



INVITATION TO BID
ITB-011-2012

Sealed bids will be accepted by the City of Lake City, Florida until Tuesday, February 9, 2012 at 11:00 a.m. local time in the Procurement Department located on the 2nd floor in City Hall, 205 N Marion Avenue, Lake City, Florida 32055. Any bids received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time a bid is received will be resolved against the Bidder. Bids will not be accepted via fax. Bid opening will be promptly at 11:15 a.m. in the City Council Chambers located on the 2nd floor in City Hall, at which time all bids will be publicly opened and read aloud for the purchase and installation of:

WELL ABANDONMENTS

All bid proposals which are submitted through delivery services such as Federal Express, UPS, or United States Postal Service Express Mail, must be marked on the OUTSIDE of the delivery package with the company or Bidder's name, address, phone number, bid number (ITB-011-2012), bid title (WELL ABANDONMENTS) the date and time (February 9, 2012 at 11:00 a.m.). The bid proposal must be in a sealed envelope INSIDE the delivery package with the same information as listed above. All bid proposals which are hand delivered or delivered through regular mail by the United States Postal Service must have all the same information as listed above on the OUTSIDE of the sealed envelope. Failure to comply may be reason to reject the bid.

One original plus one copy must be included and must be addressed to the following:

City of Lake City
Attn: Procurement Department
205 N. Marion Avenue
Lake City, Florida 32055

Bids must be completed in English language, signed with ink, in spaces provided on the enclosed bid forms and submitted in duplicate or bid will be subject to rejection.

Any deviation from the specifications must be explained in detail on sheets attached to the bid form and labeled "Clarifications and Exceptions," and each deviation must be itemized by

number and must specifically refer to the applicable specification paragraph and page. Otherwise it will be considered that items offered are in strict compliance with these specifications and the successful Bidder will be held responsible for meeting the specification.

All questions must be in writing and directed to the Procurement Director. All questions will be answered in writing. Any answers which may alter the scope of work will be answered in the form of addenda. Any and all addenda must be signed and returned with the original response to be considered responsive. Deadline for receiving questions is **Tuesday, February 2, 2012 at 4:00 p.m.** Questions received after this date and time will not be considered. Questions may be submitted via e-mail to purchasing@lcfra.com or by mail to City of Lake City, Procurement Department, 205 N. Marion Avenue, Lake City, FL 32055.

Bidder may not withdraw his/her bid for a period of sixty (60) days.

The City of Lake City is exempt from State Use Tax, State Retail Tax and Federal Excise Tax. The bid price must be net, exclusive of taxes. Bidder's proposal must be dated, signed by authorized representative, title, firm name, address, and telephone number.

Local Vendor Preference: City of Lake City Administrative Policy #18 states that the bid of a resident of Columbia County, Florida will have a 5% preference over the bid submitted by any non-resident of Columbia County. A resident is defined as an individual whose primary residence is within Columbia County, Florida, a partnership whose principals are all residents of Columbia County, Florida, partnership or other business entity whose principal place of business is within Columbia County, Florida, or which maintains a full time business office open to the public within Columbia County, Florida. With these and other contributing factors the City Council reserves the right to award a bid or contract in the best interest of the City.

Any Bidder desirous of protesting a bid for any reason must file a written notice of bid protest with the City Manager's office within ten (10) working days of bid opening or upon a decision for a recommendation of award, whichever occurs first. All protest will be in writing stating the bid being protested and the specific reason of the protest. All protest will be signed by the Protestor and include all detail for a complete and thorough review. The decision of the City Manager, after consultation with the City Attorney will be issued within five (5) working days of the receipt of the protest, unless additional time is agreed upon by all parties involved should circumstance warrant such a delay.

By submission of his/her bid, the Bidder certifies that:

- A. The bid has been arrived at by the Bidder independently and has been submitted without collusion with any other vendor of materials, supplies, or equipment described in the Invitation to Bid.
- B. The contents of the bid have not been communicated by the Bidder, his/her employees or agents, to his/her best knowledge and belief, to any person not an employee or agent of the Bidder or his surety in any bond furnished herewith and will not be communicated to any such person prior to the official opening of the bids.

The City of Lake City reserves the right to accept or reject any/all bids and to award the contract in the best interest of the City of Lake City, Florida.

