



Pinellas County  
**ADMINISTRATIVE SERVICES**

Joseph Lauro, Director  
Pinellas County Courthouse Annex Bldg., Sixth Floor, Clearwater, FL 33765

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**[PREFERRED MATERIALS] RESPONSE DOCUMENT REPORT**

ITB-C No. 25-0072-ITB-C STEP 2

[FY 2026 Pavement Preservation Package 3 Step 2](#)

RESPONSE DEADLINE: June 12, 2025 at 3:00 pm

Report Generated: Thursday, June 12, 2025

**Preferred Materials Response**

**CONTACT INFORMATION**

**Company:**

Preferred Materials

**Email:**

craig.ketron@preferredmaterials.com

**Contact:**

Craig Ketron

**Address:**

5701 E. Hillsborough Avenue Suite 1122  
Tampa, FL 33610

**Phone:**

(941) 993-8794

**Website:**

N/A

**Submission Date:**

Jun 12, 2025 11:30 AM (Eastern Time)

## ADDENDA CONFIRMATION

*No addenda issued*

## QUESTIONNAIRE

**1. Please Upload your COMPLETE STEP 2 Bid here.\***

1. W-9
2. SBE FORM
3. Florida Trench Safety
4. Addendum (acknowledge if applicable in OpenGov)
5. E-Verify Affidavit
6. Bid Bond
7. OpenGov Fillable- Final
8. Affidavit of Release and Guarantee
9. Entity information from SAM.GOV

FE\_-\_Docs\_for\_25-0072-ITB-C\_FY\_2026\_Pavement\_Preservation\_Package\_3\_-\_STEP\_2.pdf

FE\_-\_E-Verify\_Affidavit\_for\_25-0072ITB-C\_FY\_2026\_Pavement\_Preservation\_Package\_3\_-\_STEP\_2.pdf

FE\_-\_Good\_Faith\_25-0072-ITB-C\_FY\_2026\_Pavement\_Preservation\_Package\_3\_Pinellas\_County.pdf  
sam\_gov.pdf

**2. Did you read through and confirm that you met all the Bid requirements and attached all required documents?\***

Yes

**PRICE TABLES**

**PROJECT A - PID 006217A LOCAL GROUP RESURFACING**

Pay Item	Description	Quantity	Unit	Unit Price	Amount
A101-0100	MOBILIZATION	1	LS	\$1,800.00	\$1,800.00
A102-0100	MAINTENANCE OF TRAFFIC	1	LS	\$3,860.00	\$3,860.00
A102-1099	SIGN, VARIABLE MESSAGE, 3 Lines, Temporary	28	DAY	\$12.00	\$336.00
A102-1100502	OFF DUTY LAW ENFORCEMENT OFFICER	40	HR	\$80.00	\$3,200.00
A104-7	INLET PROTECTION SYSTEMS	30	EA	\$10.00	\$300.00
A334-2095-460	SUPERPAVE ASPHALT CONCRETE, Leveling Course, Type SP 9.5 or SP 12.5, Fine, Traffic Level C, Variable Thickness	25	TN	\$169.00	\$4,225.00
A334-3125-001	SUPERPAVE ASPHALT CONCRETE, Type SP 12.5, Fine, Traffic Level C, Variable Thickness, Local Roads	769	TN	\$169.00	\$129,961.00
A380-3490	MILLING EXISTING ASPHALT PAVEMENT, 2" Thickness or Less, Full Width	9,320	SY	\$2.50	\$23,300.00
A706-3	PAVEMENT MARKERS, RETRO-REFLECTIVE	106	EA	\$6.00	\$636.00
A710-11-121	PAINTED PAVEMENT MARKING, STD, WHITE, SOLID, 6"	91	LF	\$0.50	\$45.50
A710-11-123	PAINTED PAVEMENT MARKING, STD, WHITE, SOLID, 12"	140	LF	\$2.00	\$280.00
A710-11-125	PAINTED PAVEMENT MARKING, STD, WHITE, SOLID, 24"	332	LF	\$2.00	\$664.00
A710-11-160	PAINTED PAVEMENT MARKING, STD, WHITE, MESSAGE	1	EA	\$100.00	\$100.00
A710-11-170	PAINTED PAVEMENT MARKING, STD, WHITE, ARROWS	1	EA	\$50.00	\$50.00

Pay Item	Description	Quantity	Unit	Unit Price	Amount
A710-11-221	PAINTED PAVEMENT MARKING, STD, YELLOW, SOLID, 6"	2,010	LF	\$0.50	\$1,005.00
A710-11-224	PAINTED PAVEMENT MARKING, STD, YELLOW, SOLID, 18"	332	LF	\$2.00	\$664.00
<b>TOTAL</b>					<b>\$170,426.50</b>

**PROJECT B - PID 006301A LOCAL GROUP 103 RESURFACING**

Pay Item	Description	Quantity	Unit	Unit Price	Amount
B101-0100	MOBILIZATION	1	LS	\$1,800.00	\$1,800.00
B102-0100	MAINTENANCE OF TRAFFIC	1	LS	\$3,860.00	\$3,860.00
B102-1099	SIGN, VARIABLE MESSAGE, 3 Lines, Temporary	28	DAY	\$12.00	\$336.00
B102-1100502	OFF DUTY LAW ENFORCEMENT OFFICER	40	HR	\$80.00	\$3,200.00
B104-7	INLET PROTECTION SYSTEMS	60	EA	\$10.00	\$600.00
B334-2095-460	SUPERPAVE ASPHALT CONCRETE, Leveling Course, Type SP 9.5 or SP 12.5, Fine, Traffic Level C, Variable Thickness	146	TN	\$164.00	\$23,944.00
B334-3125-001	SUPERPAVE ASPHALT CONCRETE, Type SP 12.5, Fine, Traffic Level C, Variable Thickness, Local Roads	4,846	TN	\$164.00	\$794,744.00
B380-3490	MILLING EXISTING ASPHALT PAVEMENT, 2" Thickness or Less, Full Width	58,736	SY	\$2.15	\$126,282.40
B706-3	PAVEMENT MARKERS, RETRO-REFLECTIVE	12	EA	\$6.00	\$72.00
B710-11-125	PAINTED PAVEMENT MARKING, STD, WHITE, SOLID, 24"	345	LF	\$2.00	\$690.00



Pay Item	Description	Quantity	Unit	Unit Price	Amount
B710-11-160	PAINTED PAVEMENT MARKING, STD, WHITE, MESSAGE	6	EA	\$100.00	\$600.00
B710-11-221	PAINTED PAVEMENT MARKING, STD, YELLOW, SOLID, 6"	701	LF	\$0.50	\$350.50
<b>TOTAL</b>					<b>\$956,478.90</b>

**PROJECT C - PID 005638A LOCAL GROUP 129 RESURFACING**

Pay Item	Description	Quantity	Unit	Unit Price	Amount
C101-0100	MOBILIZATION	1	LS	\$1,800.00	\$1,800.00
C102-0100	MAINTENANCE OF TRAFFIC	1	LS	\$3,860.00	\$3,860.00
C102-1099	SIGN, VARIABLE MESSAGE, 3 Lines, Temporary	28	DAY	\$12.00	\$336.00
C102-1100502	OFF DUTY LAW ENFORCEMENT OFFICER	40	HR	\$80.00	\$3,200.00
C104-7	INLET PROTECTION SYSTEMS	60	EA	\$10.00	\$600.00
C334-2095-460	SUPERPAVE ASPHALT CONCRETE, Leveling Course, Type SP 9.5 or SP 12.5, Fine, Traffic Level C, Variable Thickness	160	TN	\$164.00	\$26,240.00
C334-3125-001	SUPERPAVE ASPHALT CONCRETE, Type SP 12.5, Fine, Traffic Level C, Variable Thickness, Local Roads	5,226	TN	\$164.00	\$857,064.00
C380-3490	MILLING EXISTING ASPHALT PAVEMENT, 2" Thickness or Less, Full Width	63,342	SY	\$2.15	\$136,185.30
C706-3	PAVEMENT MARKERS, RETRO-REFLECTIVE	12	EA	\$6.00	\$72.00
C710-11-125	PAINTED PAVEMENT MARKING, STD, WHITE, SOLID, 24"	427	LF	\$2.00	\$854.00

Pay Item	Description	Quantity	Unit	Unit Price	Amount
C710-11-160	PAINTED PAVEMENT MARKING, STD, WHITE, MESSAGE	10	EA	\$100.00	\$1,000.00
C710-11-170	PAINTED PAVEMENT MARKING, STD, WHITE, ARROWS	1	EA	\$50.00	\$50.00
C710-11-221	PAINTED PAVEMENT MARKING, STD, YELLOW, SOLID, 6"	427	LF	\$0.50	\$213.50
<b>TOTAL</b>					<b>\$1,031,474.80</b>

**PROJECT D - PID 006581A LOCAL GROUP 143 RESURFACING**

Pay Item	Description	Quantity	Unit	Unit Price	Amount
D101-0100	MOBILIZATION	1	LS	\$1,800.00	\$1,800.00
D102-0100	MAINTENANCE OF TRAFFIC	1	LS	\$3,860.00	\$3,860.00
D102-1099	SIGN, VARIABLE MESSAGE, 3 Lines, Temporary	28	DAY	\$12.00	\$336.00
D104-7	INLET PROTECTION SYSTEMS	50	EA	\$10.00	\$500.00
D334-2095-460	SUPERPAVE ASPHALT CONCRETE, Leveling Course, Type SP 9.5 or SP 12.5, Fine, Traffic Level C, Variable Thickness	123	TN	\$165.15	\$20,313.45
D334-3125-001	SUPERPAVE ASPHALT CONCRETE, Type SP 12.5, Fine, Traffic Level C, Variable Thickness, Local Roads	4,088	TN	\$165.15	\$675,133.20
D380-3490	MILLING EXISTING ASPHALT PAVEMENT, 2" Thickness or Less, Full Width	49,550	SY	\$2.15	\$106,532.50
D706-3	PAVEMENT MARKERS, RETRO-REFLECTIVE	102	EA	\$6.00	\$612.00
D710-11-121	PAINTED PAVEMENT MARKING, STD, WHITE, SOLID, 6"	4,344	LF	\$0.50	\$2,172.00
D710-11-123	PAINTED PAVEMENT MARKING, STD, WHITE, SOLID, 12"	81	LF	\$2.00	\$162.00

Pay Item	Description	Quantity	Unit	Unit Price	Amount
D710-11-125	PAINTED PAVEMENT MARKING, STD, WHITE, SOLID, 24"	282	LF	\$2.00	\$564.00
D710-11-151	PAINTED PAVEMENT MARKING, STD, WHITE, DOTTED/GUIDELINE/ 6-10 GAP EXTENSION 6"	177	LF	\$0.50	\$88.50
D710-11-221	PAINTED PAVEMENT MARKING, STD, YELLOW, SOLID, 6"	2,835	LF	\$0.50	\$1,417.50
D710-11-231	PAINTED PAVEMENT MARKINGS, STANDARD, YELLOW, SKIP, 10-30 OR 3-9 SKIP, 6" WIDE	0.37	GM	\$700.00	\$259.00
<b>TOTAL</b>					<b>\$813,750.15</b>

