

INVITATION TO QUOTE
NO. 22-R078862SP
HANDYMAN SERVICES
April 20, 2022

Manatee County BCC
Procurement Division
1112 Manatee Avenue West, Suite 803
Bradenton, FL 34205
purchasing@mymanatee.org



**ADVERTISEMENT
INVITATION TO QUOTE NO. 22-R078862SP
HANDYMAN SERVICES**

Manatee County, a political subdivision of the State of Florida (County), will receive Quotes from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida (Bidders), to provide handyman services, as specified in this Invitation to Quote (ITQ).

DATE, TIME AND PLACE DUE:

The Due Date and Time for submission of Quotes in response to this ITQ is **May 12, 2022 at 3:00 P.M. ET.** Quotes must be delivered to the following location: Manatee County Administration Building, Procurement Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205 or emailed to Designated Procurement Contact shown below.

SOLICITATION INFORMATION CONFERENCE:

There will not be an Information Conference conducted for this solicitation.

QUESTIONS AND CLARIFICATION REQUESTS:

Submit all questions, inquiries, or requests concerning interpretation, clarification or additional information pertaining to this ITQ to the Manatee County Procurement Division by April 28, 2022 at 3:00 P.M. ET. 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:

Shawn Page, Procurement Agent
(941) 749-3074, Fax (941) 749-3034
Email: shawn.page@mymanatee.org
Manatee County Financial Management Department
Procurement Division

AUTHORIZED FOR RELEASE:

TABLE OF CONTENTS

SECTIONS

Section 1.0	Background and Contact Information
Section 2.0	Due Diligence
Section 3.0	Scope
Section 4.0	ITQ Schedule
Section 5.0	Quote and Submission Process
Section 6.0	Term / Payment and Invoices
Section 7.0	Quote Requirements
Section 8.0	ITQ General Terms and Conditions
Section 9.0	Insurances

ATTACHMENTS

Attachment A	Acknowledgement of Addenda
Attachment B	Bidder's Signature Form and Questionnaire
Attachment C	Public Contracting and Environmental Crimes Certification
Attachment D	Insurance Statement
Attachment E	Drug-Free Workplace Certification
Attachment F	Conflict of Interest Affidavit
Attachment G	Fee Schedule

EXHIBITS

Exhibit 1	Scope of Services
Exhibit 2	Minimum Qualifications
Exhibit 3	Purchase Order Terms and Conditions
Exhibit 4	Manatee County Preferred Building Catalog

1.0 Background and Contact Information

The County issues this ITQ for handyman services. 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 Manatee County Property Management Department is seeking a qualified General Contractor that can provide Handyman Services on an "as needed" basis.

1.02 Contact Information

The County representative regarding this ITQ is:

- **Shawn Page, Procurement Agent**
- **shawn.page@mymanatee.org**
- **(941)749-3074**

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, Minimum Qualifications, and have the capability to perform the Scope of Work 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, Minimum Qualifications, that confirms it meets the minimum qualification requirements as stated in Exhibit 2, Minimum Qualifications.

3.0 Scope

The successful Bidder shall furnish all equipment, labor, materials, supplies, licensing, transportation, and other components necessary to provide handyman services that meets the requirements of the County and as specified in Exhibit 1, Scope of Work.

4.0 ITQ Schedule

<u>Scheduled Item</u>	<u>Scheduled Date</u>
Question and Clarification Deadline	April 28, 2022 at 3:00 P.M.
Final Addendum Posted	May 2, 2022
Offer Response Due Date and Time	May 12, 2022 at 3:00 P.M.
Projected Award	May 2022

5.0 Quote and Submission Process

5.01 Quote

Complete the Quote Form that details all costs associated with providing handyman services 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 shawn.page@mymanatee.org or deliver to the Manatee County Administration Building, Procurement Division, 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205.

6.0 Term / Payment and Invoices

6.01 Term

The Blanket Purchase Order shall be for an initial period of two (2) years, commencing from the date of issuance of the Blanket Purchase Order, unless renewed or terminated as provided in this ITQ document.

The County reserves the right to extend the initial term of two (2) years for an additional two (2) two (2)-year renewal options for a not-to-exceed total of six (6) years provided there are no changes of prices, terms, or conditions.

Written notice of intention not to renew must be submitted by the successful Contractor 90 days prior to the end of the contract period for any contract year.

The term shall begin with the issuance of the Blanket Purchase Order. Should the Contractor choose not to renew the agreement, the County reserves the right to terminate the Contract with that Contractor.

6.02 Terms and Conditions

A Blanket 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 Blanket Purchase Order terms and conditions, the terms and conditions in the Blanket 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. Bidder must complete and return Attachment E, Drug-Free Workplace Certification, with its 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)

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.

8.09 Disclosure

Upon receipt, all inquiries and responses to inquiries related to this ITQ 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.SCACCIANOCE@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 ITQ 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 ITQ 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 (HIPAA)

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 ePayables 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. Bidders who are interested in this program may contact the County Clerk's Accounts Payable office.

9.0 Insurances

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]

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

- A. 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.
- B. 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

- C. The project's solicitation number and title shall be listed on each certificate.
- D. 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.
- E. 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.
- F. 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.
- G. The SUPPLIER has sole responsibility for all insurance premiums and policy deductibles.

- H. 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.
- I. 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.
- J. 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.
- K. 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.
- L. No award shall be made until the Procurement Division has received the Certificate of Insurance in accordance with this section.

[Remainder of page intentionally left blank]

ATTACHMENTS

Bidder must complete and return all Attachments with its Quote.

ATTACHMENT A, ACKNOWLEDGMENT OF ADDENDA

The undersigned acknowledges receipt of the following addenda:

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, BIDDER'S SIGNATURE FORM

The undersigned represents that:

- 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;
- All facts and responses set forth in the bid are true and correct;
- 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
- 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: _____

Company Name: _____

FEIN Number: _____

Street Address: _____

City, State, Zip: _____

Email Address: _____

Telephone: _____

1. Bidding as:

individual partnership corporation joint venture

2. If a partnership, list names and addresses of partners; if a corporation, list names of officers, directors, shareholders, and state of incorporation:

3. Has Bidder had any bankruptcy filings in the past five years? _____

4. Has Bidder been a party to any litigation in the past five years that would affect its ability to provide the goods or services required? If yes, provide summary details. If no, provide a statement to that effect.

5. Has Bidder had a contract terminated prior to the expiration in the past five years? If so, state why, when, where, and provide a contact name, address, phone number.

6. Does Bidder plan to subcontract any part of the work? If so, describe which portion(s) and to whom.

7. What major equipment does Bidder own to accomplish the work? (A listing may be attached)

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

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

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: _____

ATTACHMENT E, DRUG-FREE WORKPLACE CERTIFICATION

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; and
- (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]

My commission expires _____

Notary Public Signature

[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 F, CONFLICT OF INTEREST AFFIDAVIT
ITQ No. 22-R078862SP HANDYMAN SERVICES**

STATE OF _____

COUNTY OF _____

BEFORE ME, the undersigned authority, this day personally appeared [INSERT NAME] _____
_____, as [INSERT TITLE] _____ of [INSERT
CONSULTANT NAME] _____, with full authority to bind (hereinafter
"CONSULTANT"), who being first duly sworn, deposes and says that CONSULTANT:

- (a) Is not currently engaged and will not become engaged in any obligations, undertakings or contracts that will require CONSULTANT 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. _____ for _____

DATED this _____ day of _____, 20____.

CONSULTANT Signature

The foregoing instrument was sworn to and acknowledged before me this _____ day of _____
_____, 20____, by [NAME] _____, as [TITLE] _____
_____ of [CONSULTANT] _____. He / She is personally
known to me or has produced _____ [TYPE OF
IDENTIFICATION] as identification.

Notary Signature
Commission No. _____

ATTACHMENT G, QUOTE FORM
 ITQ NO. 22-R078862SP
 HANDYMAN SERVICES

LINE ITEM NO.	DESCRIPTION	RATE (\$) OR %	ESTIMATED QUANTITY	UNIT OF MEASURE	EXTENDED PRICE
1	Normal Working Hours Labor Rate, Monday thru Friday, 7:00 AM to 5:00 PM excepting County holidays	Rate (\$)	100	Per Hour	\$ _____
2	Overtime Working Hours Labor Rate, other than Monday thru Friday, 7:00 AM to 5:00 PM and during County holidays.	Rate (\$)	25	Per Hour	\$ _____
3	Percentage Markup Over Cost for Parts & Materials (not to exceed 10%)	%	_____ %	x \$100	\$ _____
LINE ITEM NO.	DESCRIPTION	MARK-UP PERCENTAGE			
4	Percent mark-up over Sub-Contractor fees (not to exceed 10%)	%			_____ %
5	Permit Fees	Direct Reimbursable			
TOTAL QUOTE (sum of items 1 thru 3)					\$ _____

EXHIBITS

**EXHIBIT 1, SCOPE OF WORK
ITQ NO. 22-R078862SP HANDYMAN SERVICES**

1.01 BACKGROUND INFORMATION

Manatee County Property Management Department is seeking a General Contractor that shall provide handyman services on an "as needed" basis. The skills required shall include, but not be limited to, door repairs, window repairs, siding repairs, screen work, drywall, carpentry work, stucco installation repair/replacement, wood deck repairs; and other services allowed under an active licensed General Contractor in the State of Florida. Contractor shall supply skilled workers/sub-contractors and the tools needed for any construction related job or group of jobs required to facilitate the requested work.

The intent of this ITQ is for the County to establish an Agreement with a qualified General Contractor for the provision of handyman services. The Agreement resulting from the County's acceptance of a Quote will be made by issuing a zero-dollar Blanket Purchase Order to the Contractor. The County will place orders with the Contractor on an as-needed basis, via Release Orders, issued against the Blanket Purchase Order. The County reserves the right to award multiple Bidders.

1.02 SCOPE

Successful Bidder (hereinafter in this Scope referred to as "Contractor") shall furnish all equipment, labor, materials, supplies, licensing, transportation, and other components necessary to provide handyman services that will meet the requirements of the Agreement.

1.03 CONTRACTOR'S REQUIREMENTS AND RESPONSIBILITIES

The Contractor shall:

1. Furnish all labor, material, and tools to professionally perform (with minimal supervision) any maintenance or repair request related to, but not limited to:
 - A. Door repairs - adjustments to hinges, repair or replacement of hardware, closures, handles, toe kicks, door stops, locks, frames, and door windows.
 - B. Window repairs - adjustments to window frames and hardware, replacing windows, installing blinds.
 - C. Siding repairs of various types, including soffit and fascia.
 - D. Screening repairs and installation.
 - E. Drywall repairs including finishing to match textures.
 - F. Stucco repairs including finishing to match textures.
 - G. Cabinet and countertop, hardware replacement, installation and or replacement.

- H. Carpentry work, wood, and metal framing, siding and finish work as needed.
- I. Work may also involve: Reflective Ceiling, Electrical, Plumbing, Mechanical, Fire Suppression, Flooring, Painting, and Roofing.
- J. Work shall be performed during normal weekday hours, 7:00AM to 5:00PM, Monday through Friday, excluding holidays, in accordance with a work schedule pre-approved by the County. However, there may be weekend or evening work depending on the needs of the County. Weekend and evening work shall be priced at the Overtime Hours rate.
- K. The Contractor's employees shall confine their operations to those areas indicated by the County and shall conform to all site rules and regulations affecting the work and work area. These rules include, but are not limited to:
 - i. Not passing into areas beyond the designated limits of the work.
 - ii. Keeping public areas free of waste materials.
 - iii. Professional conduct, acceptable attire, and hygiene.
 - iv. Daily removal of all rubbish from the worksite (above and below the ceiling) and all areas are to be cleaned to “as found” conditions before leaving the premises.
 - v. Observe all safety codes while on County property.
 - vi. No smoking within County buildings.
- L. Any other associated work allowed for under the General Contractor License issued by the State of Florida. Upon notification of a need for services the Contractor shall acknowledge the request and shall be expected to prepare an estimate (broken down between labor and materials) for presentation to the County
- M. Once the estimate is accepted by the County, contact with the vendor project coordinator will be made within one (1) business day, start time is agreed upon by both parties which will generally take place during normal business hours between (7:00 AM to 5:00 PM Monday thru Friday). Though work may be scheduled for other hours to be more conducive to county business. The Contractor will be issued a Release Order specific to that project and shall begin repairs from time of notification unless otherwise agreed to with the County.
- N. In **Emergency situations** the County requires contact with the vendors project coordinator within 2 hours, and work crew response on site within the 24-hour window of the initial call to the vendor. Emergency work may take place at any day of the week and at any time of the day or night.
- O. Contractor shall report any work-related deficiencies immediately in writing on a service report with recommendations for rectifying such deficiencies.

- P. Once repair measures have been approved and authorized by the County, the Contractor shall commence work as soon as possible thereafter.
 - Q. Contractor shall notify the County when finished so that repairs/work can be inspected and/or tested for proper operation and professional installation and finish work.
 - R. No single project shall exceed \$300,000.00. If an estimate or quotation for any single project under this contract would be in an amount that would exceed \$300,000.00, the contractor shall not submit an estimate or quote or reveal their pricing but inform the County that the estimate or quotation would exceed \$300,000.00. A separate bidding process will be required for all projects exceeding \$300,000.00.
2. Service Reports and Invoicing:
- A. Provide a written Service Report detailing all repairs and services completed at the worksite after each visit as follows:
 - i. Upon arrival to the worksite, obtain the authorized County Representative's signature on the Service Report.
 - ii. Upon departure from the worksite, leave a signed hardcopy of the Service Report with the authorized County Representative.
 - iii. The Service Report shall be signed by the authorized County Representative for the job to be considered complete.
 - B. Each Service Report shall include the following information at a minimum:
 - i. Arrival and departure times of every person on the job.
 - ii. Date(s) work is performed.
 - iii. Location of work.
 - iv. Type of work performed.
 - v. Provide a listing of all parts and materials approved and used for the job.
 - C. Ensure that each Invoice matches the applicable Service Report as follows:
 - i. Include hours on-site.
 - ii. Blanket Purchase Order Number.
 - iii. Release Order Number.
 - iv. Parts cost: Parts and materials will be reimbursed at the Percentage Mark-up over cost as quoted; a copy of Contractor's material invoices, or other supporting documents as approved by the County, must be submitted with the invoice for verification purposes.
 - v. Each invoice shall be itemized.
 - vi. If rental tools or equipment are required, these items shall not be allowed a percent markup but shall be itemized to the County separately at the

- Contractor's cost. A copy of the rental cost invoice will be required with the invoice for verification purposes.
- vii. Do not charge for miscellaneous supplies.
 - viii. Do not charge for travel time, only time on-site will be allowed. Therefore, it is critical to "report in" with a designated County representative for timekeeping purposes.
 - ix. Do not charge a mark-up on sales tax, freight or shipping, these charges should be at cost.
 - x. Send Invoices via mail or email to:

The County Representative who requested the work.

AND

Manatee County Clerk of the Circuit Court
Attn: Accounts Payable
P.O. Box 25400
Bradenton, FL 34206-1000
Email: invoice@manateeclerk.com

1.04 LINE ITEMS AND QUANTITIES

The County reserves the right to add, delete, and revise Line Items in Attachment G, Quote Form, as required to carry out the intent and purpose of the Agreement.

1.05 ADDITIONAL GOODS AND SERVICES AT THE REQUEST OF THE COUNTY

At the request of the County, additional goods and services shall be negotiated on a fixed fee per deliverable basis and shall be approved through a valid Release Order number provided by an authorized County Representative.

1.06 CODE COMPLIANCE AND PERMITTING RESPONSIBILITIES

- A. All work must be completed per the latest edition of the building code applicable for the project as well as any state and local laws, ordinances, rules, and regulations.
- B. The contractor shall obtain all necessary permits, licenses, and certificates or any such approvals of plans or specifications as may be required by federal, state, and local laws, ordinances, rules, and regulations, for the proper execution and completion of the work as specified herein, to be invoiced as a direct reimbursable.
- C. For any work where a permit is required, the Contractor shall furnish a copy of the approved City or County permit to the Manatee County Property Management representative before starting the work.
- D. All fire wall or floor penetrations shall maintain their respective smoke and/or fire rating.

1.07 DESCRIPTIVE INFORMATION

Unless otherwise specifically provided in the ITQ 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 ITQ 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. (See the most current edition of the **Manatee County Preferred Building Catalog under Exhibit 4 in this solicitation** for items specified)

END OF EXHIBIT 1

**EXHIBIT 2, MINIMUM QUALIFICATIONS
ITQ NO. 22-R078862SP HANDYMAN SERVICES**

Bidders must submit the information and documentation requested that confirms Bidder meets the following minimum qualification requirements:

- 2.01** Bidder is registered with the State of Florida, Division of Corporations to do business in Florida.

No documentation is required. The County will verify registration.

- 2.02** Bidder has possessed a Certified General Contractor License, issued by the Florida Department of Business and Professional Regulation, for a period of at least five (5) consecutive years prior to the Due Date for submission of Quotes in response to this ITQ.

Bidder shall provide a copy of its Certified General Contractor License, issued by the Florida Department of Business and Professional Regulation, confirming that Bidder has been licensed for a period of at least five (5) consecutive years prior to the Due Date for submission of Quotes in response to this ITQ.

- 2.03** The Bidder has provided commercial Handyman Services for at least five (5) client references each of which included the following components: shall provide Handyman Services on an "as needed" basis. Skills required shall include, but not be limited to, door repairs, window repairs, siding repairs, screen work, drywall, carpentry work, stucco installation repair/replacement, wood deck repairs and any services allowed under an active licensed General Contractor in the State of Florida. The services must have been provided within the last five (5) years of the Due Date for submission of Quotes in response to this ITQ.

Bidder shall provide the following information for the five (5) qualifying client references:

- 1) Name of client**
- 2) Location (city/state)**
- 3) Client contact name**
- 4) Contact phone**
- 5) Client contact email**
- 6) Service dates (start/end)**
- 7) Components of the services.**

- 2.05** Bidder has not been convicted of a public entity crime per Section 287.133, Florida Statutes, or environmental law in the past five (5) years.

Bidder must complete Attachment C, Public Contracting and Environmental Crimes Certification and submit with its Quote attesting that it has not been convicted of a public entity crime or environmental law in the past five (5) years.

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

No documentation is required. The County will verify.

2.07 If Bidder is submitting as a joint venture, Bidder 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 for submission of Quotes in response to this ITQ.

If Bidder is a joint venture, Bidder must provide a copy of Bidder's approved filing with the Florida Department of Business and Professional Regulation.

If Bidder is not a joint venture, Bidder must provide a statement to that effect.

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

If Bidder has no reported conflicts of interest in relation to this ITQ, Bidder must complete Attachment F, Conflict of Interest Affidavit and submit with its Quote.

If Bidder has any reported conflicts of interest in relation to this ITQ, Bidder must provide a statement to that effect and disclose the name of any officer, director, or agent who is an employee of the County and the name of any County employee who owns, directly or indirectly, any interest in Bidder's firm or any of its branches.

