
TOWN OF BELLEAIR REQUEST FOR PROPOSAL

APRIL 14, 2016

Solicitation Number: PW16-1

Department Issuing Solicitation: Public Works

Summary Item(s) of Bid: Annual Streetlight Maintenance

Number of Addenda as of above date: [Click here to enter text.](#)

Date and Time Due: 5/16/2016 11:00 AM

Company Name:		
Federal Tax Identification Number:		
Legal Street Address:		
City:	State:	Zip:
Respondent:	Title:	
Authorized Signature:		
Phone:		
Email:		

Section 1. Introduction and General Information

1.1 Introduction

The Town of Belleair, FL (hereinafter referred to as the "Town"), invites you to bid to serve as an independent electrical contractor for the maintenance of decorative streetlights throughout town. The Town will be awarding the contract to more than one contractor if it deems necessary. Any contractor awarded work is not guaranteed any specified amount of work for this contract.

1.2 General Contract Conditions

Any errors, omissions or contradictions in this solicitation shall be liberally construed to favor the town and the intents expressed in section 1.1.

1.3 Question and Answer Period

The Town will accept and answer all questions related to this solicitation from 04/15/2016 8:00AM EST. to 04/29/2016 4:30PM EST. All questions and answers will be posted in compliance with Section 2 of this solicitation document. All answers will be posted by 05/06/2016 4:30PM EST. After which time, no further questions or answers will be posted.

1.4 Pre-Bid meetings, Q&A session, Other mandatory variables.

There is no pre-bid meeting for this solicitation

1.5 General Instructions to Respondents

It is expected that the Town Commission will award the contract at the 06/07/2016 commission meeting. Work should be expected to begin no later than 06/08/2016.

1.6 Cost Structure

Prices shall be shown in both unit amounts and extensions whenever applicable. In the event of discrepancies existing between unit amounts and extensions or totals, unit amounts shall govern.

Discrepancies in the multiplication of units of work and unit prices will be resolved for the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved for the correct sum.

All applicable discounts shall be included in the proposal price for materials and services and will be considered as determining factors in recommending an award in the case of tie bids. Discounts extended to Town shall include but not be limited to those discounts normally extended to governmental agencies as well as the private sector.

The proposal price shall include all, royalties, license fees and other costs arising from the use of such design, device or materials in any way involved in the work as well as all costs of packaging, transporting and delivery to the designated location within the Town of Belleair.

Section 2. Special Conditions

2.1 Additional Requirements

(This section has been left blank).

2.2 Calendar of Events

The process of soliciting and selecting replies will follow the general schedule given below:

DATE	EVENT
04/15/2016	Date on which the RFP is advertised
04/29/2016	Deadline for submitting written questions relating to this RFP
05/06/2016	Last date responses to written questions received relating to this RFP will be posted. Answers will be posted on a continual basis until this date.
05/16/2016 11:00 AM EST	Deadline for receipt of replies to this solicitation (Section 1.3) NO EXCEPTIONS OR LATE SUBMITTALS WILL BE ACCEPTED
06/07/2016	Expected date for Town Commission action on award

2.3 Procurement Officer

The Procurement Officer, acting on the behalf of the Town, is the sole point of contact outside of official conferences and meetings, with regard to all procurement matters relating to this solicitation, from the date of release of the solicitation until the Town's Notice of Intended Award or Decision is posted. All questions and requests for clarification outside the above-referenced meetings are to be directed to:

Micah Badana
Management Analyst II
Administration Department
Town of Belleair
901 Ponce de Leon Boulevard
Belleair, FL 33756

Telephone: 727-588-3769 ext.237
Email: mbadana@townofbelleair.net

Florida Statute Section 287.057(23) requires that respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer

or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any questions arising from this solicitation must be forwarded, in writing, to the Procurement Officer identified above. Email is acceptable. Please include the solicitation number above in the subject line. The Town's written response to those inquiries will be posted on the Town of Belleair's website (<http://www.townofbelleair.com/Bids.aspx>) under the above-referenced solicitation number. It is the responsibility of all potential proposers to monitor this site for any changing information before submitting their proposal.

2.4 Bid Information

All questions about this bid document, bid requirements or technical requirements should be addressed to the Purchasing Officer. It shall be the responsibility of each bidder to raise any questions prior to bid opening concerning the specifications or bid procedures as written and submit questions to the Town in accordance with the Calendar of Events. The written interpretation of the appropriate representative of the Town of Belleair shall prevail.

2.5 Code of Silence, Anti-Lobbying & Discussions

A Code of Silence shall be in effect during the solicitation process. The Code of Silence is designed to protect the integrity of the procurement process by shielding it from undue influences before the recommendation of contract award. The Code of Silence prohibits any communication regarding each bid between a) a potential vendor, service provider, or lobbyist and the staff of Belleair, including a potential vendor, service provider, bidder, or lobbyist and anyone or more of the Town Commission members.

