



SUBMIT BID TO: Solid Waste Authority of Palm Beach County Attn: PURCHASING 7501 North Jog Road West Palm Beach, Florida 33412 PURCHASING DEPARTMENT CONTACT: Laurie Odum Telephone: 561 640-4000, ext 4524	 <h2 style="margin: 0;">INVITATION TO BID</h2> <p style="margin: 0;">Bidder Acknowledgment</p>	
Bid Title: Calibration & Maintenance of Weigh Station and Truck Scales	Bid No.: SWA 09-21/JP	
<i>Bid must be received no later than 2:00 PM, June 4, 2009, at which time bids will be opened.</i>		
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 Agencies Certified with: _____	Certified or Cashier's Check is attached, when required, in the amount of \$ _____	
Delivery: _____ calendar days ARO	If returning as a " NO BID ", state reason: _____	
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).		
 _____ 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.

1. **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.
2. **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.
3. **BID OPENING:** Shall be public, at the Authority's Administrative Offices located at:

7501 North Jog Road
West Palm Beach, Florida 33412

on the date and at the time specified on the Invitation to Bid. The bid opening may be delayed if, at the sole discretion of the Authority, it is considered to be in the Authority's best interest. Under no circumstances shall bids delivered after the bid opening has begun be considered, such bids will be returned unopened. It is the Bidders sole responsibility to assure that his/her bid is complete and delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by facsimile, telegram or telephone are **not** acceptable. A bid may **NOT** be altered by the Bidder after opening of the bids.
4. **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.
5. **DISCOUNTS:** Cash discounts for prompt payment shall **not** be considered in determining the lowest net cost for bid evaluation purposes.
6. **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.
7. **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. 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
 - b. 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.
 - c. The invoice shall contain the Bidder's Federal Employer Identification number.
 - d. 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.
8. **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

CALIBRATION AND MAINTENANCE OF WEIGH STATION AND TRUCK SCALES SWA Bid No. 09-21/JP

33 INSPECTION OF FACILITIES

It is the bidder's responsibility to become fully informed as to the nature and extent of the work required and its relation to any other work in the area, including possible interference from other site activities. Bidder's inspection of facilities and/or activity must be scheduled in advance to ensure staff is available to answer questions during inspections. Any bidder that does not secure an inspection appointment will not be allowed to fully inspect the facility. Appointment for inspections should be scheduled through John Low at 561-358-1941 or Brian Fuente 561-685-9103.

34 QUALIFICATION OF BIDDERS

This bid shall be awarded only to a responsible bidder, 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. Documentation of the ability to provide loaner equipment available to use while parts and equipment are being repaired
- E. Documentation of the ability to obtain Thurman, Cardinal and Fairbanks parts.

Failure to submit the above requested information or within three (3) days of request, may 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.** Vendor compliance with specific regulations regarding confined space entry (both state and federal) will be strictly enforced.

35 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. The Authority will pay for all required permits upon submission of cost documentation. A copy of these licenses and permits shall be submitted to the Authority prior to commencement of work.

36 PRICING

All prices bid shall be effective for a minimum of sixty (60) days after bid opening date, prior to award.

37 INVOICE INFORMATION

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

1. Purchase Order or Blanket Order number.
2. Itemized parts and labor costs per Bid prices.
3. Copy of Safety Check/Time Sheet (Attachment A)
4. Copy of invoice for materials and rental equipment that exceed \$500.00.

38 AWARD

Award will be made on a "Total Offer" basis of Lots 1 through 6. Lots 7-13 are for additional information only and will not be evaluated for the purpose of award.

39 METHOD OF ORDERING

Items 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.

40 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 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.

41 CANCELLATION, WITHOUT CAUSE

The Authority reserves the right to cancel this contract without cause via ten (10) day written notice.

42 OPTION TO RENEW FOR (TWO) ADDITIONAL YEAR(S) (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) years on a year-to-year basis. Prior to completion of each exercised contract term, the Authority may consider an adjustment to prices for items awarded on Lots 1-6 based on changes in the following pricing index: Consumer Price Index – All Urban Consumers, Miami-Ft. Lauderdale, Other Goods and Services (series id: CUURA320SAG, CUUSA320SAG). Items awarded on Lots 7-13 shall be based on changes in the Employment Cost Index – Wages and Salaries, Private Industry: Installation, Maintenance, and Repair (series id: CIU2020000430000A (I)).

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.

43 PAYMENT

Partial payments in the full amount of the value of items received and accepted may be requested by the submission of a properly executed invoice, with supporting documents if required. Invoice must reflect purchase order number.