END OF EXHIBIT 2

PURCHASE ORDER TERMS AND CONDITIONS

1. **PURCHASE ORDER AND PART NUMBER.** Manatee County's (Buyer) Purchase Order numbers must appear on all invoices and packing lists. Purchase Order numbers must show on all Bills of Lading, cartons, containers, etc.
2. **PRICE.** This order is not to be filled at a higher price than last charged or quoted unless so authorized in writing by Manatee County's Purchasing Division.
3. **INSPECTION.** All materials ordered are subject to inspection and test by Buyer. Buyer shall have the right to reject or to require correction of material found not to conform to this purchase order. At Buyer's option, rejected material will be held for Seller's instruction and at Seller's risk or returned at Seller's expense. Payment for material prior to inspection shall not constitute Buyer's acceptance.
4. **ENTIRE CONTRACT.** The terms and conditions stated herein shall constitute the entire contract between Buyer and Seller and no agreement or other understanding in any way modifying the same will be binding unless made in writing signed by a duly authorized representative of Buyer.
5. **ACCEPTANCE.** Acceptance is limited to the provisions set forth in this order including these terms and conditions and those on the face hereof or incorporated herein by reference. Seller's performance of any work or shipment of any materials covered by this order, without having received Buyer's express written assent to a modification of or addition to the terms hereof shall constitute Seller's acceptance of these terms despite any language to the contrary in Seller's quotation, acknowledgement, confirmation or other communication made in response to this order, and such action by Seller shall constitute a waiver of any such language. Buyer's silence or acceptance of any work performed or materials shipped shall in no event be deemed Buyer's acceptance of any terms contained in Seller's quotation, acknowledgement, confirmation or other communication received from Seller which are different from or in addition to the terms hereof.
6. **DELIVERY.** Time is of the essence in the filling of this order. No delays in shipment of material or rendition of services will be permitted except as authorized by Buyer in writing. Please notify Buyer at once of anticipated delay. Excessive or unusual transportation charges caused by Seller's inability to deliver by specified date and in specified quantities shall be charged back to Seller. Right is reserved to cancel this order if the foregoing is not complied with. In the event of cancellation pursuant to this clause, Buyer may procure similar articles or services elsewhere or secure the manufacture and delivery of the articles by purchase order or otherwise, and Seller shall be liable to Buyer for any excess cost.
7. **PACKING AND SHIPPING.** All goods shall be packed, crated and braced to prevent damage or deterioration and classified on bills of lading in accordance with National Motor Freight or Uniform Freight Classification rules and regulations and carriers' tariffs. No charges shall be paid by Buyer for preparation, packing, crating, or cartage unless separately stated in the order. All shipments to be forwarded on one day to one address shall be consolidated and shipped to ensure lowest transportation charge. Buyer's count or weight shall be final and conclusive on shipments.
8. **CHANGES AND CANCELLATION.** Buyer may at any time by written order make changes in the materials or work ordered, including changes in drawings and specifications, or require additional work or materials. If such changes cause an increase or decrease in Seller's cost or in the time required for performance, an equitable adjustment shall be made and this order shall be modified in writing. Failure to agree to an adjustment shall not excuse the Seller from proceeding with this order as changed. Buyer reserves the right to cancel or suspend all or, from time to time, any undelivered or unexecuted portion of this order. Changes shall not be binding until agreed to in writing by Manatee County's Purchasing Division.
9. **WARRANTY.** In addition to any warranty implied by fact or law, Seller expressly warrants all items to be free from defects in design, workmanship and materials; to conform strictly to applicable specifications, drawings, approved samples, if any; and to be fit and sufficient for the purpose intended, and to be merchantable. Such warranties, together with all other service warranties of Seller, shall run to Buyer. All warranties shall survive inspection, test, acceptance of and payment by Buyer. In the event of breach of warranty, Buyer may, at its option, either return for credit or require prompt correction or replacement of the defective or nonconforming material to the satisfaction of the Buyer. In the event that Seller is unable to correct or replace the same, Buyer, at its elect, may correct or replace the same and Seller shall reimburse Buyer for the full cost of making such correction or replacement.
10. **WARRANTY — PRICE.** Seller warrants that the Buyer shall not be billed at prices higher than stated on this Purchase Order unless authorized by a Purchase Order Change Notice issued and signed by Buyer. Seller represents that the price charged for the goods or services covered by this order, is the lowest price charged by the Seller to buyers of a class similar to Buyer under conditions similar to those specified in this order and the prices comply with applicable government regulations in effect at time of quotation, sale or delivery. Seller agrees that any price reduction made in items covered by this order subsequent to the placement of this order will be applicable to this order.
11. **PATENTS AND DESIGN RIGHTS.** Seller agrees to defend, protect and save Buyer harmless against all suits and from all damages, claims and demands for actual or alleged infringement of any patents by reason of any manufacture, use of materials covered by this order except insofar as any such suit, damage, claim or demand is directly attributable to such materials being manufactured by Seller according to Buyer's detailed design. Seller hereby agrees that if this order covers development work and any discoveries, inventions of patents result therefrom, the entire right, title and interest in and to such discoveries, inventions and patents shall belong exclusively to Buyer.
12. **INDEMNIFICATION.** Seller agrees to indemnify, defend and hold Buyer, its officers, employees and agents, harmless from any and all costs, losses, expenses, damages, claims, suits, or any liability whatsoever, including attorney's fees, resulting from injury, including death, to person or damage to property arising out of or in any manner connected with the performance of this order, whether arising out of, caused by or contributed to in whole or in part by the acts or omissions of Seller, or its subcontractors or their respective employees. Seller agrees to maintain, and require its subcontractors to maintain (1) public liability and property damage insurance in amounts satisfactory to Buyer, to cover the obligations set forth above, and (2) Workman's Compensation Insurance covering all employees engaged in the performance of this order. Seller shall furnish to Buyer certificates evidencing such insurance.
13. **COMPLIANCE WITH LAWS AND REGULATIONS.** Seller agrees that it will comply with all federal, state and local laws and regulations applicable to the production, sale and delivery of the goods or the furnishing of any labor or services called for by this order, and any provisions required thereby to be included herein shall be deemed to be incorporated herein by reference. Without limiting the generality of the foregoing: (a) There is incorporated herein by reference the contract provisions of paragraphs (1) through (7) of Section 202 of Executive Order 11246, as amended, provided that where necessary to make the context thereof applicable to this order the term "Contractor" shall mean Seller and the term "Contract" shall mean this order. (b) Seller certifies that the goods called for by this order have been or will be produced in compliance with the requirements of the Fair Labor Standards Act of 1938, as amended, and a certification evidencing such compliance shall be printed, stamped or typed on Seller's invoices.
14. **OCCUPATIONAL SAFETY AND HEALTH.** Seller represents that all goods and/or services sold or furnished to Buyer hereunder will comply with all applicable laws and governmental regulations relating to the occupational safety and health of employees, specifically including the Federal Occupational Safety and Health Act of 1970 and any rules, regulations, standards or order issued thereunder, (herein collectively called "Occupational Safety and Health Requirements") and Seller agrees to indemnify and hold harmless Buyer against any claims, losses, damages, fines, penalties, costs and expenses suffered or incurred by Buyer as a result of any violation of or noncompliance with any Occupational Safety and Health Requirements caused or contributed to by the failure of such goods and/or services to so comply. Seller agrees upon request to furnish to Buyer any and all information regarding the ingredients of goods sold or furnished to Buyer hereunder and to comply with any other reasonable request of Buyer made in connection with the application of any Occupational Safety and Health Requirements to Buyer, its employees and property.
15. **MISCELLANEOUS.** This order and the performance by the parties hereunder shall be construed and governed by the law of the State of Florida.



Property Management Department
Building Design and Product Catalog



Version 7; Revised: February 2022

Contacts: Brandon Bennett, brandon.bennett@mymanatee.org

Correction Notices

This book, “Preferred Building and Grounds Equipment, Materials and Design Criteria Catalog” is a book that references Manatee County’s preferred materials and design criteria. It is used by the Property Management Department as a reference for new construction and remodels projects to help keep uniformity across all county facilities. Property Management decided to re-title this document to facilitate naming, reference, and distribution. The new title for this document is the “Building Design and Product Catalog” and will go into effect in February 2022.



Summary

This catalog serves as a reference for project managers, building maintenance staff, managers, purchasing agents, architects, engineers, construction managers, and all others who may be selecting products and systems for new building design and/or the remodeling and retrofitting of existing Manatee County facilities. When requesting products or services, refer to the County’s blanket purchase vendors and, when applicable, ask the vendor to include a return on investment (ROI).

This catalog has been designed to follow the Construction Specifications Institute (CSI). CSI provides structured guidelines for specification writing in the Project Manual. This is the most widely used standard in the construction industry.

All Manatee County Government Facilities

The Americans with Disabilities Act (ADA) ensures access to the built environment for people with disabilities. The ADA Standards establish design requirements for the construction and alteration of facilities subject to the law. These enforceable standards apply to places of public accommodation, commercial facilities, and state and local government facilities. State and local government facilities must follow the requirements of the 2010 Standards, including both the Title II regulations at 28 CFR 35.151 and the 2004 ADAAG at 36 CFR part 1191, appendices B and D.

If the start date for construction is on or after March 15, 2012, all newly constructed or altered State and local government facilities must comply with the 2010 Standards. Before that date, the 1991 Standards (without the elevator exemption), the UFAS, or the 2010 Standards may be used for projects when the start of construction commences on or after September 15, 2010. The Department of Justice has assembled an official online version of the 2010 Standards to bring together this information in one easy-to-access location

(https://www.ada.gov/2010ADASTandards_index.htm). It provides the scoping and technical requirements for new construction and alterations resulting from the adoption of the revised 2010 Standards in the final rules for Title II (28 CFR part 35) and Title III (28 CFR part 36). All new construction and/or alterations must comply with these Department of Justice enforced standards.

For all existing buildings, we recommend following the ADA Checklist for Existing Facilities. Please see attachment 59 of the full document. Attachment 63 is a specific ADA Checklist for Existing Facilities' Toilet Restrooms. We recommend checking with the local authority having jurisdiction (AHJ) that the attached checklist is acceptable.

Energy-consuming products and devices shall meet or exceed Energy Star specifications and be a qualified Energy Star product. Procedures, services, and standards listed in this catalog should meet or exceed the recommendations. During the construction process, new buildings are to be built to LEED silver standards. LEED certification is not required. **NOTE: Refer to the Florida Building Code 5th Edition (2014) with special attention to the Energy Code section which became effective July 1, 2015. The Energy Efficient Building Construction in Florida, authored by the University of Florida, IFAS office, is also a recommended reference to review during a construction project.**

Florida Power and Light, our main utility provider, offers energy-saving programs and services which include rebates. Whether renovating or new construction, please review or have your consulting firm and/or vendor review what is offered. **All new facilities built after January 1, 2018, will be considered for construction for use as safety shelters for employees and/or the public during "blue sky" and "grey sky" events. The standards used for this construction shall consider, but not be limited to, hardening of the structure, expansion of the kitchen area, expansion of the restroom facilities with showers, HVAC upgrades, and generator connectivity.**

A table listing programs Manatee County may qualify for is listed in the table on Page 9 (FPL Business Program Services found in the Attachment folder).

Anything listed as "no substitution" must be submitted for review.

Technology

Manatee County continues to embrace mobility, accountability, and the **Internet of Things (IoT)**, or simply stated: "smart technologies" that support projects with the most advanced technology to ensure efficiency and accuracy are offered. The **Internet of Things (IoT)** is a proposed development of the Internet in which everyday objects have network connectivity, allowing them to send and receive data. It is the inter-working of physical devices, vehicles (also referred to as "connected devices" and "smart devices"), buildings, and other items embedded with electronics, software, sensors, actuators, and network connectivity that enable these objects to collect and exchange data.

Technology, materials, tools, processes, and operations will continue to change and improve. Manatee County is committed to finding and leveraging energy-efficient technologies. Thoughtful research for LED lighting upgrades, building automation, energy-efficient HVAC technologies, and new Bluetooth-enabled features such as automatic water meter reading systems are examples of the efforts that will be taken for new technology to have a positive impact on both the County, community and the environment.

Networked lighting and connected lighting have begun to blossom as technological advancements continue to increase the viability of IoT. Innovative lighting has been on the cutting edge of networked lighting (often referred to as "power over ethernet" (PoE) lighting). A PoE system both powers and controls the LED lighting, multi-functional sensors, and preset dimming wall switches on a simple Ethernet cable, and the need for conduit or expensive labor has been eliminated. Up to 86% energy savings when compared to conventional fluorescent lighting is no small feat. Add to that making LED fixtures last at least twice as long as their rated life and you begin to see why many view a PoE system as the destiny of energy-efficient LED lighting.

EXAMPLE:



Given a single Power over Ethernet connection (single gray cable looping below), a PoE splitter provides both data (gray cable looping above) and power (black cable also looping above) connections for a wireless access point. The splitter is the silver and black box in the middle, between the wiring box on the left and the access point (with its two antennas) on the right. The PoE connection eliminates the need for a nearby power outlet.

<http://www.ecmag.com/section/systems/power-poe>

<http://www.ledsmagazine.com/articles/print/volume-12/issue-8/features/dc-grid/poe-technology-for-led-lighting-delivers-benefits-beyond-efficiency.html>

Daylight Harvesting: The term used in the building controls industry for a control system that reduces electric light in building interiors when daylight is available to reduce energy consumption. Daylight harvesting is an energy management technique that reduces overhead lighting use by:

- Utilizing the ambient (natural & artificial) light present in a space
- Dimming or switching OFF lighting when sufficient ambient light is present or when the space is unoccupied
- Utilizing zones to stagger the dimming and switching of lighting loads depending on their distance from ambient light sources, such as windows and skylights
- Benefits of daylight harvesting: saving money on electrical costs; automated control of lights; health benefits of correct lighting.

Note: “Daylight Harvesting Made Easy” found in Attachments - Lighting and Electrical folder

WELL Building Standard

It is recommended to follow the WELL Building Standard when performing new construction and remodeling. The focus is on people and is performance-based. The seven concepts of the WELL Building Standard are air, water, nourishment, light, fitness, comfort, and mind. Strategies include air quality testing and monitoring; filtration and treatment; ventilation; moisture control; cleaning protocol; material selection during construction processes, and healthy entrance. WELL promotes lighting systems designed to increase alertness, enhance the experience, and promote sleep. WELL also creates distraction-free, productive, and comfortable indoor environments and encourages the integration of fitness and exercise into everyday life as is aligned with the goals of Manatee County’s Employee Health Benefits program. <https://www.wellcertified.com/en/our-standard>

County Graphic Standards for County Logo and Logo Colors

Colors for printing in Pantone Matching systems, CMYK, and RGB-color systems are addressed in the County Standard and must be matched to these color system codes. Refer to the *Manatee County Graphic Standards Style Guide*. See attachment 10 for the Manatee County Graphics Standards Manual.

Facilities Space Programming Standards

Square footage space standards will be followed.

Commissioner / Constitutional Officer.....	300
Other Elected Official or Appointed Staff.....	250
Division Director / Manager.....	180

Manager..... 150
 Technical Staff..... 100
 Professional. 100
 Administrative Support..... 70

- Standard occupied office space temperature setpoints will be programmed to 75 degrees (74-76) and relative humidity will be programmed to 52-59%. Unoccupied or night-time settings will be programmed and determined as needed to maintain the facility function.
- The procurement of office furniture shall be coordinated through Property Management and the end-users due to the potential benefit from significant economies of scale in purchase volume or the potential of existing surplus supplies that may be re-assigned to the project at little to no additional cost.
- Breastfeeding rooms see [Section 13 21 14 Fairness for Breastfeeding Mothers Act of 2019 in this catalog.](#)
- Service dog allowances.
- If an office space requires an erase board to be installed, Property Management requires a glass erase board. Please see the photo below for a sample of the glass board required by Property Management.
- Smart monitors may be required, 1 telephone, 1 computer, 1 glass board, and ceiling fans with wall-mounted control switch.
- AED’s mounted in buildings should be AED PLUS which comes complete with AED Pads and batteries for use. The manufacturer is ZOLL Medical and the mounting for the AED is the ZOLL AED Cabinet. Flushed or recessed mounting. All new and remodeled buildings shall have a ZOLL AED PLUS defibrillator. <http://www.heartsmart.com/ZOLL-AED-Plus-Value-Package-p/bus-pkg-plus.htm> or call 1-800-422-8129. (See AED Plus Brochure in the Attachments folder).



**Florida Power and Light (FPL) REBATES
for Large Business/Commercial/Industrial**

Rebate	Description	How to Qualify	Benefits
Business Lighting	Receive a rebate for installing or upgrading to qualifying high-efficiency lamps and systems	Rebates are for interior lighting that is used regularly: <ul style="list-style-type: none"> • From 3 to 6 p.m. • Every day of the workweek • From June 1 to Sept. 30 	<ul style="list-style-type: none"> • Better quality lighting at a lower cost • Reduced monthly operating costs • Lower energy usage is environmentally friendly
Business Energy Evaluation	Free on-site analysis of your energy use. An Energy Expert comes to your business to do a complete evaluation of your equipment and energy use to find savings opportunities. <ul style="list-style-type: none"> • Equipment evaluated includes: • Heating, Ventilating and Air-Conditioning systems (HVAC) • Building “envelope” where your building is exposed to the elements (areas such as roof, windows, and insulation) • Lighting • Water heating • Processing equipment: motors, air compressor systems, elevators, conveyors, food preparation equipment, and refrigeration equipment 	Any business may schedule a Business Energy Evaluation (BEE)	Get personalized, detailed recommendations to help you: <ul style="list-style-type: none"> • Identify energy-saving programs that are right for you • Lower energy costs: ✓ Understand how your energy usage compares to that of similar businesses ✓ Understand how weather can affect your energy use • Qualify for rebates that may apply to your business • Select equipment if you’re planning improvements, expansions, or building new facilities
Thermal Energy Storage (TES)	Install a TES system to reduce on-peak electricity use and to get a rebate on qualifying equipment. TES systems produce and store cold water or ice at night, when power is less expensive, and use it to cool your building efficiently throughout the day.	<ul style="list-style-type: none"> • Purchase a qualifying TES system • TES rebates are based on a minimum kW savings requirement • Cooling load must be removed from the summer (June through Sept.) on-peak period of 3 to 6 p.m. on weekdays 	<ul style="list-style-type: none"> • Less expensive time-of-use rate • Use more electricity during off-peak hours and less during peak • Lower demand charge <ul style="list-style-type: none"> – The shift in energy use from peak to off-peak hours reduces your on-peak demand • Potential savings on A/C compressors <ul style="list-style-type: none"> – TES may minimize the need to buy large, expensive compressors to meet your cooling demand
Direct Expansion Air Conditioning (DX AC)	Receive a rebate for installing or upgrading to a qualifying new DX AC system. When your qualifying new DX system is installed, you will receive a rebate based on the size, type, and efficiency of the new unit.	Qualifying units include: <ul style="list-style-type: none"> • Air, water, and evaporative-cooled air conditioners and heat pumps • Variable refrigerant flow (VRF) air conditioners and heat pumps, and computer room units. • Water-source heat pumps • Packaged terminal air conditioners or heat pump systems • Units that exceed the Florida Building Code 	<ul style="list-style-type: none"> • Lowers cooling costs • Lowers HVAC maintenance costs
Energy Recovery Ventilation (ERV)	ERV systems keep cool energy in, that you would otherwise lose and send humidity and pollutants out.	The following types of ERV units qualify for a rebate if the units are not already required by building code:	<ul style="list-style-type: none"> • Lower energy costs • Less wear and tear on air-conditioning units

		<p>An ERV system allows outgoing room air that would normally be wasted to cool incoming warm air. The system reclaims energy from exhaust airflows. The system also transfers heat and moisture from inside to outside to balance humidity levels.</p>	<ul style="list-style-type: none"> • Enthalpy wheels • Plate-type heat exchangers 	<ul style="list-style-type: none"> • Works with existing heating, ventilation, and air-conditioning systems
Business Incentive (BCI)	Custom	<p>FPL offers customized incentives to Businesses or other organizations that upgrade their equipment or operations in ways that save significant amounts of energy.</p> <p>Contact your FPL Account Manager to help you develop unique energy-saving energy-efficient equipment.</p>	<p>You can qualify for a BCI if your plan:</p> <ul style="list-style-type: none"> • Trims at least 25 kilowatts from FPL's summer peak demand (June 1 – Sept. 30, 3-6 p.m. weekdays) • Differs from other FPL conservation programs • Passes the Florida Public Service Commission specified cost-effectiveness tests 	<p>Meets your specific energy requirements</p>
Chillers		<p>Purchase a new high-efficiency chiller to replace your existing chiller or install one in new construction and get a rebate.</p> <p>Contact us to help determine your needs for upgrades or equipment purchased for new construction projects.</p>	<ul style="list-style-type: none"> • Purchase qualifying high-efficiency chiller models, rated at AHRI conditions • Incentive amounts and qualifying conditions vary, depending on the type and size of the equipment you replace or install • Back-up or emergency chillers do not qualify for rebates 	<ul style="list-style-type: none"> • Significantly reduce electrical, operating, and maintenance costs • Get ongoing energy savings

Source: FPL; Save with Business Programs and Services (attachment)

