



**MANATEE COUNTY GOVERNMENT
REQUEST FOR QUOTATION #15-0566-DS
Resurfacing of Basketball and Tennis Courts at various locations**

DATE ISSUED: **January 14, 2015**

DUE DATE: **January 29, 2015 at 2:00 PM**

Clarification of Question Deadline: January 23, 2015 at 2:00 pm

Acceptable methods of receipt:

Email Address: donna.stevens@mymanatee.org

FAX: (941) 749-3034

US MAIL to: Manatee County Purchasing Division Department
(RFQ#15-0566-DS)

1112 Manatee Avenue West, Suite 803, Bradenton FL 34205

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Manatee County invites your participation in the following quotation. The specifications stated herein are of the minimum requirements. All quotes submitted must be in accordance with the General Terms and Conditions, and Specific Terms and Conditions.

Manatee County, a political subdivision of the State of Florida, (Hereinafter "Manatee County" or the "County") will receive quotations from individuals, corporations, partnerships, and other legal entities organized under the laws of the State of Florida or authorized to conduct business in the State of Florida.

Important Note: A prohibition of Lobbying has been enacted. Please review paragraph (page 2) carefully to avoid violation and possible sanctions.

FOR CLARIFICATION/INFORMATION CONTACT:

donna.stevens@mymanatee.org

Authorization to release

DM Stevens

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THE PURPOSE

The work included in this contract consists of the resurfacing of the following courts; Blackburn Tennis Courts (2 courts), Holmes Beach Tennis Courts (3 courts); East Bradenton Basketball Court (1 court), Buffalo Creek Basketball Court (1 court), JP Miller Tennis Courts (4 courts), Palmetto Tennis Courts (4 courts) and University Park Tennis Courts (2 courts) in accordance with the scope of work located within this Request for Quote.

SPECIFICATIONS

Quoter must submit quotes strictly in accordance with the Request for Quote specifications.

CLARIFICATION & ADDENDA

Each Quoter shall examine all Request for Quote documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Request for Quote shall be made through the Manatee County Purchasing Division. The County shall not be responsible for oral interpretations given by any County employee, representative, or others. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

QUALITY GUARANTEE AND REMEDIAL CLAUSE

If any work or material does not meet specifications, or materials furnished in conjunction with the work will not produce the results required of the work, the contractor will be required to rectify any and all work involved in the unsatisfactory situation. If the unsatisfactory work or materials involves other contractors who are blameless, then it shall be the responsibility of the contractor responsible for the faulty work or the furnishing of unsatisfactory materials to reimburse the blameless contractors for any and all additional work or materials required due to the faulty work or materials.

QUALITY TERMS

The County reserves the right to reject any or all work or materials used in the work, if in its judgment the work or materials reflect unsatisfactory workmanship, or manufacturing defects

COSTS INCURRED IN RESPONDING

This solicitation does not commit the County to pay any costs incurred in the submission of quotes or make necessary studies or designs for the preparation thereof, nor to procure or contract for the equipment.

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LOBBYING

After the issuance of any Request for Quotation, prospective Quoters, or any agent, representative or person acting at the request of such quoter shall not contact, communicate with or discuss any matter relating in any way of the Request for Quote with any officer, agent, or employee of Manatee County other than the Purchasing Official or as directed in the Request for Quotation. This prohibition includes the act of carbon copying officers, agents or employees of Manatee County on email correspondence. This requirement begins with the issuance of any Request for Quote, and ends upon execution of the final Contract or when the quotation has been canceled.

Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Purchasing Code of Laws Chapter 2-26.

DISCLOSURE

Upon receipt, all inquiries and responses to inquiries related to this Request for Quotation becomes "Public Records", and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes.

BE GREEN

All Quoters/Bidders/Proposers (*as applicable*) are encouraged to use as many **environmentally preferable "green"** products, materials, supplies, etc. as possible in order to promote a safe and healthy environment. **Environmentally preferable are products or services that have a reduced adverse effect on the environment.** Provide detail of your organization's initiative and its ability to meet the goal of environmental sustainability.

TAXES

Manatee County is exempt from Federal Excise and State Sales Taxes (F.E.T. Exempt Cert. No. **59-78-0089K** and FL Sales Tax Exempt Cert. (No. **85-8012622206C-6**), therefore, the Quoter is prohibited from delineating a separate line item in his/her quote for any sales or service taxes. Nothing herein shall affect the Quoter's normal tax liability.

MATHEMATICAL ERRORS (Unit Based Quotations)

In the event of multiplication/extension error (s) the unit price shall prevail. In the event of additional error (s) the extension totals will prevail. All quotes shall be reviewed mathematically and corrected, if necessary, using these standards, prior to additional evaluation.

ENCLOSURE

Public Entity Crime Affidavit (Form No. PUR: 7068) shall be submitted complete with all quotes in excess of \$ 10,000.

The Statement of No Offer shall be submitted if applicable.

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RESERVED RIGHTS

The County reserves the right to accept or reject any and/or all quotes, to waive irregularities and technicalities and to request resubmission. Also, the County reserves the right to accept all or any part of the quote and to increase or decrease quantities to meet additional or reduced requirements of the County. Any sole response received by the first submission date may or may not be rejected by the County depending on available competition and current needs of the County. For all items combined, the quote of the lowest responsive, responsible quoter will be accepted, unless all quotes are rejected.

