



**INVITATION FOR BID  
IFB # 16-0722CD  
COLLECTION/REMOVAL OF USED OIL AND OTHER WASTE PRODUCTS**

Manatee County, a political subdivision of the State of Florida, (hereinafter "County") will receive sealed bids 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.

**NON-MANDATORY INFORMATION CONFERENCE -**

**None. All clarification requests are to be directed to the contact person listed at the bottom of this page.**

**DEADLINE FOR CLARIFICATION REQUESTS:**      **5:00 PM on January 15, 2016**  
Reference Bid Article A.09

**BID OPENING TIME AND DATE DUE:**      **3:00 PM on January 26, 2016**

**FOR INFORMATION CONTACT:**  
Chris Daley, CPPO, CPPB, Contract Specialist  
(941) 749-3048  
[chris.daley@mymanatee.org](mailto:chris.daley@mymanatee.org)  
Manatee County Financial Management Department  
Purchasing Division

AUTHORIZED FOR RELEASE: DMW

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**SECTION A**  
**INFORMATION TO BIDDERS**

**A.01 OPENING LOCATION**

Sealed bids will be **publicly opened** at the **Manatee County Purchasing Division, 1112 Manatee Avenue West, Suite 803, Bradenton, Florida 34205** in the presence of County officials at the time and date stated, or soon thereafter. All bidders or their representatives are invited to attend the sealed bid opening.

Any bids received after the stated time and date will not be considered. It shall be the sole responsibility of the bidder to have their bid **delivered to the Manatee County Purchasing Division** for receipt on or before the stated time and date. Bidder shall be solely and strictly responsible for its timely delivery to the Purchasing Division. Bids delayed by mail, courier, or bids delayed for any other reason, shall not be considered, shall not be opened at the public opening, and arrangements shall be made for their return at the bidder's request and expense.

**A.02 SEALED & MARKED**

Bids shall be submitted in **duplicate, one original (marked Original) and one copy/copies (marked Copy)** of your **signed bid** shall be submitted in one **sealed package**, clearly marked on the outside **"Sealed Bid #16-0722CD-Collection/Removal of used Oil and Other Waste Products"** along with your company name.

For your convenience, a mailing label is provided with this Invitation for Bid or you may address the package as follows:

Manatee County Purchasing Division  
1112 Manatee Avenue West, Suite 803  
Bradenton, Florida 34205  
Sealed Bid #16-0722CD- Collection/Removal of used Oil and  
Other Waste Products

All blank spaces on the bid form must be filled in as noted with amounts extended and totaled and no modifications shall be made in the wording of the forms or in the items thereupon. In the event an edit is made in your submittal, the bidder shall write its initials by the change. Any bid may be rejected which contains any omissions, alterations, irregularities of any kind, or which in any manner fail to conform to the requirements of this IFB.

A bid made by an individual, either in his/her own or proper person or under a trade or firm name, shall be executed under the individual's signature. If made by a partnership, the bid shall be executed by two or more of the general partners. If made by a corporation, the bid shall be executed by its President or other legally authorized corporate officer or agent.

**A.03 BID FORMS**

Bids must be submitted on the provided forms, although additional pages may be attached. **Bidders must fully complete all pages of the Bid Forms. Bid Forms must be executed by an authorized signatory who has the legal authority to make the bid and bind the company. Bidders must fully comply with all requirements of this IFB in its entirety.** Failure to comply shall result in bidder being deemed nonresponsive.

**A.04 MATHEMATICAL ERRORS**

Bid Forms without imbedded mathematical formulas:

In the event of multiplication/extension error(s), the unit price shall prevail. In the event of addition error(s) the extension totals will prevail. In the event the dollar amount for contract contingency is omitted, it will be added to the total price of the bid.

Bid Forms with imbedded mathematical formulas:

Interactive Bid Forms that contain mathematical formulas may be used for automating lengthy and complex bid forms. In the event these forms are used and a multiplication/extension error(s) is discovered, the unit price entered by the vendor shall prevail. The vendor shall assume the responsibility and accuracy of the information input in the bid form and therefore shall verify that the calculations are correct before submitting their bid.

Regardless of which type of bid form is used, all bids shall be reviewed mathematically and corrected by the Purchasing Division, if necessary, using these standards, prior to additional evaluation.

**A.05 SECURING BID DOCUMENTS**

IFB's and all documents issued pursuant to the IFB are available for download at no charge at [mymanatee.org](http://mymanatee.org) by clicking on "[Bids and Proposals](#)" on the left side of the home page. You may view and print these pdf files using Adobe Reader software.

Manatee County may also use DemandStar to distribute bids. Visit the DemandStar website at [www.Demandstar.com](http://www.Demandstar.com) for more information regarding this service. Participation in the DemandStar system is not a requirement for doing business with Manatee County.

Complete copies of the IFB and all related documents are available for public inspection at the Manatee County Purchasing Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205, or by calling (941) 749-3014. Appointments are encouraged. Documents are available between the hours of 9:00 AM and 4:00 PM Monday through Friday, with the exception of holidays.

In addition, Manatee County informs the Manatee Chamber of Commerce of all active solicitations who then distributes the information to their members.

**A.06 EXAMINATION OF BID DOCUMENTS AND SITE(S)**

It is the responsibility of each bidder before submitting a bid to (a) examine all IFB documents thoroughly; (b) consider federal, state, and local codes, laws, and regulations which may affect costs, progress, performance, or furnishing of the work; (c) study and carefully correlate bidder's observations with the IFB documents; and (d) notify the County of all conflicts, errors, or discrepancies in the IFB documents prior to the deadline for clarification requests.

**A.07 NON-EXCLUSIVE**

Unless otherwise stated in this bid specification, any contracts resulting from this bid are nonexclusive. The County reserves the right, in its sole opinion, to purchase items listed in this bid through the State of Florida contracts, cooperatives, other current government contracts, and nonprofit contracts as provided in the Manatee County Purchasing Policy. The County reserves the rights to solicit separate bids for requirements that are a portion of a larger contract bid as a whole. Additionally at the County's sole option, additional contracts may be entered into as a result of such situations as unusual volumes, time/delivery requirements, special requirements, other brands, lease, project specific requirements, or similar situations.