**PROJECT E - PID 006582A LOCAL GROUP 146 RESURFACING**

Pay Item	Description	Quantity	Unit	Unit Price	Amount
E101-0100	MOBILIZATION	1	LS	\$1,800.00	\$1,800.00
E102-0100	MAINTENANCE OF TRAFFIC	1	LS	\$3,860.00	\$3,860.00
E102-1099	SIGN, VARIABLE MESSAGE, 3 Lines, Temporary	28	DAY	\$12.00	\$336.00
E104-7	INLET PROTECTION SYSTEMS	50	EA	\$10.00	\$500.00
E334-2095-460	SUPERPAVE ASPHALT CONCRETE, Leveling Course, Type SP 9.5 or SP 12.5, Fine, Traffic Level C, Variable Thickness	127	TN	\$164.00	\$20,828.00
E334-3125-001	SUPERPAVE ASPHALT CONCRETE, Type SP 12.5, Fine, Traffic Level C, Variable Thickness, Local Roads	4,235	TN	\$164.00	\$694,540.00
E380-3490	MILLING EXISTING ASPHALT PAVEMENT, 2" Thickness or Less, Full Width	51,328	SY	\$2.10	\$107,788.80

Pay Item	Description	Quantity	Unit	Unit Price	Amount
E710-11-125	PAINTED PAVEMENT MARKING, STD, WHITE, SOLID, 24"	283	LF	\$2.00	\$566.00
E710-11-160	PAINTED PAVEMENT MARKING, STD, WHITE, MESSAGE	2	EA	\$100.00	\$200.00
E710-11-170	PAINTED PAVEMENT MARKING, STD, WHITE, ARROWS	2	EA	\$50.00	\$100.00
E710-11-221	PAINTED PAVEMENT MARKING, STD, YELLOW, SOLID, 6"	2,035	LF	\$0.50	\$1,017.50
E710-11-224	PAINTED PAVEMENT MARKING, STD, YELLOW, SOLID, 18"	82	LF	\$2.00	\$164.00
<b>TOTAL</b>					<b>\$831,700.30</b>

#### WATER ITEMS

Pay Item	Description	Quantity	Unit	Unit Price	Amount
PW-331101-309-9001	Adjust Valve Box to Finished Grade, (In Pavement)	40	EA	\$25.00	\$1,000.00
RW-333501-310-9001	Adjust Valve Box to Finished Grade, (In Pavement)	40	EA	\$25.00	\$1,000.00
<b>TOTAL</b>					<b>\$2,000.00</b>

#### SANITARY SEWER ITEMS

Pay Item	Description	Quantity	Unit	Unit Price	Amount
SS-333900-302-K001	Adjust Manhole Rim & Cover to Finished Grade (In Pavement)	40	EA	\$125.00	\$5,000.00

Pay Item	Description	Quantity	Unit	Unit Price	Amount
SS-333900-302-K002	Adjust Manhole Rim & Cover to Finished Grade (Outside Pavement)	40	EA	\$125.00	\$5,000.00
<b>TOTAL</b>					<b>\$10,000.00</b>

**UNSPECIFIED WORK**

Pay Item	Description	Quantity	Unit	Unit Price	Amount
999-0000	UNSPECIFIED WORK	400,000	EA	\$1.00	\$400,000.00
UT-999-0000	UNSPECIFIED WORK (Utilities)	10,000	EA	\$1.00	\$10,000.00
<b>TOTAL</b>					<b>\$410,000.00</b>

## 8. Vendor Questionnaire

### 8.1. Required Vendor Qualification Documents\*

If you are currently a pre-qualified construction contractor with FDOT in the applicable work class, in the Special Conditions Section, please fill out/provide:

- A. OpenGov Fillable- Final
- B. Part A & B of Qualification Submittal Form
- C. FDOT qualification letter/forms
- D. A bonding letter from surety indicating the maximum amount your company can bond for.

If you are not pre-qualified with FDOT in the applicable work class, in the Special Conditions Section, please fill out/provide:

- 1. OpenGov Fillable- Final
- 2. Part B of Qualification Submittal Form outlining projects of a similar size and scope.
- 3. A bonding letter from surety indicating the maximum amount your company can bond for.
- 4. Provide a minimum of three reference letters from companies that you have performed projects of a similar size and scope.

\*Response required

### 8.2. Did you read through and confirm that you met all the Bid requirements and attached all required documents?\*

- ☒ Yes  
☐ No

\*Response required

**AUTHORIZED BY:**

Merry Celeste, CPPB

Division Director of Purchasing



**Request for Taxpayer  
Identification Number and Certification**  
Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
requester. Do not  
send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	<b>1</b> Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)  Preferred Materials, Inc.	
	<b>2</b> Business name/disregarded entity name, if different from above.	
	<b>3a</b> Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>Note:</b> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) _____	<b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	<b>3b</b> If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
	<b>5</b> Address (number, street, and apt. or suite no.). See instructions. PO Box 198350 <b>6</b> City, state, and ZIP code Atlanta, GA 30384-8350 <b>7</b> List account number(s) here (optional)	Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
			-				-		
or									
<b>Employer identification number</b>									
5	8	-	1	4	0	1	4	6	8

**Part II Certification**

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person 	Date <b>5/7/24</b>
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**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



**APPENDIX 7 - SBE COMPLIANCE FORM**

**APPENDIX 7 – SBE COMPLIANCE FORM**

**MANDATORY SBE PROJECT GOAL PERCENTAGE LISTED IN SPECIAL CONDITIONS SECTION**

PRIME CONTRACTOR NAME: Preferred Materials, Inc.

**SUBCONTRACTOR(S) INFORMATION:**

COMPANY: Vermogen LLC  
 ADDRESS: 4410 Clark Street  
Tampa, FL 33614

COMPANY: Bussey Construction Services, Inc.  
 ADDRESS: 32234 Summerglade Dr.  
Wesley Chapel, FL 33545

AMOUNT OF  
SUBCONTRACTED  
WORK: \$ 409,046.00

AMOUNT OF  
SUBCONTRACTED  
WORK: \$ 14,669.00

CONTACT: Brianna Alers  
 EMAIL: bri@alershauling.com  
 TELEPHONE: 813-416-1144

CONTACT: Kristen Bussey  
 EMAIL: kbussey@busseyconstruction.com  
 TELEPHONE: 813-857-3844

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

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

AMOUNT OF  
SUBCONTRACTED  
WORK: \$ \_\_\_\_\_

AMOUNT OF  
SUBCONTRACTED  
WORK: \$ \_\_\_\_\_

CONTACT: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_

CONTACT: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_  
 TELEPHONE: \_\_\_\_\_

**I certify that the information included in this Compliance Form is true and complete to the best of my knowledge and belief. I further understand and agree that this Compliance Form shall become a part of my contract with Pinellas County.**

Name and Title of Authorized Representative: Craig Ketron, Authorized Employee

Signature: 

**FOR PINELLAS COUNTY USE ONLY:**

*I have reviewed this Compliance Form and found the Bidder ☐ IS ☐ IS NOT in compliance with the Invitation to Bid SBE goals.*

**Purchasing Staff Member:** \_\_\_\_\_

**Initials:** \_\_\_\_\_

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

# PINELLAS COUNTY SMALL BUSINESS ENTERPRISE PROGRAM

THIS CERTIFICATE IS AWARDED TO

**Vermogen LLC**

HAS SUCCESSFULLY COMPLETED THE  
SBE Certification Requirements for:

Construction

Certification Expires:

8/28/2025

Approved:

**8/29/2022**

SIGNED, Corey McCaster



## CONTRACTOR REFERENCES

**Company Name:**

**Business Address:**

**Length of time the company has been in business:**

**How long in present location:**

**Total number of current employees: Full-Time:                      Part-Time:**

**Number of employees you plan to use to service this contract:**

All references will be contacted by a County Designee via email, fax, or phone call to obtain answers to questions, as applicable before an evaluation decision is made. Vendor must have experience in work of the same or similar nature, and must provide references that will satisfy the County. Proposer must furnish a reference list of at least four (4) customers for whom they have performed similar services.

<b>REFERENCE 1:</b>	<b>REFERENCE 2:</b>
Company:	Company:
Address:	Address:
Telephone:	Telephone:
Contact Name:	Contact Name:
Contact Email:	Contact Email:
Company Email:	Company Email:
<b>REFERENCE 3:</b>	<b>REFERENCE 4:</b>
Company:	Company:
Address:	Address:
Telephone:	Telephone:
Contact Name:	Contact Name:
Contact Email:	Contact Email:
Company Email:	Company Email:

**THIS FORM MUST BE RETURNED WITH YOUR RESPONSE**

## VENDOR SUBMITTAL ACKNOWLEDGEMENT FORM

It is the policy of Pinellas County, Board of County Commissioners, to accept the lowest responsive and responsible or highest ranked submittal received meeting specifications. No changes requested by a vendor due to an error in pricing will be considered after the advertised solicitation opening date. By signing this Vendor Submittal Acknowledgment Form, vendors are attesting to their awareness and acceptance of this policy and agreeing to all solicitation of terms and conditions, including any insurance requirements.

Vendor Name (as shown on W-9): Preferred Materials, Inc.

Doing Business As (DBA) (if applicable): N/A

Mailing Address (as shown on W-9): 4636 Scarborough Drive

City, State, Zip (as shown on W-9): Lutz, FL 33559

Vendor Email (primary company email): craig.ketron@preferredmaterials.com

Remit to address (as shown on vendor invoice): 5701 E. Hillsborough Ave. Suite 1122 Tampa, FL 33610

Federal Tax ID (FEIN) #: 58-1401468

### Vendor Contact Information

Contact Name: Craig Ketron, Authorized Employee

Phone Number: 813-612-5740

Email Address: craig.ketron@preferredmaterials.com

Payment Terms: Net 45 (per Florida Statute F.S. 218.73) N/A % N/A Days

Deposit (if required) has been paid in the amount of \$ N/A

Proper Corporate Identity is needed for a firm registered with the Florida Division of Corporations. Please visit [dos.myflorida.com/sunbiz/](https://dos.myflorida.com/sunbiz/) for this information. It is essential to return a copy of your W-9 with your submittal.

I hereby agree to abide by all conditions of this solicitation, including all insurance requirements, and certify that I am authorized to sign this solicitation for the vendor.

Authorized Signature:



Print Name: Craig Ketron

Title: Authorized Employee

**THIS FORM MUST BE RETURNED WITH YOUR RESPONSE**

<b>FLORIDA TRENCH SAFETY</b>
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**FLORIDA TRENCH SAFETY ACT****CERTIFICATION AND DISCLOSURE STATEMENT**

The undersigned acknowledges the requirements of the Florida Trench Safety Act (Section 553.60 et. seq. Florida Statutes).

- A. The Bidder further acknowledges that the Florida Trench Safety Act, (the Act) establishes the Federal excavation safety standards set forth at 29 C.F.R. Section 1926.650 Subpart P, as the interim state standard until such time as the state of Florida, through its Department of Labor and Employment Security, or any successor agency, adopts, updates, or revises said interim standard. This State of Florida standard may be supplemented by special shoring requirements established by the State of Florida or any of its political subdivisions.
- B. The Bidder, as Contractor, shall comply with all applicable excavation/trench safety standards.
- C. The contractor shall consider the geotechnical data available from the County, if any, the Contractor's own sources, and all other relevant information in its design of the trench safety system to be employed on the subject Project. The Contractor acknowledges sole responsibilities for the selection of the data on which it relies in designing the safety system, as well as for the system itself.
- D. The amounts that the Bidder has set forth for pipe installation includes the following excavation/trench safety measures and the linear feet of trench excavated under each safety measure. These units, costs, and unit values shall be disclosed solely for the purpose of compliance with procedural requirements of the Act. No adjustment to the Agreement Time or price shall be made for any difference in the actual number of linear feet of trench excavation, except as may be otherwise provided in these Contract Documents.