CITY OF LAKE CITY, FLORIDA

Wendell Johnson
City Manager

“SCOPE OF WORK AND RELATED REQUIREMENTS”

SCOPE OF WORK

- A. The work to be performed under this section includes the furnishing of all labor, materials, equipment, and all other facilities and incidentals necessary to plug and abandon twelve (12) production and two (2) test wells for the City of Lake City, Florida with approximate construction specifications as summarized below.

Putnam WTP Production Wells	Location	Casing Length (feet)	Total Depth (feet)	Casing Diameter (inches)
1	620 SE Putnam St.	156	350	10
3	457 SE Ermine St.	130	253	8
4	184 SE Colburn Ave.	200	350	12
5	600 SE Sycamore Terr.	100	180	8
6	155 SE Montrose Ave.	164	351	14
Test well	155 SE Montrose Ave.	?	?	4
Melton Bishop Production Wells	Location	Casing Length (feet)	Total Depth (feet)	Casing Diameter (inches)
North	SE Sandia Way	100	160	6
Middle	SE Sandia Way	100	180	6
South	SE Sandia Way	100	160	6
Clayton Smith Production Wells	Location	Casing Length (feet)	Total Depth (feet)	Casing Diameter (inches)
North	SE Faye Lane	121	200	6
South	SE Faye Lane	160	280	6

Sealey Pine Ridge Production Wells	Location	Casing Length (feet)	Total Depth (feet)	Casing Diameter (inches)
1	NW Starling Terrace	105	160	6
2	NW Starling Terrace	120	180	6
Test well	NW Starling Terrace	?	?	4

- B. All wells are located on property owned by the City of Lake City, Florida. Site inspections are by appointment only by calling the office at 386-466-3350.
- C. Each well to be abandoned is understood to have the estimates provided above.
- D. All production and test wells shall be plugged and abandoned to standards as described by the State of Florida Well Drilling Codes, the Suwannee River Water Management District (SRWMD), and the Florida Department of Environmental Protection (FDEP) rules and regulations, and shall comply with any other applicable federal, state and local rules and regulations.
- E. The Contractor shall remove any remaining above ground wellhead piping, column pipe, pump, and any remaining electrical materials, and transfer to a disposal site determined by the city. Raw water piping leading from the wells will be abandoned and capped and/or plugged a minimum two-foot below ground once the disconnection of the well has been completed.
- F. Location of all existing utilities will be the Contractor's responsibility. Damage to any utilities shall be repaired at the Contractor's expense.
- G. The Contractor shall establish his work sequence based on the use of crews to facilitate completion within the allotted contract time.
- H. These Specifications are intended to be a general description of the required work, but may not cover all contingencies that may occur during well abandonment. The Owner, prior to execution shall approve changes or variations from the work plan.

PERMITS

- A. The Contractor shall be responsible for obtaining and shall apply for the well construction permits from the Suwannee River Water Management District (SRWMD) office to abandon the wells specified herein, in accordance with the Rules of the SRWMD, Chapter 40E-3, F.A.C. The permits shall be available for inspection at the site during well abandonment and shall be kept on-site at all

times. The Contractor shall be responsible for obtaining permit time extensions in accordance with the rule specified above if well abandonment extends beyond the valid permit date.

- B. The Contractor shall be responsible for obtaining any additional federal, state, or local permits required for abandoning the well.
- C. The Contractor shall not perform any work on the well until these permits are obtained.
- D. The Contractor shall furnish separate copies of all permits to the Owner as the permits are received.

QUALIFICATIONS

- A. The Contractor responsible for plugging and abandoning these wells shall be licensed by the SRWMD and the State of Florida as a water well contractor employing only competent workmen for the execution of this work, and all such work shall be performed under the direct supervision of an experienced well driller satisfactory to the Owner.
- B. The Contractor's well driller shall be capable of identifying lithologic samples, maintaining complete and current well logs and daily notes for the well plugging completion report as required by these specifications. A well abandonment report shall be submitted to the Owner and the SRWMD.
- C. The Owner may make any other investigations deemed necessary to determine the ability of the Contractor to perform the work, and the Contractor shall furnish to the Owner all such information and data for this purpose as the Owner may request.
- D. The Contractor shall complete the Work described in this Section in accordance with (a) the American Water Works Association Standard for Water Wells (AWWA A100-06), (b) applicable portions of the Rules of the SRWMD, Chapter 40E-3, F.A.C., and (c) applicable portions of the Rules of the FDEP, Chapter 62-555, and 62-532 F.A.C.