44 EQUITABLE ADJUSTMENT

The Authority may, in its sole discretion, make an equitable adjustment in the Contract terms and/or pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all the following criteria: (1) the volatility is due to causes wholly beyond the successful bidder's control, (2) the volatility affects the marketplace or industry, not just the particular successful bidder's source of supply, (3) the effect on pricing or availability of supply is substantial, and (4) the volatility so affects the successful bidder that continued performance of the Contract would result in a substantial loss. Any adjustment would require irrefutable evidence and written approval by the Assistant Director of Purchasing Services.

45 WARRANTY

The successful Bidder shall fully warranty all equipment furnished hereunder against defect in materials and/or workmanship for a period of one (1) year 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.

46 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.

47 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.

48 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.

49 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.

50 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.

51 INSURANCE REQUIRED, GENERAL, SERVICE, DELIVERY, ETC.

The Bidder shall not commence work on any Authority Property until all insurance required as stated herein has been obtained and such insurance has been approved by the Authority. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Bidder shall furnish certificates of insurance to the Authority's Risk Management Section prior to the commencement of services. The certificates shall clearly indicate that the Bidder has obtained insurance of the type, amount, and classification as required for strict compliance with insurance requirements as stated herein, and that no change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the Authority. Non-compliance with the foregoing requirements shall not relieve the vendor of their liability and obligations under this contract.

The Bidder shall maintain commercial general liability insurance in the amount of \$1,000,000 per occurrence including products/completed operations.

The Bidder shall maintain comprehensive automobile liability insurance in the following amounts:

Bodily Injury and/or	\$ 1,000,000 each occurrence
Property Damage	\$ 1,000,000 aggregate
or	
Combined Single Limit	\$ 1,000,000 each occurrence/aggregate

These limits are to protect the Bidder and the Authority from claims for damage, which may arise from general operations or from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by the vendor or by anyone directly or indirectly employed by the vendor.

The Bidder shall maintain Workers Compensation insurance as per statutory requirements and Employers Liability limits no less than \$500,000 per occurrence each accident; \$500,000 policy limit disease; \$100,000 disease,- each employee.

ALL insurance other than Worker Compensation shall specifically include the Authority as an "Additional Insured".

52 **BID SUBMITTAL**

One (1) manually signed original and one (1) photocopy of the bid must be sealed in one package. The bidder's name, return address, date and time of bid opening, the bid number and title must be clearly annotated on the outside of the package. Bids not conforming to the instructions, terms and conditions provided herein may be subject to disqualification at the sole option of the Authority.

TECHNICAL SPECIFICATIONS
CALIBRATION AND MAINTENANCE
OF WEIGH STATIONS AND TRUCK SCALES
SWA Bid No. 09-21/JP

Description of Work:

FACILITIES, LOCATIONS AND SCALES TO BE SERVICED

Lots 1 through 6 (See Pages TEC 3 - TEC 4)

The work shall include, but not necessarily be limited to the following:

1. Inspection, Test Service, Calibration and cleaning of the scale pits. A thorough cleaning of the scale pits will be accomplished two times a year to be scheduled for the months of June and December *.

Discovery of work not included in “normal” calibration, maintenance and/or cleaning activities, by the awarded vendor, shall be considered extraordinary and shall require inspection and approval by Facility Maintenance Department staff prior to work commencement.

- (a) Inspect, test and calibrate each scale and make such adjustments as can be made at the site without requiring new parts, structural changes or machine work. Advise of any need for additional cleaning of pits, removal of rust or any other needed maintenance.
- (b) Instruct scalehouse staff and advise them relative to proper operation and maintenance.
- (c) Furnish a complete written report of the condition of each scale inspected at the Authority every one-hundred eighty (180) days and to the State as required.
- (d) Coordinate on-site service with State Inspectors during periodic scale certification processes, if can be arranged.
- (e) Perform this work during regular or normal business hours, 7:00 AM - 5:00 PM, Monday through Friday.

Services not covered in above listed specifications shall be provided by the contract awarded vendor at bid pricing per Lots 7 thru 13. Replacement scales, when required, shall be at bid pricing per Lots 14-18.

Bidder (Company) _____ Signature _____
SWA 09-21/JP

* Definition of cleaning shall be the removal of all cobwebs, debris from within the pits including all debris build-up on structural steel and mechanical components followed by pressure cleaning.

Pit drains and piping shall also be cleaned as required if drains are clogged and not draining and shall be invoiced on an hourly basis in accordance with prices submitted on lots 7-13. Vendor shall be responsible to repair or replace all pit pumps as required. Pit drains and piping shall also require cleaning twice per year, if required. Scale pits at Site 7 Landfill and Plant along with scale pits at Belle Glade can be scheduled to be cleaned during normal working hours. All other scales must be cleaned after normal working hours.