**A.08 MODIFICATION OF BID DOCUMENTS**

If a bidder wishes to recommend changes to any portion of the IFB documents, the bidder shall furnish, in writing, data and information necessary to aid County in evaluating the request to modify the IFB documents. County is not obligated to make any changes to the IFB documents. Unless an addendum is issued, the IFB documents shall remain unaltered.

**A.09 CLARIFICATION REQUESTS & ADDENDA**

Each bidder shall examine all IFB documents and shall judge all matters relating to their adequacy and accuracy. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to this IFB shall be made through the Manatee County Purchasing Division. County shall not be responsible for oral interpretations given by any County employee, representative, or others.

**5:00 PM on January 15, 2016** shall be the deadline to submit to the Purchasing Division, in writing, all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to this IFB.

This deadline has been established to maintain fair treatment of all potential bidders, while maintaining progression of the work.

If any addenda are issued to this IFB, County will post the documents on the Purchasing Division's web page at <http://www.mymanatee.org/purchasing>, and then by clicking on "Bids and Proposals". If the original solicitation was broadcast via DemandStar, the addenda will also be broadcast on the DemandStar distribution system to "Planholders" on this web service.

The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

It shall be the **responsibility of each bidder, prior to submitting a bid**, to contact the Purchasing Division (see contact information on the cover page) to **determine if any addenda were issued** and to make such addenda a part of their bid.

A complete set of the IFB documents must be used in preparing bids. County assumes no responsibility for errors and misinterpretations resulting from the use of incomplete sets of bid documents.

**A.10 LOBBYING**

After the issuance of any IFB, prospective bidders or their agents, representatives or persons acting at the request of such bidder shall not contact, communicate with or discuss any matter relating to the IFB with any officer, agent or employee of Manatee County other than the Purchasing Official or the contact identified on the first page of this IFB, pursuant to the Manatee County Code of Laws. This prohibition includes copying such persons on all written communication, including email correspondence. This requirement begins with the issuance of an IFB and ends upon execution of the final agreement or when the IFB has been cancelled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Code of Laws.

**A.11 UNBALANCED BIDDING PROHIBITED**

County recognizes that large and/or complex projects will often result in a variety of methods, sources, and prices. However, where in the opinion of the County such variation does not appear to be justified, given bid requirements and industry and market conditions, the bid will be presumed to be unbalanced. Examples of unbalanced bids will include:

- a. Bids showing omissions, alterations of form, additions not specified, or required conditional or unauthorized alternate bids.
- b. Bids quoting prices that substantially deviate, either higher or lower, from those included in the bids of competitive bidders for the same line item unit costs.
- c. Bids where the unit costs offered are in excess of or below reasonable cost analysis values.

In the event County determines that a bid is presumed unbalanced, it will request the opportunity to and reserves the right to, review all source quotes, bids, price lists, letters of intent, etc., which the bidder obtained and upon which the bidder relied upon to develop its bid. County reserves the right to reject as nonresponsive any presumptive unbalanced bids where the bidder is unable to demonstrate the validity and/or necessity of the unbalanced unit costs.

**A.12 WITHDRAWAL OF BIDS**

Bidders may withdraw bids as follows:

- a. Mistakes discovered before the public bid opening may be withdrawn by written notice from the bidder submitting the bid. This request must be received in the Purchasing Division prior to the time set for delivery and opening of the bids. A copy of the request shall be retained and the unopened bid returned to the bidder; or
- b. After the bids are opened or a selection has been determined, but before an agreement is signed, a bidder alleging a material mistake of fact may be permitted to withdraw their bid if:
  1. The mistake is clearly evident in the solicitation document; or
  2. Bidder submits evidence which clearly and convincingly demonstrates that a mistake was made. Request to withdraw a bid must be in writing and approved by the Purchasing Official.

**A.13 IRREVOCABLE OFFER**

Any bid may be withdrawn up until the time and date set for opening of the bid. Any bid 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 IFB until one or more of the bids have been duly accepted by County.

**A.14 BID EXPENSES**

All expenses for submitting bids to the County are to be borne by the bidder.

**A.15 RESERVED RIGHTS**

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

The lowest, responsible bidder shall mean that bidder who makes the lowest bid to sell goods and/or services of a quality which meets or exceeds the quality of goods and/or services set forth in the IFB documents or otherwise required by County.

To be responsive, a bidder shall submit a bid which conforms in all material respects to the requirements set forth in the IFB. **Bidders must fully comply with the IFB documents in their entirety.**

To be a responsible bidder, the bidder shall have the capability in all respects to perform fully the bid requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance.

Also, County reserves the right to make such investigation as it deems necessary to determine the ability of any bidder to furnish the service requested. Information County deems necessary to make this determination shall be provided by the bidder. Such information may include, but shall not be limited to current financial statements, verification of availability of equipment and personnel, and past performance records.

**A.16 APPLICABLE LAWS**

Bidder 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 agreement. Any involvement with the Manatee County Purchasing Division shall be in accordance with the Manatee County Purchasing Ordinance as amended.

**A.17 SCRUTINIZED COMPANIES**

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies, for goods or services over \$1,000,000, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List. Both lists are created pursuant to section 215.473, Florida Statutes.

At the time a company submits a bid or proposal for a contract or before the company enters into or renews a contract with an agency or governmental entity for goods or services of \$1 million or more, the company must certify that the company is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

**A.18 COLLUSION**

By submitting a bid in response to this IFB, bidder certifies that it has not divulged, discussed or compared its bid with any other bidder, and has not colluded with any other bidder or parties to this bid whatsoever. Also, bidder certifies, and in the case of a joint bid each party thereto certifies as to their own organization, that in connection with this bid:

- a. any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and/or cost data, with any other bidder or with any competitor;
- b. any prices and/or cost data quoted for this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder, prior to the scheduled opening, directly or indirectly to any other bidder or to any competitor;



- c. no attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition;
- d. the only person or persons interested in this bid, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this bid or in the resulting agreement to be entered into; and
- e. no person or agency has been employed or retained to solicit or secure the resulting agreement upon an agreement or understanding or a commission, percentage, brokerage, or contingent fee except bona fide employees or established commercial agencies maintained by bidder for purpose of doing business.