	<b>Trench Safety Measure (Description)</b>	<b>Units of Measure (LF, SF)</b>	<b>Unit (Quantity)</b>	<b>Unit Cost</b>	<b>Extended Cost</b>
1.				\$	\$
2.				\$	\$
3.				\$	\$
4.				\$	\$
5.				\$	\$

For Information Only, Not for Payment Purposes

\$ N/A

**FLORIDA TRENCH SAFETY**

Bidder may use additional sheets as necessary to extend this form. Failure to complete the above may result in the bid being declared non-responsive.

- A. The amount disclosed as the cost of compliance with the applicable trench safety requirements does not constitute the extent of the Contractor's obligation to comply with said standards. The Contractor shall extend additional sums at no additional cost to the County, if necessary, to comply with the Act (except as otherwise be provided).
- B. Acceptance of the bid to which this certification and disclosure applies in no way represents that the County or its representatives has evaluated and thereby determined that the above costs are adequate to comply with the applicable trench safety requirements nor does it in any way relieve the Contractor of its sole responsibility to comply with the applicable trench safety requirements.

Preferred Materials, Inc.

Company Name

Name and Title  Craig Ketron, Authorized Employee

813-612-5740 / 813-664-8526

Address:

5701 E. Hillsborough Ave. Suite 1122

Tampa, Florida 33610

Telephone/Fax

58-1401468

Federal Employee ID NO. (FEIN)

craig.ketron@preferredmaterials.com

Email of Account Representative



# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bond Number: 69453-CHU-25-190

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

Preferred Materials, Inc.

5701 E. Hillsborough Ave., Suite 1122

Tampa, FL 33610

### SURETY:

(Name, legal status and principal place of business)

Federal Insurance Company

202B Halls Mill Road

Whitehouse Station, NJ 08889-3454

State of Inc: Indiana

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

### OWNER:

(Name, legal status and address)

Pinellas County Board of County Commissioners

400 S Fort Harrison Avenue, Annex Building, 6th Floor

Clearwater, FL 33756

**BOND AMOUNT:** Five Percent of Amount Bid (5%)

### PROJECT:

(Name, location or address, and Project number, if any)

Proposal# 25-0072-ITB-C FY2026 Pavement Preservation Package 3 Pinellas County, FL

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 15th day of May, 2025

(Witness) Lakelia Drummond

(Witness) Bonnie Rice

Preferred Materials, Inc.

(Principal)

(Seal)

(Title) Craig Ketron, Authorized Employee

Federal Insurance Company

(Surety)

(Seal)

(Title)

Carolyn E. Wheeler, Attorney-in-Fact  
FL License No. P052925



## Power of Attorney

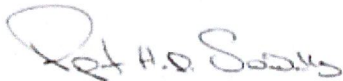
Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company  
Westchester Fire Insurance Company | ACE American Insurance Company

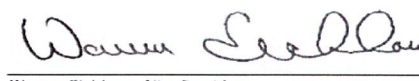
**Know All by These Presents**, that **FEDERAL INSURANCE COMPANY**, an Indiana corporation, **VIGILANT INSURANCE COMPANY**, a New York corporation, **PACIFIC INDEMNITY COMPANY**, a Delaware corporation, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** corporations of the Commonwealth of Pennsylvania, do each hereby constitute and appoint

Carolyn E. Wheeler

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

**In Witness Whereof**, said **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, **PACIFIC INDEMNITY COMPANY**, **WESTCHESTER FIRE INSURANCE COMPANY** and **ACE AMERICAN INSURANCE COMPANY** have each executed and attested these presents and affixed their corporate seals on this 19<sup>th</sup> day of July, 2024.

  
Rupert HD Swindells, Assistant Secretary

  
Warren Eichhorn, Vice President



STATE OF NEW JERSEY  
County of Hunterdon


SS.

On this 19<sup>th</sup> day of July, 2024 before me, a Notary Public of New Jersey, personally came Rupert HD Swindells and Warren Eichhorn, to me known to be Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY, the companies which executed the foregoing Power of Attorney, and the said Rupert HD Swindells and Warren Eichhorn, being by me duly sworn, severally and each for himself did depose and say that they are Assistant Secretary and Vice President, respectively, of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY and know the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that their signatures as such officers were duly affixed and subscribed by like authority.

Notarial Seal



Albert Contursi  
NOTARY PUBLIC OF NEW JERSEY  
No 50202369  
Commission Expires August 22, 2027

  
Notary Public

### CERTIFICATION

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016; WESTCHESTER FIRE INSURANCE COMPANY on December 11, 2006; and ACE AMERICAN INSURANCE COMPANY on March 20, 2009:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

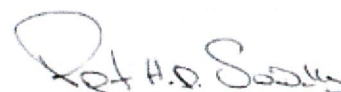
FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Rupert HD Swindells, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, PACIFIC INDEMNITY COMPANY, WESTCHESTER FIRE INSURANCE COMPANY and ACE AMERICAN INSURANCE COMPANY (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
- (ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this May 15, 2025



  
Rupert HD Swindells, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:  
Telephone (908) 903- 3493 Fax (908) 903- 3656 e-mail: surety@chubb.com



## ELECTRONIC PAYMENT (EPAYABLES)

Pinellas County, Board of County Commissioners, is offering faster payments. The County would prefer to make payment using credit card through the ePayables system.

Would your company accept to participate in the ePayables credit card program?

Yes ☐ No ☒

For more information about ePayables credit card program please visit the Purchasing Department website:

<https://pinellas.gov/epayables-2/>

Company Name: Preferred Materials, Inc.

Phone Number: 813-612-5740

Email: craig.ketron@preferredmaterials.com

Signature:



Print Name: Craig Ketron, Authorized Employee

**THIS FORM MUST BE RETURNED WITH YOUR RESPONSE**

## AFFIDAVIT OF RELEASE AND GUARANTEE

**AFFIDAVIT OF RELEASE AND GUARANTEE**

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

Before me, the undersigned authority, personally

appeared \_\_\_\_\_

who after being duly sworn, deposes and says:

All charges for labor, materials, supplies, lands, licenses and other expenses arising from

Bid Title: \_\_\_\_\_, (PID # \_\_\_\_\_), Bid No: \_\_\_\_\_ for which a lien or a demand against any payment bond might be filed, have been fully satisfied and paid or will be fully satisfied and paid promptly upon receipt of payment by the Contractor. The Contractor will fully indemnify, defend and save harmless the County from all demands, suits, actions, claims of lien or other charges filed or asserted against the County in connection with matters certified to herein.

On behalf of itself and its subcontractors, suppliers, material men, successors and assigns, the Contractor releases and waives all claims, demands, damages, costs and expenses, against the Board of County Commissioners of Pinellas County, relating in any way to the performance or payment of the above-numbered Agreement, for the period from the date of execution of the Agreement through and including the date of acceptance of Final Payment.

The Contractor is aware of contractual provisions for warranties and guarantees contained in the General Conditions of the above numbered Agreement, and acknowledges that those provisions shall have the same force and effect as if this Affidavit had not been executed, and understands that the County's remedies are not limited by same but are in addition to any other remedies provided by law.

This Affidavit is given in connection with the Contractors application for Final Payment.

FURTHER AFFIANT SAYETH NAUGHT.

\_\_\_\_\_  
(Affiant)

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this

By \_\_\_\_\_ who is personally known to me and/or has produced  
\_\_\_\_\_ As identification.

\_\_\_\_\_  
Signature of Person Taking Acknowledgement\_\_\_\_\_  
Name of Acknowledger Types, Printed or Stamped

**ACTION BY WRITTEN CONSENT  
IN LIEU OF AN ANNUAL MEETING OF  
THE BOARD OF DIRECTORS  
OF  
PREFERRED MATERIALS, INC.**

The undersigned, being all of the members of the Board of Directors of Preferred Materials, Inc., a Georgia corporation (the “**Corporation**”), do hereby, pursuant to applicable Georgia statute, give this written consent (a) to the dispensation of an annual meeting of the Board of Directors of the Corporation and (b) to the taking of the following actions, such actions to have the same force and effect had a meeting been duly called and held:

**I. ELECTION OF OFFICERS**

**RESOLVED**, that effective April 28, 2025, all previous elections of officers are terminated, and the following persons be, and hereby are, elected to serve as officers of the Corporation (each individually, an “**Officer**” and collectively, the “**Officers**”) in the capacities set forth opposite their respective names until such time as their successors shall be elected and qualified:

David Church	President & Chief Executive Officer
Robert Dinkins	Chief Financial Officer & Treasurer
John Rothering	Secretary
Brian Morton	Vice President & Assistant Secretary
Carl Edward Ladd	Vice President & Assistant Secretary
Kevin Price	Vice President & Assistant Secretary
Gary Yelvington	Vice President & Assistant Secretary
John R. Hooper	Vice President & Assistant Secretary
John W. Taylor	Vice President & Assistant Secretary
Kenneth C. Laing	Vice President & Assistant Secretary
Lothar Alomia	Vice President & Assistant Secretary
Mark S. Marine	Vice President & Assistant Secretary
Miguel Alvarez	Vice President & Assistant Secretary
Nicholas B. Wear	Vice President & Assistant Secretary
Robert Spillman	Vice President & Assistant Secretary
Terrance Turner	Vice President & Assistant Secretary
David M. Toolan	Admin. Vice President and Assistant Secretary

**FURTHER RESOLVED**, that the Officers be, and each of them hereby is, authorized to execute and deliver agreements, contracts, documents, certificates, and other instruments, under the seal of the Corporation if required, for the purpose of conducting the Corporation’s business, including without limitation, selling products and securing construction work, and to take such other action, as they may deem necessary, advisable, convenient, or appropriate to carry out and fully perform duties incident to the office or offices so appointed, and such other duties as may be prescribed by the Board of Directors from time to time;

**FURTHER RESOLVED**, that the following persons are hereby designated Officers solely for the purpose of attesting signatures of other Officers signing on behalf of the Corporation, and for executing and attesting various corporate documents, tax returns, affidavits, and other instruments as may be necessary from time to time:

Bethany Casimir	Assistant Secretary & Assistant Treasurer
Carmen Hess	Assistant Secretary & Assistant Treasurer
Carmen Sutton	Assistant Secretary & Assistant Treasurer
Deborah Lynn Idleman	Assistant Secretary & Assistant Treasurer
Tara Sutton	Assistant Secretary & Assistant Treasurer
Ashley Losier	Assistant Secretary
Cheryl J. Kitzis	Assistant Secretary
Davona Johnson	Assistant Secretary
Jennifer K. Edwards	Assistant Secretary
Marizabed R. Perez de Longstreet	Assistant Secretary
Rick E. Jarvis	Assistant Secretary
Sylvia Rocek	Assistant Secretary
Tamara A. Albright	Assistant Secretary
Tim P. George	Assistant Secretary
Zachary Puralewski	Assistant Secretary

## II. APPOINTMENT OF AUTHORIZED EMPLOYEES

**RESOLVED**, that effective April 28, 2025, all previous appointments of authorized employees are terminated, and that the following persons be and each of them hereby is appointed to serve as an authorized employee of the Corporation, which persons shall be authorized to execute and deliver such agreements, contracts, documents, certificates and other instruments, under the seal of the Corporation if required, for the purpose of conducting the Corporation's business including, without limitation, selling products and securing construction work:

**FURTHER RESOLVED**, that the President of the Corporation may, from time to time, without further action by the Board of Directors, appoint other persons to serve as authorized employees, or remove any individuals from this capacity, and to direct those appointed to take such action, as he may deem necessary, advisable, convenient or appropriate to carry out and fully perform the duties incident to the office of President.