The lowest responsible quoter shall mean that quoter who makes the lowest quote to sell goods and/or services of a quality which meets or exceeds the quality of goods and/or services set forth in the attached specifications or otherwise required by the County, and who is fit and capable to perform the quote as made.

To be responsive, a quoter shall submit a quote which conforms in all material respects to the requirements set forth in the Request for Quote. To be a responsible quoter, the quoter shall have the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance. Also, the County reserves the right to make such investigation as it deems necessary to determine the ability of any quoter to furnish the service requested. Information the County deems necessary to make this determination shall be provided by the quoter. Such information may include, but shall not be limited to: current financial statements, verification of availability of equipment and personnel, and past performance records.

MBE/WBE

The State of Florida, Office of Supplier Diversity provides the certification process and the database for identifying certified MBE/WBE firms. This service may be directly accessed at <http://www.osd.dms.state.fl.us/iframe.htm>.

DISCOUNTS

Any and all discounts must be incorporated in the prices contained in the quote; and not shown separately. The prices as shown on the quote form shall be the price used in determining award(s).

QUOTE EXPENSES

All expenses for making Quotes to the County are to be borne by the Quoter.

APPLICABLE LAWS

Quoters must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County will apply to any resulting Contract.

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APPLICABLE LAWS (Continued)

Any involvement with any Manatee County procurement shall be in accordance with Manatee County Purchasing Ordinance as amended. Any actual or prospective Quoter who is aggrieved in connection with the solicitation or award of a Contract may protest to the Board of County Commissioners of Manatee County as required in Manatee County Code of Laws.

CODE OF ETHICS

With respect to this quote, if any Quoter violates, directly or indirectly, the ethics provisions of the Manatee County Purchasing Code and/or Florida criminal or civil laws related to public procurement, including but not limited to Florida Statutes Chapter 112, Part II, Code of Ethics for Public Officers and Employees, such Quoter will be disqualified from eligibility to perform the work described in this Request for Quote, and may also be disqualified from furnishing future goods or services to, and from submitting any future quotes or bids to supply goods or services to, Manatee County.

By submitting a quote, the Quoter represents to the County that all statements made and materials submitted are truthful, with no relevant facts withheld. If a Quoter is determined to have been untruthful in its quote or any related presentation, such Quoter will be disqualified from eligibility to perform the work described in this Request for Quote and may also be disqualified from furnishing future goods or services to, and from submitting any future quotes to supply goods or services to, Manatee County.

COLLUSION

By offering a submission to this Quotation, the Quoter certifies that he has not divulged, discussed or compared their quote with any other Quoter, and has not colluded with any other Quoter or parties to this quote whatsoever. Also, Quoter certifies, and in the case of a joint quote each party thereto certifies as to their own organization, that in connection with this quote:

- a. any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or Contract for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other Quoter or with any competitor;
- b. any prices and/or cost data quoted for this quote have not been knowingly disclosed by the Quoter and will not knowingly be disclosed by the Quoter, prior to the scheduled opening, directly or indirectly to any other Quoter or to any competitor;
- c. no attempt has been made or will be made by the Quoter to induce any other person or firm to submit or not to submit a quote for the purpose of restricting competition;

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COLLUSION (Continued)

- d. the only person or persons interested in this quote, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this quote or in the Contract to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure this Contract upon an Contract or understanding or a commission, percentage, brokerage or contingent fee accepting bona fide employees or established commercial agencies maintained by Quoter for purpose of doing business

LEGAL NAME

Quotes shall clearly indicate the **legal name, address, telephone number and email address** of the Quoter. Quotes shall be signed as indicated on the Quote Form. The signer must have the authority to bind the Quoter to the submitted Quote.

EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

In accordance with the provisions of Title VI of the Civil Rights Act of the Civil Rights Act of 1964 and Title 15, Part 8 of the Code of Federal Regulations, Manatee County hereby notifies all prospective offerors that they will affirmatively ensure minority business enterprises will be afforded full opportunity to participate in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an Award of Contract.

IRREVOCABLE OFFER

Any Quote may be withdrawn up until the date and time set for opening of the Quote. Any Quote not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of **ninety (90) days** to sell to Manatee County the goods or services set forth in the attached specifications until one or more of the Quotes have been duly accepted by the County.

DESCRIPTIVE INFORMATION

Unless otherwise specifically provided in the specifications, all equipment, materials and articles incorporated in the Work covered by this Contract shall be new and of the most suitable grade for the purpose intended. Unless otherwise specifically provided in the specifications, reference to any equipment, materials, article or patented process, by trade name, brand name, make or catalog number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition.

USE OF TRADE NAMES (If Applicable)

Brand or trade names referenced in the specifications are for comparison purposes only. Vendors may submit quotes on items manufactured by other than the manufacturer specified. In these instances quotes must be accompanied with all descriptive information necessary for a thorough evaluation of the proposed material or equipment such as detailed drawings and specifications, certified operation and test data, and experience records, as well as an itemized list of any variances from, or

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USE OF TRADE NAMES (If Applicable)

exceptions taken to the specifications. Failure of any vendor to furnish this data will be cause for rejection of the specified item to which it pertains.