Table of Contents

CORRECTION NOTICES	1
SUMMARY	1
ALL MANATEE COUNTY GOVERNMENT FACILITIES	1
TECHNOLOGY	3
WELL BUILDING STANDARD	4
COUNTY GRAPHIC STANDARDS FOR COUNTY LOGO AND LOGO COLORS	4
FACILITIES SPACE PROGRAMMING STANDARDS	4
DIVISION 00 PROCUREMENT AND CONTRACTING REQUIREMENTS	12
<i>PROJECT FORMS</i>	12
<i>CLOSEOUT PROCEDURES</i>	12
<i>SUBSTANTIAL COMPLETION PROCEDURES</i>	12
<i>FINAL COMPLETION PROCEDURES</i>	13
<i>LIST OF INCOMPLETE ITEMS (PUNCH LIST)</i>	14
<i>REPAIR OF THE WORK</i>	14
<i>BUILDING INFORMATION MODELING (BIM)</i>	15
DIVISION 01 00 00 GENERAL REQUIREMENTS	16
<i>EXECUTION AND CLOSEOUT REQUIREMENTS</i>	16
<i>CONSTRUCTION CLEANING</i>	16
<i>CLOSEOUT SUBMITTALS</i>	20
<i>SUBMITTAL OF PROJECT WARRANTIES</i>	20
<i>SUBMITTAL OPERATION AND MAINTENANCE DATA</i>	21
<i>OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY</i>	21
<i>SUSTAINABLE DESIGN CLOSEOUT SUBMITTALS</i>	23
<i>EMERGENCY MANUALS</i>	23
<i>OPERATIONS MANUALS:</i>	24
<i>PRODUCT MAINTENANCE MANUALS:</i>	25
<i>SYSTEMS AND EQUIPMENT MAINTENANCE</i>	26
<i>OTHER GENERAL MANUAL INFORMATION:</i>	27
<i>PROJECT RECORD DOCUMENTS</i>	28
<i>CLOSEOUT SUBMITTALS</i>	28
<i>RECORD DRAWINGS</i>	29
<i>RECORD SPECIFICATIONS</i>	32
<i>RECORD PRODUCT DATA</i>	32
<i>RECORD AND MAINTENANCE</i>	33
<i>DEMONSTRATION AND TRAINING</i>	33
<i>CLOSEOUT SUBMITTALS</i>	33
<i>INSTRUCTION PROGRAM</i>	35
<i>DEMONSTRATION AND TRAINING VIDEO RECORDINGS</i>	36
DIVISION 3 – CONCRETE	37
<i>Section 03 40 00 Precast Concrete</i>	37
Section 03 48 00 Precast Concrete Specialties	37
Section 03 48 26 Precast Concrete Parking Bumpers	37
DIVISION 6 – WOOD, PLASTIC, AND COMPOSITES	37

Section 06 10 00 Rough Carpentry..... 37

DIVISION 8 – OPENINGS AND DOOR HARDWARE 38

Section 08 10 00 Doors and Frames..... 38

 Section 08 11 00 – Metal Doors & Frames 38

 Section 08 14 00 – Wood Doors 39

 Section 08 70 00 – Hardware 39

 Section 08 50 00 – Windows 41

 Section 08 80 00 Glazing 41

 Section 08 88 00 Special Function Glazing..... 41

 Section 08 88 53 Security Glazing..... 41

DIVISION 9 – FINISHES 42

 Section 09 01 00 Maintenance of Finishes 42

 Section 09 01 30.91 Tile Restoration (Newly grouted joint treatment)..... 42

 Section 09 01 90.53 Maintenance Coatings 42

 Section 09 28 00 Backing Boards and Underlayment 42

 Section 09 28 13 Cementitious Backing Boards..... 42

 Section 09 28 16 Glass Mat Faced Gypsum Backing Boards..... 42

 Section 09 29 00 Gypsum Board..... 43

Section 09 50 00 Ceilings 45

 Section 09 51 00 Acoustical Ceilings..... 45

 Section 09 51 13 Acoustical Panel Ceilings 46

Section 09 60 00 Flooring..... 46

 Section 09 65 00 Resilient Flooring 46

 Section 09 65 13 Resilient Base and Accessories 46

Section 09 60 00 Flooring..... 46

 Section 09 66 00 Terrazzo Flooring 46

 Section 09 66 23.16 Epoxy-Resin Terrazo flooring 46

 Section 09 68 00 Carpeting..... 46

 Section 09 68 13 Carpet Tile 46

Section 09 90 00 Painting and Coating 47

 Section 09 91 00 Painting 47

 Section 09 91 23 Interior and Exterior Painting..... 47

DIVISION 10 – SPECIALTIES 48

Section 10 01 00 Operation and Maintenance of Specialties 48

 Section 10 01 10 Operation and Maintenance of Information Specialties 48

Section 10 06 00 Schedule for Specialties 48

 Section 10 06 10 Schedules for information Specialties 48

Section 10 10 00 Information Specialties..... 49

 Section 10 14 16 Dedication Plaques..... 49

 Section 10 14 23 Panel Signage (Board of County Commissioners Photo Gallery) 52

Section 10 20 00 Interior Specialties 54

 Section 10 21 00 Compartments and Cubicles 54

 Section 10 21 13 Toilet Compartments 54

 Section 10 28 00 Toilet, Bath, and Laundry Accessories..... 54

Section 10 40 00 Safety Specialties 55

 Hearing Loop Systems 55

Section 10 80 00 Other Specialties..... 56

 Section 10 81 00 Pest Control Devices 56

Section 10 70 00 Exterior Specialties 56

 Section 10 71 00 Exterior Protection..... 56

DIVISION 11 – EQUIPMENT..... 56

Section 11 30 00 Residential Equipment..... 57
 Section 11 30 13 Residential Appliances 57
Section 11 40 00 Foodservice Equipment..... 57
 Section 11 46 00 Food Dispensing Equipment 57
 Section 11 46 83 Ice Machines 57
 DIVISION 12 - FURNISHINGS 57
 Section 12 20 00 Window Treatments 57
 Section 12 21 00 Window Blinds 57
 Section 12 21 23 Roll Down Blinds 57
 Section 12 40 00 Furnishing and Accessories..... 58
 Section 12 41 00 Office Accessories 58
 DIVISION 13 – SPECIAL CONSTRUCTION 58
 Section 13 20 00 Special Purpose Rooms..... 58
 Section 13 21 14 Fairness for Breastfeeding Mothers Act of 2019..... 58
 DIVISION 22 – PLUMBING..... 59
 Section 22 05 00 Common Work Results for Plumbing 59
 Section 22 05 23 General Duty Valves Devices, Systems, Branch Lines..... 59
 Section 22 10 00 Plumbing Piping..... 59
 Section 22 11 Facility Water Distribution 60
 Section 22 11 23 Domestic Water Pumps..... 60
 Section 22 30 00 Plumbing Equipment 60
 Section 22 33 00 Hot Water Heaters – Electric / Gas 60
 Section 22 35 00 Domestic Water Heat Exchangers..... 61
 Section 22 40 00 Plumbing Fixtures 61
 Section 22 42 00 Commercial Plumbing Fixtures 61
 Section 22 42 13 Commercial Water Closets, Urinals, and Bidets 61
 Section 22 42 16.16 Sinks - Bathroom 62
 Section 22 42 23 Shower Head(s) 62
 Section 22 42 39 Commercial Faucets, Supplies, and Trim..... 62
 Section 22 42 43 Flushometers Valves 63
 Section 22 47 00 Drinking Fountains and Water Coolers 63
 Section 22 47 13 Drinking Fountains 63
 DIVISION 23 – HEATING, VENTILATION, AND AIR CONDITION (HVAC)..... 64
 DIVISION 26 – ELECTRICAL..... 65
 Section 26 30 00 Facility Electrical Power Generating and Storing Equipment 66
 Section 26 36 00 Transfer Switches..... 66
 Section 26 36 23 Automatic Transfer Switches 66
 Section 26 50 00 Lighting..... 66
 DIVISION 27 COMMUNICATIONS 68
 Section 27 10 00 Structured Cabling for Data Rooms..... 68
 DIVISION 28 – ELECTRONIC SAFETY AND SECURITY 69
 Section 28 10 00 Access Control..... 69
 Section 28 11 00 Access Control Global Applications..... 69
 Section 28 12 01 General Requirements for Access Control Systems 69
 Section 28 20 00 Video Surveillance..... 69
 Section 28 21 00 Surveillance Cameras 69
 Section 28 40 00 Life Safety 70
 Section 28 46 00 Fire Detection and Alarm 70
 Section 28 46 20 Fire Alarm..... 70
 Section 28 46 12.19 Fire Sprinkler 70

DIVISION 31 – EARTHWORK METHODS	70
DIVISION 32 – EXTERIOR IMPROVEMENTS	70
<i>Section 32 10 00 Bases, Ballasts, and Paving</i>	71
Section 32 12 00 Flexible Paving	71
Section 32 12 16 Asphalt Paving.....	71
Section 32 12 43 Porous Flexible Paving.....	71
<i>Section 32 30 00 Site Improvements</i>	71
Section 32 31 00 Fences and Gates	71
Section 32 31 11 Gate Operators.....	71
Section 32 31 13 Chain Link Fencing.....	71
Section 32 33 00 Site Furnishings	72
32 33 23 Site Trash and Litter Receptacle.....	72
<i>Section 32 80 00 Irrigation</i>	72
DIVISION 33 UTILITIES	73
<i>Section 33 70 00 Electrical Utilities</i>	73
Section 33 71 00 Electric Utility Transmission and Distribution	73
<i>Section 33 80 00 Communications Utilities</i>	74
Section 33 81 00 Communications and Utility Structures	74
Section 33 81 29 Communications and Utilities Vaults, Pedestals, and Enclosures	74
DIVISION 40 00 00 PROCESS INTERCONNECTIONS	74
<i>Section 40 05 00 Common Work Results for Process Interconnections</i>	74
Section 40 05 81.33 Hose Bibbs.....	74
DIVISION 46 00 00 WATER AND WASTEWATER EQUIPMENT	74
<i>Section 46 20 00 Water and Wastewater Preliminary Treatment Equipment</i>	75
Section 48 25 00 Oil and Grease Separation and Removal Equipment	75
Section 46 25 23 Grease Traps	75
DIVISION 48 00 00 ELECTRICAL POWER GENERATION.....	75
Section 48 11 00 Fossil Fuel Plant Electrical Power Generation Equipment	75
Section 48 11 26 Fossil Fuel Electrical Power Plant Generators	75
Section 48 14 00 Solar Energy Electrical Power Generation Equipment	76
Section 48 14 13 Solar Energy Collectors (Solar Ready Buildings)	76
ATTACHMENTS LIST AND THEIR LOCATION	78

DIVISION 00 PROCUREMENT AND CONTRACTING REQUIREMENTS

PROJECT FORMS

CLOSEOUT PROCEDURES

This section includes administrative and procedural requirements for contract closeout, including, but not limited to the following:

1. Substantial Completion Procedures
2. Final Completion Procedures
3. Warranties
4. Repair of the Work
5. Building Information Modeling (BIM)

Related Requirements:

1. "Photographic Documentation" for submitting completion of construction photographic documentation.
2. "Execution Requirements" for process cleaning of the project site.
3. "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
4. "Operation and Maintenance Data" for operation and maintenance manual requirements.
5. "Demonstration and Training" for requirements for instructing the Owner's personnel.

SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's list of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's Punch list), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals before Substantial Completion: Complete the following a minimum of 10 days before requesting inspection for determining the date of Substantial Completion. List items below that are incomplete at the time of the request.
 1. Submit closeout submittals specified in other Division 01 sections, including project record documents, operation and maintenance manuals, completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
 2. Submit closeout submittals specified in the individual sections, including specific warranties, workmanship bonds, maintenance material service agreements, final certifications, and similar documents.
 3. Submit maintenance material submittals specified in individual sections, including tools, spare parts, extra materials, similar items, and delivery locations designated by Architect. Label with the manufacturer's name and model number, where applicable.
 4. Submit test/adjust/balance records.

- C. Procedures Before substantial completion: Complete the following a minimum of 10 days before requesting an Inspection for determining the date of Substantial Completion. List items below that are incomplete at the time of the request.
1. Advise Owner of pending insurance changeover requirements
 2. Make final changes over permanent locks and deliver keys to the Owner. Advise Owner's personnel of changeover in security provisions.
 3. Complete startup and testing of systems and equipment.
 4. Perform preventive maintenance on equipment used before Substantial Completion.
 5. Instruct the Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 01820 "Demonstration of Training."
 6. Advise the Owner of the changeover in all utilities.
 7. Participate with the Owner in conducting inspection and walkthrough with local emergency responders.
 8. Terminate and remove temporary facilities from the Project site, along with mockups, construction tools, and similar elements.
 9. Complete final cleaning requirements, including touchup painting.
 10. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion of a minimum of 10 days before the date the work will be completed and ready for final inspection and tests. On receipt of the request, the Architect will either proceed with inspection or notify the Contractor of unfulfilled requirements. The architect will prepare the Certificate of Substantial Completion after the inspection or will notify the Contractor of items, either on the Contractor's list or additional items identified by Architect, that must be completed or corrected before a certificate will be issued.
1. Reinspection: Request reinspection when the work identified in previous inspections as incomplete is completed or corrected.
 2. Results of the completed inspection will form the basis of requirements for completion.

FINAL COMPLETION PROCEDURES

- A. Submittals Before Final Completion: Before requesting final inspection for determining completion, complete the following:
1. Certified List of Incomplete Items: Submit a certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. A certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance. (See Attachment - *Final Reconciliation, Warranty Period Declaration, and Contractor affidavit*).
- B. Inspection: Submit a written request for a final inspection to determine acceptance of a minimum of 10 days before the date of work will be completed and ready for final inspection and tests. On receipt of the request, the Architect will either proceed with inspection or notify the Contractor of unfulfilled requirements. The architect

will review a final Certificate for Payment after the inspection or will notify the Contractor of construction issues that must be completed or corrected before a certificate will be issued.

1. Reinspection: Request reinspection when the work identified in previous inspections as incomplete is completed or corrected.

LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Organization of List: Include name and identification of each space and area affected by construction for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
1. Organize a list of spaces in sequential order, starting with exterior areas first and proceeding to the interior.
 2. Organize items applying to each space by the major element, including categories for the ceiling, individual walls, floors, equipment, and building systems.
 3. Include the following information at the top of each page:
 - a. Project name
 - b. Date
 - c. Name of Architect
 - d. Name of Construction Manager
 - e. Page number

REPAIR OF THE WORK

- A. Complete repair and restoration operations before requesting an inspection to determine Substantial Completion.
- B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired.
1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
 2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that already show evidence of repair or restoration.
 - a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.
 3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.
 4. Replace burned-out bulbs, bulbs noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures (LED).

BUILDING INFORMATION MODELING (BIM)

Building information modeling (BIM) is the equivalent of digitalization in the construction industry: It is a digitally supported process for planning, constructing, and operating buildings that enable significant productivity increase in the construction industry.

An overall BIM approach should be used for the design-build process by contracted County architectural, engineering, and construction firms. Products, solutions, and services reflect the whole building lifecycle, all disciplines in the building, the various user and customer types, the different energy forms, and the hardware and software products used in buildings.

Construction projects are faced with numerous challenges and obstacles, lack of coordination on construction sites, unreliable schedules and costs, insufficient quality and planning errors or inaccurate, incomplete plans as well as a lack of cooperation. The BIM process will help eliminate these challenges and obstacles.

The BIM process is built on four principles:

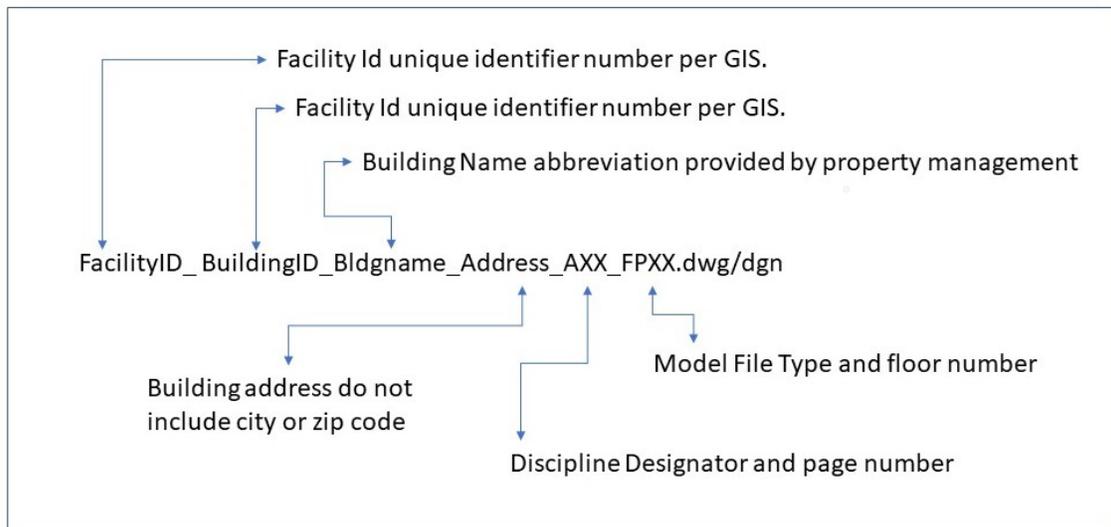
Build twice: Building twice is more efficient: first the digital model, then the actual construction process. This leads to better coordination, early or no errors, and clash detection between all trades for a faster overall construction process with fewer errors.

Build and plan together: All stakeholders are involved in the planning process, so changes can be made in the model, change orders and time-intensive modifications on the construction site can be avoided.

Create data only once: It is much more efficient to invest more time in a highly accurate plan than to send someone into the building with a folding yardstick to re-measure.

For the entire lifecycle: Today, the focus of BIM is merely on planning. But BIM has benefits for the entire lifecycle of the building. The data model facilitates service, maintenance, and disposal.

Note the BIM Filename to follow the United States National CAD Standard. See the graphic below.



END OF SECTION

DIVISION 01 00 00 GENERAL REQUIREMENTS

EXECUTION AND CLOSEOUT REQUIREMENTS

CONSTRUCTION CLEANING

Part 1 – General

1.01 Related work

- a. The Drawings and provisions of the General Conditions, Supplementary Conditions, and the Sections included under Division 1, General requirements are included as part of this Section as though bound herein.

1.02 Summary

- a. The Contractor shall act on behalf of the Owner about the clean-up responsibilities that are a part of the Contractor's Work. "Cleaning-Up," included in the General Conditions and the statement concerning cleaning-up which is included in the Scope of Work.

1.03 Daily Cleaning

- a. The contractor shall remove his trash and debris to on-site disposal units (Dumpsters) to prevent fire and safety hazards as well as to provide a more efficient construction operation. If this cleaning is not performed to the satisfaction of the Owner and the Architect, it will be performed for the Contractor at his expense.

1.04 Routine cleaning

a. Each Friday afternoon, or as directed by the Owner, the Contractor shall perform an overall cleanup of the Project, including a broom cleaning of appropriate surfaces. The trades shall remove their trash and debris from the building site to the trash collection location promptly upon its accumulation and in no event later than the Contractor's regular Friday general cleanup. The Contractor shall provide a suitable location on the site with a sufficient quantity of trash bins and shall be responsible for the removal of trash from the site. If this cleaning is not performed to the satisfaction of the Owner and the Architect, it will be performed for the Contractor at his expense.

1.05 Final Cleaning

a. The contractor shall perform an overall cleanup of the entire site, including a broom cleaning and dusting of appropriate surfaces. Vacuuming of carpets, three coats of wax to VCT flooring, and buffing of rubber flooring. The trades shall remove their trash and debris from the building and site to the legal trash collection location.

b. If this cleaning is not performed to the satisfaction of the Owner and the Architect, it will be performed for the Contractor at his expense.

c. The contractor shall also provide special/institutional cleaning as part of the final cleaning. This work shall be sub-contracted to a professional cleaning service.

1.06 Trash Container(s)

a. The Contractor shall provide dumpster-type trash container(s) that are adequately sized for the waste, debris, and trash for the life of the Project.

b. The Contractor shall legally dispose of container(s) contents weekly or at more frequent intervals if required by inadequate container capacity.

c. Oily and/or other volatile waste and trash shall not be placed in the standard trash containers but shall be stored in separate approved containers in an exterior location at least 100 feet from the building until legally disposed of offsite.