Bobbie Reilly	Jacob Unger
Brian Tetra	James Sharkey
Craig Ketron	James Valenica
Craig Zampiceni	Jason Bates
David Bounds	Jeremy Minnillo
David J. Cerniglia	Jerry Fletcher
Erik Turner	Joe Liakos
G. Michael Johnson	Joel Acevedo

Kenneth Dalton  
Kevin Williams  
Kyle Gear  
Larry St. Espirit  
Logan Miller  
Matthew Saenz  
Meg Dragoni  
Michael DiBurro

Michael Vickrey  
Nicholas Brown  
Patrick Read  
Roberto Perera, Jr  
Thomas Sikes  
Timothy Vaughn  
Tony DiPietro  
William Kissel

### III. AUTHORIZATION OF TRADE NAMES

**RESOLVED**, that the activities and operations of the Corporation may be carried on in any of the following manners or styles as may from time-to-time be deemed necessary or appropriate:

**Conrad Yelvington Distributors  
Prestige Gunité**

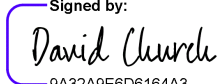
**FURTHER RESOLVED**, that the President of the Corporation may, from time to time, without further action by the Board of Directors, authorize the use of additional trade names, and to deem unauthorized any trade name previously authorized, as he may deem necessary, advisable, convenient or appropriate.

### IV. MISCELLANEOUS

**RESOLVED**, that all actions previously taken by any Officer of the Corporation appointed hereunder in his/her capacity as such Officer be, and each of them hereby is, adopted, ratified, confirmed and approved in all respects as the authorized acts and deeds of the Corporation;

**FURTHER RESOLVED**, that each undersigned agrees that electronic signatures, whether digital or encrypted, of the Board of Directors are intended to authenticate this consent and to have the same force and effect as manual signatures. As used in the previous sentence, the term “electronic signatures” means any electronic sound, symbol or process attached to or logically associated with this consent and executed and adopted by a member of the Board of Directors with the intent to sign such consent, including, but not limited to, e-mail electronic signatures executed through DocuSign Services; and

**FURTHER RESOLVED**, that this Consent, following execution by all of the members of the Board of Directors, be filed in appropriate order in the minute book of the Corporation.

Signed by:  
  
9A32A9E6D6164A3...  
David M. Church

DocuSigned by:  
  
6DBD0A4A9D404EA...  
John J. Keating

# *State of Florida*

## *Department of State*

I certify from the records of this office that PREFERRED MATERIALS, INC. is a Georgia corporation authorized to transact business in the State of Florida, qualified on September 1, 1989.


The document number of this corporation is P25884.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on March 27, 2024, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twenty-ninth day of April,  
2024*



  
*Secretary of State*

Tracking Number: 4004166230CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



## *Florida Department of Transportation*

**RON DESANTIS**  
GOVERNOR

605 Suwanee Street  
Tallahassee, FL 32399-0450

**JARED W. PERDUE, P.E.**  
SECRETARY

10/30/2024

### **RE: DBE AFFIRMATIVE ACTION PLAN APPROVAL**

The Disadvantaged Business Enterprise Affirmative Action Plan submitted by:  
PREFERRED MATERIALS INC dba PRESTIGE GUNITE

has been approved for a period of three years. Please update and submit a new plan before the expiration date shown below. If you do not plan to work on any Florida Department of Transportation Projects, it will not be necessary for you to submit a new plan.

If you need any additional information, please contact me at (850) 414-4747.

Sincerely,

*Aldrin T. Sanders*

Aldrin Sanders  
State Contract Compliance Administrator  
Equal Opportunity Office

### **AFFIRMATIVE ACTION PLAN EXPIRATION: 10/30/2027**

**This plan is one of the requirements to bid on contracts for the Florida Department of Transportation. This is not approval for Unified Certification Program Disadvantaged Business Enterprise (UCP/DBE) Certification. For additional information in becoming a DBE, contact the Certification Section at (850)414-4747.**

Preferred Materials, Inc. hereafter referred to as "the Company" or "this Company" has adopted this policy and plan.

Date: 10/22/2024 By: \_\_\_\_\_ Signature  
Corporate FEID No.: 58-1401468 John Hooper, President PMI HMA Construction Printed name & title

## DISADVANTAGED BUSINESS ENTERPRISE ('DBE') AFFIRMATIVE ACTION PLAN

### POLICY STATEMENT

It is the policy of this Company that disadvantaged businesses, as defined by 49 CFR Part 26, Subpart D and implemented under Rule Chapter 14-78, F.A.C., shall have the opportunity to participate as subcontractors and suppliers on all contracts awarded by the Florida Department of Transportation (FDOT).

The requirements of Rule Chapter 14-78, F.A.C., shall apply to all contracts entered into between FDOT and the Company. Subcontractors and/or suppliers to the Company will also be bound by the requirements of Rule Chapter 14-78 F.A.C. and its subcontractors shall take all necessary and reasonable steps in accordance with Chapter 14-78, F.A.C., to ensure that disadvantaged businesses have the opportunity to compete and perform work contracted with FDOT. The Company and its subcontractors shall not discriminate on the basis of race, color, religion, national origin, disability, sex, or age in the administration of contracts with FDOT. The Company has designated and appointed a Liaison Officer to develop, maintain, and monitor the DBE Affirmative Action Plan implementation. The Liaison Officer will be responsible for disseminating this policy statement throughout the Company and to disadvantaged controlled businesses. This statement is posted on notice boards of the Company.

### **I. DESIGNATION OF LIAISON OFFICER**

The Company will aggressively recruit disadvantaged businesses as subcontractors and suppliers for all contracts with FDOT. The Company has appointed a Liaison Officer to develop and maintain this Affirmative Action Plan in accordance with the requirements of Rule Chapter 14-78, F.A.C. The Liaison Officer will have primary responsibility for developing, maintaining, and monitoring the Company's utilization of disadvantaged subcontractors in addition to the following specific duties:

- (1) The Liaison Officer shall aggressively solicit bids from disadvantaged business subcontractors for all FDOT contracts;
- (2) The Liaison Officer will submit all records, reports, and documents required by FDOT, and shall maintain such records for a period of not less than three years, or as directed by any specific contractual requirements of FDOT.

The following individual has been designated Liaison Officer with responsibility for implementing the Company's affirmative action program in accordance with the requirements of FDOT.

#### **DBE LIAISON OFFICER:**

**NAME:** Maria Perez  
**TITLE:** Office Manager  
**EMAIL:** maria.perez@preferredmaterials.com  
**ADDRESS:** 5701 E. Hillsborough Avenue, Suite 1122, Tampa, FL 33610



## **II. AFFIRMATIVE ACTION METHODS**

In order to formulate a realistic Affirmative Action Plan, the Company has identified the following known barriers to participation by disadvantaged subcontractors, before describing its proposed affirmative action methods:

1. Lack of qualified disadvantaged subcontractors in our specific geographical areas of work;
2. Lack of certified disadvantaged subcontractors who seek to perform FDOT work;
3. Lack of interest in performing on FDOT contracts;
4. Lack of response when requested to bid;
5. Limited knowledge of FDOT plans and specifications to prepare a responsible bid.

In view of the barriers to disadvantaged businesses stated above, it shall be the policy of the Company to provide opportunity by utilizing the following affirmative action methods to ensure participation on the contracts with FDOT will:

1. Provide written notice to all certified DBE subcontractors in the geographical area where the work is to be subcontracted by the Company;
2. Advertise in minority focused media concerning subcontract opportunities with the Company;
3. Select portions of work to be performed by DBEs in order to increase the likelihood of meeting the state's goals (including, where appropriate, breaking down contracts into economically feasible units to facilitate DBE participation);
4. Provide adequate information about the plans, specifications, and requirements of the contract, not rejecting subcontractors without sound reasons based on a thorough investigation of their capabilities;
5. Waive requirements of performance bonds where it is practical to do so;
6. Attend pre-bid meetings held by FDOT to apprise disadvantaged subcontractors of opportunities with the Company;
7. Follow up on initial solicitations of interest to DBE subcontractors to determine with certainty whether the DBE company is interested in the subcontract opportunity.
8. Utilize FDOT's DBE Supportive Services providers for assistance in identifying and notifying DBE's of contracting opportunities.

The Company understands that this list of affirmative action methods is not exhaustive and will include additional approaches after having established familiarity with the disadvantaged subcontracting community and/or determined the stated approaches to be ineffective.

## **III. IMPLEMENTATION**

The Company will make every effort to

1. Meet state goals by utilizing its affirmative action methods.
2. Express good faith by seeking to utilize DBE subcontractors where work is to be subcontracted.
3. Ensuring that contracted DBE's perform a commercially useful function as evidenced by their execution of a distinct element of work with its own workforce and the carrying out responsibilities by actually performing, managing and supervising the work involved.

## **IV. REPORTING**

The Company shall keep and maintain such records as are necessary to determine the Company's compliance with its DBE Affirmative Action Plan. The Company will design its record keeping system to indicate:

1. The number of DBE subcontractors and suppliers used by the Company, identifying the items of work, materials and services provided;
2. The efforts and progress being made in obtaining DBE subcontractors through local and community sources;
3. Documentation of all contracts, to include correspondence, telephone calls, newspaper advertisements, etc., to obtain DBE participation on all FDOT projects;
4. The Company shall comply with FDOT's requirements regarding payments to subcontractors including DBEs for each month (estimate period) in which the companies have worked.

## **V. DBE DIRECTORY**

The Company will utilize the DBE Directory published by the FDOT.



