of the racial groups of Africa; **Asian-American:** persons whose origins are from Japan, China, the Philippines, Vietnam, Korea, Samoa, Guam, the U.S. Trust Territories of the Pacific, Northern Marianas, Laos, Cambodia, Taiwan, India, Pakistan, and Bangladesh; **Hispanic-American:** persons of Spanish or Portuguese culture including Mexico, South America, Central America, or the Caribbean Islands; **Native-American:** persons having origins in any of the original peoples of North America; **Caucasian Female:** women that are not included in the above categories.

Are you currently certified as a minority vendor with a government entity? \_\_\_\_\_

With what agency(s) \_\_\_\_\_

(Please attach copy of certification certificate with your response with this bid/quotation.)

Comments: \_\_\_\_\_

Bidder (Company) \_\_\_\_\_ Signature \_\_\_\_\_

# JOB ESTIMATE FORM

## SOLID WASTE AUTHORITY

**A copy of this completed form must accompany all proposals for work to be performed under  
SWA Bid No. 09-05/PF**

**Description of Work:** (attach additional sheets if needed) \_\_\_\_\_

**DATE:** \_\_\_\_\_ **Purchase Order or Blanket Purchase Order Number:**

**Locations: Check ( ✖ ) one or write in Location**

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> NCRRF Scalehouse              | <input type="checkbox"/> Utilities Plant                    | <input type="checkbox"/> Belle Glade Landfill |
| <input type="checkbox"/> South County (Delray) T/S     | <input type="checkbox"/> South County T/S Scalehouse        | <input type="checkbox"/> Pahokee Landfill     |
| <input type="checkbox"/> North County Landfill         | <input type="checkbox"/> North County Landfill Scalehouse   | <input type="checkbox"/> Cross State Landfill |
| <input type="checkbox"/> Central County (Lantana) T/S  | <input type="checkbox"/> Central County T/S Scalehouse      | <input type="checkbox"/> Dyer Landfill        |
| <input type="checkbox"/> North County (Jupiter) T/S    | <input type="checkbox"/> North County T/S Scalehouse        | <input type="checkbox"/> Lantana Landfill     |
| <input type="checkbox"/> West Central County (RPB) T/S | <input type="checkbox"/> West Central County T/S Scalehouse | <input type="checkbox"/> Compost Facility     |
| <input type="checkbox"/> West County (Belle Glade) T/S | <input type="checkbox"/> Administration Building            | <input type="checkbox"/> Facility             |
| <input type="checkbox"/> Maintenance Building          | <input type="checkbox"/> Recycling Hazardous Waste Facility | <input type="checkbox"/> Other: _____         |

### LABOR COST CLASSIFICATION OF EMPLOYEE PERFORMING WORK (i. e. Journeyman, Apprentice, Helper)

CLASSIFICATION OF EMPLOYEE	RATE	HOURS	LABOR COST
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTAL LABOR COST			_____

Material Cost Breakdown used in above work: (attached additional sheets if needed) \_\_\_\_\_

Subcontractors proposed with estimated dollar expiration: (provide copy of subcontractor's estimate) \_\_\_\_\_



# Safety Check/Time Sheet One for Each Employee

## Solid Waste Authority

SWA Location: \_\_\_\_\_

\_\_\_\_\_

Date		Company/Employee Names	Task	IN (AM/PM)	SWA Initial	Out (AM/PM)	Hours	SWA Authorized Signature
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

**FAILURE TO HAVE THIS LOG SIGNED BY AUTHORIZED SWA STAFF SHALL FORFEIT PAYMENT. A COPY OF THIS LOG SHALL ACCOMPANY PAYMENT INVOICE.**

**DRUG-FREE WORK PLACE FORM**

**Caulking and Joint Sealing Services**

SWA Bid No. 09-05/PF

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:  
(Name of Business)

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United State 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.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

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

\_\_\_\_\_  
DATE

**CONDITIONS FOR EMERGENCY/HURRICANE OR DISASTER**

**Caulking and Joint Sealing Services**  
SWA Bid No. 09-05/PF

It is hereby made a part of this Invitation to Bid that before, during and after a public emergency, disaster, hurricane, flood, or acts of God that the Solid Waste Authority of Palm Beach County shall require a "first priority" basis for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation which may threaten public health and safety, as determined by the Solid Waste Authority of Palm Beach County. Vendor/contractor agrees to rent/sell/lease all goods and services to the Solid Waste Authority of Palm Beach County or any other government entity as opposed to a private citizen, on a first priority basis. The Solid Waste Authority of Palm Beach County expects to pay a fair and reasonable price not to exceed those quoted in this bid for all products in the event of a disaster, emergency or hurricane. Vendor/contractor shall furnish a 24-hour phone number in the event of such an emergency.

I hereby understand and agree to the above statement:

**X**

\_\_\_\_\_  
Signature  
\_\_\_\_\_  
Print Name  
\_\_\_\_\_  
Print Title

**EMERGENCY/24 HOUR PHONE NUMBER(S):** \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Beeper/Cellular Number: \_\_\_\_\_ **FAX Number:** \_\_\_\_\_

Nearest Branch Office Phone Number: \_\_\_\_\_

and Location: \_\_\_\_\_

Other out of Area Branch Office Locations and Phone Numbers:  
\_\_\_\_\_  
\_\_\_\_\_