Unless specifically provided otherwise in the bid document, the Code of Silence does not apply to communications at duly noticed pre-bid meetings and site visits before bid opening if deemed necessary. The Code of Silence terminates at the time the Town acts on a contract award; provided, however, that communications are permitted when Belleair receives public comment at the meeting when the recommendation is presented to the Town Commission.

Violation of this policy by a potential vendor, service provider, bidder, or lobbyist may, in the discretion of the Town, may result in rejection of said bidder, proposer, respondent and/or representative's bid, proposal, or offer and may render any contract award to said bidder, proposer or respondent voidable.

No negotiations, decisions or actions shall be initiated or executed by the bidder as a result of any discussions with any town employee prior to the opening of bids. Prior to the opening of bids, bidders are not to divulge bid costs to any town or representative of the town. Further, bids/proposals submitted to the Town will remain unopened until the time for opening bid/proposal at the Town's Administration Department Offices. During this period, any discussion by the bidder with any employee or authorized representative of the Town involving cost information will result in rejection of said bidder's response.

Only those communications, which are in writing or electronically submitted from the Town's Purchasing Officer, may be considered as a duly authorized expression on behalf of the Town.

Only communications from bidders, which are in writing and signed or electronically submitted, will be recognized by the Town as duly authorized expressions on behalf of the bidder.

2.6 Addenda

The Town reserves the right to modify this solicitation. All addenda to this solicitation will be in writing with content and number of pages described to all Bidders. Any addenda or answers to written questions supplied by the Town to participating Bidders shall include an Addenda Acknowledgement Form. This form shall be signed by an authorized representative of the Bidder, dated, and returned with the Bidder's response to this solicitation. **All addenda will be provided via the Town of Belleair's website at <http://www.townofbelleair.com/Bids.aspx>. It is the sole responsibility of the Bidder to monitor the website for any addenda issued in reference to this solicitation.**

2.7 Special Accommodations

Any person with a qualified disability shall not be denied equal access and effective communication regarding any solicitation documents or the attendance at any related meeting or solicitation opening. If accommodations are needed because of disability, please contact the Purchasing Officer.

2.8 Mandatory Requirement

The Town has established certain requirements with respect to bids to be submitted by bidders. The use of "shall", "must" or "will" (except to indicate simple futurity) in this solicitation indicates a requirement or condition from which a material deviation may not be waived by the town. A deviation is material if, in the town's sole discretion, the deficient response is not in substantial accord with the solicitation requirements, provides an advantage to one bidder over other bidders, has a potentially significant effect on the quantity or quality of items bid, or on the cost to the town. Material deviations cannot be waived. The words "should" or "may" in this solicitation indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omission of, such a desirable feature, will not in itself cause rejection of a bid.

2.9 Contractually Mandatory

A Bidder's response to this solicitation shall be considered as the Bidder's formal offer. The issuance of Purchase Order(s) and/or Contract(s) for the purchase of the commodities and/or services shall constitute the Town's written acceptance of the successful bid and the signed Purchase Order(s) and/or Contract(s) will be forwarded to the successful Bidder.

2.10 Notice to Contractor

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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017,

Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

The Town of Belleair does not award publicly funded contracts to those who knowingly employ unauthorized alien workers. The Town shall consider this a violation of Section 274A(e) of the Immigration and Nationality Act. Such violation shall be cause for unilateral cancellation of this contract.

As required by Section 287.134, Florida Statutes (2000) [Chapter 2000-286, Section 6, Laws of Florida], an entity or affiliate which has been placed on the discriminatory vendor list may not submit a bid or proposal on a contract to provide any goods or services to a public entity, may not submit a bid or proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity, and may not transact business with any public entity.

2.11 Subcontractors

The Bidder is fully responsible for all work performed under the contract and/or Direct Order resulting from this solicitation. If applicable, the Bidder may, with the consent of the Town, enter into written subcontract(s) for the performance of a certain function under the contract and/or purchase order. The subcontractors and the amount of the subcontract shall be identified in Bidder's response to this RFP. Any subsequent subcontracts entered into by the Bidder after award of contract and/or purchase order resulting from this RFP shall be approved in writing by the Town Purchasing Officer, listed in section 2.3, before the effective date of any subcontract. No subcontract, which the Bidder enters into with respect to performance under the contract and/or purchase order resulting from this RFP, shall in any way relieve the Bidder of any responsibility for the performance of its duties. The Contractor shall not subcontract more than fifty percent (50%) of assigned project work.

2.12 Submission Requirements

Bidders shall submit hard copy written bids that address each of the requirements specified in this solicitation. Bidders shall provide sufficient information the Town to make a fully informed decision.

The solicitation package must be clearly marked "Solicitation Number: PW16-1" and addressed as follows.

**ATTN: Micah Badana
Management Analyst II
Administration Department
Town of Belleair
901 Ponce de Leon Boulevard
Belleair, FL 33756**

Solicitation Number: PW16-1, Annual Street Light Maintenance, 5/16/2016 11:00 AM

ALL RESPONSES MUST CLEARLY IDENTIFY THE BID NUMBER, TITLE, AND OPENING DATE. BIDS TRANSMITTED BY FACSIMILE OR EMAIL WILL NOT BE CONSIDERED.

