



**Board of County Commissioners
St. Johns County, Florida**

BID NO: 11-32

**CLEANING OF AERATION BASINS 1 & 2 AT
ANASTASIA ISLAND WASTEWATER TREATMENT PLANT**

**BID DOCUMENTS
PROJECT SPECIFICATIONS**

**St. Johns County Purchasing Department
2446 Dobbs Road
St. Augustine, FL 32086
(904) 209-0150**

Final – 12/2/10

TABLE OF CONTENTS

FRONT END BID DOCUMENTS

Notice to Bidders

Instruction to Bidders

Official County Bid Form with Attachments:

Attachment A – Affidavit

Attachment B – Certificate as to Corporate Principal

Attachment C – License/Certification List

Attachment D – List of Successful Projects Completed

Bid Bond

PROJECT SPECIFICATIONS

Notice is hereby given that sealed bids will be received until 2:00 P.M. on Wednesday, December 29, 2010, by the St. Johns County Purchasing Department, located at 2446 Dobbs Road, St. Augustine, Florida 32086, for Cleaning of Aeration Basins 1 & 2 at Anastasia Island Wastewater Treatment Plant. Bids will be opened promptly after the 2:00 P.M. deadline. Bids delivered to or received by the Purchasing Department after the 2:00 P.M. deadline shall not be given consideration and shall be returned to the sender unopened.

Scope of Work:

The scope of work for this project includes furnishing all labor, equipment, materials and any other items essential to remove any and all accumulated sand and grit from aeration basins 1 & 2 at the Anastasia Island WWTP located at 850 W 16th Street, St. Augustine, FL 32080. Each tank measures 92'6" long X 30' wide X 15' deep, with approximately two feet of sand and grit in the bottom of each tank.

There will be a **Mandatory Site Visit** held on Monday, December 13, 2010 at 10:00am at the Anastasia Island Wastewater Treatment Plant located at 850 W 16th Street, St. Augustine, FL 32080. Attendance at this meeting is mandatory, and as such vendors must attend and sign in before the designated time for this meeting in order to be eligible to submit a bid. Doors will close promptly at 10:00am and vendors arriving after this time will not be permitted to sign in or submit a bid for this project.

Any and all questions relative to this project shall be directed, **in writing**, to Jaime Toney, Contract Coordinator, SJC Purchasing Department, via email at jtoney@sjcfl.us, fax (904) 209-0159, or direct mail to 2446 Dobbs Road, St. Augustine, FL 32086. The deadline for all questions shall be end of business day (4:00pm) on Friday, December 17, 2010, so that any and all addenda may be issued in a timely manner.

Bid Packages are available from Onvia DemandStar, Inc., at www.demandstar.com by requesting Document #11-32. Vendors registered with DemandStar may download some documents at no charge. A link to the Onvia DemandStar website is available through the St. Johns County Website (www.sjcfl.us) from the Purchasing Department webpage through the following link: www.sjcfl.us/BCC/Purchasing/Open_Bids.aspx. For technical assistance with the DemandStar Website please contact Onvia Supplier Services at 1-800-711-1712. Bid Packages may also be requested from Jaime Toney, Contract Coordinator, SJC Purchasing Department via email: jtoney@sjcfl.us or fax: (904) 209-0159.

Any bidder, proposer or person substantially and adversely affected by an intended decision or by a term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or requests for qualifications, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than 72 hours (excluding Saturdays, Sundays and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, not of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual. All of the terms and conditions of the County Purchasing Manual are incorporated by reference and are fully binding. St. Johns County reserves the right to accept or reject any or all bids/proposals, waive minor formalities, and to award the bid/proposal that best serves the interests of St. Johns County. St. Johns County also reserves the right to award the base bid and any alternate bids in any combination that best suits the needs of the County.

BOARD OF COUNTY COMMISSIONERS
OF ST. JOHNS COUNTY, FLORIDA
CHERYL STRICKLAND, CLERK

BY: _____
Deputy Clerk

FRONT END BID DOCUMENTS

INSTRUCTION TO BIDDERS

OWNER: The Board of County Commissioners of St. Johns County, Florida

PROJECT: BID NO.: 11-32; Cleaning of Aeration Basins 1 & 2 at Anastasia Island WWTP

DEFINITIONS

Bidding Documents include the Advertisement/Notice to Bidders, Front End Bid Documents, Standard Agreement, Public Construction Bond, Specifications and Plans including any Addenda issued prior to receipt of Bids.