**A.19 CODE OF ETHICS**

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

By submitting a bid, the bidder represents to County that all statements made and materials submitted are truthful, with no relevant facts withheld. If a bidder is determined to have been untruthful in their bid or any related presentation, such bidder will be disqualified from eligibility to provide the goods and/or services described in this IFB, and may also be disqualified from furnishing future goods or services to, and from submitting any future bids to supply goods or services to Manatee County.

**A.20 PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES**

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime, as that term is defined in Section 287.133, Florida Statutes, may not submit a bid to provide any goods or services to a public entity; may not submit a bid with a public entity for the construction or repair of a public building or public work; may not submit bids on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under an agreement with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months following the date of being placed on the convicted list.

In addition, the Manatee County Procurement Code prohibits the award of any bid 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 ensure compliance with the foregoing, the Code requires all persons or entities desiring to do business with 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 such a record and is therefore eligible to seek and be awarded business with County. In the case 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 herein for this purpose.

**A.21 CONTRACT**

The agreement resulting from the acceptance of a bid shall be in the form of purchase order.

**A.22 TERMINATION OF CONTRACT**

Manatee County reserves the right to terminate any contract, at any time, with or without cause.

**A.23 PURCHASING COOPERATIVE**

It is the intent of this Invitation for Bid to include requirements and to obtain bids on behalf of Manatee County and reserve the right for the entities belonging to the Sarasota Bay Chapter of NIGP to obtain purchases from this bid proposal. This opportunity is also made available to any and all local, County, Public Educational Institutions, non-profits, and the State of Florida. Pursuant to their own governing laws, and subject to the agreement of the vendor, other entities may be permitted to make purchases at the terms and conditions contained herein. Manatee County will not be financially responsible for the purchase of other entities from this solicitation.

**A.24 DISCOUNTS**

Any and all discounts must be incorporated in the prices contained in the bid and not shown separately. The prices indicated on the Bid Form shall be the prices used in determining award.

**A.25 TAXES**

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

The successful bidder shall be responsible for the payment of taxes of any kind and character, including, but not limited to sales, consumer, use, and other similar taxes payable on account of the work performed and materials furnished under the award in accordance with the laws and regulations of the place of the project which are applicable

during the performance of the work. Nothing herein shall affect the bidder's normal tax liability.

**A.26 DESCRIPTIVE INFORMATION**

Unless otherwise specifically provided in the IFB documents, all equipment, materials and articles provided shall be new and of the most suitable grade for the purpose intended. Unless otherwise specifically provided in the IFB documents, reference to any equipment, material, 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.

**A.27 DELIVERY**

Unless otherwise specified, all prices are to be FOB Destination.

**A.28 AUTHORIZED PRODUCT REPRESENTATION**

The bidder, 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 do so may, in the County's sole discretion, be deemed a material breach of the resulting agreement and shall constitute grounds for County's immediate termination of the resulting agreement.

**A.29 ROYALTIES AND PATENTS**

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

**A.30 AMERICANS WITH DISABILITIES ACT**

County does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of County's functions including one's access to, participation, employment, or treatment in its programs or activities. Anyone requiring **reasonable accommodation** for an Information Conference or Bid Opening should contact the person named on the cover page of this IFB document at least twenty-four (24) hours in advance of either activity.

**A.31 EQUAL EMPLOYMENT OPPORTUNITY**

In accordance with Title VI of the Civil Rights Act of 1964, Title 15, Part 8 of the Code of Federal Regulations and the Civil Rights Act of 1992, County hereby notifies all bidders that it will affirmatively ensure minority business enterprises are afforded full opportunity to participate in response to this IFB and will not be discriminated against on the grounds of race, color, national origin, religion, sex, age, handicap, or marital status in consideration of bid award.

**A.32 MINORITY BUSINESS ENTERPRISE / DISADVANTAGED BUSINESS ENTERPRISE**

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

**A.33 SUBCONTRACTORS**

The successful bidder will obtain prior written approval from the County for any subcontractor(s) and the work they will perform. A subcontractor is defined as any entity performing work within the scope of the project who is not an employee of the successful bidder.

Bidders subcontracting any portion of the work shall include a list of subcontractors along with their bid. The list shall include: name and address of subcontractor, type of work to be performed and the percent of the contract amount to be subcontracted.

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 within the United States shall be employed under this contract.**

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

If County has reasonable objection to any subcontractor, the County may request the successful bidder to submit an acceptable substitute without an increase in contract sum or contract time.

If successful bidder declines to make any such substitution, the County may award the resulting agreement to the next lowest qualified bidder that proposes to use acceptable subcontractors, who County does not make written objection to. In the event the successful bidder declines to make any such substitution post award, the County may exercise its right to terminate the agreement.

The successful bidder shall maintain sole responsibility for the actions of its employees and subcontractors. New employees brought in after contract award shall follow the same requirement stated above for the life of the contract.

**A.34 DISCLOSURE**

Upon receipt, all inquiries and responses to inquiries related to this IFB become public records, and shall be subject to public disclosure requirements pursuant to Florida Statute, Chapter 119.

Bids 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 review or analysis of the bid shall be conducted at the public bid opening.

Based on the above, County will receive bids at the time and date stated and will make public at the opening the names of the business entities which submitted a bid and any amount presented as a total offer without any verification of the mathematics or the completeness of the bid.

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

In any agreement entered into by the County wherein the successful bidder is acting on behalf of the County, the successful bidder is required to comply with Florida Statute, Section 119.0701 which requires keeping, maintaining and disclosing public records.

**A.35 LOCAL PREFERENCE**

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

Local preference shall not apply to the following categories of agreements:

1. Purchases or agreements which are funded, in whole or in part, by a governmental or other funding entity, where the terms and conditions governing the funds prohibit the preference.
2. Any bid announcement which specifically provides that local preference, as set forth in this section, is suspended due to the unique nature of the goods or services sought, the existence of an emergency as found by either the County Commission or County Administrator, or where such suspension is, in the opinion of the County Attorney, required by law.

