

ITQ NO. 21-R076514JH  
METER TESTING  
CALIBRATIONS AND  
REPAIRS  
NIGP 890-46  
APRIL 9, 2021

Manatee County BCC  
Procurement Division  
1112 Manatee Avenue West Ste 803  
Bradenton, FL 34205  
[purchasing@mymanatee.org](mailto:purchasing@mymanatee.org)



## **NOTICE TO BIDDERS, ITQ NO. 21-R076514JH**

### **METER TESTINIG CALIBRATIONS AND REPAIRS**

Manatee County, a political subdivision of the State of Florida (hereinafter referred to as County) will receive quotes from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida (Bidders), to provide Meter testing, Calibrations and, Repairs, as specified in this Invitation to Quote.

#### **DATE, TIME AND PLACE DUE:**

The Due Date and Time for submission of Quotes in response to this ITQ is **May 06, 2021 at 3:00 P.M. ET.** Quotes must be delivered to the following location: Manatee County Administration Building, 1112 Manatee Ave. W., Suite 803, Bradenton, FL 34205 or emailed to Designated Procurement Contact shown below.

#### **SOLICITATION INFORMATION CONFERENCE:**

No information conference is scheduled for this solicitation.

#### **QUESTIONS AND CLARIFICATION REQUESTS:**

Submit all questions, inquiries, or requests concerning interpretation, clarification or additional information pertaining to this Invitation to Quote to the Manatee County Procurement Division by April 21, 2021. Questions and inquiries should be submitted via email to the Designated Procurement Contact shown below.

**Important: A prohibition of lobbying is in place. Review Section 8.13 carefully to avoid violation and possible sanctions.**

#### **DESIGNATED PROCUREMENT CONTACT: Jeb Hayter, Procurement Agent**

(941) 749-3055, Fax (941) 749-3034  
Email: [jeb.hayter@mymanatee.org](mailto:jeb.hayter@mymanatee.org)  
Manatee County Financial Management Department  
Procurement Division

AUTHORIZED FOR RELEASE:

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# **INVITATION TO QUOTE: FOR METER TESTING CALIBRATIONS AND REPAIRS**

**QUOTE NUMBER: 21-R076514JH**

**ISSUE DATE: APRIL 9, 2021**

## **1.0 Background and Contact Information**

The Manatee County Government (County) issues this Invitation to Quote (ITQ) for Meter Testing, Calibrations, and Repairs. Companies and/or individuals that are qualified to provide the required goods/services (Bidders) are invited to submit a response (Quote) to this ITQ.

### **1.01 Background**

The vendor shall perform required testing, calibrating, and repairs of various flow, pressure, and other meters throughout Manatee County. Test equipment shall comply with the current National Institute of Standards and Technology (N.I.S.T.) standards. Calibrations must meet FDEP standards.

### **1.02 Contact Information**

The County representative regarding this ITQ is:

- **Jeb Hayter**
- **jeb.hayter@mymanatee.org**
- **941-749-3055**

## **2.0 Due Diligence**

The County will conduct a due diligence review of all Quotes received to determine if the Bidder is responsible and responsive. To be responsive a Bidder must submit a Quote that conforms in all material respects to the requirements of this ITQ and contains all the information, fully completed attachments and forms, and other documentation required. Quotes that are deemed non-responsive will not be considered or evaluated.

To be responsible, a Bidder must meet the minimum qualification requirements as stated in Exhibit 2 and have the capability to perform the Scope of Services contained in this ITQ. Quotes submitted by Bidders that are deemed non-responsive will not be considered or evaluated. Bidder must submit the information and documentation requested in Exhibit 2 that confirms it meets the Minimum Qualification Requirements as stated in Exhibit 2.

## **3.0 Scope**

The successful Bidder shall furnish all equipment, labor, materials, supplies, licensing, transportation, and other components necessary to provide Meter Testing, Calibrations, and Repairs that meets the requirements of the County and as specified in Exhibit 1.

#### **4.0 ITQ Schedule**

Scheduled Item	Scheduled Date
There is no Information Conference scheduled for this solicitation	N/A
Question and Clarification Deadline	April 21, 2021
Final Addendum Posted	April 28, 2021
Offer Response Due Date and Time	May 06, 2021 at 3:00 P.M.
Projected Award	May 2021

#### **5.0 Quote and Submission Process**

##### **5.01 Quote**

Complete the Quote form that details all costs associated with providing Meter Testing, Calibrations, and Repairs as specified herein.

##### **5.02 Submission Process**

Submit the Quote by the Quote Deadline stated above to the Procurement Division representative assigned to this solicitation via email at [jeb.hayter@mymanatee.org](mailto:jeb.hayter@mymanatee.org) or deliver to 1112 Manatee Ave. West, Bradenton, FL 34205, Suite 803.

#### **6.0 Term**

##### **6.01 Term**

The term of the agreement shall be for a period of three (3) years with two (2) additional one-year renewal options.

##### **6.02 Terms and Conditions**

A Purchase Order will be issued to the Successful Bidder and will incorporate the Terms and Conditions of this ITQ, Successful Bidder's Quote and any subsequent information requested from the Successful Bidder by the County. Should a conflict exist between the terms and conditions of this ITQ and the Purchase Order terms and conditions, the terms and conditions in the Purchase Order shall prevail.

##### **6.03 Payment and Invoices**

Payment will be made in accordance with Florida State Statutes and with a payment schedule approved by the County and the Successful Bidder. Invoices required by this ITQ will be to the County in a manner accepted by the County and will include at a

minimum the invoice date, invoice amount, date, goods provided/services performed, and purchase order number.

#### 6.04 Taxes

All taxes of any kind and character payable for the work done and materials furnished under the Purchase Order will be paid by the Successful Bidder. The laws of the State of Florida provide that sales tax and use taxes are payable by the Successful Bidder upon the tangible personal property incorporated in the work and such taxes will be paid by the Successful Bidder. County is exempt from all State sales taxes.

### 7.0 Quote Requirements

#### 7.01 ITQ Process

This ITQ will in no manner be construed as a commitment on the part of the County to award a Purchase Order. The County reserves the right to postpone or cancel this ITQ process; to negotiate, select or procure parts of services; to change or modify the ITQ schedule at any time; to award a Purchase Order to another Bidder if the Successful Bidder does not agree to the terms and conditions of this Purchase Order or if the Successful Bidder's performance does not meet the requirements in this ITQ; and to award a Purchase Order based to the lowest responsible, responsive Bidder. The County reserves the right to recover damages from any Successful Bidder that does not perform after the award of such Purchase Order.

#### 7.02 Rejection of Quotes

Quotes containing any omission, alterations of form, additions or conditions not requested, conditional or alternate Quotes, incomplete Quotes, will be considered irregular and may be rejected. The County reserves the right to waive any technicalities and formalities in this ITQ process or in the Quotes thereto and make the award in the best interest of the County. The County may, at its discretion, reject any or all Quotes.

#### 7.03 Cost of Preparation

All costs associated with preparing and delivering the Quote will be borne entirely by the Bidder. The County will not compensate the Bidder for any expenses incurred by the Bidder as a result of this ITQ process.

#### 7.04 Questions and Addenda

All questions concerning this ITQ must be submitted in writing to the Procurement Division prior to the Question Deadline as stated in the ITQ Schedule. It is the responsibility of the Bidder to verify the County received its question or inquiry concerning this ITQ. All questions and answers will be provided to each potential Bidder in the form of an addendum posted on the Procurement webpage of the County website.

#### 7.05 Additional Information and Presentations

The County reserves the right to request additional information, if applicable, from select Bidders based on the needs of the County.

#### 7.06 Government Entities

The County reserves the right to utilize applicable State of Florida contracts or other approved cooperative contracts for any items or services covered by this ITQ when it is in the best interest of the County.

Successful Bidder agrees to make available to all governmental agencies, authorities, departments, and municipalities the Quote prices submitted with the successful Quote should any governmental agency, authority, department, and municipality (collectively referred to as Public Entities) desire to buy under the Successful Quote.