All definitions set forth in the General Conditions of the Contract for Construction or in other Contract Documents are applicable to the Bidding Documents.

Addenda are written or graphic instruments issued by the Purchasing Department prior to the time and date for receiving Bids that modify or interpret the Bidding Documents by addition, deletion, clarification, or corrections.

Base Bid is complete and properly signed proposal to do the work, or designated portion thereof, for the sums stipulated therein supported by data called for by the Bidding Documents.

A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials or services as described in the contract documents and shall include all labor, materials, equipment and any other item/s essential to accomplish the scope of work of the Unit Price.

A Bidder is one who submits a Bid as a prime contractor to the Owner for the work described in the proposed Contract Documents.

BIDDER'S REPRESENTATION

Each Bidder, by marking his Bid, represents that he has read and understands the Bidding and Contract Documents and his Bid is made in accordance herewith:

- A. He has visited the Site and has familiarized himself with the local conditions under which the Work is to be performed.
- B. His Bid is based upon the materials, systems and equipment described in the Bidding Documents without exceptions.

BIDDING DOCUMENTS

Copies: Bidding documents may be obtained from www.demandstar.com or SJC Purchasing Department in the number and for the purchase sum if any as stated in the Advertisement or Invitation - Notice to Bidders.

Complete sets of Bidding Documents shall be used in preparing the Bid Proposal. St. Johns County shall not assume any responsibility for errors or misinterpretations resulting from the use of complete or incomplete sets of Bidding Documents.

The Owner, in making copies of the Bidding Documents available on the above terms, do so only for the purpose of obtaining bids on the Work and do not confer a license or grant for any other use.

INTERPRETATION OR CORRECTION OF BIDDING DOCUMENTS

Bidders shall promptly notify the Owner of any ambiguity, inconsistency, or error which they may discover upon examination of the Bidding Documents or of the site and local conditions.

Bidders requiring clarification of interpretation of the Bidding Documents shall make a written request to the Owner, to reach him at least twelve (12) days prior to the date for receipt of Bids.

An interpretation, correction, or change of the bidding Documents will be made by Addendum. Interpretation, corrections, or changes of the Bidding Documents made in any other manner will not be binding, and Bidders shall not rely upon such interpretation, corrections, and change. No change will be made to the Bidding Documents by the Owner or his Representative **seven (7) days** prior to Bid receiving date, however, the Owner reserves the authority to decrease this time depending on the necessity of such change.

SUBSTITUTIONS

The materials, products and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance and quality to be met by any proposed substitution. No substitution will be considered unless written request for approval has been submitted by the Bidder and has been received by the Project Manager at least fourteen (14) days prior to the date for receipt of Bids. Each such request shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitute, including drawings, cuts, performance and test data any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment or work that incorporation of the substitute would require shall be included. The burden of proof of the merit of the proposed substitute is upon the proposer. The project director's approval or disapproval of a proposed substitution shall be final.

If the Project Manager approves any proposed substitution, such approval will be set forth in an Addendum. Bidders shall **not** rely upon approval made in any other manner.

ADDENDA

Addenda will be distributed to all who are known by the entity responsible for distribution of the complete set of Bidding Documents. Copies of Addenda will be made available for inspection wherever Bidding Documents are on file for that purpose.

Each Bidder shall ascertain prior to submitting his bid that he has received all Addenda issued, and he **shall** acknowledge their receipt in the space provided in the Bid Proposal Form and attach a fully acknowledged copy of each addendum issued for the applicable bid with this bid proposal. Failure to provide fully acknowledged copies may result in a bid proposal being deemed non-responsive.

FORM AND STYLE OF BIDS

Bids shall be submitted in **TRIPLICATE** (one (1) original and two (2) copies) on forms, provided in this manual. All blanks on the Bid Form shall be filled in by typewriter or manually in ink.