BASIS OF AWARD

The County shall award to the responsive, responsible quoter having the lowest grand total quotation for Resurfacing of Basketball and Tennis Courts at various locations meeting all specifications contained in the Request for Quotation. Quoters are required to quote all items on the Quotation Form to be considered responsive. **Inspection of the project site is a prerequisite for award. (Only one award shall be made).**

Whenever two (2) or more quotes are equal with respect to price, quality and service, the quote received from a local business shall be given preference in award. Whenever two (2) or more quotes which are equal with respect to price, quality and service are received and both quotes and neither of these quotes are received from a local business, the award shall be determined by a chance drawing conducted by the Purchasing Office and open to the public.

Local business is defined as a business duly licensed and authorized to engage in the sale of goods or services to be procured, which has a place of business in Manatee County with full time employees at the location.

WITHDRAWAL OF OFFERS

Contractors may withdraw offers as follows: a) Mistakes discovered before the opening of a solicitation may be withdrawn by written notice from the Quoter submitting the offer. This request must be received in the office designated for receipt of offers in the solicitation document prior to the time set for delivery and opening of the offers. A copy of the request shall be retained and the unopened offer returned to the Contractor. B) After the responses to a solicitation are opened or a selection has been determined, but before a Contract is signed, a Contractor alleging a material mistake of fact may be permitted to withdraw their offer if: (1) the mistake is clearly evident on the solicitation document; or (2) the quoter submits evidence which clearly and convincingly demonstrates that a mistake was made. Request to withdraw an offer must be in writing and approved by the Purchasing Official.

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SUBCONTRACTORS

Subcontractors shall be bound by the terms and conditions of this Contract insofar as it applies to their Work, but this shall not relieve the prime Contractor from the full responsibility of the County for the proper completion of all Work to be executed under this Contract.

The employment of unauthorized aliens by any Quoter is considered a violation of Section 274 (e) of the Immigration and Employment Act. If the Quoter knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Contract.

QUALIFICATIONS OF THE QUOTER

The Quoter must have a minimum of three (3) years' experience in resurfacing tennis and basketball courts as prime Contractor, on at least three projects of similar size which is the subject of this Request for Quotation.

Each Quoter must be prepared to submit with five (5) days of the County's request; written evidence such as previous experience, present commitments and other such data as may be requested. Quoter must be able to provide evidence of Quoters' qualification to do business in the State of Florida.

A complete list of all subcontractors proposed for any portion of the Work may be requested of any Quoter deemed necessary by the County. Subcontracts shall be awarded only to those subcontractors considered satisfactory by the County.

INSPECTION OF SITE

Inspections of the site (s) are a requirement to be considered for award of this Contract.

Prior to submitting a Quote Form, each quoter shall examine the sites and all conditions thereon fully familiarizing themselves with the full scope of the project. Failure to become familiar with site conditions will in no way relieve the successful Quoter from the necessity of furnishing any materials or performing any work that is required to complete the project in accordance with the specifications.

(Locations)

Blackburn Tennis Courts	3870 Memphis Rd, Ellenton, Florida
Holmes Beach Tennis Courts	6200 Flotilla Drive, Holmes Beach, Florida
East Bradenton Basketball Court	1119 13 th St. East, Bradenton, Florida
Buffalo Creek Basketball Court	7550 69 th Street East, Palmetto Florida
J.P. Miller Tennis Courts:	4200 9 th Avenue West, Bradenton, Florida
Palmetto Tennis Courts	10 th Street West, Palmetto, Florida
University Park Tennis Courts	7850 Cooper Creek Blvd., Bradenton, Florida

Site visit (s) shall be acknowledged in Quote Form, page 22.

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CONTRACT FORMS

The Contract resulting from the acceptance of quote shall be in the form of the Contract stated in the quotation

ASSIGNMENT OF CONTRACT

Contractor shall not assign, transfer, convey, sublet or otherwise dispose of this Contract or of his right, title, or interest therein, or his power to execute such Contract, or to assign any monies due or to become due there under to any other person, firm or corporation unless first obtaining the written consent of the County. The giving of such consent to a particular subcontractor assignment shall not dispense with the necessity of such consent to any further or other assignment.

COMPLETION OF WORK

The Work will be completed and ready for final inspection within the specified calendar days from the date the Contract Time commences to run. Resurfacing of Basketball and Tennis Courts at the Various Locations is based on **a thirty (30) day calendar day completion per each location**. The quote commencement dates are based upon the issuance of the Notice to Proceed for each location. The Notice to Proceed will be initiated by the location coordinator.

PAYMENT

Within forty-five (45) days after delivery by the vendor, acceptance by the County, and presentation of an appropriate invoice, the County shall pay the total amount as indicated on the Quote Form.

WARRANTY AND GUARANTEE PROVISIONS

All work, materials, and equipment furnished as defined herein shall be guaranteed and warranted by the Contractor for a minimum period of one (1) year, unless otherwise specified, from final acceptance by the County to be free from defects due either to faulty materials or equipment or faulty workmanship.

All materials, equipment, and workmanship furnished and installed by the Contractor is warranted and guaranteed by the Contractor to be such as to meet the required standards and to accomplish the purposes and functions required standards and to accomplish the purposes and functions of the project as defined, detailed, and specified herein

The County shall, following discovery thereof, promptly give written notice to the Contractor of faulty materials, equipment, or workmanship within the period of the guarantee and the Contractor shall promptly replace any part of the faulty equipment, material, or workmanship at his own cost. These warranty and guarantee provisions create no limitations on the County as to any claims or actions for breach of guaranty or breach of warranty that the County might have against parties other than the Contractor, and do not constitute exclusive remedies of the County against the Contractor.