# FLORIDA TRANSPORTATION BUILDERS' ASSOCIATION, Inc.



## OFFICERS

HENRY MAYFIELD  
Chairman  
KEITH WAUGH  
Chairman-Elect  
SCOTT PITTMAN  
Secretary-Treasurer  
A.J. DE MOYA  
Immediate Past Chairman  
ANANTH PRASAD  
President

## DIRECTORS

JOE ANDERSON III  
BILL BACHSCHMIDT  
JOE BEAIRD  
RUSTY BIRCHALL  
JACK CALANDROS  
TOM CRAFT  
JIM DAVIS, JR.  
BOB FLOWERS  
SCOTT FOWLER  
DANIEL HALLEY  
KEVIN HICKS  
JOHN HOOPER  
RICK KONTOS  
DONALD LONG  
JOHN MEAGHER  
BOBBY NAIK  
MATT PERSING  
DYELAN PHILLIPS  
ENRIQUE TOMEU  
CARRIE WEEKLEY KAMINSKI  
JARRED WILLIFORD

## DISTRICT COMMITTEE CHAIRMEN

District No. 1  
TOM BAUERS  
District No. 2  
Todd Vencil  
District No. 3  
CHUCK TIBBETS  
District No. 4  
PAUL STELLJES  
District No. 5  
PHIL IRELAND  
District No. 6  
DAVID ERKELENS  
District No. 7  
BOB CLARK  
MEMBER AT-LARGE  
TOMMY BALL  
MEMBER AT-LARGE  
MIKE SHEA

1007 E. DeSoto Park Drive  
TALLAHASSEE, FL 32301

TELEPHONE  
(850) 942-1404

FAX  
(850) 942-5632

WEBSITE  
[www.ftba.com](http://www.ftba.com)

## Addition to Florida's Procurement Code – Section 287.05705, Florida Statutes

This concerns a new provision of Florida's Procurement Code that applies to competitive procurements by local governments. Section 287.05705 was created during the 2021 legislative session, and provides:

### **287.05705 Procurement of road, bridge and, other specified public construction services.**

(1) With respect to competitive solicitations for the procurement of contractual services that are limited to the classes of work for which the Department of Transportation issues certificates of qualification pursuant to s. 337.14, and which services do not involve the construction, remodeling, repair, or improvement of any building, a governmental entity procuring such services may not prohibit a response from a vendor possessing a valid certificate of qualification under s. 337.14 or license under chapter 489 corresponding to the contractual services being procured.

(2) This section applies to all competitive solicitations issued by a governmental entity on or after October 1, 2021.

Under this statute, a governmental entity (including local governments) may *not* prohibit a bid, response, or reply from a FDOT prequalified contractor or Florida licensed contractor for projects limited to road, bridge, or other public construction that do not involve building construction. Stated differently, contractors holding a FDOT certificate of qualification or a Florida contractor license in the classes of work subject of the procurement *are prequalified to bid*. Local governments may *not* impose their own prequalification or licensure requirements on such contractors.

Section 287.05705 supplements a similar prohibition in an existing statute. Section 255.20(1)(a), Florida Statutes, provides that a contractor that is FDOT-qualified in a given work class is presumptively qualified to perform the same type of work for local governments and restricts application of local government prequalification requirements to *only* those bidders that are not FDOT-qualified:

A prequalified contractor considered eligible by the Department of Transportation to bid to perform the type of work described under the contract is presumed to be qualified to perform the work described. . . .

For contractors who are not prequalified by the Department of Transportation, the governmental entity shall publish prequalification criteria and procedures prior to advertisement or notice of solicitation. . . .

Both prequalification under Chapter 337 and licensure under Chapter 489 are robust regulatory processes. As contractors holding a FDOT certificate or state license have been vetted, other government-imposed qualification hurdles to bidding (such as local licenses or certifications) for road and bridge projects are disallowed.

We commend the statutes to your procurement, contract administration, and legal staffs.

Ananth Prasad, President  
Florida Transportation Builder's Association, Inc.  
08/27/2021

ENROLLED

HB 735

2021 Legislature

1  
2       An act relating to preemption of local occupational  
3       licensing; creating s. 163.211, F.S.; providing  
4       definitions; preempting licensing of occupations to  
5       the state; providing exceptions; prohibiting local  
6       governments from imposing additional licensing  
7       requirements or modifying licensing unless specified  
8       conditions are met; specifying that certain local  
9       licensing that does not meet specified criteria does  
10      not apply and may not be enforced; amending s.  
11      489.117, F.S.; specifying that certain specialty  
12      contractors are not required to register with the  
13      Construction Industry Licensing Board; prohibiting  
14      local governments from requiring certain specialty  
15      contractors to obtain a license under specified  
16      circumstances; specifying job scopes for which a local  
17      government may not require a license; amending ss.  
18      489.1455 and 489.5335, F.S.; authorizing counties and  
19      municipalities to issue certain journeyman licenses;  
20      providing an effective date.

21  
22   Be It Enacted by the Legislature of the State of Florida:

23  
24       Section 1.   Section 163.211, Florida Statutes, is created  
25   to read:

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HB 735

2021 Legislature

26        163.211 Licensing of occupations preempted to state.—

27        (1) DEFINITIONS.—As used in this section:

28        (a) "Licensing" means any training, education, test,  
29 certification, registration, or license that is required for a  
30 person to perform an occupation in addition to any associated  
31 fee.

32        (b) "Local government" means a county, municipality,  
33 special district, or political subdivision of the state.

34        (c) "Occupation" means a paid job, profession, work, line  
35 of work, trade, employment, position, post, career, field,  
36 vocation, or craft.

37        (2) PREEMPTION OF OCCUPATIONAL LICENSING TO THE STATE.—The  
38 licensing of occupations is expressly preempted to the state and  
39 this section supersedes any local government licensing  
40 requirement of occupations with the exception of the following:

41        (a) Any local government that imposed licenses on  
42 occupations before January 1, 2021. However, any such local  
43 government licensing of occupations expires on July 1, 2023.

44        (b) Any local government licensing of occupations  
45 authorized by general law.

46        (3) EXISTING LICENSING LIMIT.—A local government that  
47 licenses occupations and retains such licensing as set forth in  
48 paragraph (2) (a) may not impose additional licensing  
49 requirements on that occupation or modify such licensing.

50        (4) LOCAL LICENSING NOT AUTHORIZED.—Local licensing of an

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HB 735

2021 Legislature

51 occupation that is not authorized under this section or  
52 otherwise authorized by general law does not apply and may not  
53 be enforced.

54 Section 2. Paragraph (a) of subsection (4) of section  
55 489.117, Florida Statutes, is amended to read:

56 489.117 Registration; specialty contractors.—

57 (4) (a) A person ~~holding a local license~~ whose job scope  
58 does not substantially correspond to either the job scope of one  
59 of the contractor categories defined in s. 489.105(3)(a)-(o), or  
60 the job scope of one of the certified specialty contractor  
61 categories established by board rule, is not required to  
62 register with the board ~~to perform contracting activities within~~  
63 ~~the scope of such specialty license.~~ A local government, as  
64 defined in s. 163.211, may not require a person to obtain a  
65 license for a job scope which does not substantially correspond  
66 to the job scope of one of the contractor categories defined in  
67 s. 489.105(3)(a)-(o) and (q) or authorized in s. 489.1455(1).  
68 For purposes of this section, job scopes for which a local  
69 government may not require a license include, but are not  
70 limited to, painting; flooring; cabinetry; interior remodeling;  
71 driveway or tennis court installation; handyman services;  
72 decorative stone, tile, marble, granite, or terrazzo  
73 installation; plastering; stuccoing; caulking; and canvas awning  
74 and ornamental iron installation.

75 Section 3. Section 489.1455, Florida Statutes, is amended

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HB 735

2021 Legislature

76 to read:

77 489.1455 Journeyman; reciprocity; standards.—

78 (1) Counties and municipalities are authorized to issue  
79 journeyman licenses in the plumbing, pipe fitting, mechanical,  
80 or HVAC trades.

81 (2)~~(1)~~ An individual who holds a valid, active journeyman  
82 license in the plumbing, pipe fitting ~~plumbing/pipe fitting,~~  
83 mechanical, or HVAC trades issued by any county or municipality  
84 in this state may work as a journeyman in the trade in which he  
85 or she is licensed in any county or municipality of this state  
86 without taking an additional examination or paying an additional  
87 license fee, if he or she:

88 (a) Has scored at least 70 percent, or after October 1,  
89 1997, at least 75 percent, on a proctored journeyman Block and  
90 Associates examination or other proctored examination approved  
91 by the board for the trade in which he or she is licensed;

92 (b) Has completed an apprenticeship program registered  
93 with a registration agency defined in 29 C.F.R. s. 29.2 and  
94 demonstrates 4 years' verifiable practical experience in the  
95 trade for which he or she is licensed, or demonstrates 6 years'  
96 verifiable practical experience in the trade for which he or she  
97 is licensed;

98 (c) Has satisfactorily completed specialized and advanced  
99 module coursework approved by the Florida Building Commission,  
100 as part of the building code training program established in s.

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HB 735

2021 Legislature

553.841, specific to the discipline or, pursuant to authorization by the certifying authority, provides proof of completion of such coursework within 6 months after such certification; and

(d) Has not had a license suspended or revoked within the last 5 years.

(3)~~(2)~~ A local government may charge a registration fee for reciprocity, not to exceed \$25.

Section 4. Section 489.5335, Florida Statutes, is amended to read:

489.5335 Journeyman; reciprocity; standards.—

(1) Counties and municipalities are authorized to issue journeyman licenses in the electrical and alarm system trades.

(2)~~(1)~~ An individual who holds a valid, active journeyman license in the electrical or alarm system trade issued by any county or municipality in this state may work as a journeyman in the trade in which he or she is licensed in any other county or municipality of this state without taking an additional examination or paying an additional license fee, if he or she:

(a) Has scored at least 70 percent, or after October 1, 1997, at least 75 percent, on a proctored journeyman Block and Associates examination or other proctored examination approved by the board for the ~~electrical~~ trade in which he or she is licensed;

(b) Has completed an apprenticeship program registered

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HB 735

2021 Legislature

126 | with a registration agency defined in 29 C.F.R. s. 29.2 and  
127 | demonstrates 4 years' verifiable practical experience in the  
128 | ~~electrical~~ trade for which he or she is licensed, or  
129 | demonstrates 6 years' verifiable practical experience in the  
130 | ~~electrical~~ trade for which he or she is licensed;

131 |       (c) Has satisfactorily completed specialized and advanced  
132 | module coursework approved by the Florida Building Commission,  
133 | as part of the building code training program established in s.  
134 | 553.841, specific to the discipline, or, pursuant to  
135 | authorization by the certifying authority, provides proof of  
136 | completion of such curriculum or coursework within 6 months  
137 | after such certification; and

138 |       (d) Has not had a license suspended or revoked within the  
139 | last 5 years.

140 |       (3)~~(2)~~ A local government may charge a registration fee  
141 | for reciprocity, not to exceed \$25.

142 |       Section 5. This act shall take effect July 1, 2021.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/11/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Liberty Mutual Insurance Co. National Insurance East 500 N 3rd St, Suite 300 Wausau, WI 54403  www.LibertyMutual.com	<b>CONTACT</b> NAME: Valerie Reece PHONE (A/C, No, Ext): 513-867-3822 E-MAIL ADDRESS: Oldcastle.certs@LibertyMutual.com <b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Liberty Mutual Fire Insurance Company INSURER B: Liberty Insurance Corporation INSURER C: INSURER D: INSURER E: INSURER F:	<b>FAX (A/C, No):</b>  <b>NAIC #</b> 23035 42404
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**COVERAGES****CERTIFICATE NUMBER:** 81853377**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Primary/Non-Contributory <input checked="" type="checkbox"/> Separation of Insured GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			TB2-C81-004095-114  XCU Coverage Included	9/1/2024	9/1/2025	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$50,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			AS2-C81-004095-124  AS2-C81-054502-524 Physical Damage only: Comprehensive Ded \$10,000 Collision Ded \$10,000	9/1/2024  9/1/2024	9/1/2025  9/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	WA7-C8D-004095-024 All except OH, ND, WA, WY  WC7-C81-004095-014 WI, MN	9/1/2024  9/1/2024	9/1/2025  9/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Evidence of Coverage.

**CERTIFICATE HOLDER****CANCELLATION**

Evidence of Coverage.

