

ALACHUA COUNTY BOARD OF COUNTY COMMISSIONERS

INVITATION TO BID

SPECIFICATION FOR: Firm Fixed Bid Prices for **Annual E-Scrap Disposal** for the benefit of the Environmental Protection, Household Hazardous Waste Department on an as needed basis.

BID NUMBER: 20-81 Rebid

BID OPENING DATE: 2:00 pm, Wednesday, May 13, 2020

BID OPENING ADDRESS Alachua County Procurement, 3rd Floor
County Administration Building
12 SE 1st Street
Gainesville Florida 32601-6983

PART A - INSTRUCTIONS TO BIDDERS

1.0 GENERAL PROVISIONS

1.1 Purpose

Alachua County Board of County Commissioners (hereafter referred to as the “Entities”) are calling for and requesting the submission of bids for **Annual E-Scrap Disposal**.

The herein included Instructions to Bidders (**PART A**), Terms and Conditions (**PART B**), Technical Specifications (**PART C**), Bidder’s Check List (**PART D**); together with all attached documents herein identified, constitute the entire Invitation to Bid package. Specifications and supplementary documents are essential parts of the contract and requirements occurring in one are as binding as though occurring in all.

1.2 Distribution of Information

The County posts and distributes information pertaining to its procurement solicitations on DemandStar (www.demandstar.com).

The County has transitioned from accepting hard (paper) copy submittals to accepting electronic submittals through “E-Bidding” on DemandStar.com. In order to submit a bid response to this solicitation the bidder must be registered with DemandStar.

1.3 **Submission of Bids**

Costs for the preparation and submittal of bids in response to this Invitation to Bid are entirely the obligation of the bidder and shall not be chargeable in any manner to Alachua County.

The bid response, containing all required documents, with authorized signatures, must be received by 2:00 p.m. on the due date indicated on the Bid Cover Page for this project. The bidder's complete submittal in pdf format must be uploaded into DemandStar.com prior to the 2:00 p.m. deadline.

Required documents:

1. EXHIBIT A "Bid Form"
2. EXHIBIT B, "Small Business Enterprise (SBE) Program Participation Form"
3. EXHIBIT C, "Responsible Agent Form"
4. EXHIBIT D, "Alachua County Government Minimum Wage (GMW) Form"
5. EXHIBIT E, "Drug Free Workplace"
6. EXHIBIT F, "Public Record Declaration Or Claim Of Exemption"
7. EXHIBIT G, "Bidder's Questionnaire"
8. EXHIBIT H, "Proposed Subcontractors (Non-Small Business Enterprise) Form"
9. EXHIBIT J, "Corporate Resolution"

This platform will not accept late submittals.

Upload bid response as a pdf formatted document only, unless the solicitation states otherwise.

The pdf document should be titled with bidder's name, bid number, and, if the response is submitted in parts, include "Part # of x".

Modifications to or withdrawal of a bidder's submittal can be made up to the deadline date. Modifications and withdrawals must be documented in DemandStar.com in order to be recognized by the County. Any bid not withdrawn will constitute an irrevocable offer, for a period of one hundred twenty (120) days, to provide the County adequate time to award the Contract for the services specified in this solicitation.

The response must be signed by an officer of the business who is legally authorized to enter into a contractual relationship in the name of the bidder. An authorized representative who is not an officer may sign the proposal, but must attach a corporate resolution granting authorization to the representative to execute on behalf of the business.

The submittal of a proposal by a bidder will be considered by the County as constituting an offer by the bidder to perform the required services at the stated fees.

1.4 **Proprietary Information**

Responses to this Request for Proposals upon receipt by the County become public records subject to the provisions of Chapter 119 F.S., Florida's Public Records Law. If you believe that any portion or all of your response is confidential or proprietary, or otherwise exempt from disclosure as a Public Record, you should clearly assert such exemption and state the specific legal authority for the asserted exemption. All material that designated as exempt from Chapter 119 **must be submitted in a separate envelope**, clearly identified as "**PUBLIC RECORDS EXEMPT**" with your name and the proposal number marked on the outside. Furthermore, you must complete **EXHIBIT F, PUBLIC RECORD DECLARATION OR CLAIM OF EXEMPTION**.

Please be aware that the designation of an item as exempt from disclosure as a Public Record may be challenged in court by any person. By your designation of material in your proposal as "Public Records Exempt", you agree to defend and hold harmless the County from any claims, judgments, damages, costs, and attorney's fees and costs of the challenger and for costs and attorney's fees incurred by the County by reason of any legal action challenging your designation.

Blank spaces must be filled in as noted, in ink or typed, with the amounts extended and totaled. Any corrections necessarily made on the bid form should be made by crossing out the item in error and inserting the corrected item immediately above. Such corrections shall be initialed and dated by the person signing the bid. No bid containing correction by erasure will be accepted.

1.5 **Non-Warranty of Specifications**

Due care and diligence has been used in preparing these specifications. The County shall not be responsible for any error or omission in these specifications, nor for the failure on the part of the bidders to determine the full extent of the request. It is the sole responsibility of the bidders to ensure that they have all information necessary for the submittal of bids.

1.6 **Inquiries/Questions**

No interpretation of the meaning of the Specifications and/or Scope of Services or contract documents will be made to any interested bidder orally. Every request for such interpretation shall be made in writing via email, with reference to the appropriate bid number in the subject line of the email. All request for interpretation or corrections shall be received by the **Mandy Mullins** at mmmullins@alachuacounty.us no later than **midnight ten (10) days prior** to the quote opening. Any and all such interpretations and any supplemental instructions will be in the form of a written addendum; duly issued, and a copy of such addendum will be posted to **Demandstar.com**. **Oral answers will not be authoritative**. All addenda so issued shall become part of the bid documents.

1.7 **Acceptance/Rejection**

Alachua County reserves the right to reject any bid which may be considered irregular, show serious omission, unauthorized alteration of form, unauthorized alternate bids, incomplete or unbalanced bids or irregularities of any kind. Further, the County reserves the right to accept or reject any and all bids in whole or in part and to waive any technicalities or informalities in any bid.

Bid forms may be considered irregular and subject to rejection if they show serious omission, unauthorized alteration of form, unauthorized alternate bids, incomplete or unbalanced bids or irregularities of any kind.

1.8 **Withdrawal of Bids**

Any bidder may withdraw his bid by telegraphic or written request at any time prior to the scheduled closing time for receipt of bids.

All prices bid shall remain firm for a period of 120 days after the bid opening.