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ROYALTIES AND PATENTS (IF APPLICABLE)

The Contractor shall pay all royalties and license fees for equipment or processes in conjunction with the equipment and/or services being furnished. Contractor shall defend all suits or claims for infringement of any patent trademark or copyright, and shall save the County harmless from loss on account thereof, including costs and attorney's fees.

AUTHORIZED PRODUCT REPRESENTATION (IF APPLICABLE)

The Contractor, by virtue of submitting the name and specifications of a manufacturer's product, will be required to furnish the named manufacturer's product. Failure to perform accordingly may, in the County's sole discretion, be deemed a breach of Contract, and shall constitute grounds for the County's immediate termination of the Contract.

REGULATIONS

It shall be the responsibility of the Quoter to assure compliance with any OSHA, EPA and/or other federal or state of Florida rules, regulations or other requirements as each may apply.

CANCELLATION

The Purchase Order (Contract) shall be subject to immediate cancellation, if either product or service does not comply with the specifications, terms, or conditions stated herein. Products or services which do not comply with the specifications, terms or conditions stated herein will be returned and no payment for such defective items shall be due.

INDEMNIFICATION

The Contractor covenants and agrees to indemnify and save harmless the County, its agents and employees, from and against all claims, suits, actions, damages, causes of action, or judgments arising out of the terms of the resulting Contract or any personal injury, loss of life, or damage to the property sustained as a result of the performance or non-performance of services or delivery of goods; from and against any orders, judgments, or decrees, which may be entered against the County, its agents or employees; and from and against all costs, attorney's fees, expenses and other liabilities incurred in the defense of any such claim, suit or action, and the investigation thereof. Nothing in the award, resulting Contract, Contract or Purchase Order shall be deemed to affect the rights, privileges and immunities of the County as set forth in Florida Statute Section 768.28.

MANUALS, SCHEMATICS, HANDBOOKS (IF APPLICABLE)

All manuals, schematics and handbooks shall be provided which are applicable to the equipment delivered. An operators manual, parts manual and technician manual must also be provided. Parts lists (manuals) must include OEM part numbers for items not manufactured by the Quoter. Contractor shall furnish two (2) copies of each.

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CONTRACT CONTINGENCY WORK

This Quote Item entails a monetary allowance which is used at County's discretion to handle unexpected conditions as required to satisfactorily complete the Project in accordance with the plans and Specifications. A Field Directive must be issued by an authorized County Representative to authorize use of Contract Contingency funds.

The percentage for Contract Contingency is listed on the Bid Form. Vendor shall enter the amount for Contract Contingency based on the percentage of their Total Base Quote.

The total Contract Award will include the Contract Contingency funds.

Appropriate uses of Contract Contingency funds include increases to existing Quote item quantities that do not change the initial Scope of Work, which may be directed by staff, modified items not originally quoted which were unforeseen yet necessary during the construction to provide a safe, complete Project and that do not change the initial Scope of Work, and unanticipated conflicts and/or design changes required during construction which are necessary to provide a safe, complete Project and that do not change the initial Scope of Work.

Inappropriate uses of Contract Contingency funds include anything that changes the initial Scope of Work, including the Contract Price and Contract Time, and adding Quote items not previously contemplated that change the initial Scope of Work.

SCHEDULE OF VALUES (if applicable)

Unit Prices shall be established for these contracts by the submission of a schedule of values. The Contractor shall submit a Schedule of Values within **ten days** of Notice to Proceed date. The Schedule shall include quantities and prices of items equaling the total Price and will subdivide the Work into component parts in sufficient detail to serve as a basis for process payments during construction. Such prices will include an appropriate amount of overhead and profit applicable to each item of work. Upon request of the County, the Contractor shall support the values with data which will substantiate their correctness.

NO DAMAGES FOR DELAY

No claim for damages or any claim other than for an extension of time shall be made or asserted against the County by reason of any delays. The Contractor shall not be entitled to an increase in the Total Contract Price or payment or compensation of any kind from the County or direct, indirect, consequential impact or other costs, expenses for damages, including but not limited to costs of acceleration or inefficiency arising because of delay, disruption, interference or hindrance from any cause whatsoever; provided; however, that this provision shall not preclude recovery or damages by the Contractor for hindrance or delays due solely to fraud, bad faith, or active interference on part of the County or its agents. Otherwise, the Contractor shall only be entitled to extensions of the Contract Time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

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NO INTEREST

Any monies not paid by the County when claimed to be due to the Contractor under this Contract shall not be subject to interest including prejudgment interest. Any monies not paid by the County when claimed to be due to the Contractor for damages awarded in the case of construction delays shall not be subject to prejudgment interest.

INSURANCE

The Contractor will not commence work under a Contract until all insurance under this section and such insurance coverage as might be required by the County has been obtained. The Contractor shall obtain, and submit to the Purchasing Division within ten (10) calendar days of request, at his expense, the following minimum amounts of insurance (inclusive of any amounts provided by an umbrella or excess policy):

- a. Workers' Compensation/Employers' Liability
Part One - There shall be no maximum limit (other than as limited by the applicable statute) for liability imposed by Florida Workers' Compensation Act or any other coverage required by the Contract

- a. Workers' Compensation/Employers' Liability
documents which are customarily insured under Part One of the standard Workers' Compensation Policy.