1.07 Cleaning Safety Requirements

a. Comply with authorities having jurisdiction and AGC recommendations. Submit and make available MSDS information on each cleaning product on the project site.

b. Hazards Control:

1. Store volatile wastes in covered metal containers and remove them from premises daily.

2. Prevent the accumulation of wastes that create hazardous conditions.

3. Provide adequate ventilation during the use of volatile or noxious substances.

c. Conduct cleaning and disposal operations to comply with local ordinances and anti-pollution laws.

1. Do not burn or bury trash and waste materials on the project site.
2. Do not dispose of volatile wastes such as mineral spirits, oil, or paint thinner in storm or sanitary drains.
3. Do not dispose of wastes into streams or waterways.

1.08 Exterior Envelope Performance

Once the building is enclosed to the elements. Property Management requires the contractor to perform inspections for air leakage and water intrusion. Property Management recommends performing a smoke infiltration test to determine the areas of concern for air leakage. Property Management recommends an infrared inspection to be performed to the exterior envelope and roof system to determine water infiltration areas of concern. Property Management requires the contractor to submit a report that states the findings and solutions method to properly seal-tight the building.

Part 2 – Products

2.01 Materials

a. Use only cleaning materials recommended by the manufacturer of the surface to be cleaned.

3.01 Daily Cleaning

a. The contractor shall execute cleaning to ensure that buildings, grounds, and public properties are maintained free from accumulations of waste materials and trash.

b. Daily, during the progress of work, clean site, and public properties and dispose of waste materials, debris and trash in dumpster type trash container provided under this Section.

c. Schedule cleaning operation so that dust and other contaminants resulting from the cleaning process will not fall on wet, newly painted surfaces.

d. Place no new work on dirty surfaces.

e. No construction debris shall be buried into walls, partitions, or ceilings.

3.02 Routine Cleaning

a. Weekly or at more frequent intervals if work activities justify it, perform the following cleaning. This includes all dirt, dust, debris not identifiable as part of a Contract. Broom clean floor and paved surfaces; rake clean other surfaces of ground.

b. Maintain cleaning throughout the life of the Project.

c. Should the Contractor fail in the performance of this Work, the Owner may perform such Work and back charge the Contractor.

3.03 Final Cleaning

a. The contractor shall perform his respective final cleanup and shall leave the Work of the complete Project in clean, neat condition.

b. Employ an experienced cleaning company for final cleaning.

c. The following are examples, but not by the way of limitation, of cleaning levels required:

1. Remove labels that are not required as permanent labels.

2. Clean transparent materials, including mirrors and window/door glass to a polished condition, removing substances that are noticeable as vision-obscuring materials. Replace broken new or existing glass materials damaged during construction. Clean both interior and exterior of windows.

3. Clean exposed exterior and interior hard-surfaced finishes for a dirt-free condition, free of dust, stains, films, and similar noticeable distracting substances.

a. Except as otherwise indicated, avoid disturbance of natural weathering of exterior surfaces. Restore reflective surfaces to original reflective conditions.

4. Wipe surfaces of mechanical and electrical equipment clean, including elevator equipment and similar equipment; remove excess lubrication and other substances.

5. Remove debris and surface dust from limited-access spaces including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.

6. Clean concrete floors in unoccupied spaces broom clean.

7. Vacuum clean carpeted surfaces and similar soft surfaces.

8. Clean plumbing fixtures to sanitary conditions, free of stains, including those resulting from water exposure.

9. Clean light fixtures and lamps to function with full efficiency.

10. Clean project site (hard and grounds), including landscape development areas of litter and foreign substances. Sweep paved areas to a broom-clean condition, remove stains, Petrochemical spills, and other foreign deposits. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.

11. Clean out storm drains and catch basins.

12. Final floor maintenance (sweeping, mopping, sealing, and waxing).

- a. VCT Flooring to have three coats of wax applied before owner acceptance.
 - b. Rubber flooring to be buffed as noted by the manufacturer before owner acceptance.
13. Cleaning of surfaces with detergent or mild chemical solvent type cleaners as required to remove dirt and stains. Verify the compatibility of cleaners and surfaces before use.
14. Dusting and waxing of finished surfaces (example casework, countertops, window trim, and other equipment and furniture items.
15. Coordinate with Owners maintenance staff for normal cleaning procedures used to assure compatibility.
16. Replace all air filters, clean exposed surfaces of diffusers, registers, and grills.
- a. Clean HVAC systems in compliance with NADCA standards 1992-01. Provide a written report on completion.
 - b. Remove smoke and fire alarm covers.

CLOSEOUT SUBMITTALS

SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the work where the commencement of warranties other than the date of Substantial Completion is indicated, or when a delay in the submittal of warranties might limit Owner's rights under warranty.
- B. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the work that are completed and occupied or used by the Owner during the construction period by separate agreement with Contractor and building official.
- C. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
 1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8 ½ of 11-inch paper.
 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product install or type a description of the product install, including the name of the product and the name, address, and telephone number of Installer.
 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
 4. Warranty Electronic File: Scan warranties and bonds and assemble a complete warranty and bond submittal package into a single indexed

electronic PDF file with links enabling navigation to each item. Provide a bookmarked table of contents at the beginning of the document.

- D. Provide additional copies of each warranty to include in operation and maintenance manuals.

SUBMITTAL OPERATION AND MAINTENANCE DATA

This section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:

1. Operation and maintenance documentation directory
2. Emergency Manuals
3. Operation Manuals for systems, subsystems, and equipment
4. Product maintenance manuals
5. Systems and equipment maintenance manuals

OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY

- A. Directory: Prepare a single, comprehensive directory of emergency, operation, and maintenance data, materials, listing items, and their location to facilitate ready access to the desired information. Include a section in the directory for each of the following:
 1. List of documents.
 2. List of systems.
 3. List of equipment.
- B. Title page: Include the following information:
 1. Subject Matter included in the manual.
 2. Name and address of the Project.
 3. Name and address of Owner.
 4. Date of Submittal.
 5. Name and contact information for the Construction Manager.
 6. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in the manual, identified by product name, indexed to the content of the volume, and cross-referenced to the Specification Section number in Project Manual.

1. If operation or maintenance documentation requires more than one volume to accommodate data, include a comprehensive table of contents for all volumes in each volume of the set.
- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by the system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
- E. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.
1. Electronic Files: Use electronic files prepared by the manufacturer where available. Where scanning of paper documents is required, configure scanned files for minimum readable file size.
 2. File Names and Bookmarks: Enable bookmarking of individual documents based on file names. Name document files to correspond to the system, subsystem, and equipment names used in the manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create a composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file.
- F. Manuals, Paper Copy: Submit manuals in the form of hard copy, bound, and labeled volumes.
1. Binders: Heavy-duty, three-ring, vinyl-covered binders, in thickness necessary to accommodate contents, sized to hold 8 ½ by 11-inch paper; with the clear plastic sleeve on the spine to hold label describing contents and with pockets inside covers to hold folded oversized sheets.
 - a. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for property operation or maintenance of equipment or system.
 - b. Identify each binder on front and spine, with the printed title "OPERATION AND MAINTENANCE MANUAL" Project title or name, and subject matter of contents, and indicate Specification Section number on the bottom of the spine. Indicate volume numbers for multiple-volume sets.
 2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section of the manual. Mark each tab to indicate contents. Include a typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
 3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software storage media for computerized electronic equipment.
 4. Supplementary Text: Prepared on 8 ½ X 11-inch white bond paper.

5. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
 - a. If oversize drawings are necessary, fold and insert them into the binder.

If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in the rear of the manual. At appropriate locations in the manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

SUSTAINABLE DESIGN CLOSEOUT SUBMITTALS

- A. Manual content: Submit reviewed manual content formatted and organized as required.
 1. The architect will comment on whether the content of operations and maintenance submittals are acceptable.
 2. Where applicable, clarify, and update reviewed manual content to correspond to revisions and field conditions.
- B. Format: Submit operations and maintenance manuals in the following format:
 1. PDF electronic file. Assemble each manual into a composite electronically indexed file. Submit digital media acceptable to Architect.
 - a. Name each indexed document file in a composite electronic index with applicable item names. Include complete electronically linked operations and maintenance directory.
 - b. Enable inserted reviewer Comments on draft submittals.
 - B. Four paper copies. Include a complete operation and maintenance directory. Enclose title pages and directories in clear plastic sleeves. The architect will return all copies to be forwarded to the owner.
- C. Final Manual Submittal: Submit each manual in the final form before requesting inspection for Substantial Completion and at least 15 days before commencing demonstration and training.

EMERGENCY MANUALS

- A. Organization: Organize manual into separate sections for each of the following:
 1. Type of Emergency
 2. Emergency Instructions
 3. Emergency Procedures
- B. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component.

1. Fire.
 2. Water leak.
 3. Water outage.
 4. A system, subsystem, or equipment failure.
- C. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of the Owner's operating personnel for notification of Installer, supplier, and signals. Include responsibilities of the Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.
- D. Emergency Procedures: Include the following, as applicable.
1. Instructions on stopping.
 2. Shutdown instructions for each type of emergency.
 3. Operating instructions for conditions outside normal operating limits
 4. Required sequences for electric or electronic systems.
 5. Special operating instructions and procedures.

OPERATIONS MANUALS:

- A. In addition to requirements in this Section, including operation data required in individual sections and the following information:
1. The system, subsystem, and equipment descriptions. Use designations for systems and equipment indicated on Contract Documents.
 2. Performance and design criteria, if the Contractor has delegated design responsibility.
 3. Operating standards,
 4. Operating procedures.
 5. Operating logs.
 6. Wiring diagrams.
 7. Control diagrams.
 8. Piped system diagrams.
 9. Precautions against improper use.
 10. License requirements including inspection and renewal dates.
- B. Descriptions: Include the following:

1. Product name and model number. Use designations for products indicated on Contract Documents.
 2. Manufacturer's name.
 3. Equipment identification with a serial number of each component.
 4. Equipment function.
 5. Operating characteristics.
 6. Limiting conditions.
 7. Performance curves.
 8. Engineering data and tests.
 9. Complete nomenclature and number of replacement parts.
- C. Operating Procedures: Include the following as applicable:
1. Startup Procedures.
 2. Equipment or system break-in procedures.
 3. Routine, and normal operating instructions.
 4. Regulation and control procedures.
 5. Instructions on stopping.
 6. Normal shutdown instructions.
 7. Seasonal and weekend operating instructions.
 8. Required sequences for electric or electronic systems.
 9. Special operating instructions and procedures.
- D. Systems and Equipment control: Describe the sequence of operation and diagram controls as installed.
- E. Piped Systems: Diagram piping as-built and identify color-coding is required for identification.

PRODUCT MAINTENANCE MANUALS:

- A. Content: Organize the manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds as described below.
- B. Source information: List each product included in the manual, identified by product name, and arranged to match the manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance

service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.

- C. Product Information: Include the following as applicable:
 - 1. Product name and model number.
 - 2. Manufacturer's name.
 - 3. Color, pattern, and texture.
 - 4. Material and chemical composition.
 - 5. Reordering information for specially manufactured products.
- D. Maintenance Procedures: Include the Manufacturer's written recommendations and the following:
 - 1. Inspection procedures.
 - 2. Types of cleaning agents to be used and methods of cleaning.
 - 3. List of cleaning agents and methods of cleaning detrimental to the product.
 - 4. Schedule for routine cleaning and maintenance.
- E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- F. Warranties and Bonds: Include lists of warranties and bonds and lists of circumstances and conditions that would affect the validity of warranties or bonds.
 - 1. Include procedures to follow and required notifications for warranty claims.

SYSTEMS AND EQUIPMENT MAINTENANCE

List each system, subsystem, and piece of equipment included in the manual, identified by product name and arranged to match the manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or scheduled designation or identifier where applicable.

- A. Manufacturers' maintenance Documentation: Manufacturers' maintenance documentation includes the following information for each part or piece of equipment.
 - 1. Standard maintenance instructions and bulletins.
 - 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
 - 3. Identification and nomenclature of parts and components.
 - 4. list of items recommended to be stocked as spare parts.

- B. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
 - 1. Test and inspection instructions.
 - 2. Troubleshooting guide
 - 3. Precautions against improper maintenance.
 - 4. Disassembly; component removal, repair, replacement, and reassembly instructions.
 - 5. Aligning, adjusting, and checking instructions.
 - 6. Demonstration and training video recording, if available.
- C. Maintenance and Service Schedules: Include service and lubrication requirements, a list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
 - 1. Scheduled maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
 - 2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.
- D. Spare parts List and Source information: Include lists of replacement and repair parts, with parts identified and cross-referenced to, manufactures' maintenance documentation and local sources of maintenance materials and related services.
- E. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect the validity of warranties or bonds.
 - 1. Include procedures to follow and required notifications for warranty claims.

OTHER GENERAL MANUAL INFORMATION:

- A. Operation and Maintenance Documentation Director: Prepare a separate manual that provides an organized reference to the emergency, operation, and maintenance manuals.
- B. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by the Owner's operating personnel for types of emergencies indicated.
- C. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- D. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.

1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by the Owner's operating personnel.
- E. **Manufacturer's Data:** Where manuals contain manufacturers' standard printed data include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data includes more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
1. Prepare supplementary text of manufacturers' standard printed data to illustrate control sequence and flow diagrams. Coordinate these drawings with the information contained in record Drawings to ensure the correct illustration of the completed installation.

PROJECT RECORD DOCUMENTS

This section includes administrative and procedural requirements for project record documents, including the following:

1. Record Drawings.
 2. Record Specifications.
 3. Record Product Data.
 4. Building Information Management (BIM) System
- A. **Related Requirements:**
1. "Closeout Procedures" for general closeout procedures.
 2. "Operation and Maintenance Data: for operation and maintenance manual requirements.

CLOSEOUT SUBMITTALS

- A. **Record Drawings:** Comply with the following:
1. Submit 2 sets of marked-up record prints.
 2. Submit copies of Record Drawings as follows:
 - a. **Initial Submittal:**
 - 1) Submit 1 paper copy-set(s) of marked-up record prints.
 - 2) Submit PDF electronic files of scanned record prints and one of the file prints.

- 3) The architect will indicate whether the general scope of changes, additional information recorded, and the quality of drafting are acceptable.
- b. Final Submittal:
- 1) Submit three paper-copy sets of marked-up record prints.
 - 2) Submit PDF electronic files of scanned record prints and three-set(s) of prints.
 - 3) Print each drawing, whether or not changes and additional information were recorded.
- B. Record Specifications: Submit three paper copies and annotated PDF electronic files of the Project's Specifications, including addenda and contract modifications.
- C. Record Product Data: Submit three paper copies and annotated PDF electronic files and directories of each submittal.
- *Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.
- D. Reports: Submit written report indicating items incorporated into project record documents concurrent with the progress of the Work, including revisions, concealed conditions, field changes, product selections, and other notations incorporated.

RECORD DRAWINGS

Record prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued. Note all the drawings preening to Public Works should be submitted per the "Utility Standards Manual Section 1.14 Record Drawings". See attached Utility Standards Manual file 52 in the share point.

- A. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.
1. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 2. Accurately record information in an acceptable drawing technique.
 3. Record data as soon as possible after obtaining it.
 4. Record and check the markup before enclosing concealed installations.
 5. Cross-reference record prints to corresponding archive photographic documentation.

- B. Content: Types of items requiring marking include, but are not limited to the following:
1. Dimensional changes to Drawings.
 2. Revisions to details shown on Drawings.
 3. Depths of foundations below the first floor.
 4. Locations and depths of underground utilities
 5. Revisions to routing of piping and conduits.
 6. Revisions to electrical circuitry and controls including low voltage
 7. Actual equipment locations.
 8. Duct size and routing.
 9. Locations of concealed internal utilities.
 10. Changes made by Change Order or work change Directive.
 11. Changes made following Architect's written orders.
 12. Details not on the original Contract Drawings.
 13. Field records for variable and concealed conditions.
 14. Record information on the Work that is shown only schematically.

Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in the production of marked-up record prints.

Mark recordsets with an erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at the same location.

Mark important additional information that was either shown schematically or omitted from Original Drawings.

Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

- C. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Architect. When authorized, prepare a full set of corrected digital data files of the Contract Drawings, as follows:
1. Format: Annotated PDF electronic file with comment function enabled.

2. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
 3. Refer instances of uncertainty to the Architect for resolution.
 4. The architect will furnish the Contractor with one set of digital data files of the contract Drawings for use in recording information.
 - a. The architect will provide data file layer information. Record markups in separate layers.
- D. Format: identify and date each record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
1. Record Prints: Organize record prints and newly prepared record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
 2. Format: Annotated PDF electronic file with comment function enabled.
 3. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification.
 4. Identification: As follows:
 - a. Project name
 - b. Date
 - c. Designation "PROJECT RECORD DRAWINGS."
 - d. Name of Architect
 - e. Name of Construction Manager

Note: All other digital drawing records file names to be submitted per the United States National CAD Standard. See the sample graphic below.

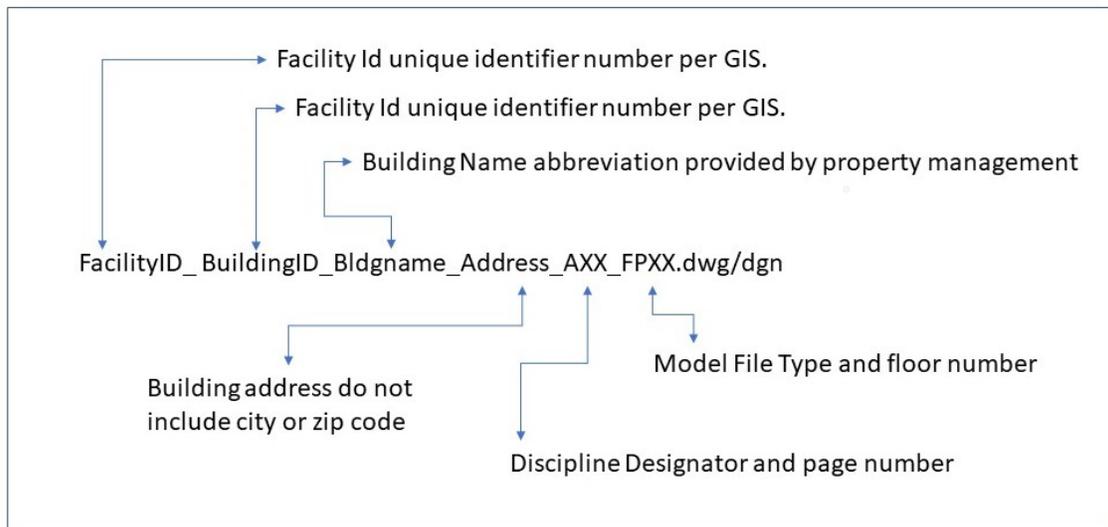


Figure. Digital drawing file name standard.

RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
1. Give attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished including substitutions and product options selected
 3. Record the name of the manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
 4. For each principal product, indicate whether record Product Data has been submitted in operation as record Product Data.
 5. Note related Change Orders, record Product data, and record Drawings where applicable.
- B. Format: Submit record Specifications as annotated PDF electronic file or scanned PDF electronic file(s) of a marked-up paper copy of Specifications.

RECORD PRODUCT DATA

- A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in the Product Data submittal.
1. Give attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Include significant changes in the product delivered to the Project site and changes in the manufacturer's written instructions for installation.

3. Note related Change Orders, record Specifications, and record Drawings where applicable.
- B. Format: Submit record Product Data as an annotated PDF electronic file and scanned PDF electronic file(s) of a marked-up paper copy of Product Data.
1. Include record Product Data directory organized by Specification Section number and title, electronically linked to each item of record Product Data.

RECORD AND MAINTENANCE

Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents as they occur; do not wait until the end of the Project.

Provide access to project record documents for the Architect and owner's reference during normal working hours.

DEMONSTRATION AND TRAINING

Administrative and procedural requirements for instructing Owner's personnel, including the following:

1. Demonstration of operation of systems, subsystems, and equipment
2. Training in the operation and maintenance of systems, subsystems, and equipment.
3. Demonstration and training video recordings.