1.9 **Small Business Enterprise (SBE) Program Participation**

- 1.9.1 SBE Vendor is a vendor that is certified by the Alachua County Equal Opportunity Division prior to the proposal opening.
- 1.9.2 The SBE Program Participation Form, **EXHIBIT B**, should be completed for your proposal to be considered responsive.
- 1.9.3 Alachua County has adopted a 15% participation goal, and policies which encourage participation of SBE in the provision of materials, supplies (**i.e. office, auto, janitor, lawn, etc.**) equipment, services and construction.
- 1.9.4 The County will award a preference in evaluation points to certified SBE or contractors that meet the SBE participation goal in its RFP response.
- 1.9.5 SBE preference does not apply to contracts that are reserved in accordance with Section 22.34, Alachua County Code 06-28, in which the County reserved contracts for bidding only by SBEs. SBE bid preferences will not be combined.
- 1.9.6 **Proposed Subcontractors Requirements**
 - 1.9.6.1 Contractors submitting proposals under this solicitation are to identify, on the SBE Program Participation Form, the intended SBE subcontractors and the **estimated percentage of total dollar amount(s) as well as the total dollar amount(s)** of the contract to be awarded to SBE firms, **EXHIBIT B, Option 3**.
 - 1.9.6.2 If SBE subcontractors are **not available** for the bid/RFP you **should complete** a Good Faith Effort Form, **EXHIBIT B, Option 4**.
- 1.9.7 **Good Faith Effort Requirements**
 - 1.9.7.1 Every competitive bid or proposal, if not submitted by a certified Small Business Enterprise (SBE), should demonstrate good faith efforts to utilize SBE as subcontractors. Unless your company will perform all the work and no subcontractors will be utilized. The Equal Opportunity Division maintains a directory of certified SBE's. The Alachua County Small Business Enterprise Directory is available at: <http://smallbusdir.alachuacounty.us/>
 - 1.9.7.2 The Equal Opportunity Division shall determine what constitutes a "good faith effort" for purposes of contractor compliance with contractual requirements relating to the use of services or commodities of a certified SBE's, under Section 22.36, Alachua County Code 06-28. The following factors shall be considered in making such determination:
 - 1.9.7.2.1 Whether the Contractor contacted SBEs listed in the Alachua County Small Business Enterprise Directory concerning contracting opportunities and provided them with adequate information about the plans, specifications and requirements of the contract.
 - 1.9.7.2.2 Whether the Contractor negotiated in good faith with interested SBEs, not rejecting them as unqualified without sound reasons based on a thorough review of their capabilities.
 - 1.9.7.2.3 Whether the Contractor selected portions of the work to be performed by SBEs in order to increase the likelihood of meeting the 15% participation goal, including breaking the contract down into economically-feasible units.
 - 1.9.7.2.4 The Contractor will be expected to furnish documents substantiating compliance with good faith effort requirements, **EXHIBIT B**.

1.10 **Alachua County Government Minimum Wage (GMW)**

Services solicited through for Bid are considered covered services under Chapter 22, Article III, of the Alachua County Code of Ordinances (“Wage Ordinance”) which establishes a government minimum wage for certain contractors and subcontractors providing selected services to Alachua County government. Bidders/Proposers should consider the cost of compliance, if any, when submitting bids.

A contractor or subcontractor of the County providing a covered service to the County shall pay to all of its covered employees an Alachua County Government Minimum Wage of either the health benefit wage and provide health benefits or pay a non-health benefit wage.

Alachua County Government Minimum Wage (GMW) for this contract will be:

\$14.00 per hour with qualifying health benefits amounting to at least **\$2.17** per hour

\$16.17 per hour without health benefits

The GMW rates are indexed (health benefit wage shall be recalculated on October 1st of each year) in accordance with Chapter 22, Article III, of the Alachua County Code of Ordinances (“Wage Ordinance”) and are effective as of April 22, 2016. Employees of **service contractors and subcontractors performing** the covered services pursuant to the following County service contracts must be paid not less than the GMW as specified above.

The contractor shall certify, **Exhibit D**, to the County that it will pay each of its covered employees the GMW, and ensure that it will require that of its subcontractors. Upon execution, the certification shall become an obligation under the contract.

The bidders shall be required to execute the certification attached as **Exhibit D**, prior to the County executing the contract. Once executed, such certification will become a part of the contract; however, failure to provide and sign **Exhibit D** will prevent execution of the contract, may result in forfeiture of any applicable bid or proposal bond, and could result in other adverse action.

During the performance of this contract, the Contractor agrees as follows:

The Contractor shall comply with the Chapter 22, Article III, of the Alachua County Code of Ordinances (“Wage Ordinance”) requirements. Failure to do so shall be deemed a breach of contract and shall authorize the County to withhold payment of funds until the GMW requirements have been met.

The Contractor will include the necessary provisions in subcontracts to ensure compliance. However, the County shall not be deemed a necessary, or indispensable, party in any litigation between the contractor and subcontractor.

1.11 **Public Entity Crimes**

A person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 F.S., for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list."

1.12 **Drug Free Workplace**

Section 22.09 Competitive Sealed Bidding of the Alachua County Procurement Code states that in the evaluation of bids, all factors in the bidding process being equal, both as to dollar amount and ability to perform, priority will be given, first, to those vendors certifying a drug-free workplace **EXHIBIT E**, secondly to certified Small Business Enterprises (SBEs) bidders.

1.13 **Proposed Subcontractors NON-SBE**

Bidder shall notify the County of the proposed use of subcontractors in the provision of services required herein by completing and returning the Proposed Subcontractors (Non-Small Business Enterprise) Form, **EXHIBIT H**. No subcontractor shall be employed by the Contractor for the provision of these services without the written approval of the County.

2.0 **QUALIFICATION OF BIDDERS**

2.1 **Consideration**

Bids will be considered only from firms normally engaged in providing and performing services specified herein. Bidder must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service to the County, and shall have all necessary licenses and permits required by law to do business with the County.

2.2 **Bidder's Questionnaire**

The County reserves the right before recommending any award to inspect the facilities and organization or to take any other action necessary to determine ability to perform in accordance with specifications, terms and conditions. **Bidders are requested to complete and return along with their bid the Bidder's Questionnaire EXHIBIT G.**

2.3 **Performance**

The County will determine whether the evidence of ability to perform is satisfactory and reserves the right to reject bids where evidence submitted, or investigation and evaluation indicates inability of the bidder to perform.

3.0 **EXAMINATION OF PROPERTY**

3.1 **Bidder's Responsibility**

Before submitting his bid, it shall be the bidder's responsibility to visit the premises of the proposed work and familiarize himself with the nature and extent of the work and any local conditions that may in any way affect the work to be done and the equipment, materials and labor required.