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Valerie Reece

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ACORD 25 (2016/03)

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/16/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> MARSH USA, LLC. TWO ALLIANCE CENTER 3560 LENOX ROAD, SUITE 2400 ATLANTA, GA 30326  CN103150008-9/1-Prof-24-25	<b>CONTACT</b> NAME: ..... PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS:  <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A :</b> Liberty Surplus Insurance Corp <b>INSURER B :</b> <b>INSURER C :</b> <b>INSURER D :</b> <b>INSURER E :</b> <b>INSURER F :</b>
<b>INSURED</b> (TAM-216) PREFERRED MATERIALS, INC. 5701 E. HILLSBOROUGH AVE. SUITE 1122 TAMPA, FL 33610	<b>NAIC #</b> 10725

## COVERAGES

CERTIFICATE NUMBER:

ATL-004238470-26

REVISION NUMBER: 11

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y / N <input checked="" type="checkbox"/> N / A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability		SAE5N700147016	09/01/2024	09/01/2025	Each Occ / Aggregate 5,000,000 Deductible: 750,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
EVIDENCE OF COVERAGE ONLY

## CERTIFICATE HOLDER

## CANCELLATION

PREFERRED MATERIALS, INC.  
5701 E. HILLSBOROUGH AVE., SUITE 1122  
TAMPA, FL 33610

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Marsh USA LLC*

## E-VERIFY AFFIDAVIT

### E-VERIFY AFFIDAVIT

I hereby certify that Preferred Materials, Inc. [insert contractor company name] does not employ, contract with, or subcontract with an unauthorized alien, and is otherwise in full compliance with Section 448.095, Florida Statutes.

All employees hired on or after January 1, 2021 have had their work authorization status verified through the E-Verify system.

A true and correct copy of Preferred Materials, Inc. [insert contractor company name] proof of registration in the E-Verify system is attached to this Affidavit.

Signature: Craig Ketron

Print Name: Craig Ketron, Authorized Employee

Date: 6/12/2025

Federal Work Authorization User Identification No.: N/A

Name of Pinellas County Contract and Contract No.: \_\_\_\_\_

STATE OF FLORIDA COUNTY OF Hillsborough

The foregoing instrument was acknowledged before me by means of 1) physical presence x or 2) online notarization, this June 12, 2025 (date) by Craig Ketron, Authorized Employee (name of officer or agent, title of officer or agent) of \_\_\_\_\_ (name of contractor company acknowledging), a \_\_\_\_\_ (state or place of incorporation) corporation, on behalf of the corporation.

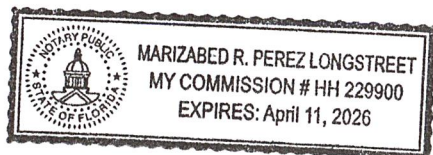
He/she is personally known to me or has produced N/A (type of identification) as identification.

[Notary Seal]

Notary Public: Marizabed R. Perez de Longstreet

Name typed, printed, or stamped: Marizabed R. Perez de Longstreet

My Commission Expires: 4/11/2026



Company ID Number:11815  
(AMAT / CRH)

Client Company ID Number:1453256  
(PMI)

Employer Preferred Materials, Inc	
Name (Please Type or Print) Jonathan Walker	Title
Signature Electronically Signed	Date October 02, 2019
E-Verify Employer Agent Form I-9 Compliance, LLC	
Name (Please Type or Print) Andre Gorash	Title
Signature Electronically Signed	Date October 02, 2019
Department of Homeland Security - Verification Division	
Name USCIS Verification Division	Title
Signature Electronically Signed	Date October 02, 2019

**THE E-VERIFY**  
**MEMORANDUM OF UNDERSTANDING**  
**FOR EMPLOYERS USING A WEB SERVICES E-VERIFY EMPLOYER AGENT**

**ARTICLE I**  
**PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS), the Oldcastle Materials (Employer), and the Web Services E-Verify Employer Agent. The purpose of this agreement is to set forth terms and conditions which the Employer and the Web Services E-Verify Employer Agent will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the E-Verify Employer Agent, the Social Security Administration (SSA), and DHS.

References in this MOU to the Employer include the Web Services E-Verify Employer Agent when acting on behalf of the Employer.

For purposes of this MOU, the E-Verify browser refers to the website that provides direct access to the E-Verify system: <https://e-verify.uscis.gov/emp>. You may access E-Verify directly free of charge via the E-Verify browser.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. Section 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

**ARTICLE II**  
**RESPONSIBILITIES**

**A. RESPONSIBILITIES OF THE EMPLOYER**

1. For purposes of this MOU, references to the Employer include the Web Services E-Verify Employer Agent when acting on behalf of the Employer.
2. By enrolling in E-Verify and signing the applicable MOU, the Employer asserts that it is a legitimate company which intends to use E-Verify for legitimate purposes only and in accordance with the laws, regulations and DHS policies and procedures relating to the use of E-Verify.
3. The Employer agrees to display the following notices supplied by DHS (though the Web Services E-Verify Employer Agent) in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
  - A. Notice of E-Verify Participation
  - B. Notice of Right to Work
4. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
5. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual. The Employer will obtain the E-Verify User Manual from the Web Services E-Verify Employer Agent, and will be notified by the Web Services E-Verify Employer Agent when a new version of the E-Verify User Manual becomes available.
6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
  - A. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo



requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.

- B. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.

Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.

7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.
8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.
  - A. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.
  - B. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.
9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.
10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.
11. The Employer must use E-Verify (through its Web Services E-Verify Employer Agent) for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.
12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B below) to contact DHS with information necessary to resolve the challenge.
13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the

Employer obtains knowledge (as defined in 8 C.F.R. Section 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status (including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).
15. The Employer agrees that it will use the information it receives from E-Verify (through its Web Services E-Verify Employer Agent) only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as Personal Identification Numbers and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.
16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident - Password" in the subject line of your email when sending a breach report to E-Verify.
17. The Employer acknowledges that the information it receives from SSA through its Web Services E-Verify Employer Agent is governed by the Privacy Act (5 U.S.C. Section 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.
18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.
19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.
20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.
21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see M-795 ([Web](#))) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.
22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by

this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

## **B. RESPONSIBILITIES OF THE WEB SERVICES E-VERIFY EMPLOYER AGENT**

1. The Web Services E-Verify Employer Agent agrees to complete its Web Services interface no later than six months after the date the Web Services User signs this MOU. E-Verify considers your interface to be complete once it has been built pursuant to the Interface Control Agreement (ICA), submitted to E-Verify for testing, and approved for system access.
2. The Web Services E-Verify Employer Agent agrees to perform sufficient maintenance on the Web Services interface in accordance with the requirements listed in the ICA. These requirements include, but are not limited to, updating the Web Services interface to ensure that any updates or enhancements are incorporated no later than six months after the issuance of an ICA. Web Services E-Verify Employer Agents should be aware that this will require the investment of time and resources. Compliance with the requirements of the ICA must be carried out to the satisfaction of DHS and or its assignees.
3. The Web Services E-Verify Employer Agent agrees to provide to SSA and/or DHS the names, titles, addresses, e-mail addresses, and telephone numbers of the Web Services E-Verify Employer Agent representative who will access information, as well as ensure cooperation, communication, and coordination with E-Verify. In addition, Web Services E-Verify Employer Agents must provide to SSA and/or DHS the names, titles, addresses, and telephone numbers of its clients and their staff who will access information through E-Verify. Web Services E-Verify Employer Agents must ensure the contact information is updated with SSA and DHS whenever the points of contact change.
4. The Web Services E-Verify Employer Agent agrees to become familiar with and comply with the E-Verify User Manual and provide a copy of the most current version of the manual to the Employer so that the Employer can become familiar with and comply with E-Verify policy and procedures. The Web Services E-Verify Employer Agent agrees to obtain a revised E-Verify User Manual as it becomes available and to provide a copy of the revised version to the Employer no later than 30 days after the manual becomes available.
5. The Web Services E-Verify Employer Agent agrees that any person accessing E-Verify on its behalf is trained on the most recent E-Verify policy and procedures.
6. The Web Services E-Verify Employer Agent agrees that any of its representatives who will perform employment verification cases will complete the E-Verify Tutorial before that individual initiates any cases.
  - A. The Web Services E-Verify Employer Agent agrees that all of its representatives will take the refresher tutorials initiated by E-Verify as a condition of continued use of E-Verify, including any tutorials for Federal contractors, if any of the Employers represented by the Web Services E-Verify Employer Agent is a Federal contractor.
  - B. Failure to complete a refresher tutorial will prevent the Web Services E-Verify Employer Agent and Employer from continued use of E-Verify.
7. The Web Services E-Verify Employer Agent agrees to grant E-Verify access only to current employees who need E-Verify access. The Web Services E-Verify Employer Agent must promptly terminate an employee's E-Verify access if the employee is separated from the company or no longer needs access to E-Verify.
8. The Web Services E-Verify Employer Agent agrees to obtain the necessary equipment to use E-Verify as required by the E-Verify rules and regulations as modified from time to time.
9. The Web Services E-Verify Employer Agent agrees to, consistent with applicable laws, regulations, and policies, commit sufficient personnel and resources to meet the requirements of this MOU.
10. The Web Services E-Verify Employer Agent agrees to provide its clients with training on E-Verify processes, policies, and procedures. The E-Verify Employer Agent also agrees to provide its clients with ongoing E-Verify training as needed. E-Verify is not responsible for providing training to clients of E-Verify Employer Agents.
11. The Web Services E-Verify Employer Agent agrees to provide the Employer with the notices described in Article II.B.2 below.
12. The Web Services E-Verify Employer Agent agrees to create E-Verify cases for the Employer it represents in accordance with the E-Verify Manual, the E-Verify Web-Based Tutorial and all other published E-Verify rules and procedures. The Web Services E-Verify Employer Agent will create E-Verify cases using information provided by the Employer and will immediately communicate the response back to the Employer. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Web Services E-Verify Employer Agent's attempting, in good faith, to make inquiries on behalf of the Employer during the period of unavailability. If, however, the Web Services interface is unavailable due to no fault of E-Verify, then the three-day time period is not extended. In such a case, the Web Services E-Verify Employer Agent must use the E-Verify browser during the outage.