CLOSEOUT SUBMITTALS

- A. Demonstration and Training Video Recordings: Submit two copies within seven days of the end of each training module.
1. Identification: On each copy, provide an applied label with the following information:
 - a. Name of the Project.
 - b. Name and address of videographer.
 - c. Name of Architect.
 - d. Name of Construction Manager.
 - e. Name of Contractor.
 - f. Date of video recording.
 2. Transcript: Prepared and bound in a format matching operation and maintenance manuals. Mark appropriate identification of the front and spine of each binder. Include a cover sheet with the same label information as the corresponding video recording. Include the name of the Project and the date of the video recording on each page.
 3. Transcript: Prepared in PDF electronic format. Include a cover sheet with the same label information as the corresponding video recording and a table of

contents with links to corresponding training components. Include the name of the Project and the date of video recordings on each page.

4. After the completion of training, submit a complete training manual(s) for the Owner's use.
5. Videographer Qualifications: A professional videographer who is experienced photographing demonstration and training events like those required.
6. Coordinate the instruction schedule with the Owner's operations. Adjust schedule as required to minimize disrupting the Owner's operations and to ensure availability of the Owner's personnel.
7. Coordinate content of training modules with the content of approved emergency, operation, and maintenance manuals. Do not submit an instruction program until operation and maintenance data have been reviewed and approved by Architect.

INSTRUCTION PROGRAM

Program Structure: Develop an instruction program that includes individual training modules for each system, as required.

1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
 - a. A system, subsystem, and equipment descriptions.
 - b. Performance and design criteria if the Contractor is delegated design responsibility.
 - c. Operating standards.
 - d. Regulatory requirements.
 - e. Equipment function.
 - f. Operating characteristics.
 - g. Limiting conditions.
 - h. Performance curves.

2. Documentation: Review the following items in detail:
 - a. Emergency manuals.
 - b. Operations manuals.
 - c. Maintenance manuals.
 - d. Project record documents.
 - e. Identification systems.
 - f. Warranties and bonds.
 - g. Maintenance service agreements and similar continuing commitments.

3. Emergencies: Include the following, as applicable:
 - a. Instructions on the meaning of warnings, trouble indications, and error messages.
 - b. Instructions on stopping.
 - c. Shutdown instructions for each type of emergency.
 - d. Operating instructions for conditions outside of normal operating limits.
 - e. Sequences for electric or electronic systems.
 - f. Special operating instructions and procedures.

4. Operations: Include the following, as applicable:
 - a. Startup procedures.
 - b. Equipment or system break-in procedures.
 - c. Routine, and normal operating instructions.
 - d. Regulation and control procedures.
 - e. Control sequences.
 - f. Safety procedures.

- g. Instructions on stopping.
 - h. Normal shutdown instructions.
 - i. Operating procedures for emergencies.
 - j. Operating procedures for system, subsystem, or equipment failure.
 - k. Seasonal and weekend operating instructions.
 - l. Required sequences for electric or electronic systems.
 - m. Special operating instructions and procedures.
5. Troubleshooting: Include the following:
- a. Diagnostic instructions
 - b. Test and inspection procedures.
6. Maintenance: Include the following:
- a. Inspection procedures.
 - b. Types of cleaning agents to be used and methods of cleaning.
 - c. List of cleaning agents and methods of cleaning detrimental to the product.
 - d. Procedures for routine cleaning.
 - e. Procedures for preventive maintenance.
 - f. Procedures for routine maintenance.
 - g. Instruction on the use of special tools.

DEMONSTRATION AND TRAINING VIDEO RECORDINGS

General: Engage a qualified commercial videographer to record demonstration and training video recordings. Record each training module separately. Include instructions and demonstrations, board diagrams, and other visual aids, but not student practice.

At the beginning of each training module, record each chart containing a learning objective and lesson outline.

Video: Provide a minimum of 640 X 480 video resolution converted to mp4 format file type or a format file type acceptable to the Owner, on electronic media.

1. Electronic Media: Read-only format compact disc acceptable to Owner, with the commercial-grade graphic label.
2. File Names: Utilize file names based upon the name of equipment generally described in the video segment, as identified in Project specifications.
3. Contractor and Installer Contact File: Using appropriate software, create a file for inclusion on the Equipment Demonstration and Training DVD that describes the following for each Contractor involved in the Project, arranged according to the project table of contents:
 - a. Name of Contractor/Installer.
 - b. Business address.

- c. Business phone number.
- d. Point of contact.
- e. E-mail address.

Recording: Mount the camera on a tripod before starting recording, unless otherwise necessary to adequately cover an area of demonstration and training. Display continuous running time.

1. Film training session(s) in segments not to exceed 15 minutes.
 - a. Produce segments to present a single significant piece of equipment per segment.
 - b. Organize segments with multiple pieces of equipment to follow the order of the Project Manual table of contents.
 - c. Where a training session on a piece of equipment exceeds 15 minutes, stop filming, and pause the training session. Begin the training sessions again upon commencement of the new filming segment.

Light Levels: Verify light levels are adequate to properly light equipment. Verify equipment markings are visible before recording.

1. Furnish additional portable lighting as required.

Pre-produced Video Recordings: Provide video recordings used as a component of training modules in the same format as recordings of live training.

END OF SECTION

DIVISION 3 – CONCRETE

Section 03 40 00 Precast Concrete

Section 03 48 00 Precast Concrete Specialties

Section 03 48 26 Precast Concrete Parking Bumpers

Manatee County requires parking bumpers only to protect the curb, sidewalk, landscaping, building, pedestrians, or where ADA standards required a bumper. Do not install bumpers between parking spaces or any other location that is not required by code.

END OF SECTION

DIVISION 6 – WOOD, PLASTIC, and COMPOSITES

Section 06 10 00 Rough Carpentry

General Notes

- All interior wood blocking, nailers and plywood shall be “TYPE A” fire-retardant treated.

- Shall be kiln dried after treatment (KDAT) to a maximum moisture content of 19% for lumber and 15% for plywood.
- Fire retardant treatment shall not contain VOCs, UREA formaldehyde or formaldehyde, halogens, sulfates, chlorines, or ammonium phosphate.
- All equipment backing panels shall be no less than ¾" in nominal thickness.

- **END OF SECTION**

DIVISION 8 – OPENINGS AND DOOR HARDWARE

Section 08 10 00 Doors and Frames

Section 08 11 00 – Metal Doors & Frames

- All exterior doors required for public restrooms and boat ramp facilities property management required a metal door design to handle Florida weather and that is corrosion resistance. Property Management recommends installing Cline Door series 100BE or similar door specs. Cline door series is Miami Dade wind load approved FL 6336.4. Please see attachment 74 for the Cline Door specs.
- All **interior metal doors** shall be full flush hollow metal doors with steel sheets on each side, of a prime quality, cold-rolled, stretcher leveled steel, free from scale, pitting, and surface defects. Fabricate galvanized doors from galvanized steel sheets conforming to ASTM A446. Provide 18-gauge metal sheets for interior doors, except where otherwise required. Provide hollow metal doors of sizes, types, and design scheduled or required, 1¾" thick. Door faces, and edges must have no visible seams or joints. Provide openings in the bottom closure of exterior doors for the escape of entrapped moisture. The top edge of doors closed flush, not recessed. Provide doors that are strong, rigid, neat in appearance, and free from defects, with plane surfaces smooth and free from warp or buckle. Provide bevel on lock stiles so doors operate without binding. Provide reinforcement for all hardware.
- All **interior door frames** shall be hollow metal fabricate steel frames ASTM A366 of commercial quality, cold-rolled steel, free from scale, pitting, and surface defects. Provide 16-gauge steel sheets for interior frames, except where otherwise required, 14-gauge galvanized steel sheets for exterior frames. For openings over 4'-0" wide, use material not less than 14-gauge thickness.
 - Provide full welded unit construction frames. Knocked-down frames are not permitted. Fabricate with full mitered corners, including stops, continuously arc welded full depth and width of the frame. Grind and dress welds at frame face to form smooth invisible joints. Form stops and moldings are integral to the

frame. Finish work is rigid with a neat appearance and free from warp or buckle. Provide steel spreader temporarily attached to feet of both jambs for frame bracing during shipping and handling. Provide reinforcement for hardware.

- Fiberglass exterior doors and frames are to be used at beach locations.

END OF SECTION

Section 08 14 00 – Wood Doors

- **Interior use wood doors** shall be flat slab 3'0" x 7'0" x 1 3/4" solid core with oak veneer, Hallway doors shall be flat slab 3'0" x 7'0" x 1 3/4" solid core with oak veneer and glass insert opening 1' 10" x 4' 10" unless specifically specified differently. Refer to the Door Schedule for other door combinations, sizes, and doors with vision lites.

END OF SECTION

Section 08 70 00 – Hardware

General Notes:

- On all access-controlled door strikes. Cylindrical locks are preferred over mortise locks. Manatee County prefers Best Locks manufacturer.

Note: For access control systems see section 28 12 01

- All exterior door hardware should be reviewed for Florida building code Windload compliance and approved for use by the Architect or Engineer on record.

Park and Recreation Restrooms This type of door lock lever is set keyed on the exterior and button locked on the interior. When the door is in the locked position, the lever on the interior is always operable unlocking the door. Manatee County preferred the use of model Marshall Best Model T-Dormitory, MB1-3T-15-S1-626. This lock is wind load approved only with a metal frame and a single swing outdoor

- **Entrance locksets:** Manatee County preferred entrance locks manufactured by Marshall Best Security Products, model MBx-x-xx-xx-xxx. MB1 series are BHMA (Builders Hardware Manufacturers Association) certified grade 1 extra heavy-duty, MB2 series is BHMA certified heavy duty. See attachment 53 for specs and prices. The County will provide cores and keys for all locksets. Where heavy-duty locksets are required. Contact property management for locks approval before installing.
- **Vendor recommendation.** This vendor provided the door locks and hardware items for the Admin building in 2018. It can match all door locks to single master keys.

MBS Harris Security Solutions, Inc
Marshall Best Security of FL
6278 N Federal Hwy Suite 279
Ft Lauderdale, FL 33308
954-781-8079

- **Hinges** Manatee County preferred manufactured by Hager, model BB1168, standard weight, 5 knuckles, ball bearing, standard pin, US10B finish. Adjust weight and pin design as required for special doors. The County will entertain substitutions.
- **Door Closers** Manatee County preferred manufactured by LCN, series 4000. Preferred door control to be surface mount, parallel-arm, closer to meet ADA reduced opening force, adjustable backcheck, interior mounting. Finish and color shall be selected by the design team. The County will entertain substitutions.
- **Wall Stops** Manatee County preferred manufactured by Rockwood, model 404, concave solid cast wall stops with concealed fasteners. Bumper and trim color and finish as selected by the design team. The County will entertain substitutions.
- **Floor Stops** Manatee County preferred manufactured by Rockwood, model 441, Low dome stop. Adjust model type for floor finish and door undercuts. Bumper and trim finish colors are selected by the design team. The County will entertain substitutions.
- **Manual Flush Bolts**, pairs of doors requiring flush bolts. Manatee County preferred manufactured by Ives Corporation, model FB257N for metal doors, and model FB358 for wood doors. Two bolts are required per door leaf. Finish shall be as selected by the design team.
- **Magnetics locks** Property Management may require magnetic locks at some of their facilities. The grounds division preferred the use of the following products for this type of application:
 1. Magnetic lock Seco Larm E-941SA-1200. Property Management will approve the location and type of power supply for this product. Please, note this product power options are 12 / 24 VDC. See attachment 101 for Seco Larm magnetic lock specs sheets.
 2. Exterior digital keypad AK-11 to be installed by the magnetic lock location. Property Management will approve the location and type of power supply for this product. See attachment 102 for the digital keypad specs.
 3. Altronix SMP5PMCTX power supply. Property Management will approve the location. See attachment 103 for the power supply specs.

4. Electronic timer PT724A Single Channel Annual Event Timer. Property Management will approve the location and type of power supply for this product. Please, note these product power options are 12 or 24VAC or VDC. See attachment 104 for Altronix Single Channel annual event timer specs sheets.
5. Seco Larm LED illuminated RTE single gang Wallplate with large green button 12-24VDC, stainless steel push to exit bottom. Property management will approve the location and type of power supply. See attachment 105 for Seco Larm exit bottom specs

END OF SECTION

Section 08 50 00 – Windows

- Manatee County required all windows to be hurricane-rated (impact resistance) and insulated per Florida building code. Manatee County recommends all windows design per LEED requirements. Manatee County preferred the designer to select windows that comply with the LEED Good Window standards. Please, see attachment 99 for the LEED Windows Requirements.
- In addition to hurricane-rated windows, provided in-place window shutter(s). The shutters shall be protection rated for hurricane protection. Recommend Exeter “Storm Shield” or equal. Side-mounted piano hinge with internal safety latches (See 6 Attachments).

END OF SECTION

Section 08 80 00 Glazing

- In addition to hurricane-rated windows, certain provided in-place window shutter(s) have protection rated for hurricane protection. Recommend Exeter “Storm Shield” or equal. Side-mounted piano hinge with internal safety latches (See Attachments).

END OF SECTION

Section 08 88 00 Special Function Glazing

Section 08 88 53 Security Glazing

When Ballistic Glass installation is required/approved for installation in a County-owned facility, it shall be specified as Protective Level 1, 0.818 inch Glass Clad Polycarbonate, capable of withstanding three direct shots from a 9-millimeter handgun. Please see attachment 79 for the Veteran Services building Safety Glass installation specs performed in 2020. Please see attachment 80 “BR Deal Tray 16 Inch Product Data” and 81 “6201-Installation-DiagramSC-300” for the specs for future bullet-resistant installations.

DIVISION 9 – FINISHES

Section 09 01 00 Maintenance of Finishes

Section 09 01 30.91 Tile Restoration (Newly grouted joint treatment)

Newly grouted tile shall use SaniGlaze Joint treatment according to guide specifications from SaniGlaze International, LLC (See Attachments folder). See attachment 16 for the SaniGlaze full specs sheets.

END OF SECTION

Section 09 01 90.53 Maintenance Coatings

Manatee County preferred the use of.

END OF SECTION

Section 09 28 00 Backing Boards and Underlayment

Section 09 28 13 Cementitious Backing Boards

Cementitious Backer Units: ANSI A 118.9 and ASTM C1288 or 1325, with manufacturer's standard edges. Thickness: 5/8 inch. Mold Resistance: ASTM D 3273, a score of 10 as rated according to ASTM D 3274.

END OF SECTION

Section 09 28 16 Glass Mat Faced Gypsum Backing Boards

Specialty Gypsum Board

Glass-Mat Interior Gypsum Board: ASTM C 1658/C 1658M. With fiberglass mat laminated to both sides. Specifically designed for interior use.

Mold-Resistance: ASTM D 3273, a score of 10 as rated according to ASTM D 3274.

Tile Backing Panels

- Glass-Mat, Water-Resistant Backing Board: ASTM C 1178/C 1178M, with manufacturer's standard edges. Core: 5/8-inch, Type X. Mold Resistance: ASTM D 3273, a score of 10 as rated according to ASTM D 3274.

- Water-Resistance Gypsum Backing Board: ASTM C 1396/C 1396M, with manufacturer's standard edges. Core: 5/8-inch, Type X.

END OF SECTION

Section 09 29 00 Gypsum Board

General Notes:

- Drywall shall be manufactured by one manufacturer and no mixing of drywall/sheetrock.
- All mechanical rooms and janitor closets to have ½" cement board on the lower 48" of the walls

Trim Accessories

Interior Trim: ASTM C 1047. Material: Galvanized or aluminum-coated steel sheet or rolled zinc and mechanically fastened preferred.

Joint Treatment Materials – General: Comply with ASTM C 475/C 475M.

Joint Tape:

Interior Gypsum Board: Paper

Glass-Mat Gypsum Board: 10 by 10 glass mesh.

Tile Backing Panels: As recommended by panel manufacturer.

Joint Compound for Interior Gypsum Board: For each coat use formulation that is compatible with other compounds applied on previous or successive coats.

Auxiliary Materials:

Steel Drill Screws: ASTM C 1002, unless otherwise indicated.

Sound Attenuation Blankets: ASTM C 665, Type 1 (blankets without membrane facing)

Acoustical Joint sealant: ASTM C 834. The product effectively reduces airborne sound transmission through perimeter joints and openings as demonstrated by testing according to ASTM E 90.

Thermal Insulation: As specified in Section 072100 "Thermal Insulation."

Delivery, Storage, and Handling

Deliver materials in original packages, containers, or bundles bearing brand name and identification of manufacturer or supplier

Store materials inside or undercover to keep them dry and protected against weather, condensation, direct sunlight, construction traffic, and other potential causes of damage. Stack panels flat and supported on risers on a flat platform to prevent sagging.

Handle gypsum board carefully to prevent damage to edges, ends, or surfaces. Do not bend or otherwise damage metal corner beads and trim.

Field Conditions

Environmental limitations: Comply with ASTM C 840 requirements or gypsum board manufacturer's written recommendations, whichever are more stringent.

Do not install paper-faced gypsum panels until installation areas are enclosed and conditioned.

Do not install wet panels, those that are moisture-damaged, and those that are mold-damaged.

Indications that panels are wet or moisture-damaged include, but are not limited to discoloration, sagging, or irregular shape.

Indications that panels are mold-damaged include but are not limited to fuzzy or splotchy surface contamination and discoloration.

Provide adequate building ventilation and room temperature levels for drying joint treatment or finishing materials.

Protection

Protect adjacent surfaces from drywall compound and promptly remove from floors and other non-drywall surfaces. Repair surfaces stained, marred, or otherwise damaged during drywall application.

Protect installed products from damage from weather, condensation, direct sunlight, construction, and other causes during the remainder of the construction period.

Remove and replace wet panels, moisture-damaged include, but are not limited to, discoloration, sagging, or irregular shape.

Indications that panels are wet or moisture-damaged include, but are not limited to discoloration, sagging, or irregular shape.

Indications that panels are mold damaged include but are not limited to fuzzy, or splotchy surface contamination and discoloration.

Requirements

Sound transmission coefficient (STC) ratings

Commissioner's office and conference room – STC 55-65

Director's office – STC 45-55

Manager's office – STC 35-45

Interior Gypsum Board

Gypsum Wallboard: ASTM C 1396/C 1396M.

Thickness 5/8 inch

Long edges: Tapered and featured (rounded or beveled) for prefilling

Gypsum Board, type X: ASTM C 1396/C 1396M.

Thickness 5/8 inch

Long Edges: Tapered and featured (rounded or beveled) for prefilling.

Gypsum Ceiling Board: ASTM C 1396/C 1396M

Thickness 5/8 inch

Long Edges: Tapered

Finishing of Gypsum Board

Gypsum Board Finish Levels: Finish panels to levels indicated below and according to ASTM C 840:

Level 1: Ceiling plenum areas, concealed areas, and where indicated.

Level 2: Panels that are a substrate for tile.

Level 3: Where wallcoverings are specified as the finish.

Level 4: At panel surfaces that will be exposed to view unless otherwise indicated.

Level 5: Where indicated on drawings or where gloss or semi-gloss paints are indicated as the final finish.

*Remove and replace panels that are wet, moisture-damaged, and mold damage.

Panel Products: Obtain all gypsum board and other panel products for gypsum board assembly from a single manufacturer.

END OF SECTION

Section 09 50 00 Ceilings

Section 09 51 00 Acoustical Ceilings

Section 09 51 13 Acoustical Panel Ceilings

Acoustical panel ceiling tile shall be 2 x 2 Armstrong Ultima Beveled Tegular #1911 or an approved equal product by Property Management Department.

The suspension System shall be Prelude XL 15/16" White or an approved equal product by Property Management Department.

END OF SECTION

Section 09 60 00 Flooring

Section 09 65 00 Resilient Flooring

Section 09 65 13 Resilient Base and Accessories

Manatee County preferred wall base shall be Rope Corporation, Pinnacle Rubber Base – 4" Standard Toe - Color Black

Adhesive as recommended by the manufacturer or an approved equal product by Property Management Department.