The bidder is also required to carefully examine the specifications and contract documents, to inform themselves regarding any and all conditions and requirements that may in any manner affect the work to be performed under the contract. Failure to do so will not relieve the bidder of complete performance under the contract.

4.0 **QUALITY**

4.1 All materials shall be new and in no case will used, reconditioned or obsolete parts be acceptable. All equipment specifications are to be considered minimum requirements.

5.0 **LAWS, PERMITS AND REGULATIONS**

5.1 **Permit, Application, and License Fees**

The contracted firm shall obtain and pay for all necessary permits, permit application fees, licenses or any fees required.

5.2 **Compliance**

The contractor shall comply with all laws, ordinances, regulations and building code requirements applicable to the work contemplated in the proposal. The contracted firm is presumed to be familiar with all state and local laws, ordinances, code rules and regulations that may in any way affect the work. Ignorance on the part of the contracted firm will in no way relieve it of responsibility.

The contractor must agree to abide by and conduct its programs and provide its services in compliance with the provisions of the Civil Rights Act of 1866, Civil Rights Act of 1871, Equal Pay Act of 1963, Civil Rights Act of 1964, Age Discrimination and Employment Acts of 1967, Rehabilitation Act of 1973, 1990 Americans with Disabilities Act, 1991 Federal Civil Rights Act, 1992 Florida Civil Rights Act, and all other applicable ordinances, statutes, laws and amendments thereto.

6.0 **CONSIDERATION OF BIDS AND AWARD OF CONTRACT**

The award of the contract, if it is awarded, will be to the lowest responsive and responsible bidder whose qualifications indicate the award will be in the best interest of the County, and whose bid complies with all prescribed requirements. No award will be made until the County has concluded such investigations as he deems necessary to establish the responsibility, qualifications and financial ability of the bidders to do the work in accordance with the contract documents to the satisfaction of the County within the time prescribed.

The County reserves the right to award the contract to more than one bidder, as determined to be in the best interest of the County.

If the contract is awarded, the County will accept the bid and award the contract to the successful bidder(s) within one hundred twenty (120) days after the opening of the bids by written notice to the successful bidder(s).

The County reserves the right to reject any or all bids and to waive informalities, or to accept any bid or combination of bids which, in the County's judgment, will best serve its interest.

7.0 **ACCEPTANCE OF BID**

The signed bid shall be considered an offer on the part of the bidder; such offer shall be deemed acceptable upon completion of all steps in the procurement process and issuance of a Purchase Order or execution of a Contract by the County.

8.0 **PERFORMANCE TIME**

All material and parts shall be bid F.O.B. destination, at the job site. The performance time may be a factor in the evaluation of the bid. It is to be emphasized that the meeting of specified performance schedules is a significant part of ability to perform and that failure to meet such schedule may result in termination of the contract and will surely be considered in the evaluation of future bids.

9.0 **COLLUSION**

The bidder, by affixing his signature to the bid form, declares that the bid is made without any previous understanding, agreement, or connections with any persons, firms or corporations making a bid on the same items and that it is in all respects, fair, and in good faith without any outside control, collusion, or fraud.

The bidder, by affixing his signature to the bid form, declares that no County Commissioner, other County officer, or County employee, directly or indirectly owns more than five (5) percent of the total assets or capital stock of the bidding entity, nor will directly or indirectly benefit by more than five (5) percent from the profits or emoluments of this contract.

10.0 **ADDENDA**

Addenda issued by the County prior to the bid opening shall be binding as if written into the original solicitation document. Bidders shall acknowledge receipt of the same as indicated on the bid form.

PART B - TERMS AND CONDITIONS

1.0 DEFINITION OF TERMS

- 1.1 Where the following terms or their pronouns occur herein, the intent and meaning shall be as follows:

COUNTY/OWNER: Alachua County Board of County Commissioners, Alachua County, Florida or its authorized representative.

BID PRICE: The amount bid submitted on the prescribed forms by the bidder setting forth the prices for the work to be performed.

BIDDER: Any person, firm or corporation submitting a proposal/bid for the goods and/or services contemplated herein, or a duly authorized representative.

CONTRACT: The written agreement resulting from this solicitation, incorporating the bid submitted by the bidder and which is approved by the Board, or its designee, along with all documents identified in this Invitation to Bid document and any addenda, thereto, shall be the contract between the County and the bidder.

CONTRACT DOCUMENTS: The Agreement, Specifications, Drawings, Addenda whether issued prior to opening of bids or execution of the Contract and Modifications.

CONTRACTOR: Any person, firm, corporation, or governmental entity with whom the County has executed a contract for the performance of the work, or his duly authorized representative.

DIRECTOR: The duly authorized representative of the Board of County Commissioners during the contract period as identified herein.

RESPONSIBLE AGENT: The duly authorized representative of the Alachua County Board of County Commissioners during the contract period.

SPECIFICATIONS: The directions, provisions, and requirements contained herein, together with all written agreements made setting out or relating to the method and manner of performing the requested services, the quality of material and personnel to be furnished under this contract. All applicable laws of the State of Florida, the Federal Government and the Rules and Regulations of the County of Alachua are hereby adopted and made part hereof as specifications.

WORK: To provide all management, supervision, labor, materials, supplies and equipment. To plan, schedule, coordinate and assure effective performance of all services described herein.

2.0 CONTRACTOR'S INSURANCE

The contractor shall provide and maintain during the life of the contract, coverages and amounts stated in, **EXHIBIT I**.

Failure to maintain such insurance may be deemed as a cause of termination of this agreement.

3.0 BONDING REQUIREMENTS (Not Applicable)

4.0 **CORPORATE RESOLUTION**

Corporate Resolution Granting Signing Authority and Authority to Conduct Business EXHIBIT J.

5.0 **MODIFICATIONS**

This agreement constitutes the entire agreement and understanding between the parties hereto, and it shall not be considered modified, altered, changed or amended in any respect unless in writing and signed by the parties hereto.

The County will not be bound under this agreement for similar or like services being provided by County agencies or for services entered into by the County under a separate agreement.

6.0 **SEVERABILITY**

If any provisions of this agreement shall be declared illegal, void or unenforceable, the other provisions shall not be affected but shall remain in full force and effect.

7.0 **INDEPENDENT CONTRACTOR**

In the performance of this agreement, the Contractor will be acting in the capacity of an independent Contractor and not as an agent, employee, partner, joint venturer, or associate of the County. The Contractor shall be solely responsible for the means, method, technique, sequences, and procedures utilized by the Contractor in the full performance of the agreement.