Part Two - The minimum amount of coverage required by the Contract documents which are customarily insured under Part Two of the standard Workers' Compensation Policy shall be:

<u>\$1,000,000</u>	(Each Accident)
<u>\$ 500,000</u>	(Disease-Policy Limit)
<u>\$ 100,000</u>	(Disease-Each Employee)

- b. Commercial General Liability
The limits are to be applicable only to work performed under this Contract and shall be those that would be provided with the attachment of the Amendment of Limits of Insurance (Designated Project or Premises) endorsement (ISO Form CG 25 03) a Commercial General Liability Policy with the following minimum limits.

General Aggregate:

Products/Completed Operations Aggregate	<u>\$1,000,000</u>
Personal and Advertising Injury	<u>\$1,000,000</u>
Each Occurrence	<u>\$1,000,000</u>

Fire Damage (Any One Fire)	<u>\$Nil</u>
Medical Expense (Any One Person)	<u>\$Nil</u>

- c. Business Auto Policy
Each Occurrence Bodily Injury and
Property Damage Liability Combined \$1,000,000
Annual Aggregate (if applicable): \$1,000,000

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INSURANCE (Continued)

- d. Property Insurance
If this Contract includes construction of or additions to above ground buildings or structures, Contractor shall provide "**Builder's Risk**" insurance with the minimum amount of insurance to be 100% of the value of such addition(s), building(s), or structure(s).
- e. Installation Floater
If this Contract does not include construction of or additions to above ground building or structures, **but does involve** the installation of machinery or equipment, Contractor shall provide an "**Installation Floater**" with the minimum amount of insurance to be 100% of the value of such addition(s), building(s), or structure(s).
- f. Certificates of Insurance and Copies of Policies
 Certificates of Insurance in triplicate evidencing the insurance coverage specified herein shall be filed with the Purchasing Official before operations are begun. The required certificates of insurance shall name the types of policy, policy number, date of expiration, amount of coverage, companies affording coverage, and also shall refer specifically to the Bid number and title of the project. All insurance policies required herein shall be issued by companies that are authorized to do business under the laws of the State of Florida and hold an A.M. Best rating of A- or better. Insurance, as specified herein, shall remain in force and effect for the duration of the project including any warranty periods.
- g. Complete Policies: The entire and complete insurance policies required herein shall be provided to the County on request.

 If the initial insurance expires prior to the completion of operations and/or services by the Contractor, renewal certificates of insurance and required copies of policies shall be furnished by the Contractor and delivered to the Purchasing Official thirty (30) days prior to the date of their expiration. Nothing herein shall in any manner create any liability of the County in connection with any claim against the Contractor for labor, services, or materials, or of Subcontractors; and nothing herein shall limit the liability of the Contractor or Contractor's sureties to the County or to any workers, suppliers, material men or employees in relation to this Contract.
- h. Certification Requirements – In order for the certificate of insurance to be accepted it must comply with the following:
1. The certificate holder shall be:
Manatee County, a political subdivision of the State of Florida
P.O. Box 1000
Bradenton, FL 34206-1000

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INSURANCE (Continued)

2. Certificate shall be mailed to:
Manatee County Purchasing Division
1112 Manatee Avenue West, 8th Floor
Suite 803
Bradenton, FL 34205
Attn: Donna M. Stevens, Contract Specialist
- i. By way of its submission of a Quote hereto, Quoter
1. Represents that Quoter maintains, and will maintain during the term of any Contract arising from this solicitation, insurance coverage from responsible companies duly authorized to do business in the State of Florida, as set forth in this solicitation;
 2. Agrees that, upon County's request, appropriate evidence of the insurance requirements set forth in this solicitation will be produced by Quoter within ten (10) calendar days from the date of notice of Intent to Award; and
 3. Agrees that, insurance should not be cancelled without thirty (30) days' notice to County and must be endorsed to provide same. Failure of Quoter to obtain and maintain proper amounts of insurance as called for herein shall constitute a material breach of the resulting Contract by successful Quoter

CONSTRUCTION OF CONTRACT

This Contract and the rights and responsibilities hereunder shall not be construed more strongly against either party, regardless of the extent to which such party may have participated in the preparation hereof.

PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES

A person or affiliate who has been placed on the State's convicted vendor list following a conviction for a public entity crime. As that term is defined in Florida Statute (F.S.) § 287.017 for **CATEGORY TWO** for a period of thirty-six (36) months following the date of being placed on the convicted list.

In addition, the Manatee County Code of Laws prohibits the award of any Contract to any person or entity who/which has, within the past five (5) years, been convicted of, or admitted to in court or sworn to under oath, a public entity crime or of any environmental law that, in the reasonable opinion of the Purchasing Official, establishes reasonable grounds to believe the person or business entity will not conduct business in a responsible matter. To insure compliance with the foregoing, the Code requires all persons or entities desiring to Contract with the County to execute and file with the Purchasing Official an affidavit, executed under the pain and penalties of perjury, confirming that person, entity and any person(s) affiliated with the entity, does not have

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PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES (Continued)

such a record and is therefore eligible to seek and be awarded business with the County. In the course of a business entity other than a partnership or a corporation, such affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, such affidavit shall be executed by the general partner (s). A Public Contracting and Environmental Crimes Certification form is attached for this purpose.