13. The Web Services E-Verify Employer Agent agrees to ensure that all notices, referral letters and any other materials otherwise including instructions regarding tentative nonconfirmations, will be consistent with the most current E-Verify tentative nonconfirmation notices and referral letters, which are available on E-Verify's website.
14. The Web Services E-Verify Employer Agent agrees that any system or interface it develops will follow the steps for creating E-Verify cases and processing tentative nonconfirmations, as laid out in the ICA, this MOU and the User Manual, including but not limited to allowing an employer to close an invalid case where appropriate, allowing an employer to refer a tentative nonconfirmation only when an employee chooses to contest a tentative nonconfirmation (no automatic referrals), and referring a tentative nonconfirmation to the appropriate agency at the time the employer prints the referral letter and provides the letter to the employee. The Web Services E-Verify Employer Agent understands that any failure to make its system or interface consistent with proper E-Verify procedures can result in DHS terminating the Web Services E-Verify Employer Agent's agreement and access with or without notice.
15. When the Web Services E-Verify Employer Agent receives notice from a client company that it has received a contract with the FAR clause, then the Web Services E-Verify Employer Agent must update the company's E-Verify profile within 30 days of the contract award date.
16. If data is transmitted between the Web Services E-Verify Employer Agent and its client, then the Web Services E-Verify Employer Agent agrees to protect personally identifiable information during transmission to and from the Web Services E-Verify Employer Agent.
17. The Web Services E-Verify Employer Agent agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at . Please use "Privacy Incident - Password" in the subject line of your email when sending a breach report to E-Verify.
18. The Web Services E-Verify Employer Agent agrees to fully cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, including permitting DHS, SSA, their contractors and other agents, upon reasonable notice, to review Forms I-9, employment records, and all records pertaining to the Web Services E-Verify Employer Agent's use of E-Verify, and to interview it and its employees regarding the use of E-Verify, and to respond in a timely and accurate manner to DHS requests for information relating to their participation in E-Verify.
  - A. The Web Services E-Verify Employer Agent agrees to cooperate with DHS if DHS requests information about the Web Services E-Verify Employer Agent's interface, including requests by DHS to view the actual interface operated by the Web Services E-Verify Employer Agent as well as related business documents. The Web Services E-Verify Employer Agent agrees to demonstrate for DHS the functionality of its interface to E-Verify upon request.
  - B. The Web Services E-Verify Employer Agent agrees to demonstrate, if requested by DHS, that it has provided training to its clients that meets E-Verify standards. Training programs must provide a focused study of the topics covered in the E-Verify User Manual and pertinent Supplemental Guides. Furthermore, training programs and materials must be updated as E-Verify changes occur. The Web Services E-Verify Employer Agent is encouraged to incorporate information from existing E-Verify materials, including the Enrollment Quick Reference Guide, the E-Verify Employer Agent Client Handbook (formerly known as the Designated Agent Client Handbook), and existing tutorials and manuals into their training program. E-Verify also encourages the Web Services E-Verify Employer Agent to supervise first-time use of the E-Verify browser or Web Services interface by its staff and Employer clients as part of any training program. The Web Services E-Verify Employer Agent agrees to submit its training program materials to DHS for review upon request.

Failure to provide adequate training could, in some instances, lead to penalties as described in Article V.F.1. of this MOU.
19. The Web Services E-Verify Employer Agent shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Web Services E-Verify Employer Agent shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your Web Services E-Verify Employer Agent services and any claim to that effect is false.
20. The Web Services E-Verify Employer Agent shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.
21. The Web Services E-Verify Employer Agent agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see ) and, other than pursuant to the specific terms of such license, may not

be used in any manner that might imply that the Web Services E-Verify Employer Agent's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Web Services E-Verify Employer Agent understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Web Services E-Verify Employer Agent may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

### **C. RESPONSIBILITIES OF FEDERAL CONTRACTORS**

The Web Services E-Verify Employer Agent shall ensure that the Web Services E-Verify Employer Agent and the Employers it represents carry out the following responsibilities if the Employer is a Federal contractor or becomes a federal contractor. The Web Services E-Verify Employer Agent should instruct the client to keep the Web Services E-Verify Employer Agent informed about any changes or updates related to federal contracts. It is the Web Services E-Verify Employer Agent's responsibility to ensure that its clients are in compliance with all E-Verify policies and procedures.

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.
2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not reverify the employee through E-Verify.
  - A. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.
  - B. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.
  - C. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.
  - D. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.
  - E. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:
    - i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
    - ii. The employee's work authorization has not expired, and

iii. The Employer has reviewed the information reflected in the Form I-9 either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

F. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

G. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

#### **D. RESPONSIBILITIES OF SSA**

1. SSA agrees to allow DHS to compare data provided by the Employer (through the E-Verify Employer Agent) against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.
2. SSA agrees to safeguard the information the Employer provides (through the E-Verify Employer Agent) through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. Section 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).
3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the E-Verify Employer Agent.
4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the E-Verify Employer Agent.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

#### **E. RESPONSIBILITIES OF DHS**

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer (through the E-Verify Employer Agent) to conduct, to the extent authorized by this MOU:
  - A. Automated verification checks on alien employees by electronic means, and
  - B. Photo verification checks (when available) on employees.
2. DHS agrees to assist the E-Verify Employer Agent with operational problems associated with its participation in E-Verify. DHS agrees to provide the E-Verify Employer Agent names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the E-Verify Employer Agent with access to E-Verify training materials as well as

an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.

4. DHS agrees to train E-Verify Employer Agents on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require E-Verify Employer Agents to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer (through the E-Verify Employer Agent) a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the E-Verify Employer Agent's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides (through the E-Verify Employer Agent), and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

### **ARTICLE III**

#### **REFERRAL OF INDIVIDUALS TO SSA AND DHS**

##### **A. REFERRAL TO SSA**

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.
2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.
4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.
6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

##### **B. REFERRAL TO DHS**

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to



contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.
3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.
4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.
5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.
6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:
  - A. Scanning and uploading the document, or
  - B. Sending a photocopy of the document by express mail (furnished and paid for by the employer).
7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.
8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

#### **ARTICLE IV**

##### **SERVICE PROVISIONS**

###### **A. NO SERVICE FEES**

1. SSA and DHS will not charge the Employer or the Web Services E-Verify Employer Agent for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

#### **ARTICLE V**

##### **SYSTEM SECURITY AND MAINTENANCE**

###### **A. DEVELOPMENT REQUIREMENTS**

1. Software developed by Web Services E-Verify Employer Agents must comply with federally-mandated information security policies and industry security standards to include but not limited to:
2. Public Law 107-347, "E-Government Act of 2002, Title III, Federal Information Security Management Act (FISMA)," December 2002.
3. Office of Management and Budget (OMB) Memorandum (M-10-15), "FY 2010 Reporting Instructions for the Federal Information Security Management Act and Agency Privacy Management," April 2010.
4. National Institute of Standards and Technology (NIST) Special Publication (SP) and Federal Information Processing Standards Publication (FIPS).
5. International Organization for Standardization/International Electrotechnical Commission (ISO/IEC) 27002, Information Technology - Security Techniques - Code of Practice for Information Security Management.
6. The Web Services E-Verify Employer Agent agrees to update its Web Services interface to reflect system enhancements within six months from the date DHS notifies the Web Services User of the system update. The Web Services User will receive notice from DHS in the form of an Interface Control Agreement (ICA). The Web Services E-Verify Employer Agent agrees to institute changes to its interface as identified in the ICA, including all functionality identified and all data elements detailed therein.
7. The Web Services E-Verify Employer Agent agrees to demonstrate progress of its efforts to update its Web Services interface if and when DHS requests such progress reports.

8. The Web Services E-Verify Employer Agent acknowledges that if its system enhancements are not completed to the satisfaction of DHS or its assignees within six months from the date DHS notifies the Web Services User of the system update, then the Web Services User's E-Verify account may be suspended, and support for previous releases of E-Verify may no longer be available to the Web Services User. The Web Services E-Verify Employer Agent also acknowledges that DHS may suspend the Web Services User's account after the six-month period has elapsed.
9. The Web Services E-Verify Employer Agent agrees to incorporate error handling logic into its development or software to accommodate and act in a timely fashion should an error code be returned.
10. The Web Services E-Verify Employer Agent agrees to complete the technical requirements testing which is confirmed upon receiving approval of test data and connectivity between the Web Services E-Verify Employer Agent and DHS.
11. DHS will not reimburse any Web Services E-Verify Employer Agent or software developer who has expended resources in the development or maintenance of a Web Services interface if that party is unable, or becomes unable, to meet any of the requirements set forth in this MOU.
12. Housing, development, infrastructure, maintenance, and testing of the Web Services applications may take place outside the United States and its territories, but testing must be conducted to ensure that the code is correct and secure.
13. If the Web Services E-Verify Employer Agent includes an electronic Form I-9 as part of its interface, then it must comply with the standards for electronic retention of Form I-9 found in 8 CFR 274a.2(e).

## **B. INFORMATION SECURITY REQUIREMENTS**

Web Services E-Verify Employer Agents performing verification services under this MOU must ensure that information that is shared between the Web Services E-Verify Employer Agent and DHS is appropriately protected comparable to the protection provided when the information is within the DHS environment [OMB Circular A-130 Appendix III].

To achieve this level of information security, the Web Services E-Verify Employer Agent agrees to institute the following procedures:

1. Conduct periodic assessments of risk, including the magnitude of harm that could result from the unauthorized access, use, disclosure, disruption, modification, or destruction of information and information systems that support the operations and assets of the DHS, SSA, and the Web Services E-Verify Employer Agent and its clients;
2. Develop policies and procedures that are based on risk assessments, cost-effectively reduce information security risks to an acceptable level, and ensure that information security is addressed throughout the life cycle of each organizational information system;
3. Implement subordinate plans for providing adequate information security for networks, facilities, information systems, or groups of information systems, as appropriate;
4. Conduct security awareness training to inform the Web Services E-Verify Employer Agent's personnel (including contractors and other users of information systems that support the operations and assets of the organization) of the information security risks associated with their activities and their responsibilities in complying with organizational policies and procedures designed to reduce these risks;
5. Develop periodic testing and evaluation of the effectiveness of information security policies, procedures, practices, and security controls to be performed with a frequency depending on risk, but no less than once per year;
6. Develop a process for planning, implementing, evaluating, and documenting remedial actions to address any deficiencies in the information security policies, procedures, and practices of the organization;
7. Implement procedures for detecting, reporting, and responding to security incidents;
8. Create plans and procedures to ensure continuity of operations for information systems that support the operations and assets of the organization;
9. In information-sharing environments, the information owner is responsible for establishing the rules for appropriate use and protection of the subject information and retains that responsibility even when the information is shared with or provided to other organizations [NIST SP 800-37].
10. DHS reserves the right to restrict Web Services calls from certain IP addresses.
11. DHS reserves the right to audit the Web Services E-Verify Employer Agent's application.
12. Web Services E-Verify Employer Agents and Software Developers agree to cooperate willingly with the DHS assessment of information security and privacy practices used by the company to develop and maintain the

software.

### C. DATA PROTECTION AND PRIVACY REQUIREMENTS

1. Web Services E-Verify Employer Agents must practice proper Internet security; this means using HTTP over SSL/TLS (also known as HTTPS) when accessing DHS information resources such as E-Verify [NIST SP 800-95]. Internet security practices like this are necessary because Simple Object Access Protocol (SOAP), which provides a basic messaging framework on which Web Services can be built, allows messages to be viewed or modified by attackers as messages traverse the Internet and is not independently designed with all the necessary security protocols for E-Verify use.
2. In accordance with DHS standards, the Web Services E-Verify Employer Agent agrees to maintain physical, electronic, and procedural safeguards to appropriately protect the information shared under this MOU against loss, theft, misuse, unauthorized access, and improper disclosure, copying use, modification or deletion.
3. Any data transmission requiring encryption shall comply with the following standards:
  - A. Products using FIPS 197 Advanced Encryption Standard (AES) algorithms with at least 256-bit encryption that has been validated under FIPS 140-2.
  - B. NSA Type 2 or Type 1 encryption.
4. User ID Management (Set Standard): All information exchanged between the parties under this MOU will be done only through authorized Web Services E-Verify Employer Agent representatives identified above.
5. The Web Services E-Verify Employer Agent agrees to use the E-Verify browser instead of its own interface if it has not yet upgraded its interface to comply with the Federal Acquisition Regulation (FAR) system changes. In addition, Web Services E-Verify Employer Agents whose interfaces do not support the Form I-9 from 2/2/2009 or 8/7/2009 should also use the E-Verify browser until the system upgrade is completed.
6. The Web Services E-Verify Employer Agent agrees to use the E-Verify browser instead of its own interface if it has not completed updates to its system within six months from the date DHS notifies the Web Services E-Verify Employer Agent of the system update. The Web Services E-Verify Employer Agent can resume use of its interface once it is up-to-date, unless the Web Services E-Verify Employer Agent has been suspended or terminated from continued use of the system.