8.0 **TERM OF THE CONTRACT**

The agreement shall be effective for the period issuance of a purchase order and continue through **September 30, 2021** unless earlier terminated as provided herein. The county has the option of renewing this agreement for **one (1)** additional **three (3)** year-period and the same terms and conditions outlined here in.

Negotiation of terms and conditions should be completed ninety (90) days prior to each contract period.

It is the intent of the County to issue a purchase order.

A purchase order as a result of the solicitation shall be deemed effective only to the extent of appropriations available to the County Agency at any time during the contract period.

9.0 **RESPONSIBLE AGENT**

The Contractor shall designate and submit a responsible agent and alternate as necessary, for all dealings, communications, or notices or contracts between the County and the contractor, **EXHIBIT C**.

The Department Director will be the responsible agent for the County. Any notice or communication to or from the responsible agent shall be deemed to be a communication to the contractor.

A letter when addressed and sent by certified list mail to either part, at its business herein, will constitute notice required in this bid or contract.

10.0 **ASSIGNMENT OF PERSONNEL**

All personnel assigned to the project will be subject to the approval of the County and no changes shall be allowed unless prior written approval is obtained.

11.0 **GOVERNING LAW**

This agreement shall be governed in accordance with the laws of the State of Florida. Venue shall be in Alachua County.

12.0 **AWARD OF CONTRACT(S)**

The County reserves the right to award contracts to more than one (1) firm as determined to be in the best interest of the County.

13.0 **ASSIGNMENT OF INTEREST**

The parties recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the County. Therefore, the vendor hereby assigns to the County any and all claims for such overcharges as to goods, material or services purchased in connection with the Agreement. However, for all other assignments, neither party will assign, convey, pledge, sublet, transfer or otherwise dispose any interest in this Agreement and shall not transfer any interest in same without prior written consent of the other party.

14.0 **INDEMNIFICATION**

The Purchaser agrees to protect, defend, indemnify, and hold the County and director and their officers, employees and agents free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees or other expenses or liabilities of every kind and character arising out of or directly or indirectly relating to any and all claims, liens, demands, obligations, actions, proceedings or causes of action of every kind and character in connection with or arising directly or indirectly out of this Agreement and/or the performance hereof. Without limiting the generality of the foregoing, any and all such claims, etc., including but not limited to personal injury, death, damage to property (including destruction) defects in materials or workmanship, actual or alleged infringement of any patent, trademark, copyright (or application for any thereof) or of any other tangible or intangible personal or property right, or any actual or alleged violation of any applicable statute, ordinance, administrative order, rule, or regulation or decree of any court, shall be included in the indemnity hereunder. The Purchaser further agrees to investigate, handle, respond to, provide defense (including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal) for and defend any such claim at its sole cost and expense through counsel chosen by the County and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false, or fraudulent. Purchaser agrees that indemnification of the County shall extend to any and all work performed by the Purchaser, its subcontractors, employees, agents, servants or assigns. This obligation shall in no way be limited in any nature whatsoever by any limitation on the amount or type of Purchaser's insurance coverage. This indemnification provision shall survive the termination of the Contract between the County and the Purchaser.

Nothing contained herein shall constitute a waiver by the County of its sovereign immunity, the limits of liability or the provisions of §768.28, Florida Statutes.

15.0 **AMENDMENTS**

This agreement may be amended by mutual written agreement of the parties and may be changed only by such written amendment.

16.0 **DEFAULT AND TERMINATION**

The failure of either party to comply with any provision of this agreement shall place that party in default. Prior to terminating this agreement, the non-defaulting party shall notify the defaulting party in writing. Notification shall make specific reference to the provision which gave rise to the default.

The defaulting party shall be given seven (7) days in which to cure the default. Department Director is authorized to provide written notice of termination on behalf of the County, and if the default situation is not corrected within the allotted time, the Department is authorized to provide final termination notice on behalf of the County to the Contractor.

The County may terminate this agreement without cause by first providing at least thirty (30) days written notice to the Contractor prior to the termination date. The Department Director is authorized to provide written notice of termination on behalf of the County.

If the contractor is adjudged bankrupt, either voluntary or involuntary, the County may terminate the contract effective on the day and at the time the bankruptcy petition is filed and may proceed to provide service as previously outlined.

In the event funds to finance this contract become unavailable, the County may terminate the contract with no less than twenty-four hours' notice in writing to the Contractor. The County shall be the final authority as to the availability of funds.

17.0 **SUCCESSORS AND ASSIGNS**

The County and Contractor each bind the other and their respective successors and assigns in all respects to all of the terms, conditions, covenants, and provisions of this agreement, and any assignment or transfer by the Contractor of its interest in this agreement without the written consent of the County shall be void. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the County or Contractor, nor shall it be construed as giving any right or benefit hereunder to anyone other than the County or the Contractor.

18.0 **NON WAIVER**

The failure of either party to exercise any right shall not be considered a waiver of such right in the event of any further default or noncompliance.

19.0 **BOOKS AND RECORDS**

The county shall have the right to audit, review, examine and transcribe any pertinent records or documents relating to any contract resulting from this solicitation held by the Contractor. The Contractor will retain all documents applicable to the contracts for a period of not less than three years after final payment is made.

20.0 **ACCIDENT PREVENTION**

Precaution shall be exercised at all times for the protection of employees, other persons and property.

Contractor's employees shall report to their superintendent any hazardous conditions or items in need of repair noted during the performance of work. Said superintendent shall thereupon notify the responsible agent or his designee of such conditions.

21.0 **WORKPLACE VIOLENCE**

Employees of bidders (or responders for RFP's) are prohibited from committing any act of workplace violence. Violation may be grounds for termination. Workplace violence means the commission of any of the following acts by a bidder's employee.

Battery: intentional offensive touching or application of force or violence to another.

Stalking: willfully, maliciously and repeatedly following or harassing another person.

22.0 **VENDOR COMPLAINTS OR GRIEVANCES; RIGHT TO PROTEST**

Any actual or prospective bidder or proposer who believes that they have been aggrieved in connection with the pending award or other element of the process leading to the award of a contract may protest to the Procurement Manager.

Any vendor complaints, grievance or protest shall first be submitted in writing to the Procurement Manager within seven (7) calendar days following posting of the award recommendation on the County's web site. The Procurement Manager will investigate the validity of the complaint and present the findings in writing to the vendor. If the vendor is dissatisfied with the Procurement Manager's remedies, an appeal may be made to the county manager. The county manager will render a written response to the vendor. All decisions by the county manager shall be considered final, and no further appeal will be allowed.