Bid proposals must be placed in an envelope, sealed and placed in a second envelope, plainly marked on the outside addressed to St. Johns County Purchasing Department, with the bidder's return address in top left hand corner and recite: "BID NO.: 11-32 - SEALED BID FOR CLEANING OF AERATION BASINS 1 & 2 AT ANASTASIA ISLAND WWTP"

See Example Below:

ABC Company, Inc.
123 Aviles Street
St. Augustine, FL 32084

St. Johns County Purchasing Department
2446 Dobbs Road
St. Augustine, FL 32086

BID NO: XX-XX – SEALED BID FOR SAMPLE PROJECT

Where so indicated by the makeup of the Bid Form, sums shall be expressed in both words and figures, and in the case of discrepancy between the two, the amount expressed in words shall govern. Any interlineation, alteration or erasure must be initialed by the signer of the Bid; failure to do so may cause the Bidder's proposal to be considered non-responsive.

Bidder shall make no stipulation on the Bid Form nor qualify his Bid in any manner, to do so will classify the Bid as being non-responsive.

Each copy of the Bid Proposal shall include the company name, address, telephone number and legal name of Bidder and a statement whether Bidder is sole proprietor, a partnership, a corporation or any other legal entity. Each copy shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further give the state of incorporation and have the corporation seal affixed. A Bid submitted by an agent shall have a current Power of Attorney attached certifying agent's authority to bind the Bidder.

BID SECURITY

Each Bid shall be accompanied by a Bid Security in the required Bid Bond form in the amount of 5% of amount bid, pledging that the Bidder will enter into a contract with the Owner on the terms stated in his Bid and will, if required, furnish bonds as described hereunder covering the faithful performance of the Contract and the payment of all obligations arising thereunder. Should the Bidder refuse to enter into such Contract or fail to furnish such bonds to the Owner, if required, the amount of the Bid Security shall be forfeited, not as penalty, but as liquidated damages.

A Bid Security may be in the form of a Bid Bond or certified cashiers check made payable to the Board of County Commissioners of St. Johns County.

If a Bid Bond is submitted, it shall be written in the form of the attached sample, with an acceptable surety, and the Attorney-in-Fact who executes the bond on behalf of the surety shall affix to the bond a certified and current copy of his Power of Attorney. Acceptable surety companies are defined in "A Instruction to Bidders". The Surety Company shall be licensed to do business in the State of Florida and shall be listed by the U.S. Treasury Department.

The Owner shall have the right to retain the Bid Security of Bidders until either: (a) the Contract is executed and bonds, if required, have been furnished, or (b) the specified time has elapsed so that Bids may be withdrawn, or (c) all Bids have been rejected.

BID BOND INSTRUCTIONS

Each bidder shall prepare and submit one (1) original and two (2) copies of the required Bid Bond as shown above.

Each bidder shall type or print Bidder's and Surety's names in the same language as in the Advertisement, or Invitation to Bid. The Corporate seal must be affixed. Type or print the name of the Surety on the line provided and affix its corporate seal.

Attach a copy of Surety agent's Power of Attorney, unless the Power of Attorney has been recorded in St. Johns County. If it has been recorded, give the record book and page. If not recorded, the copy of the Power of Attorney must have an original signature of the Secretary or Assistant Secretary of Surety certifying the copy. The Surety's corporate seal must be affixed.

SUBMISSION OF BIDS

All copies of the Bid, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. The envelope shall be addressed as required in the "Instruction to Bidders", and shall be identified with the Bid Number, Project Name, the Bidder's Name, and return address, and portion of the project or category of work for which the Bid is submitted. The envelope containing the above Bid Documents shall be enclosed in an outer envelope and identified in the same manner as shown above.

Bidder shall assume full responsibility for timely delivery at location designated for receipts of Bids. Bids shall be deposited at the designated location prior to the time and date for receipt of Bids indicated in the Advertisement/Notice to Bidders, or any time extension thereof made by Addendum. Bids received after the time and date for receipt of Bids will be returned to the sender unopened. Oral, telephonic, telegraphic or electronic Bids are invalid and will not receive consideration.

MODIFICATION OR WITHDRAWAL OF BID

A Bid may not be modified, withdrawn or canceled by the Bidder during the stipulated time period following the time and date designated for the receipt of Bids, and Bidder so agrees in submitting his Bid.