PROJECT RECORDS

- A. Before installing the materials in the well, a report listing the source and description of the materials to be used shall be submitted to the Owner.
- B. During the plugging and abandonment of the well, the Contractor shall maintain at the well site a complete log setting forth the following:
 - 1. The surveyed reference point for all depth measurements.

2. The depth at which material is set.
 3. The depth at which borehole diameters change.
 4. Other pertinent data requested by the Owner.
- C. Upon completion of the plugging and abandonment of a well, the Contractor shall submit to the Owner a report and as-built drawings to include the following:
1. The depth or location of any lost fluid, plugging materials, or tools.
 2. The type and amount of cement used for plugging.
 3. The depth and description of the well casing.
 4. Other pertinent data requested by the Owner.
- D. Blank well completion report forms may be obtained by written application to the Florida Department of Environmental Protection, 3900 Commonwealth Blvd M.S. 49, Tallahassee FL 32399, or the Suwannee River Water Management District. Well completion reports shall be submitted by the Contractor to the Suwannee River Water Management District and Owner when plugging and abandonment is completed.
- E. A daily detailed driller's report shall be maintained at the well site and delivered upon request to the Owner. The report shall give a complete description of grout installed, number of feet plugged, number of hours on the job, shutdown due to breakdown, and such other pertinent data as requested by the Owner.

NOTIFICATION

- A. Prior to the commencement of work the Contractor shall contact the Owner with the proposed work schedule including the following:
1. The starting date of the well plugging program.
 2. The dates and order of various well abandonment steps.
 3. The completion date of the well plugging program.
- B. Prior to the start of any plugging activities, the Contractor shall contact the SRWMD to provide notification of plugging activities.
- C. Prior to the start of any plugging activities, the Contractor shall contact the Owner.

- D. No work shall be performed by the Contractor without completing these notification requirements.

WARRANTY

- A. All materials supplied under this Section shall be warranted for a period of one (1) year by the Contractor and material manufacturers. The manufacturer's warranty period shall run concurrently with the Contractor's warranty period. The warranty period shall commence on the Final Completion Date, as specified in the Contract or upon completion and acceptance by the Owner of testing or remedial procedures.
- B. The materials shall be warranted to be free from defects in workmanship and design. Any materials that fail during the warranty period shall be replaced or restored at no expense to the Owner.

ADDITIONAL WORK

- A. At the option of the Owner, additional work may be authorized. Additional work shall be completed at prices not exceeding those of comparable work and materials contained in the Contractor's bid or as determined by the Owner.

WELL COVERS

- A. Whenever work on the well is interrupted, such as during an overnight shutdown, the well opening shall be sealed with a substantial cover in accordance with the Rules of the SRWMD, Chapter 40E-3, F.A.C. At all times during abandonment of the well, the Contractor shall use reasonable precautions to prevent both tampering with the well and entrance of foreign material into the well.

WELL HEAD COMPLETION

- A. The above ground piping, column pipe, pump, and electrical equipment shall be removed by the Contractor and transferred to a disposal site determined by the city. The Contractor shall remove and dispose of all debris from the site.
- B. The well casing shall be cut a minimum 2-foot below ground after grout dries and removed from the site.

PROTECTION AND SITE CLEAN-UP

- A. At all times during the progress of the work the Contractor shall use all reasonable precautions to prevent tampering with the well or entrance of foreign material into it. The Contractor shall also maintain the site in a clean and orderly fashion at all times so that no adverse aesthetic impacts are created upon adjacent private

properties or the adjacent public right-of-way. The Owner reserves the right to suspend work and have the site cleaned prior to proceeding, at no additional expense to Owner, if the site is not properly maintained.

- B. Immediately upon completion of a well, the Contractor shall remove all of his equipment, materials, and supplies from the site of the work, remove all surplus materials and debris, fill in all holes or excavations, and re-grade the site to conform to the contours of the land which existed before work started and if necessary seed the graded area.

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“TERMS AND CONDITIONS”

LICENSES/QUALIFICATIONS:

- A. All Contractor's must be qualified and licensed under the laws, rules and regulations of the State of Florida and the City of Lake City, Florida to perform the work required by these contract documents. Contractor's qualifications including equipment to be used for this project will be subject to review and approval by the City prior to award.