FORCE MAJEURE

Delays in any performance by any party contemplated or required hereunder due to fire, flood sinkhole, earthquake or hurricane, acts of God, unavailability of materials, equipment or fuel, war, declaration of hostilities, revolt, civil strife, altercations or commotions, strike, labor dispute, or epidemic, archaeological excavation, lack of or failure of transportation facilities, or any law, order, proclamation, regulation, or ordinance of any government or any subdivision thereof, or for any other similar cause to those enumerated, beyond the reasonable control and which with due diligence could not have been reasonably anticipated, shall be deemed to be events of Force Majeure and such delays shall be excused. In the event such party is delayed in the performance of any Work or obligation pursuant to the Purchase Order for any of the events of Force Majeure stated in this section.

ePAYABLES

Manatee County and Clerk of the Circuit Court have partnered to offer the ePayables program, which allows payments to be made to vendors via credit cards. The Clerk will issue a unique credit card number to each vendor; the card has a zero balance until payments have been authorized.

After goods are delivered or services rendered, vendors submit invoices to the remit to address on the purchase order according to the current process. When payments are authorized, an email notification is sent to the vendor. The email notification includes the invoice number(s), invoice date(s), and amount of payment. Once the vendor receives the email, the credit card has been authorized to be charged for the amount listed in the email. When the vendor charges the full amount authorized in the email, the card will return to a zero balance until the next payment is authorized.

There is no cost for vendors to participate in this program; however, there may be a charge by the company that processes your credit card transactions.

If you are interested in participating in this program, please complete Form D, ePayables Application and return the completed form via email to Ms. Lori Bryan, Supervisor at lori.bryan@manateeclerk.com.

NOTE: ANY OR ALL STATEMENTS CONTAINED IN THE FOLLOWING SECTIONS: MINIMUM QUALIFICATIONS & BASIS OF AWARD, GENERAL TERMS AND CONDITIONS, OR SPECIFICATIONS, WHICH VARY FROM THE INFORMATION TO BIDDERS/QUOTERS, SHALL HAVE PRECEDENCE.

End of Section

MANATEE COUNTY LOCAL PREFERENCE LAW AND QUOTER REGISTRATION

Quoter Registration

All Quoters are encouraged to register with Manatee County using the on-line "Quoter Registration" web page on www.mymanatee.org.

Enclosed are a copy of the current Manatee County law that details the County's Local Preference and the County's definition of a Local Business.

If you assert that your firm meets the stated definition of a Local Business, we ask that in addition to registering on the County's Web page, you fill out the attached "**Affidavit As To Local Business Form**" that is included in this section, have the completed document notarized, and mail the original to the following address: Manatee County Administration Center, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

Your cooperation in registering your business with Manatee County will enhance our opportunities to identify sources for goods and services, plus identify Local Businesses. This information is used for soliciting quotations up to \$250,000.00 and for competitive solicitations of larger purchases.

You will note that Manatee County collaborates with the Manatee Chamber of Commerce, posting bids on www.manatee-chamber.com as well as using the same Quoter categories for registration.

Our staff can assist you with your registration as needed. Our office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday on regular business days. Please call (941) 749-3014 if you wish to have a purchasing staff member assist you.

Quick steps to registration: **www.mymanatee.org**

A link to "Purchasing" is listed under "Quick Links" on page one of the County Web Site.

On the left hand side of the Purchasing Web page, click on "Quoter Registration".

This will bring up the Quoter Registration form for on-line input. Please note that the definition of a "Local Business" changed on March 17, 2009. The Web page will be updated to include the current Law which has been provided in this section of the bid.

Thank you for reviewing this information and considering registering your business with Manatee County. Registration is not mandatory; however, by taking the time to register, you are helping the County to provide timely notifications of quotation, bid and proposal opportunities to your business.

Section 2-26-6. Local preference, tie bids, local business defined.

(a) Whenever a responsible local business Quoter and a responsible non-local business Quoter are found, upon the opening of bids, to have both submitted the lowest responsive bid, the bid of the local Quoter shall be awarded the contract. Should more than one responsible local business Quoter match the responsible non-local business Quoter's lowest responsive bid, or should no responsible local business Quoter match the lowest responsive bid but two or more responsible non-local business Quoters submit lowest responsive bids for equal amounts, then the award of the contract shall be determined by a chance drawing, coin toss, or similar tie-breaking method conducted by the purchasing office and open to the public. Any Quoters seeking to be recognized as local businesses for purposes of this local business preference provision may be required by the terms of the bid announcement to certify they meet the definition of local business set forth in this section, and to register as a local business with the County in the manner prescribed by the County to facilitate the County's ability to track the award of contracts to local businesses and to allow the County to provide future notifications to its local businesses concerning other bidding opportunities.

(b) Nothing herein shall be deemed to prohibit the inclusion of requirements with respect to operating and maintaining a local place of business in any invitation for bids when the Quoter's location materially affects the provisions of the services or supplies that are required by the invitation.

(c) Local business is defined as a business legally authorized to engage in the sale of the goods and/or services to be procured, and which certifies within its bid that for at least six (6) months prior to the announcement of the solicitation of bids it has maintained a physical place of business in Manatee, Desoto, Hardee, Hillsborough, Pinellas or Sarasota County with at least one full-time employees at that location.

(d) Each solicitation for bids made by the County shall contain terms expressly describing the local business preference policies of the County, and shall provide that by electing to submit a bid pursuant to a request for bids, all Quoters are deemed to understand and agree to those policies.

(e) For all contracts for architecture, professional engineering, or other professional services governed by Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, the County shall include the local business status of a firm among the factors considered when selecting which firms are "most highly qualified." In determining which firm is the "most qualified" for purposes of negotiating a satisfactory contract, preference shall be given to a local business where all other relevant factors are equal.