PART C- TECHNICAL SPECIFICATIONS

1.0 GENERAL

The Alachua County Board of County Commissioners is soliciting bids to provide for the collection, recycling and de-manufacturing services for End-Of-Life (EOL) Electronics that are received by the County from residents or businesses through electronics collection programs.

1.1 Definitions

- 1.1.1 **Contractor:** shall indicate the commercial entity contracted by the County to perform the services as outlined under the Scope of Services in this contract.
- 1.1.2 **County:** shall indicate Alachua County Board of County Commissioners.
- 1.1.3 **End-Of-Life Electronics (EOL):** shall indicate electronics that have been discarded by residents or businesses.
- 1.1.4 **Permitted Facility:** shall indicate any EOL electronics recycling or de-manufacturing facility that has met the State of Florida's minimum guidelines, is listed as an approved vendor and meets the requirements outlined in the qualifications section of this document
- 1.1.5 **Project Manager:** shall indicate an employee with a minimum of two (2) years' experience overseeing End-Of-Life electronics collection events and a minimum of three (3) years' experience directly related to the overall management of End-Of-Life electronics.

2.0 SCOPE OF SERVICES

The provisions contained in this section are intended to be cooperative with, to supplement, or to modify Instructions to Bidders and Terms and Conditions. In case of any conflict with such sections, the intent of any kind and all Technical Specifications shall govern.

2.1 Hazardous Waste Collection Center

- 2.1.1 EOL electronics received at the County's Hazardous Waste (HHW) Collection Center will be processed for recycling and de-manufacturing by County personnel. This will include packaging the EOL electronics for transportation.
- 2.1.2 All packaging materials will be supplied to the County by the Contractor (i.e. pallets, pallet boxes, shrink wrap, etc.).
- 2.1.3 Within seventy-two (72) hours of notification by the County, the Contractor shall load and transport the EOL electronics to a permitted EOL electronics facility that the Contractor has specified.
- 2.1.4 The Contractor shall provide all personnel, equipment, and materials necessary to load and transport the EOL electronics. This includes but is not limited to: safety equipment and pallet jacks.
- 2.1.5 The Contractor shall ensure personnel are properly trained to handle, and licensed to transport, the EOL electronics.

- 2.1.6 Within seventy-two (72) hours of transporting the EOL electronics to a permitted EOL electronics facility, the Contractor shall provide the County with a written report specifying the number of individual units received in each category, and the total weight of all units received in each category. The Contractor will provide an invoice to the County within fourteen (14) days after removing the EOL electronics from the HHW Collection Center.
- 2.1.7 The County reserves the right to add additional EOL electronics pickup locations as deemed necessary.
- 2.1.7.1 The County reserves the right to add additional miscellaneous EOL items not indicated on Bid Price Form.
- 2.1.8 The County will not be limited to the number of pick-up requests made to the Contractor during the Contract year.

2.2 **Other Specifications**

- 2.2.1 The Contractor shall accept a wide variety of EOL electronics. The type of electronics to be collected at the HW Collection Center and mobile collection events, is detailed in Table 1 below:

Table 1 Types of Collected Electronics	
CRT and LCD Monitors CPUs Keyboards Printers Modems Scanners CRT and LCD TVs (large & small) Copiers Fax Machines Test Equipment Electronic Medical Equipment	Telecommunication Equipment Laptops Video and Audio Equipment Mainframes/Servers Stereos Plotters Cameras PDA's Cell Phones Misc Computer Components Wires/Cables

- 2.2.2 The County reserves the right to retain any EOL electronics that are received through County collection programs for reuse purposes.
- 2.2.3 The County reserves the right to de-manufacture, partially de-manufacture, or otherwise dismantle any EOL electronics received from residents or businesses through County collection programs.
- 2.2.4 All Contractor-owned or leased vehicles and trailers used for transporting EOL equipment on public roadways shall satisfy the minimum safety requirements as set forth by the Florida Department of Highway Safety and Motor Vehicles. Sufficient documentation shall be provided to the County to demonstrate that the Contractor adequately fulfills this requirement.
- 2.2.5 The Contractor shall submit documentation providing proof that the person designated the Contractor's Project Manager fully meets the requirements specified in the scope of Services.

- 2.2.6 The Contractor will train County staff as needed on the proper methods and procedures for sorting, segregating, packaging, containerizing, and labeling, EOL electronics and their components.
- 2.2.7 The training will be conducted at a mutually agreed upon site and will be provided within thirty (30) days after bid award. The training will be provided at no cost to the County.
- 2.2.8 The Contractor will ensure that reuse, refurbishment and recycling techniques are used to the full extent practicable, in an effort to minimize incineration and land disposal of EOL electronic equipment and components. The Contractor will ensure that proper business records are kept demonstrating that incineration and land disposal are minimized. In the case of export of any electronic products and components, the Contractor ensures that any applicable requirements of the U.S., as well as applicable requirements of importing and transit countries, are compiled with, and proper business records are kept documenting such compliance. Prior to export, the materials listed below are removed and handled separately, unless: the export is for purposes of reuse or refurbishment, or the Contractor has documented and regularly monitored controls in place to assure that the materials will be removed in member countries of the OECD (Organization for Economic Co-operation and Development): batteries, mercury and PCB containing lamps and devices, circuit boards, unless they are contained in hand-held electronic equipment, such as cellular phones, PDAs, etc., CRTs and CRT glass, both of which are adequately processed for use as an industrial feedstock material prior to export. The Contractor shall submit an affidavit to the County indicating that they will adhere to this bid condition. The Contractor will also submit documentation indicating what type of components will be exported and where they will be exported following the above mentioned guidelines. Bidders are required to be certified by an independent third party auditor to ensure they meet specific standards to safely recycle and manage electronics. The accreditation needs to be with either the Responsible Recycling Practices (R2) Rios 2013 or the e-Stewards standards. These certification programs are meant to demonstrate strong environmental standards, maximize reuse and recycling, minimize exposure to human health and the environment and ensure safe management of materials by downstream handlers, and require destruction of all data on used electronics.
- 2.2.9 The Contractor shall submit documentation on all facilities intended for use during the de-manufacturing, recycling, re-using, and reclaiming of EOL electronics. The documentation shall include proof of required regulatory permits as well as environmental protection compliance records for the previous three (3) years. The documentation shall be maintained on file with the Contractor for the duration of the Contract. Any changes to the file shall be submitted for County review at least seventy-two (72) hours prior to the collection of any EOL electronics from the County.