The County will not be responsible for any transactions between the successful Bidder and Public Entities that may elect to utilize the successful Quote. All terms, prices and conditions of the successful Quote will apply between the Successful Bidder and Public Entities utilizing the successful Quote. As a condition of using the successful Quote, the Public Entity and Successful Bidder shall hold the County harmless from any claims or lawsuits that may arise. NOTE: Any quantities estimated in this ITQ are for the County requirements only.

#### 7.07 Basis of Award

Award(s) will be made to the responsive, responsible Bidder having the lowest quote. The County, at its sole discretion, may make multiple awards based upon groups, price, or other such criteria. When there is a discrepancy between the unit prices and any extended prices submitted by Bidder, the unit prices will prevail.

#### 7.08 Tie Bids

Whenever the lowest quote is submitted by two or more responsive, responsible Bidders and are equal with respect to price, quality, and/or service award of the Agreement shall be determined as follows:

- a. The quote received from a local business, as defined below, shall be awarded the Agreement.;
- b. If none or all of the equal Bidders are a local business, the award shall be determined in accordance with Florida Statute 287.07, Preference to businesses with drug-free workplace programs.
- c. If none or all of the equal Bidders have a drug-free workplace program, the award shall be determined by a chance drawing to be conducted by the Procurement Official in a publicly noticed meeting.

Local business is defined as a business legally authorized to engage in the sale of goods and/or services which, for at least six months prior to the announcement of the solicitation for quotes, has maintained a physical place of business in Manatee, Desoto, Hardee, Hillsborough, Pinellas, or Sarasota County, and which has had at least one full-time employee at that location during the qualifying period.

## **8.0 ITQ General Terms and Conditions**

### **8.01 Binding Offer**

A Bidder's Quote will remain valid for a period of 60 days following the Quote Deadline and will be considered a binding offer to perform the required services and/or provide the required goods. The submission of a Quote will be taken as prima facie evidence that the Bidder has familiarized itself with the contents of this ITQ.

### **8.02 Insurance Requirements**

Successful Bidder must maintain the insurance limits and coverages, as identified in Section 9.0, uninterrupted or amended through the term of the Agreement/Purchase Order. In the event the Successful Bidder becomes in default of the insurance requirements the County reserves the right to take whatever actions deemed necessary to protect its interests. Required liability policies other than Workers' Compensation/Employer's Liability and Professional Liability, will provide that the County, members of the County's governing body, and the County officers, volunteers and employees are included as additional insured.

### **8.03 Public Entity Crimes**

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 Quote on a contract to provide any goods or services to a public entity; may not submit a Quote on a contract with a public entity for the construction or repair of a public building or public work; may not submit a Quote 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 Florida Statute Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

### **8.04 Drug-Free Workplace Program Certification**

In accordance with Section 287.087, Florida Statutes, whenever two or more Quotes are equal, preference will be given to the Quote received from a business that certifies it has implemented a drug-free workplace program, as detailed in Section 7.08. Bidders must complete and return the Drug-Free Workplace attachment included with the Quote.

### **8.05 Convicted Vendor List**

A Bidder cannot be listed on the Florida Department of Management Services, Convicted Vendor List, as defined in Section 287.133(3) (d), Florida Statutes.  
([www.dms.myflorida.com](http://www.dms.myflorida.com))

### **8.06 Collusion**

More than one Quote from the same Bidder under the same or different names will not be considered. Joint Quotes will not be accepted. Reasonable grounds for believing that a Bidder is submitting more than one Quote will cause the rejection of all Quotes in which the Bidder is involved. Quotes will be rejected if there is reason for believing that collusion exists among Bidders and no participant in such collusion will be considered in



any future solicitations for a period of six months following the Quote Deadline for this ITQ.

#### 8.07 Public Disclosure

All documents and other materials or documents submitted by a Bidder in response to this ITQ will become the property of the County. The County is subject to the open records requirements of Florida State Statute Chapter 119, and as such, all materials submitted by the Bidder to the County are subject to public disclosure. The Bidder specifically waives any claims against the County related to the disclosure of any materials if made under a public records request.

#### 8.08 Procurement Protest Policy

Failure to follow the procurement protest policy set out in the County policies constitutes a waiver of the Bidder's protest and resulting claims. A copy of the procurement protest policy may be obtained on the Procurement webpage of the County website [www.mymanatee.org](http://www.mymanatee.org).

#### 8.09 Disclosure

Upon receipt, all inquiries and responses to inquiries related to this Invitation to Quote become "Public Records", and shall be subject to public disclosure consistent with Florida Statute, Chapter 119.

Quotes become subject to disclosure thirty (30) days after the opening or if a notice of intent to award decision is made earlier than this time as provided by Florida Statutes § 119.071(1)(b). No announcement or review of the Quotes shall be conducted at the public opening.

If County rejects all Quotes and concurrently notices its intent to reissue the solicitation, the rejected Quotes are exempt from public disclosure until such time the County provides notice of an intended decision concerning the reissued solicitation or until County withdraws the reissued solicitation. A Quote is not exempt for longer than twelve (12) months after the initial notice of rejection of all Quotes.

Pursuant to Florida Statute 119.0701, to the extent Successful Bidder is performing services on behalf of County, Successful Bidder must:

- a. Keep and maintain public records required by public agency to perform the service. That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Manatee County public record policies. Bidder agrees, prior to providing goods/services, it will implement policies and procedures, which are subject to approval by County, to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and County policies including but not limited to Section 119.0701, Florida Statutes.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.

- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Successful Bidder does not transfer the records to the public agency.
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of contractor or keep and maintain public records required by the public agency to perform the service. If the Successful Bidder transfers all public records to County upon completion of the contract, the Successful Bidder shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Successful Bidder keeps and maintains public records upon completion of the contract, the Successful Bidder shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to County, upon request from County's custodian of public records, in a format that is compatible with the information technology systems of County.

**IF THE SUCCESSFUL BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO ANY RESULTING CONTRACT, CONTACT COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT: (941) 742-5845, DEBBIE.SCACCIAOCE@MYMANATEE.ORG, ATTN: RECORDS MANAGER, 1112 MANATEE AVENUE WEST, BRADENTON, FL 34205.**

#### 8.10 Trade Secrets

Manatee County is subject to Chapter 119, Florida Statutes. Therefore, all documents, materials, and data submitted as part of a Quote in response to an Invitation to Quote are governed by the disclosure, exemption and confidentiality provisions relating to public records in Florida Statutes.

Except for materials that are 'trade secrets' as defined by Chapter 812, Florida Statutes, ownership of all documents, materials and data submitted as part of a Quote in response to the Invitation to Quote shall belong exclusively to County.

To the extent that Bidder desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be segregated from the portions of the Quote that are not declared as trade secret. In addition, Bidder shall cite, for each trade secret claimed, the Florida Statute number which supports the designation. Further, Bidder shall offer a brief written explanation as to why the cited Statute is applicable to the information claimed as trade secret. Additionally, Bidder shall provide a hard copy of its Quote that redacts all information designated as trade secret.

In conjunction with trade secret designation, Bidder acknowledges and agrees that:

- a. Trade secret requests made after the opening will not be considered. However, County reserves the right to clarify the Bidders request for trade secret at any time; and
- b. County and its officials, employees, agents, and representatives are hereby granted full rights to access, view, consider, and discuss the information designated as trade secret throughout the evaluation process and until final execution of any awarded purchase order or contract; and
- c. That after notice from County that a public records request has been made pursuant to Bidder's Quote, the Bidder at its sole expense, shall be responsible for defending its determination that submitted material is a trade secret and is not subject to disclosure. Action by Bidder in response to notice from the County shall be taken immediately, but no later than 10 calendar days from the date of notification or Bidder will be deemed to have waived the trade secret designation of the materials.

Notwithstanding any other provision in this solicitation, designation of the entire Quote as 'trade secret', 'proprietary', or 'confidential' is not permitted and may result in a determination that the Quote is non-responsive.