Prior to time and date designated for receipt of Bids, a Bid submitted early may be modified or withdrawn only by notice to the party receiving Bids at the place and prior to the time designated for receipt of Bids.

Such notice shall be in writing over the signature of the Bidder. If by telephone, written confirmation over the signature of Bidder must be mailed and postmarked on or before the date and time set for receipt of Bids; it shall be so worded as not to reveal the amount of the original Bid.

Withdrawn Bids may be resubmitted up to the time designated for the receipt of Bids provided that they are then fully in conformance with these Instructions to Bidders.

Bid Security shall be in the amount of 5 percent (5%) of the Bid as modified or resubmitted.

CONSIDERATION OF BIDS

Opening of Bids: Unless stated otherwise in an Addenda to the Advertisement/Notice to Bidders, the properly identified Bids received on time will be opened publicly as specified in the Advertisement and a tabulation of the bid amounts of the Base Bids and major Alternates, if any, will be made available to Bidders. The Bid Tabulation will be posted on the Purchasing Department bulletin board for 72 hours.

Any bidder, proposer or person substantially and adversely affected by an intended decision or by an term, condition, procedure or specification with respect to any bid, invitation, solicitation of proposals or requests for qualifications, shall file with the Purchasing Department for St. Johns County, a written notice of intent to protest no later than 72 hours (excluding Saturdays, Sundays and legal holidays for employees of St. Johns County) after the posting either electronically or by other means of the notice of intended action, not of intended award, bid tabulation, publication by posting electronically or by other means of a procedure, specification, term or condition which the person intends to protest, or the right to protest such matter shall be waived. The protest procedures may be obtained from the Purchasing Department and are included in the County's Purchasing Manual. All of the terms and conditions of the County Purchasing Manual are incorporated by reference and are fully binding.

Rejection of Bids: The Owner reserves the right to reject any or all Bids and in particular to reject a Bid not accompanied by any required Bid Security or data required by the Bidding Documents or a Bid in any way incomplete or irregular.

Acceptance of Bid (Award): The Owner shall have the right to reject any or all Bids or waive any minor formality or irregularity in any Bid received.

The Owner shall have the right to accept alternates in any order or combination and to determine the low Bidder on the basis of the sum of the Base Bid and/or the Alternates accepted if alternate bids are requested in the Official County Bid Form.

It is the intent of the Owner to award a contract to the lowest responsible Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents, if judged to reasonable, and does not exceed the funds budgeted for the Project.

If the Contract is awarded, it will be awarded within sixty (60) days from the date of the Bid opening, or as designated in the Bid Documents.

QUALIFICATION OF CONTRACTORS

Minimum Qualifications: Bidders must be fully licensed to do business in the State of Florida and must have successfully performed, as a prime contractor or subcontractor, at least five (5) projects of the type, size, and dollar value of the services proposed for this project, and must have been in business for at least five (5) years. Bidder's must complete Attachment "D" –

License/Certification List and attach a copy of each license and certificate shown and submit with their Bid Proposal.

Each bidder shall submit with his Bid, **Attachment “E” – List of Successfully Completed Projects**. This list shall comprise of a minimum of the five (5) required projects, and include: project name, name and address of project owner, date of completion, and name and contact information of project owner. This list of successful projects is subject to verification by the Project Manager. Any firm’s Bid that does not include **Attachment “E”** or whose list does not include five (5) verified successful projects, shall be deemed unresponsive to this Bid, and shall not be considered for award.

Bidders to whom award of a contract is under consideration shall submit to the Architect, upon his request, a properly executed Contractor’s Qualification Statement of A1A Document A305, unless such a statement has been previously required and submitted as a prerequisite to the issuance of Bidding Documents.

LIST OF SUBCONTRACTORS -

Each Bidder shall submit to Owner a list of Subcontractors and major materials suppliers to be used if awarded the contract. A copy of the form, **Attachment “B” – List of Proposed Sub-Contractors**, is provided in the Bidding Documents. If no Subcontractors or major material suppliers are required, so state there on.