- 2.2.10 The Contractor shall provide documentation of all end markets they will use for EOL electronics, recovered components, and recovered materials during the course of this Contract. This information needs to be updated annually or if any markets change and be submitted to the County. Acceptable documentation includes: 1) letters of agreements/contracts on subcontractor letterhead; 2) copies of agreements/contracts indicating scope of agreement, dates and signatures; or 3) sworn affidavit from contractor on contractor letterhead. Bids lacking such documentation will be considered non-responsive.
- 2.2.11 The Contractor shall provide valid certificates, or similar documentation, indicating they meet the following minimum requirements:
- 2.2.11.1 Large Quantity Handler of Universal Waste Batteries
 - 2.2.11.2 Mercury-Containing Device Handler
- 2.2.12 The Contractor must comply with all federal, state, and local regulations applicable to the handling, packaging, labeling, transporting, storing, disposal, and overall management of EOL electronics.
- 2.2.13 The Contractor shall conform to all existing Alachua County codes and regulations. In addition the work shall be accomplished in accordance with the best management and professional methods and standards of the trade. The County reserves the right to inspect all EOL electronics recycling and de-manufacturing facility/ies listed prior to the award.
- 2.2.14 The County shall have the right to inspect all County and Contractor utilized EOL electronics recycling and de-manufacturing facilities to which County EOL electronics are taken, to ensure that the schedules and performance are in accordance with the Contract. These inspections shall be unannounced by the County.
- 2.2.15 The Contractor must ensure that sensitive data contained in electronic memory components is not inadvertently compromised. The Contractor must have the ability to document custody and control of the items provided for de-manufacture and must ensure item accountability until the items provided are either de-manufactured and sold or otherwise disposed of properly. Immediately upon discovery of theft, the Contractor shall notify the County. The Contractor shall erase all information from hard drives and related components prior to the item being sold for reuse or recycling utilizing technology that complies with current industry standards.
- 2.2.16 Packing and packaging specifications will be as follows: CRT televisions, CRT monitors, and CPUs will normally be separated and packaged on pallets and shrink wrapped in place by commodity type. Other EOL electronics listed in Table 1 such as printers, small copiers, keyboards, wires, cables, telecommunications equipment, etc. will be packed in Gaylord boxes and palletized. The Contractor will supply the wooden pallets and Gaylord boxes to the County at no charge.

PART D – BIDDERS CHECK LIST

Bidders may use the boxes to the left to check off items when completed.

The checklist is intended as a reminder for certain important items and is not necessarily a complete list of what must be included in your BID submission.

- ☐ Bid Form (Remember to fill this form out completely) **THIS FORM MUST BE SIGNED.**
- ☐ Acknowledge all Addendum(s) issued with this solicitation. A place to check off acknowledgement is on the bid form.
- ☐ Fill out **all of the exhibits** as required, especially **Exhibit B, Small Business Enterprise (SBE) Program Participation Form** and **Alachua County Government Minimum Wage (GMW) Form.**
- ☐ Include any insurance requirements.
- ☐ Include any bonds that may be applicable.
- ☐ Remember to submit your Bid prior to the submittal deadline. I
- ☐ **LATE BIDS WILL NOT BE CONSIDERED.**
- ☐ If you have questions concerning these items or other, sections of the bid solicitation please contact Procurement for clarification prior to submitting your bid.

BID FORM

BID: 20-81 Rebid Annual E-Scrap Disposal

BID OPENING DATE: 2:00 pm, Wednesday, May 13, 2020

BID OPENING ADDRESS Alachua County Procurement, 3rd Floor
County Administration Building
12 SE 1st Street
Gainesville Florida 32601-6983

TO: The County Commissioners, County of Alachua:

The undersigned, as Contractor, hereby declares that he has carefully read and examined the specifications and with full knowledge of all conditions, under which the equipment and services herein contemplated must be furnished, hereby proposes and agrees to furnish the equipment and services according to the requirements as set out in the specifications for said equipment and service:

Vendor: _____

UNIT ITEM	BID: PRICE PER POUND (\$)	X	ESTIMATED ANNUAL QUANTITY (POUNDS)	Note: =	EXTENDED TOTAL (\$)
CRT Computer Monitors, all sizes		X	40,000	=	
LCD Panel monitors, all sizes		X	6,000	=	
CPU’s, complete or incomplete		X	26,000	=	
Servers/mainframes		X	4,000	=	
Laptops/notebooks/ tablets, all sizes, complete or incomplete		X	1,800	=	
CRT televisions, all sizes		X	230,000	=	
LCD/plasma/LED TV’s, all sizes		X	140,000	=	
Misc. Electronics, (all types), including: telecommunication, gaming, printers, copiers, peripherals, wires/cables		X	48,000	=	
SSLA batteries/UPS		X	4,000		
Transportation charges (per pick up/delivery)					
Note: A Storage trailer will be provided to the County at no additional charge					
TOTAL BID SUM FOR BID AWARD PURPOSES					\$

Acknowledge Receipt of Addendum(s) (if applicable circle):

#1	Yes	No	#2	Yes	No	#3	Yes	No	#4	Yes	No
----	-----	----	----	-----	----	----	-----	----	----	-----	----

Bidder: _____ Company: _____

Address: _____

Authorized Signature: _____ Title: _____

Clearly Print Name: _____

Phone: _____ Fax: _____ Date: _____

Email Address: _____

Small Business Enterprise (SBE) Program Participation Form

BID NUMBER: 20-81 Rebid Annual E-Scrap Disposal

OPTION 1

I certify that our Company is an **Alachua County Certified Small Business Enterprise (SBE)** registered prior to the Bid opening.

Circle One:

Yes (If yes, complete and sign the last page of this Exhibit)

No (If No, proceed to Option 2).

OPTION 2

I certify that our Company **will perform ALL work** and that no subcontractors will be utilized for this bid.

Circle One:

Yes (If yes, complete and sign the last page of this Exhibit)

No (If No, proceed to Option 3.)

BID NUMBER: 20-81 Rebid Annual E-Scrap Disposal

OPTION 3

SBE Participation. I certify that our Company has contacted the **Alachua County's Certified SBEs** listed below. I state that the following information regarding SBE Subcontractors is true and correct to the best of my knowledge and belief.

Alachua County has adopted a 15% SBE participation goal and policies which encourage participation of Small Business Enterprises (SBE) in the provision of labor, time, supplies, services or construction items of any kind materials.

SBEs are located in the [Alachua County Small Business Enterprise Directory](#).

Subcontractor (any business entity holding a subcontract with the prime vendor) services are defined as, "a contract with another business entity that obtains labor, time, supplies, services or construction items of any kind."

Vendors submitting bids under this solicitation are to identify the intended SBE subcontractors. These SBEs have agreed to perform the work for **the total dollar value and percentage of the bid** set forth below.