#### 8.11 Confidentiality of Security Related Records

- a. Pursuant to Florida Statutes § 119.071(3), the following records (hereinafter referred to collectively as "the Confidential Security Records") are confidential and exempt from the disclosure requirements of Florida Statutes § 119.07(1):
  - i. A Security System Plan or portion thereof for any property owned by or leased to County or any privately owned or leased property held by County.
  - ii. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by County.
  - iii. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout or structural elements of an attractions and recreation facility, entertainment or resort complex, industrial complex, retail and service development, office development, or hotel or motel development in the possession of, submitted to County.
- b. Successful Bidder agrees that, as provided by Florida Statute, it shall not, as a result of a public records request, or for other reason disclose the contents of, or release or provide copies of the Confidential Security Records to any other party absent the express written authorization of County's Property Management Director or to comply with a court order requiring such release or disclosure. To the extent Successful Bidder receives a request for such records, it shall immediately contact the County's designated Contract administrator who shall coordinate County's response to the request.

#### 8.12 e-Verify

Prior to the employment of any person under this contract, the Successful Bidder shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the

employment eligibility of (a) all persons employed during the contract term by the Successful Bidder to perform employment duties within Florida and (b) all persons, including subcontractors, assigned by the Successful Bidder to perform work pursuant to the contract with Manatee County. For more information on this process, please refer to United States Citizenship and Immigration Service site at: <http://www.uscis.gov/>.

Only those individuals determined eligible to work in the United States shall be employed under this contract.

By submission of a Quote in response to this ITQ, the successful Bidder commits that all employees and subcontractors will undergo e-verification before placement on this contract.

The successful Bidder shall maintain sole responsibility for the actions of its employees and subcontractors. For the life of the contract, all employees and new employees brought in after contract award shall be verified under the same requirement stated above.

#### 8.13 Lobbying

After the issuance of any solicitation, no prospective Bidders, or their agents, representatives or persons acting at the request of such Bidders, shall contact, communicate with or discuss any matter relating in any way to the solicitation with any County officers, agents or employees, other than the Procurement Official or designee, unless otherwise directed by the Procurement Official or designee. This prohibition includes copying such persons on written communications (including email correspondence) but does not apply to presentations made to evaluation committees or at a County Commission meeting where the Commission is considering approval of a proposed contract/purchase order. This requirement ends upon final execution of the contract/purchase order or at the time the solicitation is cancelled. Violators of this prohibition will be subject to sanctions as provided in the Manatee County Code of Ordinances Section 2-26-31 and 2-26-32. Sanctions may include (a) written warning; (b) termination of contracts; and (c) debarment or suspension.

#### 8.14 License and Permits

The successful Bidder shall be solely responsible for obtaining all necessary license and permit fees, including, but not limited to, all license fees, permit fees, impact fees, or inspection fees, and responsible for the costs of such fees. Successful Bidder is solely responsible for ensuring all work complies with all Federal, State, local, and Manatee County ordinances, orders, codes, laws, rules, regulations, directives, and guidelines.

#### 8.15 Health Insurance Portability and Accountability Act (HIPPA)

Any person or entity that performs or assists the County with a function or activity involving the use or disclosure of “individually identifiable health information (IIHI) and/or Protected Health Information (PHI) shall comply with the Health Insurance

Portability and Accountability Act (HIPAA) of 1996. HIPAA mandates for privacy, security, and electronic transfer standards include, but are not limited to:

- a. Use of information only for performing services required by the contract or as required by law;
- b. Use of appropriate safeguards to prevent non-permitted disclosures;
- c. Reporting to the County any non-permitted use or disclosure;
- d. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Bidder and reasonable assurances that IIHI/PHI will be held confidential;
- e. Making PHI available to the customer;
- f. Making PHI available to the customer for review and amendment, and incorporating any amendments requested by the customer;
- g. Making PHI available to the County for an accounting of disclosures; and
- h. Making internal practices, books, and records related to PHI available to the County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records and/or electronic transfer of data). The selected Bidder must give its customers written notice of its privacy information practices, including specifically, a description of the types of uses and disclosures that would be made with protected health information.

#### 8.16 Minority and/or Disadvantaged Business Enterprise

The State of Florida Office of Supplier Diversity provides the certification process and maintains the database of certified MBE/DBE firms. Additional information may be obtained at <http://www.osd.dms.state.fl.us/iframe.htm> or by calling (850) 487-0915.

#### 8.17 Quantities

The estimated quantities in this ITQ are provided for tabulation and evaluation purposes only. No guarantee is expressed or implied as to the quantities or dollars that will be used during the Agreement period.

#### 8.18 ePayables

The County offers an ePayable program which allows payments to be made to suppliers via credit cards. If this payment option is selected by the successful Bidder, the Clerk will issue a unique credit card number to the successful Bidder. The card has a zero balance until payments have been authorized. After goods are delivered and/or services rendered, the successful Bidder must submit a proper invoice to the County. When the invoice payment is authorized, an email notification is sent to the successful Bidder notifying them of the amount that has been placed on the credit card for retrieval.

There is no cost by the County for participation in this program, however, there may be charges applied by the successful Bidder's credit card processing company. Bidder's who are interested in this program may contact the County Clerk's Accounts Payable office.

## **9.0 Insurances and Bonds**

Work under the resulting Agreement cannot commence until all insurance coverages indicated herein have been obtained. The cost for insurance coverages is the sole responsibility of successful Bidder. The Successful Bidder shall obtain and submit to the Procurement Division within ten (10) calendar days from the date of notice of intent to award, proof the following minimum amounts of insurance on a standard ACORD form (inclusive of any amounts provided by an umbrella or excess policy):

### **REQUIRED INSURANCES**

#### **☒ Automobile Liability Insurance Required Limits**

Coverage must be afforded under a per occurrence policy form including coverage for all owned, hired and non-owned vehicles for bodily injury and property damage of not less than:

- \$1,000,000 Combined Single Limit; OR
- \$ 500,000 Bodily Injury and \$500,000 Property Damage
- \$10,000 Personal Injury Protection (No Fault)
- \$500,000 Hired, Non-Owned Liability
- \$10,000 Medical Payments

*This policy shall contain severability of interests' provisions.*

#### **☒ Commercial General Liability Insurance Required Limits (per Occurrence form only; claims-made form is not acceptable)**

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name 'Manatee County, a political subdivision of the State of Florida' as an Additional Insured, and include limits not less than:

- \$1,000,000 Single Limit Per Occurrence
- \$2,000,000 Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Personal and Advertising Injury Liability
- \$50,000 Fire Damage Liability
- \$10,000 Medical Expense, and
- \$1,000,000, Third Party Property Damage
- \$        Project Specific Aggregate (Required on projects valued at over \$10,000,000)

*This policy shall contain severability of interests' provisions.*

#### **☒ Employer's Liability Insurance**

Coverage limits of not less than:

- \$100,000 Each Accident
- \$500,000 Disease Each Employee
- \$500,000 Disease Policy Limit

☒ **Worker's Compensation Insurance**

☐ **US Longshoremen & Harbor Workers Act**

☐ **Jones Act Coverage**

Coverage limits of not less than:

- Statutory workers' compensation coverage shall apply for all employees in compliance with the laws and statutes of the State of Florida and the federal government.
- If any operations are to be undertaken on or about navigable waters, coverage must be included for the US Longshoremen & Harbor Workers Act and Jones Act.

Should 'leased employees' be retained for any part of the project or service, the employee leasing agency shall provide evidence of Workers' Compensation coverage and Employer's Liability coverage for all personnel on the worksite and in compliance with the above Workers' Compensation requirements. NOTE: Workers' Compensation coverage is a firm requirement. Elective exemptions are considered on a case-by-case basis and are approved in a very limited number of instances.

**OTHER INSURANCES**

☐ **Aircraft Liability Insurance Required Limits**

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name 'Manatee County a political subdivision of the State of Florida' as an Additional Insured, and include limits not less than:

- \$ Each Occurrence Property and Bodily Injury with no less than \$100,000 per passenger each occurrence or a 'smooth' limit.
- \$ General Aggregate.