Upon request by the Owner, the successful Bidder shall, within seven (7) days thereafter, submit all data required to establish to the satisfaction of the Owner, the reliability and responsibility of the proposed Subcontractors to furnish and perform the work described in the Sections of the Specifications pertaining to such proposed Subcontractor’s respective trades.

Prior to the award of the Contract, the Owner will notify the Bidder in writing if the Owner, after due investigation, has reasonable and substantial objection to any person or organization proposed as a Subcontractor. The Bidder then may, at his option, withdraw his Bid without forfeiture of Bid Security or submit an acceptable substitute at no increase in Bid price. If the Bidder fails to submit an acceptable substitute within seven (7) days of the original notification, the Owner then may, at his option, disqualify the Bidder, at no cost to the Owner.

The Owner reserves the right to disqualify any Contractor, Subcontractor, Vendor, or material supplier due to previously documented project problems, either with performance or quality.

Subcontractors and other persons and organizations proposed by the Bidder and accepted by the Owner, must be used on the work for which they were proposed and accepted and shall not be changed except with the written approval of the Owner and Architect.

CONTRACT TIME - LIQUIDATED DAMAGES

The following shall be made a part of the Contract:

The Contractor shall have ten (10) days to return Contract originals from the time the Contractor receives a “Notice of Award”. St. Johns County will return a “fully executed” Contract to the Contractor no later than seven (7) days after the return of the executed Contract originals (but no later than seventeen (17) days from the Notice of Award).

The work to be performed under this Agreement shall commence within **ten (10)** days of the receipt of the Notice to Proceed. The project shall be substantially complete within five (5) consecutive calendar days from the start date of the project. Final completion shall be attained within two (2) consecutive calendar days from the date of substantial completion.

Conditions under which Liquidated Damages are Imposed:

Should the Contractor or, in case of his default, the Surety fail to complete the work within the time stipulated in the contract, or within such extra time as may have been granted by the Owner, the Contractor or, in case of his default, the Surety shall pay to the Owner, not as a penalty but as liquidated damages, the amount so due as determined by the following schedule:

<u>Original Contract Amount</u>	<u>Daily Charge Per Calendar Day</u>
\$50,000 and under	\$ 313.00
Over \$50,000 but less than \$250,000	\$ 580.00
\$250,000 or more but less than \$500,000	\$ 715.00
\$500,000 or more but less than \$2,500,000	\$1,423.00
\$2,500,000 or more but less than \$5,000,000	\$2,121.00
\$5,000,000 or more but less than \$10,000,000	\$3,057.00
\$10,000,000 or more but less than \$15,000,000	\$3,598.00
\$15,000,000 or more but less than \$20,000,000	\$4,544.00
\$20,000,000 and over	\$8,537.00
.....	0.00027 of any amount over \$20 Million

INSURANCE

Liability Insurance, Workmen’s Compensation, and Vehicle Coverage will be required to be retained in force during the Contract Period. An original insurance certificate, naming the St. Johns County Board of County Commissioners as additionally insured will be provided by the Contractor, prior to issuing “Notice to Proceed.”

Insurance Requirements - Standard Contract for Service

Insurance Requirements

- a) Workers’ compensation – to meet statutory limits in compliance with the Workers Compensation Law of Florida. This policy must include Employer Liability with a limit of \$100,000 for each accident, \$500,000 disease policy limit and \$100,000 disease each employee limit.
- b) Commercial general liability – coverage shall provide minimum limits of liability of \$1,000,000 per occurrence, \$2,000,000 Aggregate, for bodily injury and property damage. This shall include coverage for:
 - a. Premises/operations
 - b. Products/complete operations
 - c. Contractual liability
 - d. Independent contractors
- c) Business auto liability – coverage shall provide minimum limits of liability of \$100,000 per occurrence, \$300,000 aggregate for bodily injury and property damage. This shall include coverage for:
 - a. Owned autos
 - b. Hired autos
 - c. Non-owed autos

Special Requirements

- a) Prior to execution of a contract, a certificate of insurance will be provided that shall provide for the following:
 - a. **St. Johns County will be named as additional insured on both the commercial general liability and business auto liability policies.**
 - b. St. Johns County will be given thirty (30) days notice prior to cancellation or modification of any stipulated insurance.
- b) It is the responsibility of the contractor to insure that all subcontractors comply with all insurance requirements.
- c) It should be remembered that these are minimum requirements which are subject to modification in response to high hazard operations.