END OF SECTION

Section 09 60 00 Flooring

Section 09 66 00 Terrazzo Flooring

Section 09 66 23.16 Epoxy-Resin Terrazo flooring

Manatee County preferred the use of decorative vinyl chips with high solids epoxy resins with chemical resistant grout and urethane seal coats floor system. Please see attachment 82 "Horizon Surface System HSS DVB Terrazo vinyl epoxy flooring" submittal sample.

END OF SECTION

Section 09 68 00 Carpeting

Section 09 68 13 Carpet Tile

Manatee County preferred all carpets shall be manufactured from recycled products. The below list shows the type and style of carpet preferred.

Interface Flooring

Frequency II Style #1467502500 Color #9427 Routine

Geometry II Style #1469502500 Color #9949 Graphic

Gradient II Style #1469602500 Color #9958 Arc

Geometry II Style #1469502500 Color #9950 Optical

Captivate Style #59554 Color #54730

Kinetic Style #59359 Color #58150

Kinetic Style #59359 Color #58530 Interface Floor

Geometry II Style #1469502500 Color #9949 Graphic

Gradient II Style #1469602500 Color #9958 Arc

Geometry II Style #1469502500 Color #9950 Optical

Shaw

Captivate Style #59554 Color #54730

Kinetic Style #59359 Color #58150

Kinetic Style #59359 Color #58530

END OF SECTION

Section 09 90 00 Painting and Coating

Section 09 91 00 Painting

Section 09 91 23 Interior and Exterior Painting

All paint and paint products shall be low or no VOC (volatile organic compounds) whenever possible. Property Management recommends purchasing the wall paint from Scott Paint Company – 7839 Fruitville Rd, Sarasota, Florida. or an approved equal vendor by Property Management Department. Paint color approval is required. Contact the project manager to provide color approval. Scott paint provided a paint spec to be used as a reference. Please, see the attachment 78 Manatee County Facilities General 00612 Paint spec PDF file.

Wall Paint - Shall be Scott Paint Co. Satin Latex Finish (Unless otherwise approved)

Door Frames - Shall be Scott Paint Co. Semigloss Enamel Finish (Unless otherwise approved)

VCT - Shall be selected by Property Management and Used in Common Areas, Hallways, Break Rooms, Under Machinery, and Appliances.

END OF SECTION

DIVISION 10 – SPECIALTIES

Section 10 01 00 Operation and Maintenance of Specialties

Section 10 01 10 Operation and Maintenance of Information Specialties

Property Management required the designer to follow the Manatee County, Florida – Code of Ordinances / Chapter 2-9 -Community Improvement / Article VI – Property Maintenance and Structural Standards. This chapter intends to promote, protect, and improve the health, safety, and welfare of the citizens of Manatee County. Please follow the link to get access to this code. https://library.municode.com/fl/manatee_county/codes/code_of_ordinances?nodeId=PTIIMACOCOOR_CH2-9COIM_ARTVIPRMASTST

END OF SECTION

Section 10 06 00 Schedule for Specialties

Section 10 06 10 Schedules for information Specialties

Per the National Fire Protection Association and Other Standards Adopted. Notice signs require the placement of an identifying symbol on structures constructed with a light-frame truss component in a manner sufficient to warn persons conducting fire control and other emergency operations of the existence of light-frame truss-type construction in the structure.

Approved “symbol” means a Maltese Cross measuring 8 inches horizontally and 8 inches vertically, of a bright red reflective color.

Any commercial, industrial, or multiunit residential structure of three units or more that uses horizontal or vertical light-frame truss-type construction in any portion shall be marked with an approved symbol. Each approved symbol shall include within the center circle one of the following designations:

1. Structures with light-frame truss roofs shall be marked with the letter “R”.
2. Structures with light-frame truss floor systems shall be marked with the letter “F”.
3. Structures with light-frame truss floor and roof systems shall be marked with the letters “R/F”.

The approved symbol shall be placed within 24 inches to the left of the main entry door and:

Be permanently attached to the face of the structure on a contrasting background or Be mounted on a contrasting base material which is then permanently attached to the face of the structure. The distance above the grade, walking surface, or the finished floor to the bottom of the symbol shall be not less than 4 feet (48 in). The distance above the grade, walking surface, or the finished floor to the top of the symbol shall be not more than 6 feet (72 in).

END OF SECTION

Section 10 10 00 Information Specialties

Section 10 12 00 Display Cases

Property Management requires the installation of Directory tablets at the entrance of each meeting room. Property Management required these tablets to have access to Wi-Fi and a 110 USB circuit outlet at the tablet required location. The project manager and the designer need to contact Property Management for quantities, tablet height, and other user needs. The installation of these tablets will be performed only by the Property Management crew.

END OF SECTION

Section 10 14 00 Signage

Section 10 14 16 Dedication Plaques

Manatee County requires all the properties maintained by the Property Management department to install facility emergency report stickers at the front entrance or any other access door. Please see the below sticker sample. Please note there are other stickers required at the front entrance of buildings depending on the type of operation. Examples Libraries, Medical Facilities, Recreational Facilities, etc. Please contact Tom Roberts with Manatee County Property Management who oversees the front entrance stickers supply.

Manatee County requires dedication plaques to be installed in both new and renovated public buildings.

- Size:
1. Small (for smaller bldgs.) 12" wide by 9" high (Less than 50,000 sq. ft.)
 2. Large (for larger bldgs.) 24" wide by 18" high (Greater than 50,000 sq. ft)

Mounting Locations: Generally, in the lobby area of the main entrance.

Material: Cast Bronze or Plastic

Edges: Single Line (Raised)

Textures: Leatherette

Mounting: Prefer blind mount, but rosette mount can be used depending on the mounting surface.

Background Color: Brown, recessed

Lettering: Raised

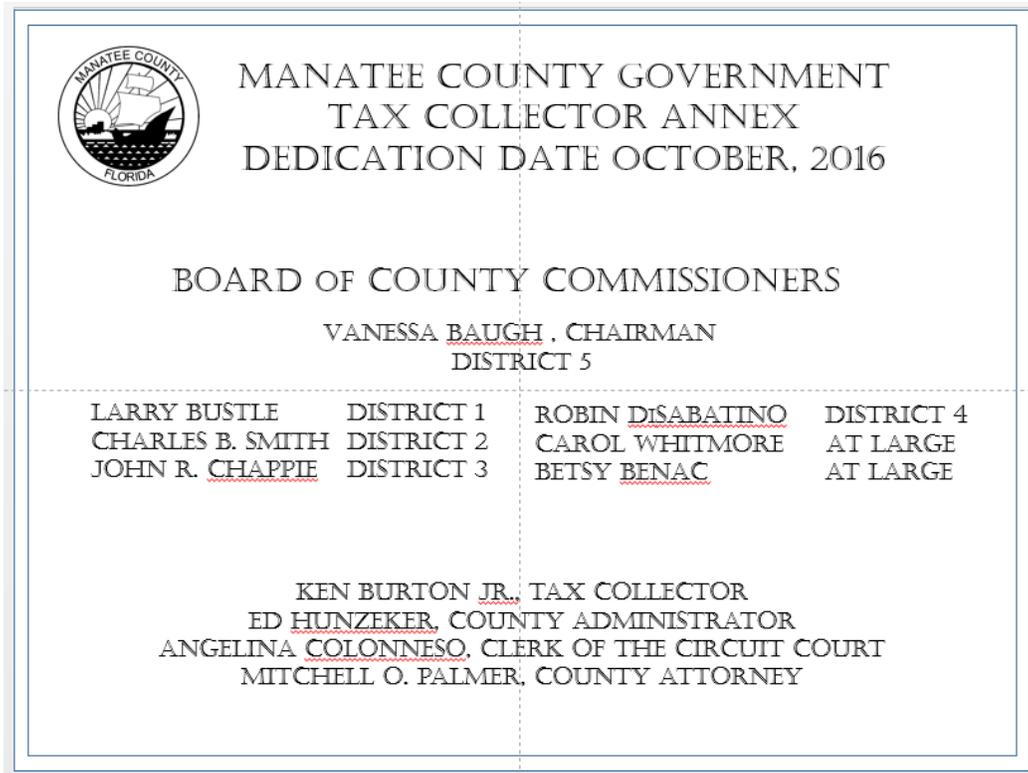
Recommended Supply Companies Used:

Environmental Graphics Inc

11232 Challenger Ave., Suite 1
 Odessa FL 33556
 800-791-5065 or 727-376-5622

Build signs online, contact: Bob Twinem
 2854 Manatee Ave E.
 Bradenton, FL 34208
 941-748-9400

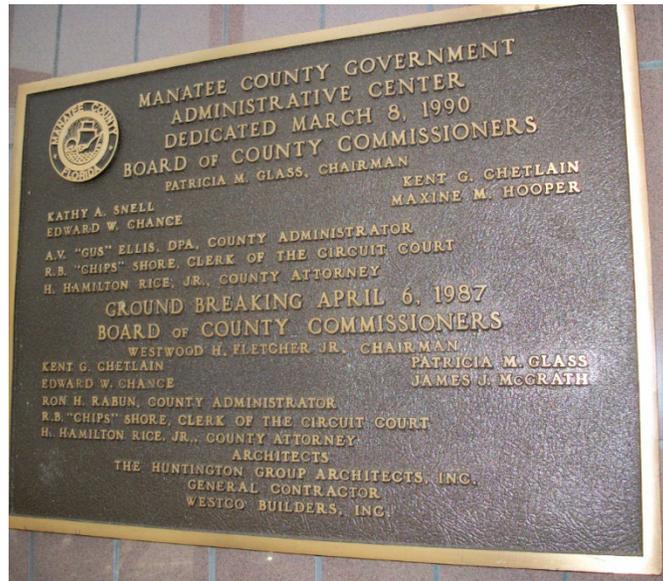
- Example format of **Small Dedication Plaque**





- Example format of **Large Dedication Plaque**





- Example format of Facility emergency report sticker



END OF SECTION

Section 10 14 23 Panel Signage (Board of County Commissioners Photo Gallery)

The Design team shall incorporate an area at or near the main entrance of the building. A blank wall space of at least eight feet, six inches (8', 6") long so that the Board of County Commissioners' pictures can be installed as shown in the sketch below. Manatee County will be responsible for installing the pictures and signs.



END OF SECTION

Section 10 20 00 Interior Specialties

Section 10 21 00 Compartments and Cubicles

Section 10 21 13 Toilet Compartments

General Notes:

- OVERHEAD BRACED OR FLOOR ANCHORED TOILET partitions.
- Toilet Compartments shall be solid phenolic core overhead braced enclosure, wall hung urinal screen. Doors to be minimum ¾" thick panels, pilaster, and walls minimum ½" thick with stainless steel hardware.
- Pilaster Shoes: Formed from a stainless-steel sheet, not less than 0.031-inch nominal thickness and 3 inches high.

END OF SECTION

Section 10 28 00 Toilet, Bath, and Laundry Accessories

General Notes

Restroom Accessories and Requirements (specifications in attachments)

- All restrooms floors must be sloped and have floor drains
- No in-wall trash or wall mounted trash receptacles
- No built-in countertop soap dispensers
- Urinals will be water flush type only
- Grab Bars shall have concealed mounting with snap flange trim
- Shower Curtin Rods shall have concealed mounting
- Shower Curtains shall be vinyl opaque white matte with antibacterial and flame-retardant agents.
- Internal hose bib required.
- Mirrors and baby changing stations shall be ADA compliant.

Toilet and Bath Accessories (Specifications in Attachments – Restrooms/Plumbing)

- Recommended wall-mounted soap dispensers shall be Micrrell Bag-in-box 800 series item # GOJO9721 or an approved equal product by Property Management Department.
- Recommended wall-mounted electronic hard roll towel dispensers. We recommend Kimberly-Clark Professional. Color Black or an approved equal product by Property Management Department. See recommended product attachment “84 spec Kimberly - Clark Professional Towel Dispenser”
- Recommended wall-mounted sanitary napkin dispenser shall be Rubbermaid RCP 6140WHI - Color: White or an approved equal product by Property Management Department.
- Recommended wall-mounted toilet tissue dispenser twin jumbo roll shall be San Jamar R4000TBK – Color: Black or an approved equal product by Property Management Department.
- Recommended wall-mounted toilet seat cover dispenser shall be KRYDK100 or an approved equal product by Property Management Department. (check with Carmine on outdoor facilities)
- Recommended coat hook shall be Bobrick B-212 Clothes Hook and Bumper or an approved equal product by Property Management Department.
- Recommended shower curtain hooks shall be Bobrick B-204-1 or an approved equal product by Property Management Department.
- Recommended folding Shower seat shall be Bobrick B-5181 or an approved equal product by Property Management Department.

Hand / Hair Dryer

- Where applicable, Manatee County preferred the use of Xlerator manufactured by Excel Dryer. The preferred model is an XL-W with a preferred operating voltage of either 208/220/240

END OF SECTION

Section 10 40 00 Safety Specialities

Hearing Loop Systems

A hearing loop sends sound directly to the telecoil receiver in a user's hearing device. The system eliminates most background noise and greatly improves understanding of speech and music. Additionally, the sound received is customized by each user's unique hearing instrument. When hearing loop systems aid is required Manatee County recommends the use of products provided by Complete Hearing Solutions LLC. Please see the attachment 100 Loop Hearing Proposal sample.

END OF SECTION

Section 10 80 00 Other Specialties

Section 10 81 00 Pest Control Devices

- Integrated Pest Management is the method of pest management in all County activities including those carried out by contractors and vendors.
- Preferred termite treatments, in order of preference, include pre-treat with borate-based products during construction, approved exterior bating systems, or the use of Disodium Octa borate Tetrahydrate (DOT) lumber or a pre-approved baiting system See attachment 20 for the Termiticides Registered in Florida for Preventive Treatment of new Construction.
- When the borate pre-treat process is used, the blue die should be included in the spray mix to verify coverage.
- To better prevent future pest infestations, all cracks, seals, and penetrations need to be 100% sealed. Special attention needs to be paid to abandoned roof drains, and other plumbing pipes to ensure that they are sealed and will not allow rodents to enter the building.
- Where a structure has bay doors or a section of the building with outside exposure, the air-conditioned portion needs to be 100% sealed to prevent pest invasions.
- Cistern design will take into account the prevention of mold growth, breeding mosquitoes, and other pest and structural problems. Cisterns and other water storage devices shall not share a common wall with interior spaces.

END OF SECTION

Section 10 70 00 Exterior Specialties

Section 10 71 00 Exterior Protection

For hurricane shutter systems Manatee County preferred Exeter storm shield system guide specification. Refer to attachment number 6 for the full spec for this product.

END OF SECTION

DIVISION 11 – EQUIPMENT

General Notes:

Manatee County required all exterior equipment to be enclosed, with a black chain link enclosure that includes a black fence slat to secure the equipment. For example, an enclosed air conditioning system, dumpster, lift station, etc. must be enclosed and secured.

Section 11 30 00 Residential Equipment

Section 11 30 13 Residential Appliances

General Notes:

Property Management recommends the installation of a fire-ready residential range hood over the cooking range. Install this type of equipment only to facilities where the operation may present a risk to the property.

Section 11 40 00 Foodservice Equipment

Section 11 46 00 Food Dispensing Equipment

Section 11 46 83 Ice Machines

General Notes:

- Commercial-Size Ice Maker(s) Freezers and Refrigerators – Must have an alarm that alerts extreme temperature change.
- All commercial size automatic ice makers shall where applicable have a waste chill recovery chiller/ exchanger installed on the inlet side of the potable water service. *Benefits – reduces potable water consumption, reduces energy cost to produce ice, less compressor runtime, reduces energy cost to remove heat from the air-conditioned area where an ice maker is installed, makes ice faster.*
- Backflow valves or vacuum breakers with shut-off cocks and stainless-steel hoses are required. A floor sink or drain shall be provided.
- Manatee County preferred manufacturer is the Maximicer, Georgetown, TX for ice maker units of the manufacturer Manitowoa, Hoshizaki, and Cornelius.

END OF SECTION

DIVISION 12 - FURNISHINGS

Section 12 20 00 Window Treatments

Section 12 21 00 Window Blinds

Section 12 21 23 Roll Down Blinds

Manatee County preferred the use of Roller Shades, the preferred manufacturer shall be Hunter Douglas – Designer Screen Shades. Chain and clutch operating mechanism, bead chains with limit stops. Fabric shall be 95% light blocking. Fabric and Finish as selected by the owner or Architect from a full range of colors. Material is to be flame resistant and comply with NFPA 701 Class A or an approved equal product by Property Management Department.

END OF SECTION

Section 12 40 00 Furnishing and Accessories

Section 12 41 00 Office Accessories

Manatee County prefers the use of big digital numbers walls mounted or table-mounted clocks. Manatee County prefers a clock high size of 5 inches for wall-mount and 4 inches table mount, with red or white digits. See recommended products attachments “85 85 AcuRite Clock 75100-instructions”

END OF SECTION

DIVISION 13 – SPECIAL CONSTRUCTION

Section 13 20 00 Special Purpose Rooms

Section 13 21 00 Controlled Environment Rooms

Section 13 21 14 Fairness for Breastfeeding Mothers Act of 2019

Property Management required the designer to work with the Manatee County project manager to determine if a breastfeeding room is needed for a new facility or building retrofit.

(Sec. 2) This bill requires that certain public buildings that are open to the public and contain a public restroom provide a lactation room, other than a bathroom, that is hygienic and is available for use by members of the public to express milk. The lactation room must be shielded from public view, be free from intrusion, and contain a chair, a working surface, and (if the building is supplied with electricity) an electrical outlet.

A public building may be excluded from such requirement at the discretion of the official responsible for its operation if:

- it does not contain a lactation room for employees and does not have a space that could be repurposed as one or that could be made private by using portable materials, at a reasonable cost; or
- the cost of new construction to create a lactation room is not feasible.

END OF SECTION

DIVISION 22 – PLUMBING

Note Property Management required the designer to follow the Manatee County Public Works Standards Part 1 Utilities Standards Manual as well as the latest edition of the Florida Building Code. Please see the attachment 77 Utility Design Standards, Full Manual.

Section 22 05 00 Common Work Results for Plumbing

Section 22 05 23 General Duty Valves Devices, Systems, Branch Lines

General Notes

- All valves shall be ball-valve, shut-offs only. Larger valves (4 inches and above) for chilled water mains shall be butterfly or gate-type with remote or motorized operators.
- Each plumbing device fixture shall have shut-offs.
- All hot and cold, water mains to a multiple fixture area shall have ball shut-off valves installed for isolation. Access panels or ceiling tiles shall be marked with a blue dot sticker on the metal portion of the panel.
- The contractor shall provide a valve list with plastic valve tags on each main shut-off valve installed.
- Parks and outdoor public restrooms shall have internal hose bibs on the sink in a lockable water box.
- Parks and outdoor public restrooms shall be equipped with floor drains.
- For exterior wall-mounted hose bib specs and the recommended product see section 40 05 81.33 Hose Bibbs

END OF SECTION

Section 22 10 00 Plumbing Piping

General Notes

- Use CPVC Schedule 40 or 80 (if and or when required due to its application).
- Use PVC Schedule 40 or 80 (if and or when required due to its application.)
- May use PVC schedule 40 or 80 for DWV (Drain-Waste-Vent).
- The use of Hard Copper Type K is permitted.
- No galvanized steel is permitted.
- No cast iron is permitted.

- Provide insulation on all interior roof drain-piping vertical and horizontal for sound attenuation. Provide insulation for all domestic and solar hot water supply, return, and chilled water supply and return piping per the Florida Energy Code and Florida Building Code.

Clean Outs

- Shall be one at the base of every stack and under the Florida Plumbing Code and per Florida Plumbing Code; Section 708.

Trap Primers

- No automatic trap primers shall be installed on County properties.
- Preferred – Trap primer tailpiece (waste line fed).

Backflow Prevention – Potable Water Service

- Shall be the type RPZ (reduced flow) backflow preventer.
- On services, four (4) inches and larger, a bypass service line with a backflow preventer shall be installed on the same water (main) service. This feature will permit the servicing and testing of the main backflow preventer without total interruption of water service to the site.
- Sizing the bypass line - shall be equal to ½ of that of the main water service line.
- Reference Manatee County utility standards for requirements.
- Water meters are preferred to be used in cooling towers for cost reduction in the sewer bills.