(f) Local preference shall not apply to the following categories of contracts:

1. Goods or services provided under a cooperative purchasing agreement or similar "piggyback" contract;
2. Contracts for professional services subject to Florida Statute § 287.055, the Consultants' Competitive Negotiation Act, except as provided for in subsection (e) above;

**MANATEE COUNTY GOVERNMENT
AFFIDAVIT AS TO LOCAL BUSINESS
(Complete and Initial Items B-F)**

A. Authorized Representative

I, [name] _____, am the [title] _____
and the duly authorized representative of: [name of business] _____
_____, and that I possess direct personal knowledge to make informed responses to these
certifications and the legal authority to make this Affidavit on behalf of myself and the business for which I
am acting; and by electing to submit a bid pursuant to this Invitation for Bids, shall be deemed to understand
and agree to the local business preference policies of Manatee County; and that I have the direct knowledge
to state that this firm complies with all of the following conditions to be considered to be a Local Business as
required by the Manatee County Code of Laws, Section 2-26-6.

B. Place of Business: I certify that the above business is legally authorized to engage in the sale of goods
and/or services and has a physical place of business in Manatee, DeSoto, Hardee, Hillsborough, Pinellas or
Sarasota County with at least one (1) fulltime employee at that location. The physical address of the location
which meets the above criteria is: _____ [Initial] _____

C. Business History: I certify that business operations began at the above physical address with at least
one fulltime employee on [date] _____ [Initial] _____

D. Criminal Violations: I certify that within the past five years of the date of this Bid announcement, this
business has not admitted guilt nor been found guilty by any court or local, state or federal regulatory
enforcement agency of violation of any criminal law or administrative regulation regarding fraud. [Initial] _____

E. Citations or Code Violations: I certify that this business is not currently subject to any unresolved
citation or notice of violation of any Manatee County Code provision, with the exception of citations or notices
which are the subject of a legal current appeal within the date of this bid announcement. [Initial] _____

F. Fees and Taxes: I certify that within this business is not delinquent in the payment of fines, liens,
assessments, fees or taxes to any governmental unit or taxing authority within Manatee County, with the
exception of those which are the subject of a legal current appeal. [Initial] _____

*Each of the above certifications is required to meet the qualification of "Local Business" under Manatee
County Code of Laws, 2-26-6.*

Signature of Affiant _____

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 2015, by (name of person making statement).

(Notary Seal) Signature of Notary: _____

Name of Notary (Typed or Printed) _____

Personally Known _____ OR Produced Identification _____ Type of Identification Produced _____

**Submit executed copy to Manatee County Purchasing Division, Suite 803, 1112 Manatee Avenue W.,
Bradenton, FL 34205.**

**MANATEE COUNTY GOVERNMENT
REQUEST FOR QUOTATION #15-0566-DS
Resurfacing of Basketball and Tennis Courts at various locations**

DATE DUE: January 29, 2015 at 2:00 PM

To: Manatee County Purchasing Division
1112 Manatee County Government
Bradenton, Florida 34205
Attention: **Donna M. Stevens/ RFQ #15-0566-DS**

We, the undersigned hereby declare that we have reviewed the quote documents and with full knowledge and understanding of the aforementioned, herewith submit our quote. We understand that the specifications documents and general conditions in their entirety are made a part of any contract between the County of Manatee and the successful Quoter.

We propose to furnish, Manatee County, the services required to perform required and as defined in accordance with scope of work.

In accordance with the scope of work, as specified herein, at the following price:

Note: In accordance with Florida State Statutes, Section 255.0525, construction projects with a value in excess of \$299,999.99, must be competitively bid with public announcement. Therefore, if your Quote will exceed the statutory threshold of \$299,999.99, it is recommended that you submit a "Statement of No Offer" utilizing the form labeled as Attachment C herein.

By submitting your quote you acknowledge that the work will be performed complete based on the 30 calendar days per each location after the Notice to Proceed has been issued (Purchase Order). The quote commencement dates are based upon the issuance of the Notice to Proceed for each location. The Notice to Proceed will be initiated by the location coordinator.

TOTAL:

Contract Award inclusive of Contingency: _____

Company Name Phone Number

Address Fax Number
City, State, Zip Code

Authorized Signature Date

EMAIL ADDRESS: _____

I, _____ on (date) _____ attest that I have visited the project site (s) to familiarize myself with the full scope of work required for the quote.

Acknowledge Addendum No. _____ Dated: _____

Acknowledge Addendum No. _____ Dated: _____

QUOTE FORM RFQ# 15-0566-DS RESURFACING of BASKETBALL and TENNIS COURTS at VARIOUS LOCATIONS Based on Completion time of 30 Calendar Completion Days per each location					
NO.	LOCATIONS IN ORDER OF PRIORITY	QUANTITY of COURTS	UNIT MEASURE	UNIT PRICE \$	EXTENDED COST \$
1	Blackburn Tennis Courts	2	EA	\$	\$
2	Holmes Beach Tennis Courts	3	EA	\$	\$
3	East Bradenton Basket Ball Court	1	EA	\$	\$
4	Buffalo Creek Basketball Court	1	EA	\$	\$
5	JP Miller Tennis Courts	4	EA	\$	\$
6	Palmetto Tennis Courts	4	EA	\$	\$
7	University Park Tennis Courts	2	EA	\$	\$
	Total Base Quote				\$
8	Contract Contingency Work (Used only with County approval)	10% of TOTAL BASE QUOTE			\$
	TOTAL QUOTE AWARD RESURFACING of BASKETBALL and TENNIS COURTS at VARIOUS LOCATIONS				\$

BIDDER: _____

AUTHORIZED SIGNATURE: _____

STATEMENT OF NO OFFER

If you do not intend to quote please return this form immediately:

Acceptable methods of return:

EMAIL-----see front of Request for Quote.