In the event of unusual circumstances, the County Administrator or his designee may adjust these insurance requirements.

TAXES

Project is subject to Federal Excise and Florida Sales Taxes, which must be included in Bidder’s proposal.

END OF SECTION

**OFFICIAL COUNTY BID FORM
WITH ATTACHMENTS**

**OFFICIAL COUNTY BID FORM
ST. JOHNS COUNTY, FLORIDA
BID PROPOSAL**

PROJECT: Cleaning of Aeration Basins 1 & 2 at Anastasia Island WWTP

TO: THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA

DATE SUBMITTED: _____

BID PROPOSAL OF

FULL LEGAL COMPANY NAME

Address

Telephone No.

Bidders: Having become familiar with site conditions of the project, and having carefully examined the Bidding Documents and Specifications entitled for Bid No: 11-32; Cleaning of Aeration Basins 1 & 2 at Anastasia Island WWTP in St. Johns County, Florida, the undersigned proposes to furnish all materials, labor and equipment, supervision and all other requirements necessary to comply with the Contract Documents for the following bids quoted in this Bid Proposal summarized as follows:

LUMP SUM BID:

FOR: Cleaning of Aeration Basins 1 & 2 at Anastasia Island WWTP as per plans and specifications.

\$ _____
Total Lump Sum Price (Numerical)

\$ _____/100 Dollars
(Amount written or typed in words)

Bidder will enter his/her bid price, written in words and numerically, by the Lump Sum Price in the space provided above. In the event of a conflict, the Lump Sum Price written in words shall be considered as the Bidder's correct bid.

Time of Substantial Completion shall be within five (5) consecutive calendar days from the start date of the project, which shall be within ten (10) days of receipt of Notice to Proceed from Owner.

During the preparation of the Bid, the following addenda, if any, were received:

No.: _____ Date Received:

No.: _____ Date Received:

No.: _____ Date Received:

We, the undersigned, hereby declare that no person or persons, firm or corporation, other than the undersigned are interested, in this proposal, as principals, and that this proposal is made without collusion with any person, firm or corporation, and we have carefully and to our satisfaction examined the Project Specifications together with the Bid Documents.

We have made a full examination of the location of the proposed work and the sources of supply of materials, and we hereby agree to furnish all necessary labor, and equipment and materials, fully understanding that any quantities shown therewith are approximate only, and that we will fully complete all requirements therein as prepared by the Owner, within the same time limit specified in the Contract Documents for the lump sum price as indicated above.

If the Undersigned is notified of the acceptance of this Bid Proposal within sixty (60) calendar days from the time set for the opening of Bids, the Undersigned further agrees, to execute a contract for the above work within ten (10) days of receipt of Notice of Award that his Bid has been accepted for the above stated compensation in the form of a Contract presented by the Owner.

The Undersigned agrees, if awarded the Contract, to substantially complete all work within five (5) consecutive calendar days from the start date of the project, which shall be within ten (10) consecutive calendar days of the Notice to Proceed. Undersigned further agrees that from the compensation otherwise to be paid, the Owner may retain the liquidated damages as provided in the Contract, which sum is agreed upon as the proper measure of liquidated damages which the Owner will sustain each day by the failure of the Undersigned to complete the work in the time stipulated, and this sum is not to be construed as penalty.

The Undersigned further agrees that security in the form of a Bid Bond, certified or cashier's check in the amount not less than five percent (5%) total Bid Price, payable to the Owner, accompanies this Bid; that the amount is not to be construed as a penalty, but as liquidated damages which said Owner will sustain by failure of the Undersigned to execute and deliver the Contract within ten (10) days of the written notification of the Award of the Contract to him; thereupon, the security shall become the property of the Owner, but if this Bid is not accepted within sixty (60) days of the time set for the submission of Bids, or if the Undersigned delivers the executed Contract upon receipt, the Security shall be returned to the Bidder within seven (7) working days.