☐ **Un-Manned Aircraft Liability Insurance (Drone)**

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name 'Manatee County a political subdivision of the State of Florida' as an Additional Insured, and include limits not less than:

- \$ Each Occurrence Property and Bodily Injury; Coverage shall specifically include operation of Unmanned Aircraft Systems (UAS), including liability and property damage.
- \$ General Aggregate

☐ **Installation Floater Insurance**

When the contract or agreement **does not** include construction of, or additions to, above ground building or structures, but does involve the installation of machinery or equipment, Installation Floater Insurance shall be afforded under a per occurrence policy form, policy shall be endorsed and name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:

- 100% of the completed value of such addition(s), building(s), or structure(s)

☐ **Professional Liability and/or Errors and Omissions (E&O) Liability Insurances**

Coverage shall be afforded under either an occurrence policy form or a claims-made policy form. If the coverage form is on a claims-made basis, then coverage must be maintained for a minimum of three years from termination of date of the contract. Limits must not be less than:

- \$ 1,000,000 Bodily Injury and Property Damage Each Occurrence
- \$ 2,000,000 General Aggregate

☐ **Builder's Risk Insurance**

When the contract or agreement includes the construction of roadways and/or the addition of a permanent structure or building, including the installation of machinery and/or equipment, Builder's Risk Insurance shall be afforded under a per occurrence policy form, policy shall be endorsed and name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:

- An amount equal to 100% of the completed value of the project, or the value of the equipment to be installed
- The policy shall not carry a self-insured retention/deductible greater than \$10,000

Coverage shall be for all risks and include, but not be limited to, storage and transport of materials, equipment, supplies of any kind whatsoever to be used on or incidental to the project, theft coverage, and Waiver of Occupancy Clause Endorsement, where applicable.

☐ **Cyber Liability Insurance**

Coverage shall comply with Florida Statute 501.171, shall be afforded under a per occurrence policy form, policy shall be endorsed and name 'Manatee County, a political subdivision of the State of Florida' as an Additional Insured, and include limits not less than:

- \$ Security Breach Liability
- \$ Security Breach Expense Each Occurrence
- \$ Security Breach Expense Aggregate
- \$ Replacement or Restoration of Electronic Data
- \$ Extortion Threats
- \$ Business Income and Extra Expense
- \$ Public Relations Expense

NOTE: Policy must not carry a self-insured retention/deductible greater than \$25,000.

☐ **Hazardous Materials Insurance (As Noted Below)**

Hazardous materials include all materials and substances that are currently designated or defined as hazardous by the law or rules of regulation by the State of Florida or federal government.



All coverage shall be afforded under either an occurrence policy form or a claims-made policy form, and the policy shall be endorsed and name 'Manatee County, a political subdivision of the State of Florida' as an Additional Insured. If the coverage form is on a claims-made basis, then coverage must be maintained for a minimum of three years from termination of date of the contract. Limits must not be less than:

☐ ***Pollution Liability***

Amount equal to the value of the contract, subject to a \$1,000,000 minimum, for Bodily Injury and Property Damage to include sudden and gradual release, each claim and aggregate.

☐ ***Asbestos Liability (If handling within scope of Contract)***

Amount equal to the value of the contract, subject to a \$1,000,000 minimum, for Bodily Injury and Property Damage to include sudden and gradual release, each claim and aggregate.

☐ ***Disposal***

When applicable, SUPPLIER shall designate the disposal site and furnish a Certificate of Insurance from the disposal facility for Environmental Impairment Liability Insurance covering liability.

- Amount equal to the value of the contract, subject to a \$1,000,000 minimum, for Liability for Sudden and Accidental Occurrences, each claim and an aggregate.
- Amount equal to the value of the contract, subject to a \$1,000,000 minimum, for Liability for Non-Sudden and Accidental Occurrences, each claim and an aggregate.

☐ **Hazardous Waste Transportation Insurance**

SUPPLIER shall designate the hauler and have the hauler furnish a Certificate of Insurance for Automobile Liability insurance with Endorsement MCS-90 for liability arising out of the transportation of hazardous materials. EPA identification number shall be provided.

All coverage shall be afforded under either an occurrence policy form or a claims-made policy form and the policy shall be endorsed and name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured. If the coverage form is on a claims-made basis, then coverage must be maintained for a minimum of three years from termination of date of the contract. Limits must not be less than:

- Amount equal to the value of the contract, subject to a \$1,000,000 minimum, per accident.

☐ **Liquor Liability Insurance**

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name “Manatee County, a political subdivision of the State of Florida” as an Additional Insured, and include limits not less than:

- 1,000,000 Each Occurrence and Aggregate

☐ **Garage Keeper’s Liability Insurance**

Coverage shall be required if the maintenance, servicing, cleaning or repairing of any County motor vehicles is inherent or implied within the provision of the contract.

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name “Manatee County, a political subdivision of the State of Florida” as an Additional Insured, and include limits not less than:

- Property and asset coverage in the full replacement value of the lot or garage.

☐ **Bailee’s Customer Liability Insurance**

Coverage shall be required for damage and/or destruction when County property is temporarily under the care or custody of a person or organization, including property that is on, or in transit to and from the person or organization’s premises. Perils covered should include fire, lightning, theft, burglary, robbery, explosion, collision, flood, earthquake and damage or destruction during transportation by a carrier.

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name “Manatee County, a political subdivision of the State of Florida” as an Additional Insured, and include limits not less than:

- Property and asset coverage in the full replacement value of the County asset(s) in the SUPPLIER’S care, custody and control.

☐ **Hull and Watercraft Liability Insurance**

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name “Manatee County, a political subdivision of the State of Florida” as an Additional Insured, and include limits not less than:

- \$ Each Occurrence
- \$ General Aggregate
- \$ Fire Damage Liability
- \$10,000 Medical Expense, and
- \$ Third Party Property Damage
- \$ Project Specific Aggregate (Required on projects valued at over \$10,000,000)

☐ **Other [Specify]**

## REQUIRED BONDS

### ☐ Bid Bond

A Bid Bond in the amount of \$ \_\_\_\_\_ or \_\_\_\_\_% of the total offer. Bid bond shall be submitted with the sealed response and shall include project name, location, and / or address and project number. In lieu of the bond, the bidder may file an alternative form of security in the amount of \$ \_\_\_\_\_ or \_\_\_\_\_% of the total offer. in the form of a money order, a certified check, a cashier's check, or an irrevocable letter of credit issued to Manatee County. NOTE: A construction project over \$200,000 requires a Bid Bond in the amount of 5% of the total bid offer.

### ☐ Payment and Performance Bond

A Payment and Performance Bond shall be submitted by Successful Bidder for 100% of the award amount and shall be presented to Manatee County within ten (10) calendar days of issuance of the notice of intent to award. NOTE: A construction project over \$200,000 requires a Payment and Performance Bond.

## I. INSURANCE REQUIREMENTS

THE POLICIES ARE TO CONTAIN, OR BE ENDORSED TO CONTAIN, THE FOLLOWING PROVISIONS:

### **Commercial General Liability and Automobile Liability Coverages**

- a. **“Manatee County, a Political Subdivision of the State of Florida,” is to be named as an Additional Insured in respect to:** Liability arising out of activities performed by or on behalf of the SUPPLIER, his agents, representatives, and employees; products and completed operations of the SUPPLIER; or automobiles owned, leased, hired or borrowed by the SUPPLIER. The coverage shall contain no special limitation(s) on the scope of protection afforded to the COUNTY, its officials, employees or volunteers.  
In addition to furnishing a Certificate of Insurance, the SUPPLIER shall provide the endorsement that evidences Manatee COUNTY being listed as an Additional Insured. This can be done in one of two ways: (1) an endorsement can be issued that specifically lists “Manatee County, a Political Subdivision of the State of Florida,” as Additional Insured; or, (2) an endorsement can be issued that states that all Certificate Holders are Additional Insured with respect to the policy.
- b. The SUPPLIER'S insurance coverage shall be primary insurance with respect to the COUNTY, its officials, employees and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officials, employees or volunteers shall be excess of SUPPLIER's insurance and shall be non-contributory.
- c. The insurance policies must be on an occurrence form.

## **Workers' Compensation and Employers' Liability Coverages**

The insurer shall agree to waive all rights of subrogation against the COUNTY, its officials, employees and volunteers for losses arising from work performed by the SUPPLIER for the COUNTY.