2.13 Submission of Mandatory Forms

The Solicitation Questionnaire (Attachment A) shall be completed and signed by a representative who is authorized to bind contractually the Bidder for submission to this solicitation.

The Rate Proposal Form (Attachment B) shall be completed and signed by a representative who is authorized to bind contractually the Bidder for submission to this solicitation.

The Drug-Free Workplace Certificate (Attachment C) shall be completed and signed by a representative who is authorized to bind contractually the Bidder and returned with the Bidder's proposal.

The Town has provided a solicitation CHECKLIST (Attachment D) which guides the Bidder in assuring that all mandatory information and documents are included.

Any addenda supplied by the Town to participating Bidders shall include an Addenda Acknowledgment Form. The form(s) shall be signed by an authorized representative, dated, and returned with the Bidder's proposal.

FAILURE TO INCLUDE ANY INFORMATION OR DOCUMENTATION REQUESTED WITHIN THIS INVITATION TO BID MAY LEAD TO REJECTION OF THE RFP FOR NON-RESPONSIVENESS. IF YOU ARE UNSURE OF THE REQUIRED INFORMATION OR DOCUMENTATION, ASK THE PROCUREMENT OFFICER LISTED IN SECTION 2.3. DO NOT MAKE ASSUMPTIONS.

2.14 Basis of Award

The award shall be made to the responsive and responsible bidder meeting all of the requirements as specified in this solicitation and who was awarded the most points according to the scoring methodology enumerated in Section 4.3. Bids will remain firm for 60 days after bid opening.

2.15 Bid Evaluation

The Bidder must bid on all items as specified in the specifications and as listed on "ATTACHMENT A – SOLICITATION QUESTIONNAIRE" and "ATTACHMENT B – RATE PROPOSAL FORM." Bids which do not meet the requirements specified in the solicitation will not be considered for selection. Materially incomplete questionnaires may, at the discretion of the Procurement Officer, not be considered for selection.

2.18 Certification of a Drug-Free Workplace

In accordance with the requirements of Section 287.087 Florida Statutes regarding a Vendor Drug-Free Workplace, in the event of identical tie bids, preference shall be given to bidders with drug-free workplace programs. The applicant shall complete and submit the Drug-Free Workplace Certification form included as "ATTACHMENT C" in this solicitation.

2.19 Posting of Tabulations

Bid tabulations will be posted electronically to <http://www.townofbelleair.com/Bids.aspx>, as a public notice. The selection decisions and Notice of the Recommendation of Contract Award may be viewed and will remain posted for 72 hours.

2.20 Protest

Any actual or prospective Bidder or Respondent who is aggrieved in connection with the solicitation of proposals may seek resolution of his/her complaints by contacting the Procurement Officer. The deadline for filing a protest is not later than three (3) business days after the date the Notice of the Recommendation of Contract Award has been publicly posted. Should the matter not be resolved to the satisfaction of the Bidder or Respondent, the appeal shall be heard by the Town Commission. The Procurement Officer shall act as the Town's representative, in the issuance and administration of all contracts, and shall issue and receive all documents, notices, and all correspondence relating to the bidding process. All costs accruing from a protest shall be assumed by the challenger. The decision of the Town Commission shall be final and conclusive. The Town Commission's decision shall be binding on all parties concerned, subject to review only on the grounds that it constitutes an arbitrary action, in a court of competent jurisdiction in Pinellas County in accordance with laws of the State of Florida.

2.21 Discretion of the Town

The Town reserves the right to accept any proposal, to reject any or all proposals, to waive any technical errors or omissions, and to request resubmission or clarification from any or all applicants. The Town reserves the right to select any applicant submitting a proposal that meets the requirements of this solicitation, and shall have sole discretion to determine which Bid is in the best interests of the Town. Following selection, any items not materially listed the successful applicant shall negotiate an agreement with the Town to carry out the terms of its proposal.

2.22 No Corrections

Once competitive proposals are submitted, the Town shall not accept any request to correct errors or omissions in any submitted information.

2.23 Openness of Procurement Process

Written competitive responses, other submissions, correspondence, and all records made thereof, as well as negotiations conducted pursuant to this RFP, shall be handled in compliance with Chapters 119 and 286 of the Florida Statutes. The Town gives no assurance as to the confidentiality of any portion of any response once submitted.

The Bidder understands that upon receipt of the proposal by the Town, the proposal documents become a "public record", as defined in Chapter 119, Florida Statutes, and those documents are subject to public disclosure in accordance with Chapter 119.

2.24 Appropriation Clause

The Town, as an entity of government, is subject to the appropriation of funds by its legislative body in an amount sufficient to allow any continuation of its performance in accordance with the terms and conditions of a contract resulting from this solicitation, for each and every fiscal year

following the fiscal year in which the contract shall remain in effect. Upon notice that sufficient funds are not available in subsequent fiscal years, the Town shall thereafter be released on all terms and conditions.