CORPORATE/COMPANY

Company Name: _____(Seal)

By: _____
(Name typed or printed)

By: _____
(Name typed or printed)

Address: _____

Telephone No.: (____) _____ Fax No.: (____) _____

Federal I.D. Tax Number:

INDIVIDUAL

Name: _____
(Signature) (Name typed or printed) (Title)

Address: _____

Telephone No.: (____) _____

Federal I.D. Tax Number:

Bid Proposal Attachments: "A" – Affidavit
"B" – List of Proposed Subcontractors
"C" – Certificate as to Corporate Principal
"D" – License/Certification List
"E" – List of Successfully Completed Projects
Bid Bond
Fully Acknowledged Addenda Applicable to this bid

Attachments "A", "B", "C", "D", "E" and Bid Bond must be completed and attached to Bidder's bid proposal along with a fully acknowledged copy of each Addendum applicable to this Bid.

ATTACHMENT A

ST. JOHNS COUNTY, BOARD OF COUNTY COMMISSIONERS AFFIDAVIT

TO: ST. JOHNS COUNTY, BOARD OF COUNTY COMMISSIONERS, ST. JOHNS COUNTY,
ST. AUGUSTINE, FLORIDA.

At the time the proposal is submitted, the Bidder shall attach to his Bid a sworn statement.

This sworn statement shall be an affidavit in the following form, executed by an officer of the firm, association, or corporation submitting the proposal, and shall be sworn to before a person who is authorized by law to administer oaths.

STATE OF FLORIDA, COUNTY OF ST. JOHNS

Before me, the Undersigned authority, personally appeared _____ who being duly sworn, deposes and says he is _____ (Title) of the firm of _____ Bidder submitting the attached proposal for the services covered by the bid documents for Bid No: 11-32, for Cleaning of Aeration Basins 1 & 2 at Anastasia Island WWTP, in St. Johns County, Florida.

The affiant further states that no more than one proposal for the above-referenced project will be submitted from the individual, his firm or corporation under the same or different name, and that such Bidder has no financial interest in the firm of another bidder for the same work, that he, his firm, association or corporation has neither directly, nor indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with this firm’s Bid on the above-described project. Furthermore, neither the firm nor any of its officers are barred from participating in public contract lettings in the State of Florida or any other state.

(Bidder)

By: _____

(Title)

Sworn and subscribed to me this _____ day
of _____, 20____.

Notary Public:

Signature

Printed

My commission Expires:_____

BIDDER ON ALL COUNTY PROJECTS MUST EXECUTE AND ATTACH THIS AFFADAVIT TO EACH BID.

ATTACHMENT B
LIST OF PROPOSED SUBCONTRACTORS

All subcontractors are subject to approval of Owner. The following are subcontractors proposed to be used in connection with this work:

[illegible]

Corporate Seal

17

ATTACHMENT “D”

License/Certification List

In the space below, the Bidder shall list all **current** licenses and certifications held.

The bidder shall attach a copy of each current license or certification listed below to this form.

License Name	License #	Issuing Agency	Expiration Date

Attachment "E"
List of Successfully Completed Projects

In the space below, each bidder shall provide information for five (5) successfully completed projects.

1.) Project Name: _____ Date of Completion: _____
Project Owner Name & Address: _____

Project Owner Phone & Fax: _____
Project Owner email: _____
Project Description: _____

2.) Project Name: _____ Date of Completion: _____
Project Owner Name & Address: _____

Project Owner Phone & Fax: _____
Project Owner email: _____
Project Description: _____

3.) Project Name: _____ Date of Completion: _____
Project Owner Name & Address: _____

Project Owner Phone & Fax: _____
Project Owner email: _____
Project Description: _____

4.) Project Name: _____ Date of Completion: _____
Project Owner Name & Address: _____

Project Owner Phone & Fax: _____
Project Owner email: _____
Project Description: _____

5.) Project Name: _____ Date of Completion: _____
Project Owner Name & Address: _____

Project Owner Phone & Fax: _____
Project Owner email: _____
Project Description: _____

* A minimum of five (5) successfully completed projects from each bidder is required in order to be considered for this contract.

BID BOND

STATE OF FLORIDA
COUNTY OF ST. JOHNS

KNOW ALL MEN BY THESE PRESENTS, that _____ as Principal, and _____ as Surety, are held and firmly bound unto St. Johns County, Florida, in the penal sum of _____ Dollars (\$ _____) lawful money of the United States, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATIONS IS SUCH, that whereas the Principal has submitted the accompanying Bid, dated _____, 20____.