## **General Insurance Provisions Applicable to All Policies**

1. Prior to the execution of contract, or issuance of a Purchase Order, and then annually upon the anniversary date(s) of the insurance policy's renewal date(s) for as long as this contract remains in effect, SUPPLIER shall furnish the COUNTY with a Certificate(s) of Insurance (using an industry accepted certificate form, signed by the Issuer, with applicable endorsements, and containing the solicitation or contract number, and title or description) evidencing the coverage set forth above and naming "Manatee County, a Political Subdivision of the State of Florida" as an Additional Insured on the applicable coverage(s) set forth above.
2. If the policy contains an aggregate limit, confirmation is needed in writing (letter, email, etc.) that the aggregate limit has not been eroded to procurement representative when supplying Certificate of Insurance. In addition, when requested in writing from the COUNTY, SUPPLIER will provide the COUNTY with a certified copy of all applicable policies. The address where such certificates and certified policies shall be sent or delivered is as follows:

**Manatee County, a Political Subdivision of the State of Florida  
Attn: Risk Management Division  
1112 Manatee Avenue West, Suite 969  
Bradenton, FL 34205**

3. The project's solicitation number and title shall be listed on each certificate.
4. SUPPLIER shall provide thirty (30) days written notice to the Risk Manager of any cancellation, non-renewal, termination, material change, or reduction in coverage of any insurance policies to procurement representative including solicitation number and title with all notices.
5. SUPPLIER agrees that should at any time SUPPLIER fail to meet or maintain the required insurance coverage(s) as set forth herein, the COUNTY may terminate this contract.
6. The SUPPLIER waives all subrogation rights against COUNTY, a Political Subdivision of the State of Florida, for all losses or damages which occur during the contract and for any events occurring during the contract period, whether the suit is brought during the contract period or not.
7. The SUPPLIER has sole responsibility for all insurance premiums and policy deductibles.
8. It is the SUPPLIER'S responsibility to ensure that his agents, representatives and subcontractors comply with the insurance requirements set forth herein. SUPPLIER shall include his agents, representatives, and subcontractors working on the project or at the worksite as insured under its policies, or SUPPLIER shall furnish separate

certificates and endorsements for each agent, representative, and subcontractor working on the project or at the worksite. All coverages for agents, representatives, and subcontractors shall be subject to all of the requirements set forth to the procurement representative.

9. All required insurance policies must be written with a carrier having a minimum A.M. Best rating of A- FSC VII or better. In addition, the COUNTY has the right to review the SUPPLIER's deductible or self-insured retention and to require that it be reduced or eliminated.
10. SUPPLIER understands and agrees that the stipulated limits of coverage listed herein in this insurance section shall not be construed as a limitation of any potential liability to the COUNTY, or to others, and the COUNTY'S failure to request evidence of this insurance coverage shall not be construed as a waiver of SUPPLIER'S obligation to provide and maintain the insurance coverage specified.
11. SUPPLIER understands and agrees that the COUNTY does not waive its immunity and nothing herein shall be interpreted as a waiver of the COUNTY'S rights, including the limitation of waiver of immunity, as set forth in Florida Statutes 768.28, or any other statutes, and the COUNTY expressly reserves these rights to the full extent allowed by law.
12. No award shall be made until the Procurement Division has received the Certificate of Insurance in accordance with this section.

## II. BONDING REQUIREMENTS

**Bid Bond/Certified Check.** By submitting a proposal, the SUPPLIER agrees should its proposal be accepted, **to execute the form of Agreement and present the same to COUNTY for approval within ten (10) calendar days after notice of intent to award.** The SUPPLIER further agrees that failure to execute and deliver said form of Agreement **within ten (10) calendar days** will result in damages to COUNTY and as guarantee of payment of same a bid bond/certified check shall be enclosed within the submitted sealed proposal in the amount of five (5%) percent of the total amount of the proposal. The SUPPLIER further agrees that in case the SUPPLIER fails to enter into an Agreement, as prescribed by COUNTY, the bid bond/certified check accompanying the proposal shall be forfeited to COUNTY as agreed liquidated damages. If COUNTY enters into an agreement with a SUPPLIER, or if COUNTY rejects any and/or all proposals, accompanying bond will be promptly returned.

**Payment and Performance Bonds.** Prior to commencing work, the SUPPLIER shall obtain, for the benefit of and directed to COUNTY, a Payment and Performance Bond satisfying the requirements of Florida Statutes § 255.05, covering the faithful performance by the SUPPLIER of its obligation under the Contract Documents, including but not limited to the construction of the project on the project site and the payment and obligations arising thereunder, including all payments to Subcontractors, laborers, and materialmen. The surety selected by the SUPPLIER to provide the Payment and Performance Bond shall be approved by COUNTY prior to issuance of such Bond, which approval shall not be unreasonably withheld or delayed provided that surety is rated A- or better by Best's Key Guide, latest edition.

Failure to provide the required bonds on the prescribed form may result in SUPPLIER being deemed nonresponsive. Bonds must be in the form prescribed in Florida Statutes § 255.05, and must not contain notice, demand or other terms and conditions, including informal pre-claim meetings, not provided for in Florida Statutes § 255.05.

Bonds shall be in an amount equal to 100% of the contract price issued by a duly authorized and nationally recognized surety company, authorized to do business in the State of Florida, satisfactory to COUNTY. Surety shall be rated as “A-” or better by Best’s Key Guide, latest edition. The attorney-in-fact who signs the bonds must file with the bonds, a certificate and effective dated copy of power-of-attorney. Payment and Performance Bonds shall be issued to “Manatee County, a political subdivision of the State of Florida”, **within ten (10) calendar days after issuance of notice of intent to award.**

In addition, pursuant to Florida Statutes § 255.05(1)(b), Florida Statutes, prior to commencing work, the SUPPLIER shall be responsible and bear all costs associated to record the Payment and Performance Bond with the Manatee County Clerk of the Circuit Court. A certified copy of said recording shall be furnished to the Procurement Division upon filing. Pursuant to Florida Statutes § 255.05(1)(b), Florida Statutes, COUNTY will make no payment to the SUPPLIER until the SUPPLIER has complied with this paragraph.

Furnishing Payment and Performance Bonds shall be requisite to execution of an Agreement with COUNTY. Said Payment and Performance Bonds will remain in force for the duration of this Agreement with the premiums paid by the SUPPLIER. Failure of the SUPPLIER to execute such Agreement and to supply the required bonds shall be just cause for cancellation of the award. COUNTY may then contract with the next lowest, responsive and responsible SUPPLIER or re-advertise this RFP.

Failure of COUNTY at any time to require performance by the SUPPLIER of any provisions set out in the resulting Agreement will in no way affect the right of COUNTY, thereafter, to enforce those provisions.

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**EXHIBIT 1, SCOPE OF WORK**  
**ITQ 21-R076514JH**

**1.01 SCOPE OF WORK**

The vendor shall perform required testing, calibration, and repairs of various flow, pressure, and other meters throughout Manatee County. Test equipment shall comply with the current National Institute of Standards and Technology (N.I.S.T.) standards. Calibrations must meet FDEP standards.

**1.02 TESTING AND CALIBRATIONS**

1. Testing shall be on an "as needed" basis. Test scheduling shall require prior approval by Manatee County with a minimum 5-day notice for proper scheduling. The Vendor may charge an hourly rate for testing of flow meters in Groups 1 and 2 (see Quotation Form) if that testing exceeds five hours per flow meter. Any additional needs or request to complete the testing shall be included at the time of notice. Vendor shall respond within 24 hours of notification. Test equipment certificates shall be provided before calibrations begin. Meters shall be checked to confirm serial numbers and models are correct to the paperwork before starting calibration. County shall be notified at once if meter fails calibration. WRF (Water Reclamation Facilities) shall be semiannual calibrations.
2. A site survey shall be performed for all flow meters requested for testing, identifying the following:
  - a. Business name and address
  - b. Contact name and phone number
  - c. Meter location
  - d. Meter size, type, and manufacturer
  - e. Meter serial number
  - f. Setting condition
  - g. Vault condition
  - h. Measurements for possible future replacement
  - i. Size, type, and condition of control valves
  - j. General notes such as recommendations for repair or replacement
  - k. Digital photograph of the meter and setting
  - l. Register readings
3. The example Flow Meter Accuracy Test Form below shall be completed and provided to Manatee County for each flow meter tested. An alternative form is acceptable as long as all information on the referenced form is included on the alternate form.