3. For a competitive solicitation for construction services in which fifty percent (50%) or more of the cost will be paid from state-appropriated funds which have been appropriated at the time of the competitive solicitation.

To qualify for local preference under this section, a **local business must provide certification to County** by completing an “**Affidavit as to Local Business**” form which is available for download at [www.mymanatee.org/vendor](http://www.mymanatee.org/vendor). Click on “Affidavit for Local Business” to access and print the form. Complete, notarize, and mail the notarized original to: Manatee County Purchasing Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

It is the responsibility of the bidder to ensure accuracy of the affidavit and notify County of any changes affecting same.

### **A.36 VENDOR REGISTRATION**

Registering your business will provide Manatee County a sourcing opportunity to identify supplies of goods and services, plus identify local businesses.

You may register online at [www.mymanatee.org/vendor](http://www.mymanatee.org/vendor). If you need any assistance, please call (941) 749-3014, Monday – Friday, 8:00 A.M. to 5:00 P.M., excluding holidays, and the Purchasing Division can assist you as needed.

Registration is not mandatory; however, by taking the time to register, you are helping the County to provide timely notification of quotation, bid and proposal opportunities to your business.

### **A.37 ENVIRONMENTAL SUSTAINABILITY**

All bidders 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.

Bidders shall acknowledge whether or not their organization has an environmental sustainability initiative by checking the appropriate box on the bid form. In addition, the bidder shall submit a summary of their environmental sustainability initiative along with their bid. This information will be used as a determining factor in the award decision when all other evaluative factors, including local preference policies are otherwise equal.

### **A.38 ePAYABLES**

Manatee County Board of County Commissioners and the Manatee County 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 of the Circuit Court will issue a unique credit card number to vendor after goods are delivered or services rendered, vendors submit invoices to the remit to address on the purchase order. 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. 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 the ePayables Application attached herein and return the completed form via email to Ms. Lori Bryan, Supervisor at [lori.bryan@manateeclerk.com](mailto:lori.bryan@manateeclerk.com).

**A.39 FUNDING**

This bid is subject to the appropriation of funds in an amount sufficient to allow continuation of the County's performance in accordance with the terms and conditions of this bid. The county shall provide prompt written notice to the vendor that sufficient funds have not been appropriated to continue its full and faithful performance under the terms of this bid, and shall, effective thirty (30) days after giving such notice or upon the expiration of the time for which funds were appropriated, whichever occurs first, be thereafter released of all further obligations in any way related to the bid.

**A.40 CONDITIONS FOR EMERGENCY/HURRICANE OR DISASTER – TERM CONTRACTS**

It is hereby made a part of this Invitation for Bid that before, during and after a public emergency, disaster, hurricane, flood, or other acts of God that Manatee County shall require a "first priority" basis for services. It is vital and imperative that the majority of citizens are protected from any emergency situation which threatens public health and safety, as determined by the County. Contractor agrees to provide services to the County or other governmental entities as opposed to a private citizen, on a first priority basis. The County expects to pay contractual prices for all services required during an emergency situation. Contractor shall furnish a twenty-four (24) hours phone number in the event of such an emergency.

**A.41 PRECEDENCE**

Statements contained in the Scope of Work or Bid Summary section of this Invitation for bid, which vary from the information contained in this section A, Information to Bidders, shall have precedence.

**END OF SECTION A**

## SECTION B

GENERAL TERMS AND CONDITIONSB.01 AGREEMENT FORMS

The Agreement resulting from the Acceptance of a bid shall be in the form of the Agreement stated in this IFB, which is attached herein.

A written notice confirming award or recommendation thereof will be forwarded to the successful bidder accompanied by the required number of unsigned counterparts of the Agreement. Within ten (10) days thereafter, successful bidder shall sign and deliver the required number of counterparts of the Agreement with any other required documents to Owner. (Note: Agreement must be approved in accordance with Chapter 2-26 of the Manatee County Code of Laws and the Administrative Standards and Procedures Manual approved by the County Administrator).

B.02 INDEMNIFICATION

The successful vendor 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 agreement for 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 agreement, 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.

B.03 REGULATIONS

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

B.04 ASSIGNMENT OF CONTRACT

Vendor shall not assign, transfer, or otherwise dispose of this contract or his right, 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.

**END OF SECTION B**



## SECTION C

SPECIFIC TERMS & CONDITIONSC.01 PURPOSE

It is the intent of the County of Manatee to enter into an agreement with a vendor for the collection and removal, on an as required basis, of waste oil products from various locations within Manatee County Florida.

C.02 ESTIMATED QUANTITY

Exact quantity of collections cannot be determined at this time; payment shall be made on the actual gallons of waste oil products collected. Waste oil products will be made available to the Vendor as accumulated. The County makes no guarantee of the quantity of waste oil products to be collected at any given time.

The following is a summation of the various types of waste oil products collected through the previous year:

2014/2015-

Waste Oils <5% H<sub>2</sub>O = 13,500 gallons

Diesel Fuel <5% H<sub>2</sub>O = 200 gallons

Non Hazardous Oil Shop Waste Water = 3000 gallons

Antifreeze = 600 gallons

Used Oil Filters = 39 drums

Used Absorbent Pads and Rags = 19 drums

Vacuum truck Service Hours = 6.5 hours

C.03 PRICES & TERM

Bid shall be based on all costs, including but not limited to: labor, transportation, permits, equipment, submittals, and anything else associated with the proper removal and disposal of the used oil and other waste products as collected from the designated location.

The County reserves the right to add or delete locations during the contract period, if the need arises.

C.04 CONTRACT TERM

This contract shall be for a period of one year, commencing from date of award, unless renewed or terminated as provided in this bid document.

C.05 RENEWAL

Provided that there are no changes of prices, terms, or conditions, **this contract shall be extended/renewed** beyond the first twelve (12) month contract period for additional twelve (12) month periods not to exceed a total contract duration of sixty (60) months. **Written notice of intention not to renew must be submitted by the successful bidder 90 days prior to the end of a contract period.** Should any Vendor choose not to renew the bid awarded, the County reserves the right to terminate the Contract with that Vendor and select the next qualified bidder, or re-advertise for those bid items, or solicit a new Invitation for Bid for all items.