For
Bid No: 11-32; Cleaning of Aeration Basins 1 & 2 at Anastasia Island WWTP
St. Johns County, Florida

NOW THEREFORE,

- (a) If the Principal shall not withdraw said Bid within sixty (60) days after Bid Award date, and shall within ten (10) days after prescribed forms are presented to him for signature, enter into a written Contract with the County in accordance with the Bid as accepted, and give Bond with good and sufficient Surety or Sureties, as may be required, for the faithful performance and proper fulfillment of such Contract, then the above obligations shall be void and of no effect, otherwise to remain in full force and virtue.
- (b) In the event of the withdrawal of said Bid within the period specified, or the failure to enter into such Contract and give such Bond within the time specified, if the Principal shall pay the County the difference between the amount specified, in said Bid and the amount for which the County may procure the required Work and supplies, if the latter amount be in excess of the former, then the above obligations shall be void and of no effect, otherwise to remain in full force and virtue.

IN WITNESS WHEREOF, the above bounded parties have executed this instrument under their several seals, this _____ day of _____ A.D., 20____, the name and corporate seal of each corporate party being hereto affixed and these presents duly signed by its undersigned representative, pursuant to authority of its governing body.

WITNESSES:

(If Sole Ownership or Partnership two (2) Witnesses required).
(If Corporation, Secretary only will attest and affix seal).

WITNESSES:

PRINCIPAL:

NAME OF FIRM:

SIGNATURE OF AUTHORIZED
OFFICER (AFFIX SEAL)

TITLE

BUSINESS ADDRESS

CITY STATE

WITNESS:

SURETY:

CORPORATE SURETY

ATTORNEY-IN-FACT (AFFIX SEAL)

BUSINESS ADDRESS

CITY STATE

NAME OF LOCAL INSURANCE AGENCY

END OF SECTION

SPECIFICATIONS

MINIMUM SPECIFICATIONS
BOARD OF COUNTY COMMISSIONERS
ST. JOHNS COUNTY, FLORIDA

FOR: Cleaning of Aeration Basins 1 & 2 at Anastasia Island WWTP

LOCATION: **Anastasia Island WWTP 850 W 16th Street, St. Augustine, FL 32080**– St. Johns County Utility Department

Scope of Work

The Contractor shall be responsible for providing any and all labor, materials, equipment, supervision and transportation required in order to remove and dispose of any and all of the accumulated sand and grit from aeration basins 1 & 2 located at the Anastasia Island WWTP. Each tank measures 92'6' long X 30' wide X 15' deep, with approximately two feet (2') of sand and grit located in the bottom of each tank.

In order for the Contractor to be able to remove the above referenced sand and grit, SJC Utility Staff may, at the Contractor's request, lower the water level in the aeration tanks to aid in the removal process.

The Contractor shall also be responsible for the disposal of the sand and grit that is removed from the aeration basins. The Contractor must dewater the materials removed from the tanks on site prior to disposing of the materials.

The Contractor shall take care not to damage the air diffusers located in the bottom of the tank. Any damage caused by the Contractor shall be the responsibility of the Contractor to repair and/or replace at his own expense. Payment may be withheld until any and all damages are fixed by the Contractor.

Disposal shall be made in an approved landfill, which shall be verified with landfill scale tickets.

The Contractor shall be responsible for payment of the landfill tickets, and shall include this in his bid price.

Landfills require a Generator's Non-hazardous Profile Sheet filled out by the County that elaborates on the make-up of the materials being disposed. The Contractor shall be responsible for notifying the County of the approved landfill that shall be used for the disposal of the sand and grit so that the County can work with them on the required analysis and profile sheet.

Prior to project start up, St. Johns County shall be responsible for analysis of the sand and grit.

Any and all work for this project shall be performed within all applicable OSHA guidelines and with great caution not to damage the air diffusers located at the bottom of the tanks.

Any and all work for this project shall be completed within five (5) consecutive calendar days from the start date, which shall be within ten (10) consecutive calendar days of the Notice to Proceed.