Example:

	<i>Start Time</i>	<i>End Time</i>	<i>Test Time (min.)</i>	<i>Installed Meter Gallons</i>	<i>Installed Meter Flow (gpm)</i>	<i>Test Meter Gallons</i>	<i>Test Meter Flow (gpm)</i>	<i>Accuracy of Installed vs. Test</i>
<i>Test 1</i>	<i>10:01</i>	<i>10:16</i>	<i>15</i>	<i>13,820</i>	<i>921</i>	<i>16,800</i>	<i>1120</i>	
<i>Test 2</i>	<i>10:16</i>	<i>10:33</i>	<i>17</i>	<i>26,860</i>	<i>1580</i>	<i>27,000</i>	<i>1588</i>	
<i>Test 3</i>	<i>10:33</i>	<i>10:48</i>	<i>15</i>	<i>22,650</i>	<i>1510</i>	<i>22,900</i>	<i>1527</i>	
				<i>Avg. 1-3</i>	<i>1337</i>	<i>Avg. 1-3</i>	<i>1412</i>	<i>-5.3%</i>
<i>Test 4</i>	<i>10:48</i>	<i>11:05</i>	<i>17</i>	<i>25,840</i>	<i>1520</i>	<i>26,100</i>	<i>1535</i>	
				<i>Avg. 2-4</i>	<i>1537</i>	<i>Avg. 2-4</i>	<i>1550</i>	<i>-0.8%</i>

*Since Test 1 flow was greater than 5% different than Test 2 and 3, a fourth test had to be done. If the results of Tests 1-3 had been used, the calibration would have been adjusted because it was outside of the 5% limit. By continuing the procedure and using the result of Tests 2-4, all done at a consistent flow, it can be seen the calibration did not have to be adjusted.*

The reference meter (test equipment shall be placed to ensure the most accurate flow measurements possible as the meter location. A diagram showing the precise location on the pipe where the testing equipment was mounted shall be supplied with the form.

4. Start at zero usage when applicable. Determine the minimum continuous flow range required to ensure accuracy needed for the flow test comparison. Once this flow range is determined, no calibration (changing of the factor) is to be completed if measured flow is outside of this range. Prior to any calibration, Tester will be required to notify the Manatee County Utilities Department Meters Section if further evaluation is needed.
5. A minimum of three (3) separate timed tests shall be performed for each meter. Each timed test shall consist of measuring flow using the test meter and the installed meter. If the three (3) tests do not yield consistent results (within 5%), additional tests shall be performed until consistent results are obtained. If the installed meter has a rate of flow, or large multiplier that does not allow for consistent results to be obtained within the test period, the duration of the test shall be increased as necessary to obtain accurate and consistent results with respect to the type of the flow meter installed. The results of the three (3) consistent tests shall be averaged, and the result will be considered the test result for the meter being tested. The result shall be expressed as a plus or minus accuracy of the installed meter relative to the test meter. The percent accuracy indicates the deviation (if any), of the meter being tested from the test meter.

### **1.03 FINAL REPORT**

The final report for WRF shall contain following information on single sheet:

1. Title
2. Unique Identification Number of the Certificate
3. Date of testing
4. Name and address of testing facility
5. Name and address of customer
6. UUT (Unit Under Test) ID, Model, S/N, Location
7. Verification Method/Description
8. Standards used, Cal date, Traceability
9. UUT Verification Results (Pass or Fail)
10. Test Technician

Required supporting documents (backup) shall be on separate pages.

Other Departments may require:

- a. Static and residual pressure
- b. Before and after subject meter readings
- c. Testing flow rates
- d. Subject meter volume
- e. Test meter volume
- f. Test meter accuracy at specified flow rate
- g. Subject meter's accuracy

### **1.04 CONFORMANCE TO SAFETY AND SECURITY RULES AND REGULATIONS**

Vendor(s) must conform to all site rules and regulations affecting the work. These include but are not limited to: keeping public areas free of waste materials, removing all rubbish from site(s) daily before leaving the premises and strictly adhering to all local and/or State safety codes. Some county sites "may" require security background check prior to entrance.



**1.05    TYPES OF FLOW METERS**

1. Magnetic
2. Differential
3. Ultrasonic (Tropicana) – Requires security access
4. Turbine
5. Propeller

**1.06    COVERED EQUIPMENT AND LOCATIONS**

All equipment and locations are listed on the Quote Form. The County reserves the right to add or delete equipment and locations as needed.

**END OF EXHIBIT 1**

## **EXHIBIT 2, MINIMUM QUALIFICATIONS**

### **ITQ 21-R076514JH**

Bidders must submit the information and documentation requested that confirms Bidder meets the following minimum qualification requirement(s):

1. Must be registered with the State of Florida, Division of Corporations to do business in Florida.

**No documentation is required. The County will verify registration.**

2. Bidder must possess a current, valid Certificate of competency to operate the type of equipment used. Certification from the test equipment manufacturer or other recognized training entities will suffice.

**Provide a verifiable copy of Bidder's certifications.**

3. The Bidder has provided Meter Testing, Calibrations, and Repairs for at least Three 3 client references since April 1, 2018 each of which included the following components: a) testing, b) calibrating, and c) repairs of various flow, pressure, and other meters.

**Provide the following information for the three (3) qualifying client references.**

- a) Name of client
  - b) Location (City/State)
  - c) Client contact name
  - d) Contact phone
  - e) Contact email
  - f) Service dates (Start/End)
  - g) Components
4. Bidder has not been convicted of a public entity crime per Section 287.133, Florida Statutes or environmental law in the past five years.

**Bidder must complete Attachment C and submit with its Quote attesting that it has not been convicted of a public entity crime or environmental law in the past five years. The County will verify.**

5. Bidder is not on the Federal Convicted Vendor or Excluded Parties list (SAM/EPLS).

**No documentation is required. The County will verify.**

6. Bidder is not on the Florida Department of Management Services Suspended, Debarred, Convicted Vendor List.

**No documentation is required. The County will verify**

7. If Bidder is submitting as a joint venture must file the required documents with the Florida Department of Business and Professional Regulation as required by Florida Statute Section 489.119, prior to the Due Date and Time.

**If Bidder is not a joint venture, provide a statement to that effect. If Bidder is a joint venture, provide a copy of Bidder's approved filing with the Florida Department of Business and Professional Regulation.**

8. Bidder has no reported conflict of interests in relation to this ITQ.

**Disclose the name of any officer, director or agent who is also an employee of the County. Disclose the name of any County employee who owns, directly or indirectly, any interest in the Proposer's firm or any of its branches. If no conflicts of interests are present, Bidder must submit a statement to that affect.**

END OF EXHIBIT 2

LABOR AND PARTS

(1) FLOW METER REPAIR LABOR RATE PER HOUR: \$ \_\_\_\_\_  
(also applies if labor hours exceed five (5) for flow meters in Groups 1 and 2)

(2) ANNUAL ESTIMATED REPAIR HOURS: \_\_\_\_\_ 20

(3) EST. ANNUAL LABOR COST (Labor Rate x Est. Hours) \$ \_\_\_\_\_

(4) REPAIR PARTS (estimate for quoting purposes only): \$ 1,000.00

(5) PARTS MARKUP (not to exceed 15%): \_\_\_\_\_ %

(6) ESTIMATED PARTS COST (4 x 5): \$ \_\_\_\_\_

**TOTAL EST. ANNUAL LABOR + PARTS COST (3) + (6)** \$ \_\_\_\_\_

Bidder Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**CONTINUED ON NEXT PAGE**