C.06 PAYMENT

Some waste oil products collected and removed shall require payment from the vendor to the County while other waste oil products may require payment from the County for proper disposal.

1. Payment from the Vendor to the County

For waste oil products listed on the bid form that indicate payment **to the County**, the payment shall be based on the number of gallons of used waste oil products collected from the first day of the month through the last day of the month, shall be made on or before the 15th of that month following that collection. Vendor shall use a metered truck and record the gallons of waste oil collected and provide on-site County personnel with a hauling receipt that shall include the date, time, truck number, and disposal site, volume per gallons, vendor's signature, and County personnel signature.

Copies of the hauling receipts, for which payment is being made, shall accompany the payment , which shall be in the form of a company's check, cashier's check or money order made payable to the Manatee County Board of County Commissioners. **No cash transactions are authorized.**

2. Payment from the County to the Vendor

For waste oil products listed on the bid form that indicate payment **from the County**, the vendor shall submit an invoice to the County with copies of the hauling receipts based on the units of measure as indicated on the Bid Form of used waste oil products collected from the first day of the month through the last day of the month, on or before the 15th of that month following that collection.

Within forty-five (45) days after presentation of an appropriate invoice and acceptance by the County, the County shall pay the total amount due. Vendor shall use a metered truck and record the quantity of non-hazardous waste products collected and provide on-site County personnel with a hauling receipt that shall include the date, time, truck number, and disposal site, volume per gallons or other units of measure as indicated on the Bid Form, vendor's signature, and County personnel signature.

C.07 CANCELLATION

Failure to adhere to all terms and conditions of the contract will be just cause for the County to dispose of all used oil and other waste products collected during the balance of the period covered by the contract in the open market and charge any loss occasioned thereby to the Vendor and cancel contract without further notice.

It is mutually understood and agreed that any award made as a result of this bid may be cancelled by the vendor upon 60 days written notice by Certified Mail to the County. However, the County is hereby authorized to secure services, in accordance with the bid terms, during this 60 day interim provided the County requests collection during this period.

The County reserves the right to terminate a contract by giving 30 days written notice of intention to terminate if at any time the vendor fails to abide by or fulfill any of the terms and conditions of the Contract. The County also reserves the right to terminate this contract for the convenience of the County, with or without cause.

C.08 INSURANCE

The vendor 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 vendor shall obtain, and submit to purchasing 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 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:

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

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>

**ADDITIONAL INSURED:** Manatee County, a political subdivision of the State of Florida, shall be specifically named as additional insured on the Commercial General Liability Policy.

c. Business Auto Policy

Each Occurrence Bodily Injury and Property Damage Liability Combined	<u>\$300,000</u>
Annual Aggregate (if applicable)	<u>\$1,000,000</u>

**ADDITIONAL INSURED:** Manatee County, a political subdivision of the State of Florida, shall be specifically named as additional insured on the Business Auto Policy.

d. Environmental Pollution Liability

Bodily Injury & Property Damage	<u>\$1,000,000</u>
---------------------------------	--------------------

C.08 INSURANCE (Continued)

e. 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.

f. Complete Policies: The entire and complete insurance policies required herein shall be provided to the County on request.

Nothing herein shall in any manner create any liability of 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 County or to any Workers, Suppliers, material men or employees in relation to the resulting Contract.

## g. By way of its submission of a Bid hereto, Bidder:

1. Represents that Bidder 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; and
2. Agrees that, upon County's request, appropriate evidence of the insurance requirements set forth in this solicitation will be produced by Bidder within ten (10) calendar days from the date of Notice of Intent to Award.
3. Agrees that, insurance should not be cancelled without thirty (30) days notice to County and must be endorsed to provide same. Failure of Bidder to obtain and maintain proper amounts of insurance as called for herein shall constitute a material breach of Contract by successful Bidder, which may result in immediate termination.

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 Board of Commissioners,  
A political subdivision of the State of Florida  
P.O. Box 1000  
Bradenton, FL 34206-1000  
IFB# 16-0722CD-Collection/Removal of used Oil and Other Waste  
Products**
2. Certificate shall be mailed to:  
**Manatee County Purchasing Division  
1112 Manatee Avenue West, Suite 803  
Bradenton, FL 34205  
Attn: Chris Daley-CPPO, CPPB, Contract Specialist**

**END OF SECTION C**

SECTION D  
TECHNICAL SPECIFICATIONS

D.01 SCOPE OF SERVICES

The County of Manatee, Florida requires the services of a Vendor for the collection and removal, on an "As **Required** Basis", of used oil and various types of other non DOT regulated waste products (i.e.; oily water, sludge, oil filters, antifreeze, used shop rags and pads, etc.) which are collected at the various Manatee County facilities as well as the Manatee County Lena Road Landfill.

The collection shall include the handling, consolidation, storage, transportation, and disposal activities involved in the removal of the specified waste products. At the time of collection, the Vendor shall leave a hauling receipt or bill of lading with the County personnel that shall include the date, time, truck number, and disposal site, volume per volume or other units of measure as indicated on the Bid Form, vendor's signature, and County personnel signature.