2. The Authority expects to replace some existing scales in the future as deemed necessary with in kind scales listed in Lots 1 thru 6. The Authority and the Contractor agree to negotiate in good faith all future scale purchases in accordance with the Manufacturers List Price Schedule and the associated terms and conditions presented in Bid Proposal Form. In the event the parties cannot come to terms, the Authority reserves the right to competitively bid the scale procurement.

OSHA Requirements:

Contractor shall at all times comply with OSHA Regulations including appropriate confined space procedures.

Response Time: Contractor shall provide hourly rates for each of the following:

Miscellaneous Routine Service: Whenever normal operations of an Authority site are not affected or when the work is anticipated to last less than an hour, work shall be accomplished during normal hours (7:00 AM through 5:00 PM, Monday through Friday). Otherwise, work shall be performed at a mutually agreed upon time between the Authority and the successful bidder. Response time to be within four (4) hours of request for on-site repairs of equipment at Solid Waste Authority locations and equipment repaired at vendor shop.

Emergency Service: Whenever lives and/or property are at risk or the normal operation of an Authority site are halted, response time is to be within 1 1/2 hours of request, 24 hours a day, 7 days a week. Emergency service labor rates shall be 1 1/2 times routine service rates. Repair turnaround time is to be no more than two (2) calendar days.

Performance:

All work not specified in "Description of Work" shall be performed on a time and material basis when and as directed by authorized personnel of the Solid Waste Authority. The Authority requires a verbal estimate prior to beginning any repair work and a written estimate prior to beginning any job with a total cost in excess of \$1,000.00. Written or verbal estimate shall be provided within 24 hours or one (1) working day.

Bidder (Company) _____ Signature _____
SWA 09-21/JP

1. **Hourly rates for personnel shall commence upon arrival at site. The Authority shall reimburse no travel time and/or mileage.**
2. Some materials may be furnished by the Authority. All other materials will be furnished by contractor on the basis of actual cost or cost plus a markup as bid. Supporting cost documentation must be supplied with invoice for material and rental equipment cost in excess of \$500 for reimbursement by the Authority. Approval must be made in writing by authorized Authority personnel prior to purchase of materials or rental of equipment. All replaced materials and components shall become the property of the Authority, and shall be given to the Facility Maintenance Dept or the scale house personnel.
3. Bidder is responsible for maintenance and repair of all scale related equipment including, but not limited to, scale meters and digital read-outs. (Pricing to be according to miscellaneous routine services)

Miscellaneous:

1. Test weights to be supplied by Contractor.
2. Any new facilities opened during contract period will be added at the same rate of equivalent equipment under contract.

Equipment (Scales):

Contractor shall provide a complete list and description of all equipment available to provide the required service. The contractor, at no additional cost to the Authority, shall furnish all equipment needed to perform the required work, unless the equipment is rented.

FACILITIES LOCATIONS and SCALES TO BE SERVICED:

Lot 1 Resource Recovery Plant Scale House, 6895 North Jog Road, West Palm Beach, FL 33412

SCALES "A" AND "C" or INCOMING - SOUTH and OUTGOING

(2) Thurman Electronics w/ Cardinal Mechanical 60' x 10' Pit Truck Scales

SCALE "B" or INCOMING - NORTH

(1) Thurman Electronics w/ Thurman Mechanical 70' x 12' Pit Truck Scales

Lot 2 North County Landfill Scale House, 6330 North Jog Road, West Palm Beach, FL 33412

SCALE "B"

(1) Thurman Electronics w/ Thurman Mechanical 70' x 12' Pit Truck Scales

Lot 3 **South County Transfer Station and Scale House, 1904 SW 4 Avenue, Delray Beach, FL 33444**

(2) Thurman Electronics w/ Fairbanks Mechanical 60' x 10' Pit Truck Scales
(at Scale House)

Lot 4 **Belle Glade Transfer Station and Scale House, 1701 State Road 15, Belle Glade, FL 33430**

(2) Thurman Electronics w/ Fairbanks Mechanical 60' x 10' Pit Truck Scales
(at Scale House)

Lot 5 **North County Transfer Station and Scale House , 14185 North Military Trail, Jupiter, FL. 33458**

(2) Thurman Electronics w/ Fairbanks Mechanical 60' x 10' Pit Truck Scales
(at Scale House)

(1) Cardinal Electronics w/ Thurman Mechanical 60' x 10' Above Ground
Truck Scales (in Transfer Station)

Lot 6 **West Central Transfer Station and Scale House, 9743 Process Drive, Royal Palm Beach, FL. 33411**

(2) Thurman Electronics w/ Thurman Mechanical 60' x 10' Pit Truck Scales
(as Scale House)

(1) Cardinal Electronics w/ Thurman Mechanical 60' x 10' Above Ground
Truck Scales (in Transfer Station)

BID PROPOSAL FORM
CALIBRATION AND MAINTENANCE OF WEIGH STATION AND TRUCK SCALES
 SWA Bid No. 09-21/JP

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. 09-21/JP** accepts all terms and conditions as stated herein, and shall enter into a Contract to perform for the following price.