FAX----- (941) 749-3034

MAIL TO:

**Manatee County Purchasing Division
Attention: Donna M. Stevens
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205**

We, the undersigned, have declined to quote on RFQ#15-0566-DS, for the following reason(s):

- ☐ Specifications too restrictive
- ☐ Insufficient time to respond
- ☐ We do not offer this product or service
- ☐ Our schedule would not permit us to perform
- ☐ Unable to meet specifications
- ☐ Specifications unclear (explain below)
- ☐ Other (specify below)

REMARKS PLEASE PRINT

Company Name _____

Company Address _____

Telephone: _____

Date: _____

Signature: _____

(Print or type name and title of above signer)

**PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION
SWORN STATEMENT PURSUANT TO ARTICLE V,
MANATEE COUNTY PURCHASING CODE**

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

This sworn statement is submitted to the Manatee County Board of County Commissioners by _____ [Print individual's name and title]

_____ for _____ [print name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____. If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the County that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among Quoters or prospective Quoters in restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Official, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such an entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

(Cont'd.)

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction shall prove the same with documentation satisfactory to the County's Purchasing Official. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT **SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

[Signature]

STATE OF FLORIDA
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____ 2015 by

Personally known _____ OR Produced identification

[Type of identification]

Notary Public Signature

My commission expires: _____

[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

LABEL TO AFFIX TO OUTSIDE OF PACKAGE (if mailing)

Cut along the outside border and affix this label to your Quote envelope to identify it. Be sure to include the name of the company submitting the Quote where requested.

LABEL TO AFFIX TO OUTSIDE OF QUOTE PACKAGE**QUOTE PACKAGE**

CONTRACTOR: _____
REQUEST FOR QUOTE NO: 15-0566-DS
QUOTE TITLE: Resurfacing of Basketball and Tennis Courts at various locations
DUE DATE/TIME: _____

Scope of Work

<u>Priority Listing of Court Locations:</u>	<u>Contact:</u>	<u>Phone</u>
Blackburn Tennis Courts	Ron James	(941) 721-2237
Holmes Beach Tennis Courts	Liza Click	(941) 748-4501 (ext. 8206)
East Bradenton Basketball Court	Jim Elmore	(941) 749-3033
Buffalo Creek Basketball Court	Ron James	(941) 721-2237
JP Miller Tennis Courts	Bill Krager	(941) 792-8784 (ext. 8211)
Palmetto Tennis Courts	Ron James	(941) 721-2237
University Park Tennis Courts	Jim Elmore	(941) 749-3033

The resurfacing of the courts will need to be performed in the prioritized listing noted above. Awarded Quoter will need to coordinate the commencement of work with each of the individual contacts noted.

All courts:

- Contractor shall remove all loose dirt, mildew, oil spots and foreign matter from courts.
- Remove all grass or other vegetation growing on the court surface, sterilize and patch with acrylic patch binder as necessary.
- Patch cracks wider than 1/16 inch with acrylic crack filler. All filled cracks will be sanded level with surrounding courts.
- All areas holding 1/8 inch of water for more than one hour after flooding shall be patched with acrylic patch binder. All patches will be sanded level with surrounding court area.
- Over the entire court area, apply one (1) coat of Deco Acrylic Resurfacer, a concentrated and pigmented emulsion fortified with silica sand to provide a leveling and filler coat for succeeding color applications.
- Apply two (2) coats of Deco Color MP with silica sand to provide a tough, durable, textured playing surface in the Owner's choice of one standard color.
- Accurately locate, mark, and paint two inch wide playing lines, using white striping heavy bodied acrylic latex compound with pigments and mineral filler to form a high hiding line for application of asphalt or acrylic color coated surfaces.
- Paint the existing net posts, and re-install the existing nets.

Additional item for Holmes Beach location only:

- **Northeast corner cut out an area (approx. 15 x 15), fix base and apply new asphalt.**



R. B. "Chips" Shore

CLERK OF THE CIRCUIT COURT AND COMPTROLLER OF MANATEE COUNTY

1115 Manatee Avenue West, Bradenton, Florida 34205 - Phone (941) 749-1800 - Fax (941) 741-4082
P.O. Box 25400, Bradenton, Florida 34206 - www.manateeclerk.com

ATTACHMENT D: E PAYABLES APPLICATION

Company name_____

Contact person_____

Phone number_____

Email Address_____

FINANCE USE ONLY

Open orders: YES or NO

PEID _____

CREATE DATE _____

CONFIRMED WITH _____

Name and phone number

IFAS _____

BANK _____

INITIALS _____

Return completed form to:

Via email to: lori.bryan@manateeclerk.com

Via fax to: (941) 741-4011

Via mail:

PO Box 1000

Bradenton, FL 34206

"Pride in Service with a Vision to the Future"

Clerk of the Circuit Court – Clerk of Board of County Commissioners – County Comptroller – Auditor and Recorder