D.02 LOCATIONS AND COLLECTION FREQUENCIES

1. Manatee County Public Works Department, Fleet Services

On a rotational bi-weekly basis, the vendor shall provide routine pickup of waste oils and other waste products:

- a. Central Fleet Location  
1100 26<sup>th</sup> Avenue East  
Bradenton, FL 34208  
Contact: Bruce Payton
- b. West Fleet Location  
4700 66<sup>th</sup> Street West  
Bradenton, FL 34210  
Contact: John Rawley, Jr.
- c. East Fleet Location (at Lena Road Landfill)  
3055 Lena Road  
Bradenton, FL 34202  
Contact: Bruce Payton or Stan Driggers
- d. Small Engine/ Turf Shop  
2903 12<sup>th</sup> Street Ct. East  
Bradenton, FL 34208  
Contact: Billy Lopata or Bruce Payton
- e. Transit Fleet Location (**Beginning in June 2016**)  
2411 Tallevast Road  
Sarasota, FL 34243

## 2. Manatee County Utilities Department

On an “**On-Call** Basis”, the vendor shall provide pickup of waste oils only at these locations:

- a. Lena Road Landfill  
3333 Lena road  
Bradenton, FL 34202  
Contact: David Pickup or Cari Walz
- b. Utilities Administration/HHW Shed  
4410 66<sup>th</sup> Street West  
Bradenton, FL 34210

### D.03 REQUIREMENTS

1. Collections shall be performed no less than a rotational bi-weekly basis for the Public Works Department Fleet Service locations and on “On-Call Basis” for the Utilities Department’s locations. Collections shall be made between the hours of 8:00 A.M. and 4:00 P.M., Monday through Friday. In the event of a spill, the vendor shall have a spill response team (truck) within two (2) hours at sites so designated by the County.
2. The Vendor shall be responsible for the removal, storage, reuse, and/or processing of all materials collected from the County. Contaminated materials are to be disposed of properly and the County will be informed of quantities and locations of such disposals. If for any reason the Vendor is unable to pick up or receive any of the materials outlined in this Invitation for Bids, the Vendor will be responsible for all expenses the County incurs to dispose of said materials. The County will not be liable for any disposal costs incurred by the Vendor.
3. Collection vehicles for waste oils require a meter to record the number of gallons of waste oils collected. Vendor's vehicles must be equipped in a manner that shall prevent the escape of material that may create a spill.
4. Collection vehicles for other non DOT regulated waste products shall have loading capabilities that will accommodate loading from a forklift (owned and operated by either the County or the Vendor). An additional option of hand-loading may be required by the Vendor depending on the site and the County's discretion at the time of collection. Vendor's vehicles shall be equipped in a manner that will prevent the escape of material that may create a spill.
5. The Vendor shall maintain records in a manner acceptable to the County on waste oil and other non DOT regulated waste products collected and disposed of during the contract period. The Vendor shall permit the County to conduct full and open inspection of their facility and records upon advance written request by the County.
6. All services shall be performed in a professional, safe and workmanlike manner with collection area left clear of debris. The Vendor shall obtain any and all permits and licenses required to perform this contract and shall comply with all pertinent laws and regulations of the federal government as well as all state and local laws and ordinances.

**D.04 REPORTING**

Vendor shall report all materials collected by date and type on or before the 15th of each month for the previous month. Vendor shall permit the County to conduct full and open inspection of payment and reimbursement records upon request.

**D.05 OWNERSHIP OF MATERIALS**

The ownership of all materials shall vest in the County at the time said materials are placed at the collection facilities and will remain the property of the County until such time as the materials are loaded onto the Vendor's transport vehicle.

**D.06 BID SUBMITTALS**

1. Vendor shall provide a complete report regarding the receipt of any notices from local, state, or federal agencies, i.e., warning notices, consent orders, notices of violations.
2. Vendor shall provide the County with a 24 hour, seven (7) day a week emergency activation number for notification purposes.
3. Vendor shall provide County with the name and telephone number of a permanent contact to address issues of collection, program expansion, complaints, payments, etc.
4. Vendor shall provide the name, address and telephone number of all final designated disposal and/or processing sites. The final site(s) must be operated in such a manner so as to comply with all federal, state and local agencies rules and regulations.
5. Bidder shall provide a Safety Plan. All vehicles involved in the transportation of used oil and other non DOT regulated waste products leaving the County facilities must be equipped in a manner that will prevent escape of materials or fluids that may create litter, safety risks, and environmental damage or that otherwise may become dislodged during transport.

**END OF SECTION D**

BASIS OF AWARDE.01 BASIS OF AWARD

Award shall be made to the responsive, responsible bidder meeting the requirements herein and offering the best offer to the County for the collection and removal of waste oil and other non-hazardous waste products as listed on the Bid Form.

**Only one award shall be made.**

Whenever two or more bids are equal with respect to price, the bid received from a local business shall be given preference in award.

Whenever two or more bids are equal with respect to price, and all other evaluative factors are otherwise equal, including local preference policies, if the company provides documented environmentally preferable “green” products, materials, or supplies, they shall be given preference in award.

Whenever two or more bids which are equal with respect to price are received, and neither of these bids are from a local business, and neither of these bids provides documented “green” products, the award shall be determined by a chance drawing, coin toss, or similar tie-breaking method conducted by the Purchasing Division and open to the public.

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.

**END OF SECTION E**



BID FORM  
(Submit in Duplicate)

TO: Manatee County Purchasing  
1112 Manatee Avenue West  
Bradenton, Florida 34205

RE: "Sealed Bid # 16-0722CD – Collection/Removal of Used Oil and Other Waste Products"

We, the undersigned, hereby declare that we have carefully reviewed the bid documents, and with full knowledge and understanding of the aforementioned herewith submit this bid, meeting each and every specification, term and condition contained in this Invitation for Bids.

We understand that the bid specifications, terms and conditions in their entirety shall be made a part of any agreement or contract between Manatee County and the successful bidder. Failure to comply shall result in contract default, whereupon, the defaulting vendor shall be required to pay for any and all re-procurement costs, damages, and attorney fees as incurred by the County.