2.25 Discrimination

Minority/Women's' Business Enterprises (MBE) (WBE) are encouraged to submit bids. The Town does not discriminate against any Proposer or Respondent because of race, creed, color, national origin, sex or age in the selection of successful Proposer or Respondent. Vendors doing business with Belleair are prohibited from discriminating against any person because of race, creed, color, national origin, sex or age with regard, but not limited to the following: employment practices, rates of pay or other compensation methods and training selections.

2.26 Compliance with Laws

Each Bidder or Respondent is responsible for full and complete compliance with all Federal, State, and local laws, rules, and regulations. Failure or inability on the part of the Proposer or Respondent to comply with such laws, rules and regulations shall not relieve any Proposer or Respondent from its obligations to honor its proposal and to perform completely in accordance with its proposal

2.27 Indemnification

The Proposer or Respondent agrees to indemnify, hold harmless, and save and defend the Town from and against all claims, liens, liability, loss or damage, including, but not limited to, costs, expenses, and attorney's fees whether or not caused by actual or claimed negligence (active or passive) of the Town, its agents or employees, either as the sole or contributing cause of damage to property, wherever situated or owned or leased by the Town or any other person, bodily or personal injuries, including death at any time resulting there from, sustained by any person or persons including, but not limited to; any employees or representatives of any subcontractor, which damage or injuries arise out of or in connection with, directly or indirectly, performance of duties or the execution of the contract between the Town and any amendments, thereto, by the Proposer or Respondent, his agents or representatives, thereto, by the Proposer or Respondent, his agents, or representatives.

2.28 Non-Performance Clause

The Town may terminate this contract upon written notice for the breach by the Contractor of any material term, condition or provision of this contract if such breach is not cured within the period specified in the Town's notice of breach or any subsequent notice or correspondence delivered by the Town to Contractor.

Section 3. Technical Specifications

3.1 Scope of Work

The Town of Belleair requests competitive bids for the procurement of electrical services to maintain the decorative street lights throughout town. The Town will be awarding the contract to more than one contractor if it deems necessary. Any contractor awarded work is not guaranteed any specified amount of work for this contract period.

3.2 Specifications

- I. Streetlight replacements and new installations shall be paid on a Time-and-Material basis as approved and authorized by the Town.
- II. The contractor shall provide hourly costs for all necessary equipment, labor, and overhead to perform any of the work.
- III. Maintenance will include, but is not limited to repairing cable faults, repairing street light knock-downs, locating underground wire, street light part replacements, replacing photocells with manual timers, and installing new conduit.
- IV. For reference, the street light specifications are found in Attachment E
- V. Each 20 amp circuit must contain an individual neutral

3.3 Responsibilities

3.3.1 Contractor Responsibilities

- I. Contractor shall be required to get all permits and inspections as necessary from the Town of Belleair's Building Department. All Permit fees shall be waived.
- II. Provide qualified personnel and adequate equipment.
- III. Replace any defective lamps, ballasts, or timers, as necessary, within 10 working days after notification from the Town
- IV. In emergencies such as a live circuit, time is of the essence because of public safety considerations. The contractor shall respond to such emergency within 4 hours from the time of notification between the hours of 7:00 am to 11:00 pm.
- V. Cable faults requiring directional boring shall be repaired within 15 working days, and regular cable faults shall be repaired within 10 working days.
- VI. Non-emergency pole knock-downs shall be repaired within 5 working days.
- VII. Contractor shall notify the Town via email of completion of all assigned work within 24 hours of completing the work.
- VIII. Any damage made to irrigation or other utilities are the contractor's responsibility.
- IX. Contractor shall provide written documentation (map/sketch) of lighting installation and/or wire placement before invoicing for work will be processed.
- X. The contractor may be required to use an electronic application provided by the Town to document all installations.

3.3.2 Town Responsibilities

- I. Provide routine patrolling of the system to identify lamp outages
- II. Notify the contractor via phone or e-mail of lamp outages and other requests for services
- III. Determine appropriate cable fault replacement after initial investigation and before repairs begin.
- IV. The Town may choose to purchase supplies for any lighting repair if it deems beneficial to the Town.
- V. The Town will purchase and maintain an inventory of all concrete street light poles, fixtures, and ballasts. All inventory is stored at the John J. Osborne Public Works Building, located at 1075 Ponce de Leon Blvd, Belleair, FL 33756.

3.4 Qualifications

All individuals or companies submitting proposals are required to be registered and licensed with the Pinellas County Licensing Board. All workers employed by the Contractor shall be properly licensed, trained, certified and insured to perform installation, removal, replacement, relocation, transfer and maintenance of work on street lighting equipment in proximity to high voltage electrical conductors. Additionally, any subcontractors utilized for work within town must be registered with the Pinellas County Licensing Board.