INSURANCE:

- A. Without limiting Contractor's indemnification, it is agreed that the successful Contractor will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Contractor's policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Lake City as additional insured. These certificates must provide a ten (10) calendar day notice to the City in the event of cancellation, non-renewal or a material change in the policy.
- B. Statutory Workers Compensation insurance as required by the State of Florida.
- C. Commercial General Liability insurance to provide coverage of not less than \$1,000,000.00 combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
- D. Comprehensive Automobile Liability Insurance covering all owned, hired and non-owned vehicles with coverage limits not less than \$100,000.00 per person, \$300,000.00 per occurrence and \$100,000.00 property damage.

INDEMNITY:

- A. Successful contractor will indemnify and hold Owner and Owner's agents harmless from any loss, cost, damage or injury sustained by any persons (s) as a result of the actions of employees or officers of the Contractor, subcontractors or suppliers.

LIQUIDATED DAMAGES:

- A. In the event the bidder is awarded the contract and fails to complete the work within the time limit or extended time limit agreed upon, liquidated damages will be paid to the City of Lake City at the sum of actual damages per day for all work awarded under the contract until the work has been satisfactorily completed and accepted by the City.

ADDITIONAL TIME FOR COMPLETION:

- A. Extended time may be allowed for the completion of this project due to inclement weather.
- B. Decisions to allow days added to the contract due to inclement weather will be based upon weather records as recorded with the State of Florida, Division of Forestry located in Lake City, Florida and approved by the City of Lake City Project Manager.
- C. In the event additional days are awarded the contractor must notify the City of Lake City Procurement department at the beginning of work stoppage and each succeeding day until work can be safely resumed.

CONTRACT:

- A. The successful Contractor must execute and return the contracts within ten (10) calendar days of issuance of Notice of Award.

SCHEDULE:

- A. Upon receipt of all required documents a Notice to Proceed will be issued.
- B. The successful Contractor must complete all work within (60) sixty calendar days after issuance of Notice to Proceed.

PAYMENT:

- A. Payment will be based on: (a) City's acceptance of work, and (b) submitted evidence, if requested by the City, that all payrolls, materials, bills, and

indebtedness connected with the work have been paid. The City may withhold an amount as may be necessary to pay such claims for labor and services rendered and materials involved with the work. Payment to Contractor will be made within thirty (30) calendar days of receipt of invoice, assuming there are no contested amounts with the invoice.

REFERENCES:

- A. Bidders must provide with their proposal material for evaluating the ability of the potential Bidder to execute a project of this type. Therefore, the Bidder is required to provide a minimum of (3) three references, which will be verified. The list of references must be attached with the bid proposal on the form provided within these specifications. All reference materials provided become the property of the City of Lake City and also become public record.

CHANGE ORDERS:

- A. Notify the City of Lake City of any conditions in the project area that are not addressed within the specifications that may require a change order.
- B. Change orders to the scope of work or additional work requested by the City of Lake City must be in written form and initiated by the Contractor.
- C. All changes or additions will be approved by the City of Lake City prior to work being initiated.

ADDENDUM:

- A. It will be the sole responsibility of the bidder to contact the Procurement Department prior to submitting a bid to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their bid.

REQUIRED DOCUMENTS:

- A. The enclosed documents must be executed and returned with bid proposal or the proposal may be considered non-responsive. (Conflict of Interest Statement, Disputes Disclosure Form, Drug Free Workplace Certificate, Non-Collusion Affidavit of Proposer, Reference and Public Entity Crime Statement.)

PAYMENT AND PERFORMANCE BONDS:

- A. Payment and performance bonds are not a requirement of this bid.

ADDITIONAL INFORMATION:

- A. The City of Lake City reserves the right to request any additional information needed for clarification from any Bidder for evaluation purposes.

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PROPOSAL

ITEM I: ALL COST ASSOCIATED TO PLUG AND ABANDON TWELVE (12) PRODUCTION AND TWO (2) TEST WELLS.

\$ _____

_____ dollars _____ cents

FIRM
NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

FAX # _____

E-MAIL _____

Authorized Representative (PLEASE PRINT OR TYPE)

SIGNATURE _____

DATE _____

THIS FORM MUST BE USED FOR PROPOSAL

REFERENCES

As per the General Specifications Section, below is a list of at least three (3) client/customer references including company name, address, contact person, telephone number and length of time services provided. (Note: only list those client/customers in which a similar type of equipment/product of scope of work/service was provided.)

1. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____
2. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____
3. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

**SWORN STATEMENT UNDER SECTION
287.133(3)(n), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

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

1. This sworn statement is submitted with Bid No. _____.
2. This sworn statement is submitted by _____ whose business address is _____ and (if applicable) its Federal Identification No.(FEIN) is _____. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement_____.
3. My name is _____ and my relationship to the entity named above is_____.
4. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to, and directly related to, the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.
5. I understand that “convicted” or “conviction” as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a “person” as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, directors, executives, partners, shareholders, employees, members and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

_____Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, nor any affiliate of the entity have been charged with or convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity, or an affiliate of the entity has been charged with, and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies)

_____There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

_____The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services)

Signature: _____ Date _____

STATE OF _____

COUNTY OF _____

Personally appeared before me, the undersigned authority, _____ who after first being sworn by me, affixed his/her signature in the space provided above on this _____ day of _____ 20_____.

Notary Public, State at large

My Commission Expires:

THIS FORM MUST BE INCLUDED WITH PROPOSAL

CONFLICT OF INTEREST STATEMENT

STATE OF FLORIDA, CITY OF _____

Before me, the undersigned authority, personally appeared _____, who was duly sworn deposes and states:

- 1. I am the _____ of _____
with a local office in _____ and principal office in _____
City & State City & State
- 2. The above named entity is submitting a Proposal for the City of Lake City **ITB-011-2012** described as **WELL ABANDONMENTS**.
- 3. The Affiant has made diligent inquiry and provides the information contained in the Affidavit based upon his/her own knowledge.
- 4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
- 5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity’s submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations if necessary and execution of the Contract for this project.
- 6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
- 7. Neither the entity nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
- 8. I certify that no member of the entity’s ownership or management is presently applying for an employee position or actively seeking an elected position with the City of Lake City.
- 9. I certify that no member of the entity’s ownership or management, or staff has a vested interest in any aspect of the City of lake City.
- 10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the City of Lake City.

DATED this _____ day of _____ 20_____.

(Affiant)

Typed Name and Title

Sworn to and subscribed before me this _____ day of _____ 20_____.

Personally Known _____ Or produced identification _____.

Identification type: _____

Notary Public-State of _____

Printed, typed, or stamped commissioned name of notary public.

My commission expires _____.

THIS FORM MUST BE INCLUDED WITH PROPOSAL

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an “X” after “YES” or “NO”. If you answer “YES”, please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES _____ NO _____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES _____ NO _____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES _____ NO _____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Lake City.

Firm _____ Date _____

Authorized Signature _____ Printed or Typed Name and Title _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, _____(print or type name of firm) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm’s policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee’s community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

“As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein”

Authorized Signature

Date Signed

State of Florida

County of _____

Sworn to and subscribed before me this ____day of _____20____.

Personally known _____or Produced Identification _____

(Specify type of identification)

Signature of Notary
My Commission Expires:_____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

NON-COLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and says that:

1. He/She is _____ of _____ the Bidder
 Title Company Name
that has submitted the attached proposal;

2. He/She is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

3. Such Proposal is genuine and is not a collusive or sham proposal;

4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other Bidder, firm or person to submit a collusive or sham Proposal in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm, or person to fix the price or prices in the attached proposal or any other Bidder, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other Bidder, or to secure through any collusion, connivance, or unlawful agreement any advantage against the City of Lake City, Florida or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

SIGNED _____

TITLE _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 20__.

Notary Public, State of Florida My Commission Expires: _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

CITY OF LAKE CITY
BIDDER'S CHECK LIST

BIDS MAY NOT BE CONSIDERED if the following documents and/or attachments are not completely filled out and submitted with your bid.

Before sending in your bid, please make sure you have completed all of the following:

_____ Enclose two (2) sets of the Bid form (one marked original and one copy), including all handwritten sections. Please make and retain a separate copy of this bid package for your records.

_____ Bid Form, must be complete and have a manual signature (original signature) preferably signed in blue ink.

_____ Every page that has anything hand written on it, must be imprinted with the company's name on the top right-hand corner of the page.

_____ Return bid in an envelope with the bid number and name of bid printed on the front of the envelope. If Fed-Ex or UPS, please keep bid in a separate sealed envelope when placing it in their packaging.

_____ Acknowledge in the bid any and all addendums issued and manually sign each addendum sheet and submit it with your bid.

_____ Erasures or other descriptive literature, brochures and/or data must be initialed by the person signing the bid.

FORMS

- _____ References
- _____ Public Entity Crime Statement
- _____ Conflict of Interest
- _____ Disputes Disclosure
- _____ Drug Free Work Place
- _____ Non-Collusion Affidavit

_____ **PLEASE INITIAL**