Contract award is based on Lots 1 through 6. Services not covered in Lots 1-6 shall be provided by the contract awarded vendor at bid pricing per Lots 7-13. Replacement scales, when required, shall be at bid pricing per Lots 14-18.

LOT	LOCATION	DESCRIPTION	QTY	X	UNIT COST	X	FREQUENCY PER YEAR	=	ANNUAL TOTAL COST
1	PLANT	Thurman Electronics w/ Cardinal Mechanical 60' x 10' Pit Truck Scales	2	X	\$_____	X	2	=	\$_____
		Thurman Electronics w/ Thurman Mechanical 70' x 12' Pit Truck Scales	1	X	\$_____	X	2	=	\$_____
		Cleaning of scales - twice a year	3	X	\$_____	X	2	=	\$_____
2	LANDFILL	Thurman Electronics w/ Thurman Mechanical 70' x 12' Pit Truck Scales	1	X	\$_____	X	2	=	\$_____
		Cleaning of scales - twice a year	1	X	\$_____	X	2	=	\$_____
3	DELRAY	Thurman Electronics w/ Fairbanks Mechanical 60' x 10' Pit Truck Scales	2	X	\$_____	X	2	=	\$_____
		Cleaning of scales - twice a year	2	X	\$_____	X	2	=	\$_____
4	BELLE GLADE	Thurman Electronics w/ Fairbanks Mechanical 60' x 10' Pit Truck Scales	2	X	\$_____	X	2	=	\$_____
		Cleaning of scales - twice a year	2	X	\$_____	X	2	=	\$_____

Bidder (Company) _____ Signature _____
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LOT	LOCATION	DESCRIPTION	QTY	X	UNIT COST	X	FREQUENCY PER YEAR	=	ANNUAL TOTAL COST
5	NORTH COUNTY	Thurman Electronics w/ Fairbanks Mechanical 60' x 10' Pit Truck Scales	2	X	\$_____	X	2	=	\$_____
		Cleaning of pit & above ground truck scales - twice a year	3	X	\$_____	X	2	=	\$_____
		Cardinal Electronics w/ Thurman Mechanical 60' x 10' Above Ground Truck Scales	1	X	\$_____	X	2	=	\$_____
6	WEST CENTRAL	Thurman Electronics w/ Thurman Mechanical 60' x 10' Pit Truck Scales	2	X	\$_____	X	2	=	\$_____
		Cleaning of pit & above ground truck scales - twice a year	3	X	\$_____	X	2	=	\$_____
		Cardinal Electronics w/ Thurman Mechanical 60' x 10' Above Ground Truck Scales	1	X	\$_____	X	2	=	\$_____

TOTAL ANNUAL COST – LOTS 1 THRU 6 = \$_____

For additional information only, will not be factor of award.

LOT	JOB TITLE	WORKING HOURS	HOURLY RATE
7	Authorized Entrant	NORMAL	\$
8	Entry Supervisor	NORMAL	\$
9	SUPERVISOR	NORMAL	\$
10	JOURNEYMAN	NORMAL	\$
11	HELPER	NORMAL	\$

LOT	DESCRIPTION	PERCENT	CIRCLE ONE	
14	Percentage/Markup For Thurman Electronics	%	Discount	Markup
15	Percentage/Markup for Thurman Mechanical	%	Discount	Markup
16	Percentage/Markup for Cardinal Electronics	%	Discount	Markup
17	Percentage/Markup for Cardinal Mechanical	%	Discount	Markup
18	Percentage/Markup for Fairbanks Mechanical	%	Discount	Markup

12	Material At Cost Plus	%
13	Rental Equipment At Cost Plus	%

Bidder (Company) _____ Signature _____
 SWA 09-21/JP

BID PROPOSAL FORM
CALIBRATION AND MAINTENANCE
OF WEIGH STATION AND TRUCK SCALES

SWA Bid No. 09-21/JP

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/women and/or small 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 _____

DRUG-FREE WORK PLACE FORM
CALIBRATION AND MAINTENANCE
OF WEIGH STATION AND TRUCK SCALES

Bid No. 09-21/JP

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

**CALIBRATION AND MAINTENANCE
OF WEIGH STATION AND TRUCK SCALES**

Bid No. 09-21/JP

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 NUMBERS (list 2):

1) _____ 2) _____

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: _____



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.