COMPANY NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

(Print Name & Title of Signer)

COMPANY ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TEL. NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

FEIN NO.: \_\_\_\_\_

Acknowledge Addendum No. \_\_\_\_ Dated: \_\_\_\_\_

Acknowledge Addendum No. \_\_\_\_ Dated: \_\_\_\_\_

Acknowledge Addendum No. \_\_\_\_ Dated: \_\_\_\_\_

BID FORM CONTINUED  
(Submit in Duplicate)

IFB #16-0722CD

GROUP	DESCRIPTION	ESTIMATED ANNUAL QUANTITY	UNIT OF MEASURE	UNIT COST	EXTENDED PRICE
A- VENDOR PAYS THE COUNTY	Waste Fuels (Oils) <5% H2O	13,500	GAL	\$_____	\$_____
	Diesel Fuel <5% H2O	200	GAL	\$_____	\$_____
	<b>Total Estimated Annual Amount of Group A- Paid to the County</b>				\$_____
B- COUNTY PAYS THE VENDOR	Non-Hazardous Oil Shop Waste Water	3000	GAL	\$_____	\$_____
	Fuel Water Mixture (PCW)	5	GAL	\$_____	\$_____
	Used Oil Filters	40	DRUM	\$_____	\$_____
	Antifreeze (Non-Hazardous)	500	GAL	\$_____	\$_____
	Waste Gasoline	60	GAL	\$_____	\$_____
	Absorbents (Pads/ Rags)- 250/drum	15	DRUM	\$_____	\$_____
	Vac Truck, Portal to Portal	5	HOUR	\$_____	\$_____
	Sludge (Non-Hazardous) Vac Service	50	GAL	\$_____	\$_____
	Oily waters Vac Service	200	GAL	\$_____	\$_____
	Analytical testing	1	EACH	\$_____	\$_____
	Empty Drums Disposal	1	EACH	\$_____	\$_____
	<b>Total Estimated Annual Amount of Group B- Paid to the Vendor</b>				\$_____
	<b>Total Estimated Annual Net Value (= Group A minus Group B); FOR BID AWARD PURPOSES</b>				\$_____

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

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

ATTACHMENT A  
**BIDDER'S QUESTIONNAIRE**  
*(Submit in Duplicate)*

The Bidder warrants the truth and accuracy of all statements and answers herein contained.  
(Attach additional pages if necessary.)

**THIS QUESTIONNAIRE MUST BE COMPLETED AND SUBMITTED WITH YOUR BID**

1. COMPANY NAME: \_\_\_\_\_
  2. License Number: \_\_\_\_\_ Phone: \_\_\_\_\_  
How long have you been in this type business? \_\_\_\_\_ years
  3. How do you propose to perform this service? Outline complete procedures \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  4. Name, address and telephone number of all final designated disposal and/or processing site(s):  
\_\_\_\_\_  
\_\_\_\_\_
  5. Provide at least two references (company and contact name, phone number, and contract reference name, number) for which you have performed this type service for within the past three years.  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ Completed report regarding the receipt of any notices from local, state, or federal agencies enclosed?  
\_\_\_\_\_ Safety Plan enclosed?

BIDDER: \_\_\_\_\_

Attachment "B"

STATEMENT OF NO BID

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

Manatee County Purchasing  
1112 Manatee Avenue West, Suite 803  
Bradenton, Florida 34205

We, the undersigned, have declined to bid on Bid No.: 16-0722CD – Collection/Removal of Used Oil and Other Waste Products, for the following reason(s):

- Specifications too restrictive, i.e., geared toward one brand or manufacturer.
- Insufficient time to respond
- We do not offer this product or service
- Our schedule would not permit us to perform
- Unable to meet specifications
- Unable to meet Bond requirement
- Specifications unclear (explain below)
- Unable to meet insurance requirements
- Remove us from your "Bidders List"
- Other (specify below)

REMARKS:

We understand that if we do not submit a Bid and this Statement of No Bid is not executed and returned, our name may be deleted from your Bidders List for this commodity or service.

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

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

Date: \_\_\_\_\_

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

\_\_\_\_\_  
(Print or type name and title of above signer)

**Attachment "C"**

**PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION**

SWORN STATEMENT PURSUANT TO ARTICLE 6,  
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 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 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.

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 Director. 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 \_\_\_\_\_, 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.



# Angelina M. Colonnese

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](http://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](mailto:lori.bryan@manateeclerk.com)

Via fax to: (941) 741-4011

Via mail:

PO Box 1000

Bradenton, FL 34206

Revised: September 30, 2015

“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

**MAILING LABEL**

Cut along the outside border and affix this label to your sealed Bid envelope to identify it as a "Sealed Bid". Be sure to include the name of the company submitting the Bid and the Bid due date and time where requested.

**MAILING LABEL TO AFFIX TO OUTSIDE OF SEALED BID PACKAGE:**

-----  
: **SEALED BID - DO NOT OPEN**  
: **BIDDER:** \_\_\_\_\_  
: **SEALED BID NO: 16-0722CD**  
: **BID TITLE: Collection/Removal of Used Oil and Other Waste**  
: **Products**  
: **DUE DATE/TIME:** \_\_\_\_\_ @ \_\_\_\_\_  
: -----



**AGREEMENT FOR  
COLLECTION/REMOVAL OF USED OIL AND OTHER WASTE PRODUCTS**

THIS AGREEMENT is made and entered into by and between the COUNTY OF MANATEE, a political subdivision of the state of Florida, hereinafter referred to as the "County", with offices located at 1112 Manatee Avenue West, Bradenton, FL 34205, and \_\_\_\_\_, duly authorized to transact business in the State of Florida, hereinafter referred to as the "Vendor", with offices located at \_\_\_\_\_.

**WHEREAS** the County desires to sell certain recovered materials received in the course of its business to Vendor and Vendor is in a position to purchase, handle, and transport all such recovered materials.

**WHEREAS** the County caused a public announcement to be made, distributed and published (IFB #16-0722CD), inviting bids for the collection and removal of used oil and other waste products, and has selected the Vendor pursuant to the Manatee County Procurement Code, Chapter 2-26, Article IV, Section 2-26-40, entitled "Source Selection".

**WITNESSETH**, for and in consideration of the foregoing premises and the mutual covenants, herein contained, it is agreed by and between the parties hereto as follows:

1. Vendor shall collect from the County; the used oils generated by the County at its various Fleet Service facilities as well as used oils received by the County at its Solid Waste Management Facilities, 3333 Lena Road, Bradenton, Florida, or other sites within the County on an "AS DESIGNATED BASIS".
2. Vendor shall collect materials from the County's Fleet Service facilities not less than on a rotational bi-weekly basis and on an "ON-CALL BASIS" from the County's Lena Road Solid Waste Management Facility between the hours of 8:00 A.M. and 4:00 P.M., Monday through Friday.
3. Vendor has total responsibility for the operations and maintenance of Vendor's vehicles and containers; and for assuring the ultimate proper transporting and processing of materials collected. Further, the Vendor shall maintain insurance coverage, at ALL times during the terms of this Agreement (and any renewals of this Agreement of the types and in the amounts as set forth in Exhibit A).