If SBE subcontractors are not utilized and listed below or if option 1 or 2 was not chosen, you should proceed to *Option 4* and document your Good Faith Effort.

SBE Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

Total \$ Value: \$ _____ % of Total BID/RFP: _____%

SBE Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

Total \$ Value: \$ _____ % of Total BID/RFP: _____%

SBE Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

Total \$ Value: \$ _____ % of Total BID/RFP: _____%

SBE Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

Total \$ Value: \$ _____ % of Total BID/RFP: _____%

BID NUMBER: 20-81 Rebid Annual E-Scrap Disposal

OPTION 4

SBE Good Faith Effort. To be considered responsive all Vendors **should have** SBE Participation or demonstrate a good faith effort to utilize SBE subcontractors. **If option 1, 2 or 3 was not chosen the Vendor should complete the section below substantiating compliance with good faith effort requirements.**

In accordance with Section 22.36, of the Alachua County Procurement Code, I have solicited and received responses from the following Alachua County certified SBE companies. (The SBE vendor's response should be recorded in the section below.)

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

Must be completed by. SBE Response when contacted: _____

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

Must be completed by. SBE Response when contacted: _____

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

Must be completed by. SBE Response when contacted: _____

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

Must be completed by. SBE Response when contacted: _____

Name of SBE Company: _____

Date SBE Contacted: _____

SBE Contact Name and Phone #: _____

Must be completed by. SBE Response when contacted: _____

BID NUMBER: 20-81 Rebid Annual E-Scrap Disposal

I as the undersigned Vendor certify that I have completed one of the option(s) below (*Circle One*):

OPTION 1**OPTION 2****OPTION 3****OPTION 4**

If you are unable to certify that, you have completed to the best of your knowledge and belief **OPTION 1, OPTION 2, OPTION 3 or OPTION 4, CALL (48 hours prior to bid opening) Procurement at 352.374.5202, for direction.**

Vendor Name: _____ Date: _____

Signature: _____ Title: _____

Printed Name: _____

RESPONSIBLE AGENT FORM

The Contractor shall designate a responsible agent and alternate as necessary, for all dealings, communications, or notices or contracts between the Entities and the contractor by completing and returning this Responsible Agent Form. Any notice or communication to or from the responsible agent shall be deemed to be a communication to the contractor

RESPONSIBLE AGENT: _____

ADDRESS: _____

PHONE NO.: _____

FAX NO.: _____

EMAIL ADDRESS: _____

ALTERNATE RESPONSIBLE AGENT: _____

ADDRESS: _____

PHONE NO.: _____

FAX NO.: _____

EMAIL ADDRESS: _____

SIGNED: _____ DATE: _____

ALACHUA COUNTY GOVERNMENT MINIMUM WAGE (GMW) FORM

Bid 20-81 Rebid Annual E-Scrap Disposal

The undersigned certifies that all employees, contracted and subcontracted, completing services as part of this Bid/RFP are paid, and will continue to be paid, in accordance with Chapter 22, Article III of the Alachua County Code of Ordinance ("Wage Ordinance").

Please mark the appropriate box below that applies to how you pay your employees:

- ☐ Employees involved with Alachua County projects are paid a minimum of **\$14.00 hourly** and are provided health benefits?
- ☐ Employees involved with Alachua County projects are paid a minimum of **\$16.17 hourly but are not provided** health benefits?

Bidder: _____ Company: _____

Address: _____

Authorized Signature: _____ Title: _____

Clearly Print Name: _____

Phone: _____ Fax: _____ Date: _____

Email Address: _____

DRUG FREE WORKPLACE

Section 22.09 Competitive Sealed Bidding of the Alachua County Procurement Code states that in the evaluation of bids, all factors in the bidding process being equal, both as to dollar amount and ability to perform, priority will be given, first, to those vendors certifying a drug-free workplace, secondly, to certified Small Business Enterprise (SBE) bidders.

The undersigned vendor in accordance with §287.087, Florida Statute and Section 22.09 of the Alachua County Procurement Code hereby certifies that

Name of Business

Does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 1893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require 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.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Bidder's Signature

Date

PUBLIC RECORD DECLARATION OR CLAIM OF EXEMPTION

As a bidder or proposer, any document you submit to Alachua County may be a public record and be open for personal inspection or copying by any person. In Florida ‘public records’ are defined as all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency. Section 119.011, F.S. A document is subject to personal inspection and copying unless it falls under one of the public records exemptions created under Florida law. Please designate what portion of your bid or proposal, if any, qualifies to be exempt from inspection and copying:

(Execute either section I. or II, but not both; bidder may not modify language)

I. NO EXEMPTION FROM PUBLIC RECORDS LAW

No part of the bid or proposal submitted is exempt from disclosure under the Florida public records law, Ch. 119, F.S.

Bidder’s Signature: _____

Date: _____

- - - **OR** - - -

II. EXEMPTION FROM PUBLIC RECORDS LAW AND AGREEMENT TO INDEMNIFY AND DEFEND ALACHUA COUNTY

The following parts of the bid or proposal submitted are exempt from disclosure under the Florida public records law because: (list exempt parts and legal justification. i.e. trade secret):

By claiming that all or part of the bid or proposal is exempt from the public records law, the undersigned bidder or proposer agrees to protect, defend, indemnify and hold the County, its officers, employees and agents free and harmless from and against any and all claims arising out of a request to inspector copy the bid or proposal. The undersigned bidder or proposer agrees to investigate, handle, respond to, provide defense (including payment of attorney fees, court costs, and expert witness fees and expenses up to and including any appeal) for and defend any such claim at its sole cost and expense through counsel chosen by the County and agrees to bear all other costs and expenses related thereto, even if they (claims, etc.) are groundless, false, or fraudulent.

Bidder’s Signature: _____

Date: _____

BIDDER'S QUESTIONNAIRE

Bidder's Name: _____

Bidder's Address: _____ Phone: _____

Number of years in this type of service? _____ Number of years licensed in Alachua County: _____

Number of employees "ON THE JOB" each week: _____ Number of employees "ON CALL" each week: _____

Will you subcontract any part of this work: Yes No

If so, give details:

List all major equipment which will be available upon commencement of the agreement to perform the required service: _____

Do you currently hold any municipality contracts: Yes No

If so, please indicate below:

List three references of firms receiving similar service to that requested in this bid (comparable facility size):

- 1) Firm: _____ Phone: _____
Contact Person: _____
- 2) Firm: _____ Phone: _____
Contact Person: _____
- 3) Firm: _____ Phone: _____
Contact Person: _____

Are your employees screened by: (indicate below)

- 1) Polygraph
- 2) General Interview
- 3) Background Investigation
- 4) Police Record Check
- 5) Additional

Have any leases, contracts or agreements for services held by your firm ever been canceled or terminated before the end of the term by either party: Yes _____ No _____. If the answer is yes, state the location and circumstances on an "attachment" to this questionnaire.