EXHIBIT 3, QUOTE FORM ITQ 21-R076514JH						
SWWRF COMPLIANCE METERS (Group 1A)						
METER/INSTRUMENT USEAGE	SCADA METER #	MANUFACTURER	MODEL #	SERIAL #	TYPE OF METER/INSTRUMENT (FLOW/LEVEL/PRESSURE...)	TESTING AND CALIBRATION COST
FLOW FROM CCC #3	FLW-12	ENDRESS & HAUSER	FMU90	HA008915E6	OPEN CHANNEL FLOW METER	
FLOW FROM CCC #2		EASTECH BADGER VANTAGE	2210	12759	OPEN CHANNEL FLOW METER	
FLOW FROM CCC #1		EASTECH BADGER VANTAGE	2210	13857	OPEN CHANNEL FLOW METER	
LEVEL OF OUTFALL POND		EASTECH BADGER VANTAGE	2210	13869	OPEN CHANNEL FLOW METER	
MEASURES CORTEZ RD. DEEP WELL LEVEL, 0-30 ft		ROSEMOUNT	3051CD3A22A1AB4	1857116	DP LEVEL TRANSMITTER	
FLOW FROM LONGBOAT KEY, 0-5MGD		ENDRESS & HAUSER	93WA1	J702A01600	TRANSIT TIME FLOWMETER	
GOLF COURSE IRRIGATION FLOW, 0-3525 GPM	FLW-104	ABB	FEP3253	3K620000079746	MAGNETIC FLOW METER	
HIGH SERVICE PUMP STATION	HSP Discharge	ENDRESS & HAUSER	93WA1	J1075516000	TRANSIT TIME FLOW METER	
HEADWORKS INFLUENT (Inside Headworks bldg on North wall, 1st floor)		FLEXIM	Flexim G721	TBA	ULTRASONIC TRANSIT TIME FLOW METER	
GOLF COURSE IRRIGATION FLOW, 0 MGD TO 3 MGD	REUSE OLD FLOW	POLYSONICS	DCT 6088	B071B008	TRANSIT TIME FLOWMETER	
CORTEZ ROAD DEEP WELL PRESSURE		ROSEMOUNT	3051TG	2220219	PRESSURE TRANSMITTER	
CORTEZ ROAD FLOW FROM 0 TO 15 MGD	FLW-02	ROSEMOUNT	3051DP	1071772	DP FLOW TRANSMITTER	
TRANSFER LOW SERVICE PUMP FLOW	FIT 501	THERMO POLYSONICS	DCT 6088	813B002	TRANSIT TIME FLOW METER	
					Subgroup 1A Total	
SEWRF COMPLIANCE METERS (Group 1B)						
METER/INSTRUMENT USEAGE	SCADA METER #	MANUFACTURER	MODEL #	SERIAL #	TYPE OF METER/INSTRUMENT (FLOW/LEVEL/PRESSURE...)	TESTING AND CALIBRATION COST
MARS FLOW, -14000 - 14000 GPM	FLW-125	THERMO POLYSONICS	DCT 6088	B11HB007	TRANSIT TIME FLOWMETER	
FLOW FROM LINED REJECT LAKE TO SPLITTER BOX		SEAMETRICS	F415W-12S	062015000162	INSERTION TURBINE FLOWMETER	
NORTH REJECT LAKE FLOW	FLW-04	SEAMETRICS	F451W-12S	062015000163	INSERTION TURBINE FLOWMETER	
LEACHATE FLOW TO THE HEADWORKS		THERMO POLYSONICS	DCT 6088	32229	TRANSIT TIME FLOWMETER	
MAIN HEADWORKS	FLW-01	FLEXIM	FLEXIS F704	7419475	TRANSIT TIME FLOWMETER	
LEACHATE PS #1 FLOW	LEACHATE #1	ENDRESS+HAUSER	ProMag 400	L107D616000	MAGNETIC FLOWMETER	
LEACHATE PS #2 FLOW	LEACHATE #2	ENDRESS+HAUSER	ProMag 400	L107D716000	MAGNETIC FLOWMETER	
LEACHATE PS #3 FLOW	LEACHATE #3	ENDRESS+HAUSER	ProMag 400	L107D516000	MAGNETIC FLOWMETER	
LEACHATE PS #4 FLOW	LEACHATE #4	ENDRESS+HAUSER	ProMag 400	L107D816000	MAGNETIC FLOWMETER	
HEADWORKS INFLUENT (LWR)		ENDRESS+HAUSER	PROSONIC 93W	K607D016000	TRANSIT TIME FLOWMETER	
IRRIGATION NORTH	FIT-204	ROSEMOUNT	HM4AXG1SAQ4	19244	MAGNETIC FLOW METER	
IRRIGATION SOUTH	FIT-253	ROSEMOUNT	HM4AXG1SAQ4	19288	MAGNETIC FLOW METER	
PLANT REUSE	FIT-309	ROSEMOUNT	HM4AXG1SAQ4	19207	MAGNETIC FLOW METER	
IRRIGATION FLOW	FIT-308	ROSEMOUNT	HM4AXG1SAQ4	19233	MAGNETIC FLOW METER	
IRRIGATION PRESSURE	PIT-307	ROSEMOUNT	AB4M5D4T1	201656	PRESSURE TRANSMITTER	
					Subgroup 1B Total	

NWRF COMPLIANCE METERS (Group 1C)						
METER/INSTRUMENT USEAGE	SCADA METER #	MANUFACTURER	MODEL #	SERIAL #	TYPE OF METER/INSTRUMENT (FLOW/LEVEL/PRESSURE...)	TESTING AND CALIBRATION COST
FLOW THROUGH CCC #2 FROM 0 TO 9.5 MGD		BADGER	2100 MB	6722	6' WEIR / ULTRASONIC LEVEL/FLOWMETER	
LEVEL OF REJECT LAKE FROM 0 TO 6.64 FEET	FLW-07	BADGER	2500 DS	91628A3	LEVEL TRANSMITTER	
FLOW THROUGH DISC FILTER FROM 0 TO 6 MGD		EASTECH FLOW CONTROLS	VANTAGE 2220	11972	RECT. WEIR ULTRASONIC LEVEL/FLOWMETER	
FLOW THROUGH CCC # 1FROM 0 TO 9.56 MGD		EASTECH FLOW CONTROLS	VANTAGE 2210	12758	6' WEIR / ULTRASONIC LEVEL/FLOWMETER	
FLOW THROUGH ABWS #1 & #2 FROM 0 TO 6 MGD		EASTECH FLOW CONTROLS	VANTAGE 2220	13224	20' WEIR / ULTRASONIC LEVEL/FLOWMETER	
FLOW THROUGH CCCS #3 & #4 FROM 0 TO 10 MGD		EASTECH FLOW CONTROLS	VANTAGE 2220	11249	4' CIPOLETTI WEIR	
PLANT INFLUENT FROM 0 TO 15 MGD	INF-01	EASTECH FLOW CONTROLS	VANTAGE 4600	601794	TRANSIT TIME FLOWMETER	
MARS FLOW IN AND OUT OF FACILITY	FIT 700	ENDRESS & HAUSER	PROMAG 400	3711619000	MAGNETIC FLOWMETER	
GOLF COURSE IRRIGATION FLOW	FLW-04	SEAMETRICS	TX215S-04	08051582	INSERTION TURBINE FLOWMETER	
IRRIGATION FLOW FROM 0 TO 15 MGD	FLW-05	ENDRESS+HAUSER	ProSonic 93W	L608E816000	TRANSIT TIME FLOWMETER	
INFLUENT FLOW TO THE HEADWORKS	FIT 1015	THERMO FISHER	DCT 6088	B17HB009	ULTRASONIC TRANSIT TIME FLOWMETER	
					Subtotal 1C Total	
					Group 1 total (1A + 1B + 1C)	

Bidder Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

## RECLAIM AND POTABLE FLOW METERS (Group 2)

### Annual Testing (5):

### Annual Cost

Reclaim (4):

McClure Farms (2), 9800 Moccasin Wallow Rd, North side, S/N 0120377-10, and  
10410 Moccasin Wallow Road, North side, S/N 20120378-10

\* Annual Cost for **Two** Flow Meters

\$ \_\_\_\_\_ \*

Heritage Harbor (1), North side of SR 64 in median surrounded by a  
hedge, S/N 70162402

\$ \_\_\_\_\_

Rivers Reach (1), North Rye Rd Rivers @ Rivers Reach Blvd, NE  
corner of main entrance, S/N 70175460