3.5 Acceptance Period

Following installation, there shall be a 30-day acceptance period. A project shall be considered to have completed the acceptance period if there have been no contractor-related problems for thirty days. A project that experiences a contractor-related problem will be considered to have failed the acceptance period. In the event the project fails the acceptance period, the acceptance period shall begin anew when the contractor notifies the Town that the project has been repaired and is ready to begin the acceptance period. In the event the project has not passed the acceptance period within three months from the date that the Town has been notified that the project is "Ready For Use", the contractor must replace the entire project at the failed site.

3.6 Invoicing and Payment

Upon acceptance by the Town of Belleair, invoices will reference an issued Purchase Order Number and be submitted to:

Town of Belleair
Support Services Department
ATTN: Joyce Sparkman
901 Ponce de Leon Blvd.
Belleair FL, 33756
(727) 588-3769x212
isparkman@townofbelleair.net

Accepted invoices will be paid within 30 days of the date the Town receives the invoice. Any dispute or protest to an invoice will be provided in writing to the selected vendor. The period for payment of a disputed invoice shall be tolled until such time both parties agree to the correct

form of the disputed invoice. Late payment penalties shall not exceed 1.5% of the amount past due.

3.7 Insurance

The successful respondent(s) agrees to maintain such insurance as will fully protect both the contractor and the town from any and all claims pursuant to the Workers Compensation Act or Employers Liability Laws, and from any and all other claims whatsoever, made by anyone whomsoever, that may arise from operations carried on under this Agreement, either by the contractor, any subcontractor or by anyone directly or indirectly engaged or employed by either of them.

Please see the attached insurance guide – Attachment F, for further insurance requirements.

3.8 Term of Contract

The initial term of this Agreement shall expire one year from the date the contract is signed, and it shall renew for an additional one year (12 months) period unless Owner notifies the Contractor of its intent not to renew at least 60 days before the expiration of the current annual contract term. If renewing, the contractor may resubmit an updated unit pricing in writing 60 days before the end of the first year.

3.9 Emergency Service Provider

The awarded bidder and the town shall draft a separate schedule of services for priority provision of services during a town declared state of emergency. The town shall receive priority service over other clients including private businesses and citizens. Any emergency service provision may occur after servicing clients who have a direct life-safety mission. Such vendors include hospitals, fire departments, police departments, other critical first response resources and public utility infrastructure.

Section 4. Solicitation Evaluation Criteria

4.1 Method of Award

The town anticipates entering into a contract with the Proposer or Proposers who submit the proposals judged by the town to be most advantageous. The Proposer understands that this RFP does not constitute an agreement or a contract with the Proposer. An official contract or agreement is not binding until proposals are reviewed and accepted by the town and executed by all parties. Town Commission may waive any informalities in any bid, may reject any or all bids, and may award the bid to other than the low bidder, if in its judgment such shall be in the best interest of the town.

4.2 Selection Criteria

The Town's evaluation criterion may include but shall not be limited to the following:

1. Overall responsiveness to the RFP and understanding of the work to be performed.
2. Qualifications and experiences

3. Cost of services. Although a significant factor, fees and expenses may not be the dominant factor. Unit pricing will be a particularly important factor when all the other evaluation criteria are relatively equal.

4.3 Scoring

Bidders will be scored on a combination of price, value, and qualifications.

Based on a total of 50 points

POINTS	DESCRIPTION
30	Price proposal. Lowest total prices will receive a higher point value.
10	Experience-Based on Questionnaire.
10	Ratings & References-Automatic 10 point award, points will be deducted for negative items.

4.4 Scoring Committee

The scoring committee shall consist of five members:

Micah Badana- Management Analyst II
Keith Bodeker- Construction Project Supervisor
Stefan Massol-Finance Supervisor
Micah Maxwell-Town Manager
JP Murphy- Assistant Town Manager

Attachment A

Solicitation Questionnaire

- 1) What year was the company established: _____
- 2) Name of parent company, if any: _____
- 3) Please list and describe any/all license holder(s) who will be performing the work specified in the solicitation (please attach additional sheets if necessary):

Name of License Holder 1:	
PCCLB No.:	State License No.:
Years with company:	Years Electrical experience:
Name of License Holder 2:	
PCCLB No.:	State License No.:
Years with company:	Years Electrical experience:
Name of License Holder 3:	
PCCLB No.:	State License No.:
Years with company:	Years Electrical experience:

- 4) Please list and describe the three most recent jobs performed by the company as primary contractor for a commercial client within the past five years:

Name of Client 1:	
Job site address:	Completion date:
Point of contact:	Phone:
Job cost:	
Scope of work:	
Equipment installed:	
Name of Client 2:	
Job site address:	Completion date:
Point of contact:	Phone:
Job cost:	
Scope of work:	
Equipment installed:	
Name of Client 3:	
Job site address:	Completion date:
Point of contact:	Phone:
Job cost:	
Scope of work:	
Equipment installed:	

- 5) Point of contact for insurer: Name: _____ Phone: _____
- 6) Please list any additional certifications held by the company or employees to be assigned to this task:

ATTACHMENT B

PRICE PROPOSAL FORM

Contractor hereby proposes and agrees to furnish street light maintenance items at the following price, to-wit:

ITEM NO.	Description of Item	Unit	Unit Price
1	Labor Rate: 1 Man	Hour	
2	Labor Rate: 2 Man	Hour	
3	Concrete Pole Install	Each	
4	Intermatic Timer: 1 Pole	Each	
5	Intermatic Timer: 2 Pole	Each	
6	Fuse Repairment	Each	
7	New Electrical Service (Duke)	Each	
8	Paver Remove/Reinstall	Squar Foot	
9	1" PVC Conduit	Linear Foot	
10	Direct Wire Splices Burial	Each	
11	#8 THHN Wire	Linear Foot	
12	Trenching: Grass	Linear Foot	
13	Trenching: Roadway	Linear Foot	
14	Replace Acorn Globe	Each	
15	Ground Boxes 14" x 19"	Each	
16	Water Jetting: Sidewalk	Linear Foot	
17	Water Jetting: Driveway	Linear Foot	
18	#10 THHN Wire	Linear Foot	
19	Replace Ballast Only	Each	
20	Replace Entire Fixture	Each	
21	#12 UF Cable From Pole Head to Hand Hold	Linear Foot	

ATTACHMENT C
DRUG-FREE WORKPLACE CERTIFICATION

Preference shall be given to businesses with drug-free workplace programs. Pursuant to Section 287.087, Florida Statutes, whenever two or more competitive solicitations that are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied providers has a drug free workplace program. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal 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 proposal, 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 894, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on any employee who is so convicted or require the satisfactory participation in a drug abuse assistance or rehabilitation program as such is available in the employee's community.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of applicable laws, rules and regulations.

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

BUSINESS NAME

PROVIDER'S SIGNATURE

Attachment D

Submittal Checklist

<i>Completed Coversheet</i>	<input type="checkbox"/>
<i>Completed Questionnaire</i> <i>(Attachment A)</i>	<input type="checkbox"/>
<i>Completed Rate Proposal Form</i> <i>(Attachment B)</i>	<input type="checkbox"/>
<i>Completed Drug Free Workplace Certification</i> <i>(Attachment C)</i>	<input type="checkbox"/>
<i>Package Labeled as Required by Section 2.12</i>	<input type="checkbox"/>
<i>Reviewed the Town website before submitting proposal</i>	<input type="checkbox"/>
<i>Package Due by 5/16/2016 11:00AM EST</i>	<input type="checkbox"/>
<i>Attached any Addendum Acknowledgement Forms if posted</i> <i>at www.TownofBelleair.com\Bids.aspx</i>	<input type="checkbox"/>

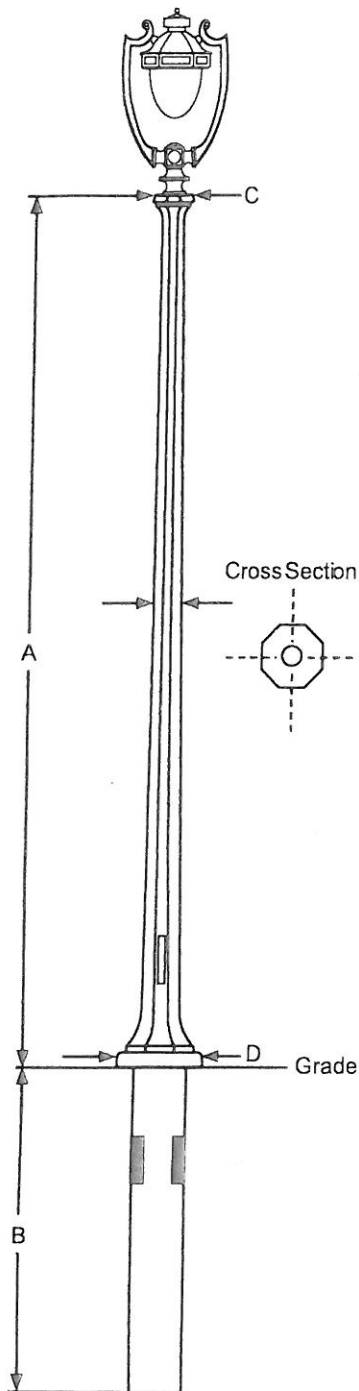
Attachment E

Street Light Specifications

Washington

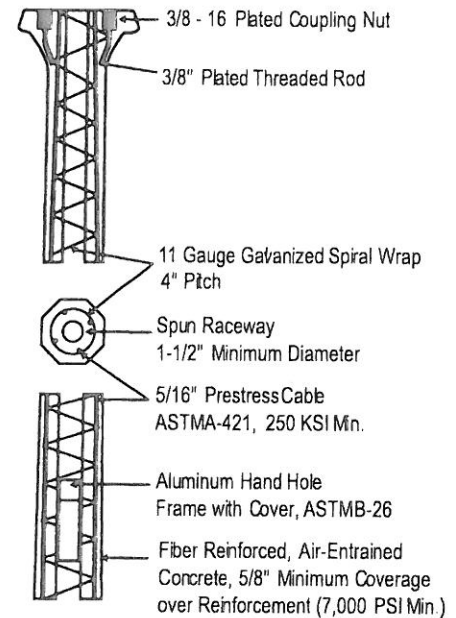
700 Series

Spun octagon

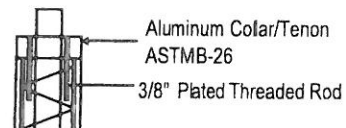


Typical Structural Detail

Tip for 710, 713, 715:



Tip for 712, 714, 720, 725:



Pole Dimensions

Pole No.	Above Ground Height (A)	Burial Depth (B)	Tip Diameter (C)	Base Diameter (D)	Est. Pole Weight (lbs.)
*A701	20"	----	2"	5-1/2"	10
D703	42"	42"	4-3/4"	10"	175
*D706	6'	3'	6"	10"	175
*D710	10'	4' 6"	8-1/2"	18"	850
D712	12'	4'	5-1/2"	18"	875
*D713	13'	4'	8-1/2"	18"	900
D714	14'	4' 6"	5-1/2"	18"	925
*D715	15'	4' 6"	8-1/2"	18"	950
D720	20'	5'	6"	18"	1,400
D725	25'	5'	5-1/2"	18"	1,575

Static, cast-in-place.

* Pole has decorative flared top.

Anchor Base units available upon request. Standard bolt circle is 15".

Pole Code

Standard Code: **D715** - **SG** - **EA** - **OT**

Mounting Type	Series + Height Above Ground	Color	Finish	Sealer	Options
(D) Direct Burial	701	(SG) Sky Gray	(E) Etched	(A) Acrylic	(B) Banner Arm
(A) Anchor Base	703	(MS) Midnight Sky Black	(M) Mold	(W) Waterseal	(C) Clamp-on Arm
	706	(CB) Charcoal Black		(G) Anti-Graffiti	(G) Ground Lug
	710	(SP) Salt & Pepper			(I) Threaded Insert
	712	(AW) Alpine White			(O) Outlet
	713	(TC) Terra Cotta			(T) Tenon
	714	(RG) Red Granite			
	715	(RR) Rustic Red			
	720	(SR) Sedona Red			
	725	(ER) Earthtone Red			
		(AR) Antique Red			
		(KG) Kelly Green			

Project : Town of Belleair Eagle's Nest Lighting

Order:

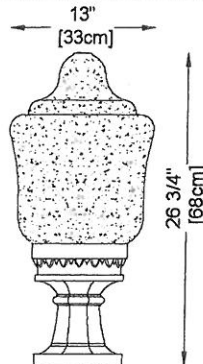
Type: A Luminaire : CP3091-LAF-S12-48W-3000K-120-RAL9005TX

Qty:82

Type: A Transition plate : CP3752-RAL9005TX

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Qty:82



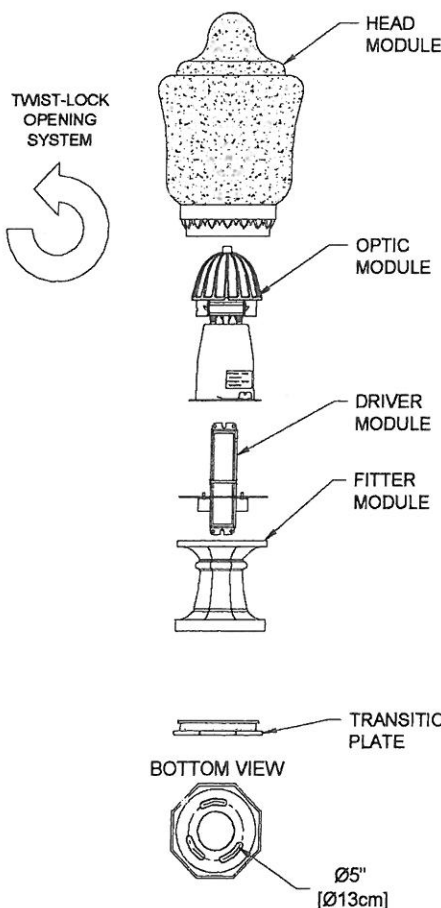
Luminaire components

Head module: Round shape, made of one-piece **clear frosted acrylic (LAF)** vessel. UV polymer resistant. The vessel is assembled with an aluminum die-cast ring on the locking system.

Opening system: A quarter-turn locking mechanism with constant pressure points. Allows a tool-free access inside the luminaire, to the lamp and ballast tray. Made with cast aluminum parts and sealed with a gasket compression system. The luminaire offers an IP66 weatherproof protection.

Fitter module: Octagonal shape, a cast aluminum fitter secured with 5/16-18 UNC set screws. Slip-fits on transition plate.

Transition plate: Octagonal shape, a cast aluminum plate having a 5"(13cm)Ø bolt circle for 3/8" screws. Slip-fits on a 6 3/4"(17cm) outside diameter x 3/8"(1cm) long tenon.