4. On each occasion when the Vendor collects and removes any recovered materials as stated herein, the number and type shall be recorded on a hauling receipt and a copy left on site with County personnel. The hauling receipt shall list the site the materials are recovered from, date, time, and truck number, and disposal site, volume of materials recovered, vendor's signature, and County personnel signature.
5. **Payments to the County:** the Vendor shall remit payment (company's check, cashier's check or money order) to the County with copies of hauling receipts, on or before the 15th day of each month, for the total gallons of used oil collected by the Vendor during the preceding months. Payment shall be as follows:

\$ \_\_\_\_\_ per gallon of waste oils <5% H2O

\$ \_\_\_\_\_ per gallon of diesel fuel <5% H2O

Payment shall be made payable to Manatee County Board of County Commissioners.

Mailing address: Manatee County Government  
Attention: Treasury Management  
P.O. Box 1000  
Bradenton, Florida 34205

6. **Limitation of Costs and Payments by the County to the Vendor:** For waste oil products removal and disposal service payments by the County to the Vendor, the Vendor shall remit invoices with copies of hauling receipts to the County, on or before the 15th day of each month, for the total numbers of waste oil products collected by the Vendor during the preceding months. Contractor shall be paid by County an amount in accordance with Attachment B for the provision of the Scope of Services.
7. Failure of the Vendor to meet the pickup requirements will be considered justifiable reason for cancellation of this Agreement Failure to make prompt payment will be just cause for the County to sell all material collected during the balance of the period covered by the contract in the open market and charge any loss occasioned thereby to the Vendor and cancel the contract without further notice.

8. The Vendor shall indemnify and hold harmless the County from and against all claims, suits, actions, damages, or causes of action for any personal injury, loss of life or damage to property sustained by reasons or as a result of the performance of the services called for herein (including any claims, suits, actions, damage or causes of action arising from alleged improper disposal of such recovered materials), and including all attorney fees, costs and expenses incurred in or by reason of the investigation and defense of any such claim, suit or action.
9. This Agreement shall remain in effect for a term of one year from the date of full execution of this Agreement. This Agreement may be renewed beyond the first 12 month contract period not to exceed four 12 month periods for a total contract duration of 60 months providing there are no changes of terms or conditions. Further, any amendments to or deletions from this Agreement shall be effective only upon approval and full execution of a written Amendment to this Agreement.
10. This Agreement may be cancelled by the Vendor upon 60 days written notice by Certified Mail to the County; however, the County is authorized to secure services during this 60 day interim. The County has the right to terminate a contract by giving 30 days written notice if the Vendor fails to fulfill any of the terms and conditions of the Agreement. The County also reserves the right to terminate this Agreement for the convenience of the County, with or without cause.
11. The County shall be entitled to payment for all materials collected, pursuant to the provisions of the Agreement through the date of termination.
12. The Vendor shall not subcontract or assign any of its responsibilities pursuant to the Agreement without prior consent from the County.
13. Any written notification or correspondence pursuant to this Agreement shall be addressed as follows:

**To the Vendor:**

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To the County:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement for Collection/Removal of Used Oil and Other Waste Products (IFB# 16-0722CD) to be executed in duplicate, on the last date appearing below.

\_\_\_\_\_  
**Contractor**

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

**MANATEE COUNTY GOVERNMENT**

BY: \_\_\_\_\_ For the County  
Signature

Melissa M. Wendel, CPPO, Purchasing Official  
Name and Title of Signer

Date: \_\_\_\_\_

**SAMPLE AGREEMENT**

**EXHIBIT "A"**  
**INSURANCE REQUIREMENTS**

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

II. 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) to 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)	\$ Nil
Medical Expense (Any One Person)	\$ Nil

III. Business Auto Policy

Each Occurrence Bodily Injury and Property Damage Liability Combined	<u>\$ 300,000</u>
Annual Aggregate (if applicable):	<u>\$ 1,000,000</u>

IV. Environmental Pollution Liability

Bodily Injury & Property Damage	<u>\$1,000,000</u>
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V. Complete Policies: The entire and complete insurance policies required herein shall be provided to the County on request.

Nothing herein shall in any manner create any liability of 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 County or to any Workers, Suppliers, material men or employees in relation to the resulting Contract.

VI. Manatee County, a political subdivision of the State of Florida, shall be specifically named as additional insured on the Commercial General Liability and Business Auto policies and shall be afforded at least 30 days advance written notice of cancellation of any of the above policies.

**ATTACHMENT "B"**  
**PAYMENTS TO THE VENDOR**

The cost of removing and disposing of non DOT regulated waste products are provided in the following payment schedule:

DESCRIPTION	UNIT OF MEASURE	UNIT COST
Non-Hazardous Ship Waste Water	Gallon	
Fuel Water Mixture (PCW)	Gallon	
Used Oil Filters	Drum	
Antifreeze (Non-Hazardous)	Gallon	
Waste Gasoline	Gallon	
Absorbents (Pads/Rags)	Drum (250/drum)	
Vac Truck- Portal to Portal	Hour	
Sludge (Non-Hazardous) Vac Service	Gallon	
Oil Waters Vac Service	Gallon	
Analytical Testing	Each	
Empty Drums Disposal	Each	

The Per Unit Cost includes all costs related to the collection, transportation and proper disposal of the specified waste products.

The Contractor shall provide the County with invoices in accordance with required services but not more frequently than on a monthly basis.

The Contractor's invoice shall be in a form acceptable to the County and include detail as may reasonably be requested by the County. Each invoice is to be accompanied with a hauling receipt for each category listed.

Invoices shall be sent to the following address:

Mailing address: Clerk of the Circuit Court  
 Attention: Manatee County Finance Department  
 P.O. Box 1000  
 Bradenton, Florida 34206