END OF SECTION

Section 22 11 Facility Water Distribution

Section 22 11 23 Domestic Water Pumps

- All domestic water pumps shall be connected to generator power when available.

END OF SECTION

Section 22 30 00 Plumbing Equipment

Section 22 33 00 Hot Water Heaters – Electric / Gas

- All water heaters are to be installed in the appropriate mechanical room where a floor drain is provided.
- All water heaters shall have a “water heater leak alarm and shut-off system”. Property management recommends RDT Reliance detection technologies. Model RS-094-MK6 kit.

This system can be used on a new or existing water heater. Please see attachment 54 for more information.

- Property Management recommends installing the wireless water rope sensor for all existing water heaters. This equipment will assist the property management maintenance department to determine if the existing water heater leaks. See attachment 64 for product specs.
- Thermal solar hot water heating is encouraged to be a part of all hot water heating applications as a primary source with gas or electric heating as backup and or supplemental.
- Natural gas, when available, is the fuel source of choice.
- Instant flow tankless water heater(s) shall be used if applicable to the usage and demand.
- All 10 to 30-gallon electric water heaters dedicated to restrooms or break rooms shall have a timer switch controlling the off/on periods or be connected to the BAS.
- Efficiencies shall meet or exceed the Florida Energy Code.

END OF SECTION

Section 22 35 00 Domestic Water Heat Exchangers

- Where applicable, a timer switch or the BAS shall cycle off/on all circulating pumps dedicated to wash sink or shower hot water delivery.

END OF SECTION

Section 22 40 00 Plumbing Fixtures

Manatee County recommends the use of touchless paper towel dispensers and soap dispensers. The administration building in the present time is using the following brand and models.

- Recommended Paper towel dispenser Kimberly-Clark Professional Hands-Free. See recommend product attachment “84 spec Kimberly - Clark Professional Towel Dispenser”
- Soap dispenser Hands-Free any Brand or model.

We recommend installing similar products to the ones installed at the Administration building. As shown above.

Section 22 42 00 Commercial Plumbing Fixtures

Section 22 42 13 Commercial Water Closets, Urinals, and Bidets

- Preferred manufacturer: Sloan. See attachments 40 and 67 for a sample.
- All urinals shall use water-rated at 0.125 gpf. **No waterless urinals or toilets shall be used.**
- Public outdoor restroom(s) remote flush valves in a chase are preferred.
- Preferred water closet with oversized discharge.
- Tank water closets are not preferred.

- All toilet bowl features are required to be ADA approved. Please see the ADA toilet requirements in the attachment “63 ADA Checklist and Requirements for Toilet Restrooms”
- See the preferred toilets bowl features in attachments 39, 40, and 67
- See the preferred urinal bowl features in the attachment “95 American Standard Washbrook FloWise Urinal” the recommended Urinal support should be floor mounted. See the recommended urinal support in the attachment “96 Floor Mounted urinal support”

END OF SECTION

Section 22 42 16.16 Sinks - Bathroom

- All sinks are to be china unless otherwise notes.
- Sinks in office buildings, community centers, libraries, and fire stations may be made of porcelain or stainless.
- Parks and public outdoor restrooms shall be stainless. Staff-accessible (locked) restrooms may also use composite material, wall-hung singles, or multiple basins formed with countertops.
- All ADA sinks shall meet insulation and protection requirements under the Florida Plumbing Code.
- **For wall-hung sinks, Manatee County recommends the use of the following products. See the recommended sink product attachment “90 American Standard LUCERNE™ WALL-HUNG LAVATORY”. Manatee County recommends the use of the following sink support product. See the recommended product attachment “91 TCA-411 Floor Mounted Concealed Arm Track Lavatory Carrier”**

END OF SECTION

Section 22 42 23 Shower Head(s)

- Showerheads installed for public areas, gyms, recreation, and employee fitness centers shall be ultra-low flow

END OF SECTION

Section 22 42 39 Commercial Faucets, Supplies, and Trim

- Some facilities required hand-free faucets. Property Management will approve the type of faucet to be used.
- Metering (manual) faucets shall be used at all public and private wash sinks intended for hand washing. Prior approval is required. See the recommended product attachment “89 T&S BRASS AND BRONZE WORKS hand faucet”
- Faucets should have no exposed set screws and readily available replacement parts.
- All faucets in public and private wash areas shall have an aerator installed on them that does not exceed 0.05 GPM flow and shall be vandal-resistant. When available a recessed

aerator shall be used. Ganged employee wash areas should have an aerator with the flow not to exceed 1.0 GPM.

- All exposed components/parts shall be constructed and made of metal.
- All faucets shall meet or exceed the current ADA Standards.
- Faucet spacing shall be on 4-inch centers.
- Manatee County requires hands-free faucets in specific buildings. Property Management approval is required. See the recommended products attachment “36 Sloan sensor-activated hand washing faucet sample” and “87 INNSBROOK SELECTRONIC faucets”. Please check the battery specs required for the Selectronic faucets. See the recommended product attachment “88 DC POWER KITS SELECTRONIC faucet”

END OF SECTION

Section 22 42 43 Flushometers Valves

- Some building facilities may require hands-free flush valves. Property Management approval is required.
- Manual flush valves are preferred in place of sensor type in staff areas. 1.6 gpf toilet, and 0.125 gpf urinal.
- Where sensor flush detection is used there shall also be a manual mechanical override flush button. Adjustable flow for 0.5 to 1.6 GPF.
- The preferred toilet flush valves shall be manufactured by Sloan and be of solid brass construction. See attachments 42, 43, 92, 93 as a sample.
- The preferred urinal flush valves shall be manufactured by Sloan and be of solid brass construction. See attachment 94 as a sample.

END OF SECTION

Section 22 47 00 Drinking Fountains and Water Coolers

Section 22 47 13 Drinking Fountains

- Manatee County required the use of ADA drinking water fountains for our park and any outdoor facilities. We recommend the use of “Most Dependable Fountains, Inc” Models 440 SM and 440 SMSS, or Elkay outdoor water fountains. Please see attachment 57 for the operation and specs manual.
- Manatee County preferred the use of ADA drinking water fountains for our dog park facilities. We recommend the use of “Most Dependable Fountains, Inc” Models 440 SMFA and 440 SMSSFA, or Elkay outdoor water fountains. Please see attachment 58 for the operation and specs manual.
- For interior water fountains most being installed with a water filter system, Manatee County preferred Elkay EZH20 water fountains. These water fountains can be spec with or without the bottle filling station. Please see attachment 62 for the single ELKAY EZH20 specs. For double water fountain, see the attachment “98 Elkay EZH20 Vandal-resistant bottle filling station and Bi-level cooler Non Filtered refrigerated”. These specs are a sample model. We recommend visiting <https://www.elkay.com/products/drinking->

water/bottle-filling-stations/on-wall.html to select from the different options models that may suit the application.

END OF SECTION

DIVISION 23 – HEATING, VENTILATION, and AIR CONDITION (HVAC)

General Notes

- Not Rooftop units (RTU) are allowed. All HVAC units are to be installed in mechanical rooms or on the ground.
- Major components shall have a 5 Year warranty.
- Separate pricing shall be allowed for extended warranties.
- Building Automation System (BAS) shall be Automated Logic Systems Web Control only and integrated into the counties existing Building Automation Network.
- The BAS shall record, control, monitor, and manage temperature, proper humidity, and CO2 levels within the facility. **Note: Humidity and CO2 sensors shall be placed in the return air duct(s) of each air handler/unit servicing that facility.** The energy code requires CO2 in units over 3000 cfm.
- Generator circuits, when available shall power all HVAC equipment controls.
- Chiller systems are preferred over a DX system. Energy savings must be considered in the size of systems.
- DX high efficiency 16 SEER minimum rated with preconditioned outdoor air system sized for the air handler.
- Condensate shut down/ alarm switches shall be installed on all condensate line traps.
- Duct-board is not allowed. All supply, return, outdoor air intakes, plenums, and smoke exhaust plenum ducts are to be externally insulated.
- Motorized fans in the Variable Air Volume (VAV) box are not allowed.
- No more than two rooms shall be on a single VAV box.
- The HVAC system must maintain positive building pressure except where noted.
- Standards that apply are the Florida Mechanical Code, ASHRAE Healthcare Ventilation Standard. Water and Wastewater design standards also apply to ventilation on specific buildings.
- Outside air (makeup) shall utilize a VAV box for air monitoring to control building pressure and CO2. Airflow measuring stations shall be reviewed as an option.
- Variable Frequency Drives shall be used wherever applicable and be controlled by the BAS.
- Programmable thermostats are required by the Florida Energy Code on small buildings.
- Sound attenuation shall be used to reduce noise transfer. All conference, meeting, and study rooms/areas shall be separate with a separate ducted return.
- Insulation shall meet the Florida Energy Code section 403.2.8 and be covered to resist condensation build-up.
- Variable speed drives shall be considered on all Air Handling Units.
- Rooms, areas designated or planned for data processing or needing 24-hour cooling, shall be sized accordingly for HVAC chill water AND have DX systems for nighttime and

- weekend cooling. Where no chiller is used, dual DX systems are required. Data DX cooling is to be stand-alone and controlled by local thermostats and monitored by the BAS.
- Each Air Handling Unit / Fan Coil Unit shall have an isolation valve or valves.
 - Each supply air diffuser shall have an air balance damper.
 - All Mechanical spaces shall have floor drains and floors with a slope that pitch to the drain.
 - Data Centers or other areas needing 24/7 cooling services shall have dedicated DX systems connected to emergency generator power for nighttime cooling and chilled water cooling for normal occupancy. If no chilled water is available, two sources of DX cooling will be installed in each space.
 - Water sensors shall be installed on all data systems underfloor for alarm through the BAS control system and shut down.
 - Buildings with chillers shall have chilled water piping and valves installed for a quick connection rental chiller.
 - A UL-listed kitchen hood make-up air system and ductwork with a chemical extinguisher and power/fuel supply shutdown and fire alarm connection shall be installed on commercial kitchen systems as requested and as required for specific cooking appliances under the Florida Building Code.
 - On the ceiling metal frame or access panel, a red dot shall be installed for the location of each variable air volume box and inline exhaust fan installed for maintenance access.
 - Small buildings required specific products similar to residential split air handler/ fan coils with separate heat pumps or air-cooled condensers. EER shall be 16 or greater to meet the Florida Energy Code. The rooftop air condition units must be approved by Property Management.
 - Package terminal units may be considered in small locations such as Emergency response rooms.
 - Coil coating is required on evaporator and condenser coils.
 - Ductwork type and insulation shall meet SMACNA standards for sheet metal, pressure class, duct sealing are preferred for duct above 2" static pressure. The Florida Energy Code requires insulation and application.
 - Building air and water balance testing are required by the Florida Energy Code.
 - When a split air conditioning unit installation is required for a new building or in a restoration area. We recommend including it in the design and installation of a Samsung Free Joint Multi-Zone mini-split unit. See attachment 60 for the recommended Samsung splits unit specification.
 - When a split air conditioning unit is installed, we required a Pelican wireless system internet programmable thermostat TS200 to be installed to control the split air condition unit. See attachment 61 for the Pelican wireless system thermostat TS200 brochure.

END OF SECTION

DIVISION 26 – ELECTRICAL

- Modular furniture shall be grounded, and UL listed. Power and data connections shall be by wire mold and MC cable.
- All electrical distribution panels shall be completely labeled as to what device or system each breaker services. Normal non-generator power shall be labeled black and white, generator power panels shall be labeled green with white background, and UPS panels

- shall be labeled blue with white background. All building receptacles, lighting pull boxes, and wall switches shall have circuits noted in the marker inside the pull box for each room.
- Every building with an electrical generator (and associated auto-transfer switching) shall also have a double throw disconnect designed for easy and quick connection of a rental generator. The switch is to be located on the exterior of the building in an area that allows for rental generator space. Each double throw disconnect shall also have a control circuit installed for the automatic start/stop of the rental generator.
 - Buildings without a generator shall also have a double throw disconnect for a rental generator connection, as determined by Property Management.
 - Buildings with chillers shall have a disconnect installed and wired for a rental chiller connection. The disconnect is to be sized to support the full load of the chiller system. There shall also be chilled water piping and valves installed to where the portable rented chiller is designed to be parked.
 - All buildings shall have the load electrically balanced by the electrical contractor at the project construction completion. The Engineer of record, in writing to Property Management, shall confirm this process.
 - The Engineer of Record will confirm as a written observance of the on-site electrical contractor before termination of electrical power being applied to the building that all electrical devices and connections are “forward Rotation”. No “reverse rotation” electrical connections are allowed. The contractor shall schedule a time when the Owner and Engineer are available for onsite testing. Each electrical panel shall be verified and documented by the electrician that it is in the “forward rotation”.
 - Communication and Electrical conduits under soft ground, grassy areas, and shell parking areas must be fully encased in 12” of concrete. The soft ground is not under streets and paved parking areas.

Section 26 30 00 Facility Electrical Power Generating and Storing Equipment

Section 26 36 00 Transfer Switches

Section 26 36 23 Automatic Transfer Switches

- All transfer switches must be the forward rotation and should be tested after installation. (See “Automatic Transfer Switches” in Lighting-Electrical Attachment Folder).
- Automatic transfer and manual transfer switches shall have a manual bypass function.
- Transfer switches shall meet or exceed the fault current rating and shall UL list for the proposed functions.
- The ATS manufacturer shall be certified to ISO 9001 International Quality Standard and the manufacturer shall have third-party certification verifying quality assurance in design/development, production, installation, and service by following ISO 9001.

END OF SECTION

Section 26 50 00 Lighting

General Note: There are .pdf documents for lighting and electrical in the Attachments folder.

- No Incandescent lamps shall be used.

- No U-Tube fluorescent lamps shall be used.
- No Metal Halide, Mercury, or HPS lighting shall be installed indoors.
- Lighting shall be designed using current industry standards and proper foot-candle requirements for the application. General lighting in the office, bathrooms, and hallways shall include automatic sensor control.
- In place of conduit, MC capable may be used for lighting and is permitted only for control wiring and fixture whips.
- Remote ballast shall be identified on the ceiling grid system and as-built drawings.
- Manatee County preferred the use of Leviton and Lutron for Building lighting control systems computerized controls, motion sensors, and daylight harvesting should be incorporated in the design. All sites using this system will require the Lutron and Leviton software application program for troubleshooting and program maintenance for 3 years to be included with the system installation and also include operator training.
- Buildings over 5000 square feet require lighting controls per the Florida Energy code.
- All exterior lighting is to be controlled by exterior lighting sensors if no Building Automation System (BAS) is installed. No time clocks are to be used.
- Where dimming ballasts are interfaced with a variable voltage lighting system, be it new or existing, all components shall be approved in writing by each manufacturer as being an approved device cable of interfacing and functioning properly with one another.
- 277-volt lighting fixtures (exception – canister fixtures) shall be the first choice where applicable to design and building power system voltages are available.
- Do not mount any lighting hardware to any shelving or other floor-mounted furniture.
- Shall be LED for new or retrofit. All retrofit kits shall be DLC tested and listed.
- Shall use electronic ballast, Programmed Start, and shall be high efficiency 120 volt.
- Manatee County preferred the installation of Levitron USB Charger devices for new construction and renovations (see attachment).
- No internal emergency battery-backed ballast shall be used.
- The ballast voltage shall be 120 volts.
- Each fixture shall have a sized internal line fuse and holder accessible at the ballast for disconnection of power at the fixture.
- All lamps shall have a minimum K-Value of 4100k.

Drop Ceiling LED Flat Panels

- Manatee County preferred the use of LED flat panel light fixtures in the drop ceiling applications. Please see attachment 83 “spec sheet LED Flat Panels CCT Selectable-86” specification as a preferred product reference.

Hi-Bay Warehouse & Storage / Recreational Lighting

- Shall be LED lighting or induction where there is a constant high temperature.
- Ballast, generator voltage shall be 120 volts.
- Each fixture shall have a sized internal line fuse and holder accessible at the ballast.
- All light fixtures installed in a gymnasium atmosphere shall have a wire guard protecting the fixture and or lamps.
- All lamps shall have a minimum K-Value of 4100 k.

Exterior Signage with Lighting / Messaging Boards

- No metered service shall be installed solely dedicated to any signage/messaging board applications.

Recessed Indoor Canister and Exterior Canopy Lighting

- All canister light fixtures shall be LED.
- All installed exterior lighting shall be LED and so designed and labeled for outdoor use.
- All fixtures shall be vandal-resistant.

Exit & Emergency Wall-Pak Lights

- Shall be an LED lamp(s) only.
- Legend (Word - Exit) shall be the color – Red
- Combination Exit and Emergency Lights may be used where applicable.

Flag Pole Lighting

- Fixture(s) shall be LED lighting. No Timers for this application.

Lightning Protection

- When required and with the approval of Property Management, the building shall be protected against lightning damage with a system equal to or that exceeds the specs for the following suggested product Preventor™ lightning protection, employing a single air terminal. The Lightning system shall be UL listed and provide an insurance certificate. The system shall comply with the current National Fire Protection codes and IEEE standards. A master label system shall be provided with the installation.

Parking Lot / Security / Façade Lighting

- Shall Be LED lighting.
- Pole shall have an internal wire chase with a hand hole at ground level and pole top where available.
- Manatee County recommends the use of Kad LED area luminaire fixtures or similar products.
- Manatee County recommends following the Manatee County Section 26 56 00 Exterior Lighting. Please see attachment 73

Beach & Specialty Lighting

- All waterfront lighting, in or near ocean environments, shall meet or exceed Manatee Counties Water Front (Sea Turtle- Amber Lighting) requirements.

END OF SECTION

DIVISION 27 COMMUNICATIONS

Section 27 10 00 Structured Cabling for Data Rooms

General Notes

Property Management required all data rooms to follow the Standard Data/Voice Cabling Requirements as shown in - Refer to Attachments 18.

END OF SECTION**DIVISION 28 – ELECTRONIC SAFETY AND SECURITY****Section 28 10 00 Access Control****Section 28 11 00 Access Control Global Applications****Section 28 12 01 General Requirements for Access Control Systems**

- All integrated entry access systems shall be GE Facilities Commander integrated into the county's existing network-wide system.
- Manatee County recommends the use of Von Duprin panic hardware with surface-mounted rods; use of concealed rods in exit doors.
- Manatee County recommends the use of “Mag” locks by Securitron with a holding force of 1200 lbs. and be battery-backed and rated for a hold (energized) time of 24 hours minimum and connected to the generator power, if the facility has a generator.
- One lighted, push-button with the legend EXIT shall be installed per manufacturer’s requirements at all egress doors with Mag locks.
- Manatee County recommends the card access swipe card system to be Facilities Commander system and integrated into the existing Manatee County database by our authorized vendor.

END OF SECTION**Section 28 20 00 Video Surveillance****Section 28 21 00 Surveillance Cameras**

- All camera installations shall follow and be approved through Manatee County Policy and Procedure Number 606.003 (See Policy in Attachments folder)

END OF SECTION

Section 28 40 00 Life Safety

Section 28 46 00 Fire Detection and Alarm

Section 28 46 20 Fire Alarm

- Manatee County preferred the use of Firelite or Silent knight systems.
- All fire systems and peripheral devices shall be non-proprietary.
- All systems shall be fully addressable, voice-evacuation fire alarm systems.
- All applicable and current codes and regulations for the jurisdiction shall be met or exceeded.
- All fire alarm raceway(s) junction box(s) lids and covers shall appear in the color red. Single panels with auto dialer and fire alarm access at the entry?

END OF SECTION

Section 28 46 12.19 Fire Sprinkler

- Shall be a dry pre-action type in data rooms. All others shall be wet-type systems.
- Shall have a reduced pressure backflow preventer.

END OF SECTION

DIVISION 31 – EARTHWORK METHODS

General Note: Manatee County Public Works Roadway and Drainage Design Standards shall be utilized.

- All existing trees on the site need to be barricaded with 2" X 2" posts and rope, colored tape, or wood to prevent any vehicular traffic or power equipment (mixers, etc.) in that area during the whole construction process. This barricade should be at the drip line at a minimum and extend out farther wherever possible.
- All rinsing, washing, or dumping of construction products or equipment should be in a designated area only. This area should be away from existing trees and future planting locations.
- Before the site final grade, the contractor needs to clean the site of debris, spillage, and do a thorough cleanup of rinse areas and dumpster locations.
- The preferred final grade material is grey surface sand with a neutral pH (6.0 – 7.5).
- The final grade should ensure proper drainage away from the building and into onsite retention/detention mechanisms.