What constitutes your normal business days and working hours: _____

Describe below, your firm's operational plan for providing the services under this agreement:

The undersigned swears to the truth and accuracy of all statements and answers contained herein:

DATE: _____ AUTHORIZED SIGNATURE: _____

Proposed Subcontractors (Non-Small Business Enterprise) Form**BID NUMBER: 20-81 Rebid Annual E-Scrap Disposal**

This form is for all **Non-Small Business Enterprise subcontractors** being utilized on this project that **are not included on Exhibit C**.

Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

Total \$ Value: \$ _____ % of Total BID/RFP: _____%

Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

Total \$ Value: \$ _____ % of Total BID/RFP: _____%

Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

Total \$ Value: \$ _____ % of Total BID/RFP: _____%

Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

Total \$ Value: \$ _____ % of Total BID/RFP: _____%

Name of Contractor: _____

Address: _____

Scope of Work to be Performed: _____

Total \$ Value: \$ _____ % of Total BID/RFP: _____%

If additional space is required for your subcontractor listing, make copies of this Exhibit H and submit with you bid package.

TYPE "C" -INSURANCE REQUIREMENTS
Pollution and Hazardous Waste

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the contractor, his agents, representatives, employees or subcontractors.

I. COMMERCIAL GENERAL LIABILITY.

Coverage must be afforded under a per occurrence form policy for limits not less than \$1,000,000 General Aggregate, \$1,000,000 Products / Completed Operations Aggregate, \$1,000,000 Personal and Advertising Injury Liability, \$1,000,000 each Occurrence, \$50,000 Fire Damage Liability and \$5,000 Medical Expense.

II. AUTOMOBILE LIABILITY.

Coverage must be afforded including coverage for all Owned vehicles, Hired and Non-Owned vehicles for Bodily Injury and Property Damage of not less than \$1,000,000 combined single limit each accident.

III. WORKERS COMPENSATION AND EMPLOYER'S LIABILITY.

- A Coverage to apply for all employees at STATUTORY Limits in compliance with applicable state and federal laws; if any operations are to be undertaken on or about navigable waters, coverage must be included for the USA Longshoremen & Harbor Workers Act.
- B Employer's Liability limits for not less than \$100,000 each accident; \$500,000 disease policy limit and \$100,000 disease each employee must be included.

IV. POLLUTION LIABILITY.

- A Pollution Liability must be afforded for Bodily Injury and Property Damage of not less than \$1,000,000 each claim.
- B When this contract includes the pick-up, transportation or disposal of hazardous wastes as governed under title 40 or 49 of the Code of Federal Regulations, the transporter's Automobile Insurance shall be endorsed to include the ICC Form MSC90 (Motor Carrier Act of 1980) and the ISO Form CA 9948 (Pollution Liability-Broadened Coverage for Covered Autos-Business Autos and Truckers coverage Forms)

V. OTHER INSURANCE PROVISIONS The policies are to contain, or be endorsed to contain, the following provisions:

- A Commercial General Liability and Automobile Liability Coverages
 - 1 The Alachua County Board of County Commissioners, its officials, employees and volunteers are to be covered as an Additional Insured as respects: Liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor.
 - 2 The Contractor's insurance coverage shall be considered primary insurance as respects 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 Contractor's insurance and shall be non-contributory.
- B All Coverages
 - 1 The Contractor shall provide a Certificate of Insurance to the County with a notice of cancellation. The certificate shall indicate if cover is provided under a "claims made" or "per occurrence" form. If any cover is provided under a claims made from the certificate will show a retroactive date, which should be the same date of the contract (original if contract is renewed) or prior.

VI. SUBCONTRACTORS

Contractors shall include all subcontractors as insured under its policies. All subcontractors shall be subject to the requirements stated herein.

CERTIFICATE HOLDER: **Alachua County Board of County Commissioners**

The Certificate of Insurance must contain the following:

Department Contact:	Joshua Prouty
Department:	Environmental Protection
Dept. Contact Phone:	352.264.6800
Dept. Contact Email:	jprouty@alachuacounty.us
Bid:	20-81 Rebid Annual E-Scrap Disposal

(Insert Name of Corporation)

**CORPORATE RESOLUTION GRANTING SIGNING AUTHORITY
AND AUTHORITY TO CONDUCT BUSINESS**

The Board of Directors (“Directors”) of _____, a
(insert name of company)

_____ corporation (the “Corporation”), at a duly and properly
(insert state of incorporation)

held meeting on the _____ day of _____, 20____, did hereby consent to, adopt,
ratify, confirm and approve the following recitals and resolutions:

WHEREAS, the Corporation is a duly formed, validly existing corporation in good standing under the laws of
the State of _____ and is authorized to do business in the State of Florida; and

WHEREAS, the Corporation desires to grant certain persons the authority to execute and enter into contracts and
conduct business on behalf of the Corporation.

NOW, THEREFORE, BE IT RESOLVED, that any of the following officers and employees of the Corporation
listed below are hereby authorized and empowered, acting along, to sign, execute and deliver any and all contracts
and documents on behalf of the Corporation, and to do and take such other actions, including but not limited to
the approval and execution of contracts, purchase orders, amendments, change orders, invoices, and applications
for payment, as in his or her judgment may be necessary, appropriate or desirable, in connection with or related
to any bids, proposals, or contracts to, for or with to Alachua County, a charter county and political subdivision
of the State of Florida:

NAME	TITLE
_____	_____
_____	_____
_____	_____
_____	_____

BE IT RESOLVED THAT, these resolutions shall continue in full force and effect, and may be relied upon by Alachua County, until express written notice of their rescission or modification has been received by the Procurement Manager of Alachua County. Any revocation, modification or replacement of these resolutions must be accompanied by documentation satisfactory to the Procurement Manager of Alachua County, establishing the authority for the changes.

IN WITNESS WHEREOF, I have executed my name as Secretary and have hereunto affixed the corporate seal of the above-named Corporation this _____ day of _____, 20____, and do hereby certify that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors of the Corporation and that said meeting was held in accordance with state law and the Bylaws of the Corporation, and that the resolution is now in full force and effect without modification or rescission.

(Corporate Seal) Secretary of the Corporation

By:_____

(Print Secretary's Name)