\$ \_\_\_\_\_

Potable (2), Port Manatee, 16", **schedule before testing**. 1202 Piney  
Point Road (one under Water Tower, other on South Dock Street west  
of Railroad tracks, S/Ns 70622657 & 17397413

\$ \_\_\_\_\_ \*

### Quarterly Testing (5 Potable):

### Annual Cost (Quarterly x 4)

Tropicana (1), 1001 13<sup>th</sup> Avenue East, Bradenton  
(Schedule with Tropicana, escort required, go to main entrance)

\$ \_\_\_\_\_

Longboat Key (1), South of County Restrooms @ 2653 Gulf Drive South, On  
West side of Gulf Drive behind fenced-in area, S/N 482689N

\$ \_\_\_\_\_

Lakewood Ranch (1), Lakewood Ranch Blvd @ University Pkwy,  
SW corner, in white PVC fenced-in area (enter via parking lot  
off Lakewood Ranch Blvd), S/N 1841855

\$ \_\_\_\_\_

Lockwood Ridge (1), University Pkwy @ Lockwood Ridge Road,  
NW corner, in fenced-in area, meter under middle of road on Lockwood Ridge  
Road

\$ \_\_\_\_\_

Seminole Railroad (1), East of 1361 West University Pkwy on East side of  
Railroad tracks, North side of W. University Pkwy, S/N 0384013

\$ \_\_\_\_\_

**Annual Cost for Group 2: \$ \_\_\_\_\_**

**Total Quote for Group 1 (Labor + Parts Cost from Quotation Form, Page 1, + Group 1)**

**Total: \$ \_\_\_\_\_**

**Total Quote for Group 2 (Labor + Parts Cost from Quotation Form, Page 1, + Group 2)**

**Total: \$ \_\_\_\_\_**

Bidder Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

END OF EXHIBIT 3

## **ATTACHMENTS**

Bidder must complete and return all Attachments with its Quote



**ATTACHMENT A, ACKNOWLEDGMENT OF ADDENDA**  
**ITQ NO. 21-R076514JH**

The undersigned acknowledges receipt of the following addenda:

Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:
Addendum No. _____	Date Received:

Print or type Bidder's information below:

_____ Name of Bidder	_____ Telephone Number
_____ Street Address	_____ City/State/Zip
_____ Email Address	_____ Website Address
_____ Print Name & Title of Authorized Officer	_____ Signature of Authorized Official Date

## **ATTACHMENT B, BID SIGNATURE FORM**

**ITQ NO. 21-R076514JH**

The undersigned represents that:

- (1) By signing the bid, that he/she has the authority and approval of the legal entity purporting to submit the bid and any additional documentation which may be required such as the Joint Venture Agreement or Joint Venture Affidavit, if applicable;
- (2) All facts and responses set forth in the bid are true and correct;
- (3) By submitting a bid and signing below, the Bidder agrees to all terms and conditions in this ITQ, which incorporates all addenda, appendices, exhibits, and attachments, in its entirety, and is prepared to sign the Contract as written. The Respondent understands that if it submits exceptions to the Contract in its Response, the Respondent's Response may be determined non-responsive; and
- (4) The Bidder, which includes all companies included in a partnership or joint venture, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

### **Print or type Bidder's information below:**

Signature of Authorized Official / Date: \_\_\_\_\_

Printed Name of Authorized Signer: \_\_\_\_\_

Title of Authorized Signer: \_\_\_\_\_

Name of Bidder: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Website URL: \_\_\_\_\_

Bidder must fully execute and return this form with its Bid.

**ATTACHMENT C, PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES  
CERTIFICATION**

**ITQ NO. 21-R076514JH**

SWORN STATEMENT PURSUANT TO SECTION 2-26 ARTICLE V, MANATEE COUNTY  
PROCUREMENT 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 Manatee County by \_\_\_\_\_  
[print individual's name and title]

For \_\_\_\_\_  
[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 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 Bidders or prospective Bidders 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 Director, 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 and 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 amount 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.

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 Manatee County's Purchasing Official. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with Manatee County.

**I UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE PROCUREMENT DIVISION OR THE COUNTY ADMINISTRATOR DETERMINES THAT SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.**

\_\_\_\_\_  
[Signature of Bidder's Authorized Official]

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

By \_\_\_\_\_ who is

☐ 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.

**ATTACHMENT D, INSURANCE STATEMENT**

**ITQ NO. 21-R076514JH**

**THE UNDERSIGNED** has read and understands the insurance requirements applicable to any contract resulting from this solicitation and shall provide the insurances required by this Attachment within ten (10) days from the date of Notice of Intent to Award.

Bidder Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Authorized Official):

\_\_\_\_\_

Printed Name/Title:

\_\_\_\_\_

Insurance Agency:

\_\_\_\_\_

Agent Name: \_\_\_\_\_ Agent Phone: \_\_\_\_\_

***Return this signed statement with your Quote.***

**Exhibit/Attachment No. \_\_\_\_ AFFIDAVIT OF NO CONFLICT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, this day personally appeared

\_\_\_\_\_ [Insert Name], as

\_\_\_\_\_ [Insert Title] of

\_\_\_\_\_ [Insert Company Name],

with full authority to bind, (hereinafter referred to as Company) who being first duly sworn,

deposes and says that Company:

- (a) Is not currently engaged and will not become engaged in any obligations, undertakings or contracts that will require Company to maintain an adversarial role against the County or that will impair or influence the advice, recommendations or quality of work provided to the County; and
- (b) Has provided full disclosure of all potentially conflicting contractual relationships and full disclosure of contractual relationships deemed to raise a question of conflict(s); and
- (c) Has provided full disclosure of prior work history and qualifications that may be deemed to raise a possible question of conflict(s).

Affiant makes this Affidavit for the purpose of inducing Manatee County, a political subdivision of the State of Florida, to enter into this Agreement No. \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of Affiant

The foregoing instrument was sworn to and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_. He / she is personally known to me or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public, State of Florida at Large

Commission No. \_\_\_\_\_

**ATTACHMENT F, DRUG FREE WORK-PLACE CERTIFICATION  
ITQ NO. 21-R076514JH**

**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 will provide a drug free work place by:

(1) providing a written statement to each employee notifying such employee that the  
unlawful manufacture, distribution, dispensation, possession or use of a controlled substance  
as defined by § 893.02(4), Florida Statutes, as the same may be amended from time to time,  
in the person's or entity's work place is prohibited specifying the actions that will be taken  
against employees for violation of such prohibition. Such written statement shall inform  
employees about:

(i) the dangers of drug abuse in the work place;

(ii) the person's or entity's policy of maintaining a drug free environment at  
all its work places, including but not limited to all locations where employees  
perform any task relating to any portion of such contract, business transaction  
or grant;

(iii) any available drug counseling, rehabilitation, and employee assistance programs; and



- (iv) the penalties that may be imposed upon employees for drug abuse violations.
- (2) Requiring the employee to sign a copy of such written statement to acknowledge his or her receipt of same and advice as to the specifics of such policy. Such person or entity shall retain the statements signed by its employees. Such person or entity shall also post in a prominent place at all of its work places a written statement of its policy containing the foregoing elements (i) through (iv).
- (3) Notifying the employee in the statement required by subsection (1) that as a condition of employment the employee will:
  - (i) abide by the terms of the statement;
  - (ii) notify the employer of any criminal drug statute conviction for a violation occurring in the work place no later than five (5) days after such a conviction.
- (4) Notifying the County within ten (10) days after receiving notice under subsection (3) from an employee or otherwise receiving actual notice of such conviction.
- (5) Imposing appropriate personnel action against such employee up to and including termination; or requiring such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- (6) Making a good faith effort to continue to maintain a drug free work place through implementation of sections (1) through (5) stated above.

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:

- (1) Such person or entity has made false certification.
- (2) Such person or entity violates such certification by failing to carry out the requirements of sections (1), (2), (3), (4), (5), or (6) or subsection 3-101(7)(B); or

- (3) Such a number of employees of such person or entity have been convicted of violations occurring in the work place as to indicate that such person or entity has failed to make a good faith effort to provide a drug free work place as required by subsection 3-101(7)(B).

\_\_\_\_\_  
[Signature]

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_  
\_\_\_\_\_ 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.