END OF SECTION

DIVISION 32 – EXTERIOR IMPROVEMENTS

General Notes:

Where both communication and electrical conduits are placed under soft ground, grassy areas and shell parking areas must be fully encased in 12" of concrete. The soft ground is not under streets and paved parking areas.

Section 32 10 00 Bases, Ballasts, and Paving

Section 32 12 00 Flexible Paving

Section 32 12 16 Asphalt Paving

Manatee County preferred the use of True Grid as flexible paving. Refer to Attachments Folder- File 21, 22, 23 True Grid Porous Flexible Paving system.

END OF SECTION

Section 32 12 43 Porous Flexible Paving

General Notes

For vehicle and traffic loads for gravel or grass overflow parking lots, driveways, fire lanes, etc., Manatee County preferred the use of "TrueGrid" or APPROVED by property management equal permeable pavers. Made in the U.S.A. and 100% post-consumer recycled material. (See TrueGrid Porous Flexible Paving Specifications in Attachments folder file 22).

END OF SECTION

Section 32 30 00 Site Improvements

Section 32 31 00 Fences and Gates

Section 32 31 11 Gate Operators

- There must be a ground rod driven for the gate operator to be grounded.
- Fiber in 1 ½" conduit should be run to the network closet where the county switches are, and should have a pull box every 90 and whenever there is a turn in the conduit – NO 90's connections are allowed.
- There should be a mounted/24"x24" enclosure with 1 duplex electric outlet installed next to the gate operator
- The fiber conduit should be installed on the opposite side of the electrical outlet.
- We would also prefer to install a camera viewing the gate.

END OF SECTION

Section 32 31 13 Chain Link Fencing

Refer to Attachments Folder- file 4 "Chain-link Fences and Gates Section 323113 part 1 10/24/17 spec". The chain-link fence's requirements are as follow

1. All fencing connections and hardware shall be painted black to match the fence fabric and posts.
2. The chain-link fence shall be a 9 gauge core.
3. The chain link is required to be installed with the selvage up.
4. The chain-link fence requires to have black fence fabric or black vinyl coated slats.
5. The chain link post and supports being black.
6. All 2" posts are required to be black vinyl coated with black vinyl coated caps.
7. All 2.5" corner posts are required to be black vinyl coated with black vinyl coated caps.
8. All 1.5" lateral supports are required to be black vinyl coated.
9. All exterior equipment that is required to be enclosed with a chain link, fence slat must be installed to secure the equipment. As a sample enclosed air condition system, dumpster, lift. Must be enclosed and secured.

END OF SECTION

Section 32 33 00 Site Furnishings

32 33 23 Site Trash and Littler Receptacle

- Manatee County preferred the use of the Big Belly High Capacity Compactor. See attachment for the Big belly technical specifications (BB5). Please note the vendor no longer sells the units individually. They sell a five-year "subscription" or lease. This includes the Clean Management Software license for each unit, hardware parts warranty including batteries, and one annual 21-point station inspection and cleaning. The subscription also includes the installation of each station.

Big Belly Solar, Inc.
150 A Street
Suite 103
Needham Heights, MA 02494
Mike Phillips – Regional Accounts Manager
mphillips@bigbelly.com
(617) 206-4437

END OF SECTION

Section 32 80 00 Irrigation

All installations regarding water conservation should at a minimum have:

- Functioning rain sensor.
- Separate zones for turf and plant bed areas.
- A timer is capable of dual programming.
- Use of low-volume emitters or drip tubes in plant bed areas.
- Use of reclaimed water whenever possible. Potable urban water is the last choice for a water source.

- Manatee County preferred the use of Netafim drip irrigation on all new projects and will be installed to the manufacturer's specifications.
- The system will be designed for 100% coverage of all bed areas and newly planted trees. NOTE: Identity and "avoid" planting on an existing irrigation system.
- Each tree will have its own emitters/bubbler.
- Determination of whether to irrigate turf will be made on a per-project basis by **County horticulture staff**.
- If a cistern is to be the main water source, a backup source needs to be provided for times of drought.
- Piping material should be Class 160 or Schedule 40. Depth is 18 to 24 inches.

Controller and valve (Irrigation)

- For new installation, Manatee County preferred controller (minimum requirement) shall be Rainbird ESP-LXD for 2-wire systems and the ESP-LXME/ESPLXMEF for traditionally wired systems (wire running from each valve to the controller along with a ground wire). Each system will communicate with the Manatee County Rainbird master IQ system.
- Master Valve (electrical) in mainline water source for each area.
- Heads – Replace all heads with the same head and nozzle (or equivalent PR and coverage area, if the same head is not available). Manatee County prefers Hunter rotors (I-20, I-25, I-40, and I-90) and Toro for spray heads (570s).
- Valves – The standard for installation or replacement of valves Manatee County prefers Irritrol (P100s) valve on sites with "clean water" and Irritrol (100s-retrofit kit which includes diaphragm assembly with continuous scrubbing mechanism) "scrubber" valves where reclaimed water is in use.
- **Manatee County prefers the use of wall-mounted lock irrigation connection boxes. See the preferred irrigation wall-mounted valve connection in the attachment "96 Woodford Model B75 Box Type Anti-Siphon Protected 360° Close Coupled Inlet Trimline Wall Hydrant"**

END OF SECTION

DIVISION 33 UTILITIES

Section 33 70 00 Electrical Utilities

Section 33 71 00 Electric Utility Transmission and Distribution

General Notes

- New and modified electrical distribution service(s) 400 amp and larger shall be balanced to an acceptable level per industry standards with lighting and support systems on and functioning. Phasing shall be verified and confirmed to be forward rotation.
- Written documentation of electrical balance is required for each panel.
- Real-time current and voltage readings per phase primary and secondary at the main transformer and distribution point shall be noted, and a written report given to the Property Management Department showing all readings with a time of day, day of week reading was obtained.
- All new panels and disconnects are to match the existing equipment manufacturer in remodels.

- New structures – Square D is the preferred manufacturer.
- Surge suppression with a visual indicator(s) on all main and branch panels.
- All switches and receptacles are to be spec grade, 20-amp minimum.
- All circuits shall be identified on the faceplate of all devices.
- All panel board circuit breakers, disconnects shall be clearly labeled and have a legend.
- Typed, not hand-written panel schedules shall be installed in all panels by the electrical contractor. All panels and distribution systems shall be exteriorly labeled by following the National Electrical Code.
- Phase Loss / Phase Monitoring on all 3 Phase motors, equipment, and systems.
- Transient voltage suppressors meeting NEC requirements shall be provided for all incoming services from a utility or portable generator.
- The amperage balance of panels is required to reduce neutral currents and save energy.
- Phase rotation shall be verified and documented by the electrician and contractor after installation.

END OF SECTION

Section 33 80 00 Communications Utilities

Section 33 81 00 Communications and Utility Structures

Section 33 81 29 Communications and Utilities Vaults, Pedestals, and Enclosures

If needed Manatee County suggests the use of Milbank commercial pedestals or similar specs. these pedestals can be used for municipal power, site power, communications, motor control, outdoor lighting, power distribution, etc. See attachments 55 and 56 for the Milbank catalog.

Milbank Energy at Work
Justin Enge
Jenge@milbankworks.com
www.milbankworks.com

END OF SECTION

DIVISION 40 00 00 PROCESS INTERCONNECTIONS

Section 40 05 00 Common Work Results for Process Interconnections

Section 40 05 81.33 Hose Bibbs

Manatee County recommends the use of wall-mounted exterior use anti-siphon vacuum breaker-protected wall faucet designed for use in mild climate areas. See the recommended product attachment “70 Woodford Model B24 Anti-Siphon Protected wall hose bib”

DIVISION 46 00 00 WATER AND WASTEWATER EQUIPMENT

Section 46 20 00 Water and Wastewater Preliminary Treatment Equipment**Section 48 25 00 Oil and Grease Separation and Removal Equipment****Section 46 25 23 Grease Traps**

Per Manatee County Ordinance 16 -12 The Board of County Commissioners finds that regulating the discharge and disposal in the sanitary sewer collection system will prevent blockages, sewer overflows, and provide the proper operation and maintenance of the sanitary sewer collection system. See attached Ordinance doc 51.

Refer to FBC - Plumbing Chapter 10 for the proper design criteria and submittal requirements for permit approval.

END OF SECTION**DIVISION 48 00 00 ELECTRICAL POWER GENERATION****Section 48 10 00 Electrical Power Generation Equipment****Section 48 11 00 Fossil Fuel Plant Electrical Power Generation Equipment****Section 48 11 26 Fossil Fuel Electrical Power Plant Generators****General Notes**

- Preferred manufacturers are Caterpillar, Kohler, and Cummings.
- Preferred engine type – Natural Gas. Install diesel engines if natural gas is not available.
- Fuel Storage requirement, runtime shall be 168 hours (minimum) with onsite fuel loaded to 90% capacity and an electrical load based on a 75% power load.
- Option at facility/site with no installed generator: install one (sized to branch electrical panel) transfer switch that is isolated to that branch panel for powering limited lighting, communications, alarms, and electrical outlets for powering this location with a portable generator so sized and rated for the application and load.
- An outdoor accessible plug for a trailer-mounted or vehicle-mounted generator: Provide and install one generator power female plug, dead-Front, amp size as needed, 3 - wire, 4 - pole switched with one circuit breaker serving as a disconnect switch and or all sized and rated for that locations panel voltage and load. Verify plug assembly is available. A NEMA 3R weatherproof wiretap box (IT pole cabinet) may be required if power requirements exceed the nominal plug size (see Attachment).
- If load control is employed, NESHAP requirements need to be met.
- Generator plugs manufactured by Hubbell are preferred.

END OF SECTION

Section 48 14 00 Solar Energy Electrical Power Generation Equipment

Section 48 14 13 Solar Energy Collectors (Solar Ready Buildings)

- Determine if the installation of a solar energy system is a viable option to be included in the project.
- Determine if there are enough funds available for making a new building solar-ready, or if the building can be retrofit for solar-ready.
- Determine if the solar energy system can be installed during construction, or in the future.
- Determine if the budget will increase by including a solar-ready design in the project.
- If all of the above conditions are positive, please follow the below design recommendations.

Shading

Shaded areas should be avoided both in and around the location of the solar panel system. We recommend using a sun path calculator, such as Solar Pathfinder, to help analyze optimal solar panel placement areas. Since the solar energy system may not be installed for several years, landscaping and future construction planning should avoid negatively affecting the solar resource and sun path.

Site Orientation

Before breaking ground on a project, project managers should review and analyze the site layout to accommodate the incorporation of a solar panel system. Project managers should stay conscious of the sun path and the location of shaded areas to help increase the surface area available for solar panels. If a building is designed with a sloping roof, orienting the roof area facing in the southern direction is recommended. This orientation will ensure that sunlight will strike the solar panel at a more optimal angle. Most solar panels are mounted with a panel tilt angle, relative to horizontal, that is approximately equal to the site latitude.

Roof Type and Load

The type, quality, and warranty of the roof system are factors that will affect the cost of solar panel installation. Solar panels often have a 25-year warranty, making it important to install a roof system that has a lifespan similar to solar panels. It should be noted that roof penetrations may void the roof warranty for existing roof systems. It is recommended to pre-install the solar panel support system before the roof system is installed. This method will ensure that the solar panels are properly attached to the roof deck, as well as provide an opportunity to reinforce the structure if needed. The support system and attachment system design must meet the Florida building code and wind load design standards.

Electrical panel and wiring

It is recommended that the electrical panel be installed indoors and be designed strong enough to handle both the incoming supply and solar panel electrical loads. A metallic conduit must run from the solar panel combiner box to the Balance of System (BOS) near the electrical panel.

If a monitoring system is required for the solar panel system, an internet connection in the electrical room is also required.

Special Loads

If the building requires uninterrupted power for auxiliary systems, then a battery storage system is required. The battery backup system should be sized by an electrical engineer following the Florida building code.

END OF SECTION

ATTACHMENTS LIST AND THEIR LOCATION

LOCATED ON THE SHAREPOINT SITE; PROVIDED UPON REQUEST TO THE VENDOR

File Title	File Type	Description
1	PDF	Zoll AED Plus Value Package price and provider website
Cable spec 1	JPG	Photo cable concrete floor termination sample
Cable spec 2	JPG	Photo cable concrete floor termination sample
3	PDF	Manatee County Asphalt Paving Section 321216 Part 1 10/2017 spec
Cable specs 3	JPG	Photo cable concrete floor termination sample
4	PDF	Chain-link Fences and Gates Section 323113 part 1 10/24/17 spec
Cable specs 4	JPG	Photo cable concrete floor termination sample
5	PDF	Large dedication plaque
6	PDF	Exeter Storm Shield Hurricane Shutter System Specification guide
7	PDF	Final Reconciliation, Warranty Period Declaration, and Contractors Affidavit Form
8	PDF	Manatee County Section 088813 Fire Resistant Glazing Rev 10/2017
9	PDF	FPL Business Programs and Services brochure
10	PDF	Manatee County logo Graphics Standards Manual
11	PDF	NEMA Type 3r Power Vented Outdoor Enclosure with built-in fan spec
12	PDF	Flexco Radial Rubber Tile Maintenance manual
13	PDF	Public Works Standards Part 1 Section1.14 Record Drawings
14	PDF	Roller Shades Hunter Douglas Brochure
15	PDF	Roppe Rubber & Vinyl Flooring pinnacle rubber base product brochure
16	PDF	SaniGlaze International Newly Grouted Joint Treatment Specifications Guide Section 09 01 30.91
17	PDF	Manatee County Procedure # 606.003 Security Camera Installation Procedure 01-14-2016
18	PDF	Manatee County Government Standard Data/Voice Cabling Requirements
19	PDF	Termite Protection in the buildings code reference
20	PDF	Termiticides Registered in Florida for preventive treatment of new construction List
21	PDF	True Grid Pro Plus Manufacturer's Product Spec. Sheet
22	PDF	True Grid Porous Flexible Paving Section 02795
23	PDF	True Grid Permeable Paver Technical Specifications Section 32 1243 Porous Flexible Paving
24	PDF	Zoll AED Plus Value Package Brochure
25	PDF	Manatee county Automatic transfer switches Division26 spec
26	PDF	Leviton Daylight Harvesting Brochure

27	PDF	GE lighting Evolve LED area light scalable are light EASB spec
28	PDF	RAB Lighting ALED3T78 spec
29	PDF	Deco digital De23 LED 23" Area light floodlight spec
30	PDF	Deco digital D402-LED Medium wall pack spec
31	PDF	NEMA type 3r Power vented outdoor enclosure with a built-in fan
32	PDF	GE lighting Albeo led luminaire linear low bay lighting ALC4 series spec
33	PDF	Leviton USB charger devices smart outlet brochure
34	PDF	Leviton USB charger devices smart outlet brochure and spec
35	PDF	Bobrick B-212 clothes hook and bumper prices and provider website
36	PDF	Sloan sensor activated electronic hand washing faucet ETF-880 spec
37	PDF	Xlerator Hand Dryer Model XL Technical datasheet
38	PDF	Bradley Mounted overhead Braced Restroom Partitions Phenolic Series 400 Sentinel specs
39	PDF	Sloan rear spud floor mount toilet fixture website sample
40	PDF	Sloan Rear spud floor mount ADA compliant toilet fixture websites sample
41	PDF	Bobrick B-5181 reversible folding shower seat cost and provider website
42	PDF	Sloan Royal optima Sensor activated Flushometers model 152 ES-S TMO SWB SPECS
43	PDF	Sloan Royal optima Sensor activated Flushometers model 140-1.28 ES-S TMO SPECS
44	PDF	Micrell 800 Series Soap Dispenser cost and provider website
45	PDF	Bobrick B-204-1 Shower curtain hook price and provider website
46	PDF	Bobrick B-207x72 Shower curtain rod with concealed mounting prices and provider website
47	PDF	Sloan Act o Matic showerheads website sample
48	PDF	Bobrick B-204-2 Vinyl Shower Curtain cost and provider website
49		Removed
50	PDF	Bigbelly High Capacity Compactor
51	PDF	Manatee County ordinance 16-12 for grease traps
52	PDF	Manatee County Public Works Utility Standards, 2015 (Record Drawing)
53	PDF	Marshall Best Security lock product list
54	PDF	Water heater leak Alarm and shut-off system by RDT reliance detection technologies
55	PDF	Milbank Enclosed Controls Product Catalog
56	PDF	Milbank Enclosed Controls Product Portfolio
57	PDF	Water Fountain Pedestal Most Dependable 440
58	PDF	Most Dependable Pedestal ADA and Pet Water Fountain
59	PDF	ADA Checklist for Existing Facilities

60	PDF	Samsung Free Joint Multi Zone Split A/C units
61	PDF	Pelican TS200 Internet Enabled Thermostat
62	PDF	Elkay EZH20 bottle Filling Station sample model LZS8WSLK
63	PDF	ADA Checklist and Requirements for Toilet Restrooms
64	PDF	MDS-046-Water-Rope-Sensor-Data-Sheet
65	PDF	Armstrong Acoustical ceiling panel tiles Ultima Tegular fine texture specs
66	PDF	Roppe Rubber & Vinyl Flooring pinnacle rubber base product brochure
67	PDF	Sloan Rear spud Wall hung toilet fixture website sample
68	PDF	San Jamar Twin roll jumbo vision Bath tissue dispenser price and provider website
69		Removed
70	PDF	Woodford Model B24 Anti-Siphon Protected wall hose bib
71	PDF	Rubbermaid 6140 Sanitary napkin receptacle w/rigid liner, price, and provider website
72	PDF	The email that shows the cost of low bay lighting
73	PDF	Exterior Lighting spec 26 5200
74	PDF	100BE Exterior aluminum door brochure
75	PDF	Fire Ready Residential Range Hood
76	PDF	Fire Ready Residential Range Hood Installation guide
77	PDF	Utility Design Standards Full Manual
78	PDF	Manatee County Facilities General 00612 Paint spec
79	PDF	VA Front Desk Specs
80	PDF	BR Deal Tray 16 Inch Product Data
81	PDF	6201-Installation-DiagramSC-300
82	PDF	Horizon Surface System HSS DVB Terrazo vinyl epoxy flooring
83	PDF	spec sheet LED Flat Panels CCT Selectable-86
84	PDF	spec Kimberly - Clark Professional Towel Dispenser
85	PDF	THE HUGE 5" NUMERALS WHITE LED CLOCK
86	PDF	JUMBO 4" NUMBERS CALENDAR CLOCK WITH TEMPERATURE
87	PDF	INNSBROOK SELECTRONIC faucet
88	PDF	DC POWER KITS SELECTRONIC faucet
89	PDF	T&S BRASS AND BRONZE WORKS hand faucet
90	PDF	American Standard LUCERNE™ WALL-HUNG LAVATORY
91	PDF	TCA-411 Floor Mounted Concealed Arm Track Lavatory Carrier
92	PDF	SLOAN MANUAL SPECIALTY FLUSHOMETER 952-1.6-2-10-34-LDIM
93	PDF	American Standard AFWALL FloWise ELONGATED FLUSHOMETER TOILET
94	PDF	ROYAL MANUAL FLUSHOMETER ROYAL 609-1.0-10-34-LDIM
95	PDF	American Standard Washbrook FloWise Urinal
96	PDF	Floor Mounted urinal support

97	PDF	WoodfordModel B75 Box Type Anti-Siphon Protected 360° Close Coupled Inlet Trimline Wall Hydrant
98	PDF	Elkay EZH20 Vandal-resistant bottle filling station and Bi-level cooler Non Filtered refrigerated
99	PDF	LEED Window Requirements
100	PDF	Loop Hearing Proposal
101	PDF	Seco Larm E-941SA-1200
102	PDF	Exterior digital keypad Ak-11
103	PDF	Altronix Products power supply SMP5PMCTX
104	PDF	Altronix Timer DS PT724A
105	PDF	Push to exist bottom PI SD-7200series 190626 ML