Optical/electrical components

LED: 48 watts , warm White (3000K), Super high flux output and high luminance, design for high current operation. Fast tool-free maintenance (LED Quick) that allows individual replacement of a defective LED by pulling out the proper unit.

Optic: I.E.S. type 5 (S12). The optic uses a multi-faceted reflector pre-anodized aluminum sheet (86% min. reflection), segmented in multiple facets and ventilated by multiple perforations and by heat sink radiator to keep the lamps temperature down and increase their longevity. The orientation of each facet has been meticulously calculated to optimise the light distribution for each application.

Driver module: With driver, primary voltage 120 to 277 volts. 60 Hz. Assembled on a tool-free removable stainless steel tray with quick-disconnect connectors. High power factor of 90%. Minimum starting temperature: -40°F (-40°C).

Generals/Options

Wiring/hardware: Type TEW 14-7. 12" (30cm) minimum exceeding from luminaire. All electrical connections are made with quick-disconnect connectors. All exposed hardware is stainless steel. Silicone gasketing are applied.

Color: RAL9005TX (Jet black) / **Finish:** textured ☒ or smooth ☐. Application of a polyester powder coat of paint. (5 mils /127 microns). The finish meets the ASTM G7, B117 and D1654 requirements relative to salt spray and humidity resistance. Cyclone recommends the textured finish for this product.

EPA : 0.9 ft²

Weight: 25 Lbs / 11 Kg

Stamp/Approval

Name :

Date :

File : CP3091 - TOWN OF BELLEAIR EAGLE'S NEST LIGHTING.DOC

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Designer : fricard

Attachment F

INSURANCE GUIDE I – MINOR CONTRACTS FOR SERVICE

Insurance.

- 1) The CONTRACTOR agrees to maintain such insurance as will fully protect both the CONTRACTOR and the TOWN from any and all claims under any Workers Compensation Act or Employers Liability Laws, and from any and all other claims of whatsoever kind or nature, made by anyone whomsoever, that may arise from operations carried on under this Agreement, either by the CONTRACTOR, any subcontractor, or by anyone directly or indirectly engaged or employed by either of them.
- 2) The insurance required by the terms of this Agreement shall in no event be less than:
 - (a) WORKERS' COMPENSATION:

Coverage is to apply for all employees for statutory limits in compliance with the applicable state and federal laws. The policy must include Employers' Liability with a limit of \$500,000 each accident, \$500,000 each employee, \$500,000 policy limit for disease.

- (b) COMMERCIAL GENERAL LIABILITY - OCCURRENCE FORM REQUIRED:

CONTRACTOR shall maintain commercial general liability (CGL) insurance with a limit of not less than \$300,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location/project in the amount of \$600,000. Products and completed operations aggregate shall be \$600,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury and advertising injury. Damage to rented premises shall be included at \$100,000 if applicable.

- (c) COMMERCIAL AUTOMOBILE LIABILITY INSURANCE:

CONTRACTOR shall maintain automobile liability insurance with a limit of not less than \$300,000 each accident for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired and non-- owned autos). The policy shall be endorsed to provide contractual liability coverage.

- 3) EVIDENCE OF INSURANCE:

The CONTRACTOR shall furnish the TOWN with Certificates of Insurance. The Certificates are to be signed by a person authorized by that insurer to bind coverage on its behalf. The TOWN is to be specifically included as an additional insured on all policies except Workers' Compensation. In the event the insurance coverage expires prior to the completion of the project, a renewal certificate shall be issued 30-days prior to said expiration date. The policy shall provide a 30-day notification clause in the event of cancellation or modification to the policy. All certificates of insurance must be on file with and approved by the TOWN before the commencement of any work activities.

- 4) INDEMNIFICATION:

To the fullest extent permitted by applicable law, Contractor shall protect, defend, indemnify, save and hold the TOWN, its agents, officials, and employees harmless from and against any and all claims, demands, fines, loss or destruction of property, liabilities, damages, for claims based on the negligence, misconduct, or omissions of the CONTRACTOR resulting from the CONTRACTOR's work as further described in this contract, which may arise in favor of any person or persons resulting from the CONTRACTOR's performance or non-performance of its

Attachment F

obligations under this contract except any damages arising out of personal injury or property claims from third parties caused solely by the negligence, omission(s) or willful misconduct of the TOWN, its officials, commissions, employees or agents, subject to the limitations as set out in Florida general law, Section 768.28, Florida Statutes, as amended. Further, CONTRACTOR hereby agrees to indemnify the TOWN for all reasonable expenses and attorney's fees incurred by or imposed upon the TOWN in connection therewith for any loss, damage, injury or other casualty. CONTRACTOR additionally agrees that the TOWN may employ an attorney of the TOWN's own selection to appear and defend any such action on behalf of the TOWN, at the expense of the CONTRACTOR. The CONTRACTOR further agrees to pay all reasonable expenses and attorney's fees incurred by the TOWN in establishing the right to indemnity.