### D. COMMUNICATIONS

1. Web Services E-Verify Employer Agents and Software Developers agree to develop an electronic system that is not subject to any agreement that would restrict access to and use of by an agency of the United States.
2. The Web Services E-Verify Employer Agent agrees to develop effective controls to ensure the integrity, accuracy and reliability of its electronic system.
3. The Web Services E-Verify Employer Agent agrees to develop an inspection and quality assurance program that regularly, at least once per year, evaluates the electronic system, and includes periodic checks of electronically stored information. The Web Services E-Verify Employer Agent agrees to share the results of its regular inspection and quality assurance program with DHS upon request.
4. The Web Services E-Verify Employer Agent agrees to develop an electronic system with the ability to produce legible copies of applicable notices, letters, etc.
5. All information exchanged between the parties under this MOU will be in accordance with applicable laws, regulations, and policies, including but not limited to, information security guidelines of the sending party with respect to any information that is deemed Personally Identifiable Information (PII), including but not limited to the employee or applicant's Social Security number, alien number, date of birth, or other information that may be used to identify the individual.
6. Suspected and confirmed information security breaches must be reported to DHS according to Article II.A.17. Reporting such breaches does not relieve the Web Services E-Verify Employer Agent from further requirements as directed by state and local law. The Web Services E-Verify Employer Agent is subject to applicable state laws regarding data protection and incident reporting in addition to the requirements herein.

### E. SOFTWARE DEVELOPER RESTRICTIONS

1. The Web Services E-Verify Employer Agent agrees that if it develops a Web Services interface and sells such interface, then it can be held liable for any misuse by the company that purchases the interface. It is the responsibility of the Web Services E-Verify Employer Agent to ensure that its interface is used in accordance with E-Verify policies and procedures.

2. The Web Services E-Verify Employer Agent agrees to provide software updates to each client who purchases its software. Because of the frequency Web Services updates, an ongoing relationship between the software developer and the client is necessary.
3. DHS reserves the right to terminate the access of any software developer with or without notice who creates or uses an interface that does not comply with E-Verify procedures.
4. Web Services Software Developers pursuing software development independent of serving clients as a Web Services E-Verify Employer Agent are not eligible to receive an ICA. At this time, E-Verify does not permit Web Services software development without also being a Web Services E-Verify Employer Agent or Web Services Employer.

#### F. PENALTIES

1. The Web Services E-Verify Employer Agent agrees that any failure on its part to comply with the terms of the MOU may result in account suspension, termination, or other adverse action.
2. DHS is not liable for any financial losses to Web Services E-Verify Employer Agent, its clients, or any other party as a result of your account suspension or termination.

### ARTICLE VI

#### MODIFICATION AND TERMINATION

##### A. MODIFICATION

1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.
2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

##### B. TERMINATION

1. The Web Services E-Verify Employer Agent may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties. In addition, any Employer represented by the Web Services E-Verify Employer Agent may voluntarily terminate its MOU upon giving DHS 30 days' written notice. The Web Services E-Verify Employer Agent may not refuse to terminate the Employer based upon an outstanding bill for verification services.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Web Services E-Verify Employer Agent's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Web Services E-Verify Employer Agent or Employer, or a failure on the part of either party to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. A Web Services E-Verify Employer Agent for an Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Web Services E-Verify Employer Agent must provide written notice to DHS. If the Web Services E-Verify Employer Agent fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Web Services E-Verify Employer Agent agrees that E-Verify is not liable for any losses, financial or otherwise, if the Web Services E-Verify Employer Agent or the Employer is terminated from E-Verify.

### ARTICLE VII

#### PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Web Services E-Verify Employer Agent, its agents, officers, or employees.



- C. The Web Services E-Verify Employer Agent may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Web Services E-Verify Employer Agent or the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Web Services E-Verify Employer Agent or the Employer.
- E. The Web Services E-Verify Employer Agent understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to, Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).
- F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer, the Web Services E-Verify Employer Agent and DHS respectively. The Web Services E-Verify Employer Agent understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Web Services E-Verify Employer Agent, as the case may be, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.
- G. The foregoing constitutes the full agreement on this subject between DHS, the Employer, and the E-Verify Employer Agent. Oldcastle Materials (Employer) hereby designates and appoints Jeremy Bateman (E-Verify Employer Agent), including its officers and employees, as the E-Verify Employer Agent for the purpose of carrying out (Employer) responsibilities under the MOU between the Employer, the E-Verify Employer Agent, and DHS.

Company ID Number:19959

Client Company ID Number:833181

If you have any questions, contact E-Verify at 1-888-464-4218.

Approved by:

Employer	
Name (Please Type or Print)	Title
Signature	Date
E-Verify Employer Agent TALX Corporation	
Name (Please Type or Print)	Title
Jeremy Bateman	
Signature	Date
Electronically Signed	February 08, 2019
Department of Homeland Security - Verification Division	
Name	Title
Signature	Date

Company ID Number:19959

Client Company ID Number:833181

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	Oldcastle Materials
Company Facility Address	900 Ashwood Parkway Atlanta, GA 30338
Company Alternate Address	
County or Parish	Fulton
Employer Identification Number	22-1729463
North American Industry Classification Systems Code	Administrative And Support Services (561)
Parent Company	
Number of Employees	100 to 499
Number of Sites Verified for	0

Company ID Number:19959

Client Company ID Number:833181

**Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:**

Company ID Number:19959

Client Company ID Number:833181

**Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:**

Name	Stephanie Jordan
Phone Number	(770) 392-5397
Fax Number	
Email Address	Stephanie.jordan@oldcastlematerials.com



**Preferred**  
**MATERIALS, INC.**  
A CRH COMPANY

Preferred Materials, Inc.  
5701 E. Hillsborough Ave.  
Suite 1122  
Tampa, FL 33610

T (813) 612-5740  
F (813) 664-8526

[www.preferredmaterials.com](http://www.preferredmaterials.com)

## INVITATION TO BID

Date: May 15, 2025

From: Craig Ketron Phone: 813-612-5740

Project: 25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County, FL

Bids: 6/12/2025

Preferred Materials, Inc. requests quotes from approved Pinellas County Small Business Enterprise (SBE's) as well as State Disadvantage Business Enterprises (DBE) or other subcontractors for Grassing/Sod, Shoulder Grading, Maintenance of Traffic, Milling, Milling Cleanup, Pavement Markings/Striping, QC/Testing, Signalization/Loops, Trucking/Hauling and Crack Sealing listed below for **Bid# 25-0072 ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County**. Efforts to assist interested SBE's & DBE's in obtaining bonding, lines of credit, or insurance will be provided if needed. For your convenience, plans and specifications can be downloaded from our Preferred Materials FTP site or viewed at our office. Contractor assumes full responsibility for review of all current contract documents, to include any addenda that may be issued, with his/her submission of a quote.

<http://ftp.crhna.com/ThinClient/WTM/public/#/main>

Username: [tampaestimating@preferredmaterials.com](mailto:tampaestimating@preferredmaterials.com)

Password: preferred

Folder: 6- JUNE- 2025

**We request bids be submitted by: 6/11/2025 prior to NOON**

- **Please note that all FDOT projects bidding after January 1, 2023, must comply with the Build America, Buy America Act (BABA). All permanent materials that will be installed on any project must follow the new regulations, please see the attached DCE memo.**

**Estimator for this project is: Craig Ketron @ [craig.ketron@preferredmaterials.com](mailto:craig.ketron@preferredmaterials.com)**

Please advise ASAP of your intent to send us a quote via email to:

**Please send all quotes to: [craig.ketron@preferredmaterials.com](mailto:craig.ketron@preferredmaterials.com)**

Please do not hesitate to contact Craig Ketron ([craig.ketron@preferredmaterials.com](mailto:craig.ketron@preferredmaterials.com)) should you have any further questions. Thank you!

**Safety First** *Always*

Sent to LaGaceta/FL Sentinel/Tampa Bay Times sent 5/15/2025

Draft ad for Invitation to Bid:

Preferred Materials, Inc. requests quotes from approved Pinellas County Small Business Enterprise (SBE's) as well as State Disadvantage Business Enterprises (DBE) or other subcontractors for Grassing/Sod, Shoulder Grading, Maintenance of Traffic, Milling, Milling Cleanup, Pavement Markings/Striping, QC/Testing, Signalization/Loops, Trucking/Hauling and Crack Sealing listed below for **Bid# 25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County**. Efforts to assist interested SBE's & DBE's in obtaining bonding, lines of credit, or insurance will be provided if needed. For your convenience, plans and specifications can be downloaded from our Preferred Materials FTP site or viewed at our office. Contractor assumes full responsibility for review of all current contract documents, to include any addenda that may be issued, with his/her submission of a quote.

<http://ftp.crhna.com/ThinClient/WTM/public/#/main>

Username: [tampaestimating@preferredmaterials.com](mailto:tampaestimating@preferredmaterials.com)

Password: preferred


Folder: 6-JUNE-2025

Bids are due 6/11/2025 prior to noon, via email: [craig.ketron@preferredmaterials.com](mailto:craig.ketron@preferredmaterials.com) or via fax to 813-664-8526.

Please direct questions via email to Craig Ketron: [craig.ketron@preferredmaterials.com](mailto:craig.ketron@preferredmaterials.com) at the Estimating Department #: 813-612-5740




 This email message will be sent to about 54 recipients.  
 We've found some ways to make your message more accessible. [Review accessibility issues](#)

  
Send


From ▾

Lakelia.Drummond@preferredmaterials.com

To

 [Ketron, Craig \(Preferred Materials\);](#)

Cc

 [PerezDeLongstreet, Maria \(Preferred Materials\);](#)

Bcc

[dmartin@angleright.net](#); [frontdesk@beutility.com](#); [chill@blackrockasphaltco.com](#); [estimating@busseyconstruction.com](#); [estimating@cornerstonebarricades.com](#); [pam@hyatt-survey.com](#); [mvachu@tampabay.rr.com](#); [mpg8949@aol.com](#); [pamela.delnegro@oz-matic.com](#); [jtrucker151@aol.com](#); [lesley@sunbeltsod.com](#); [jzamora@ttcengineering.com](#); [estimating@a1floridasod.com](#); [ralph@a1floridasod.com](#); [Bids@absoluteerosion.com](#); [rabell@acmebarricades.com](#); [jsimms@acmebarricades.com](#); [jburleson@acmebarricades.com](#); [agriscapeflorida@gmail.com](#); [dbussey@akcainc.com](#); [ra@alershauling.com](#); [David.Feise@AATCFL.com](#); [quotes@aatcfl.com](#); [bbcontractorsfl@gmail.com](#); [blacktipemail@yahoo.com](#); [billy@blacktip.us](#); [frontdesk@beutility.com](#); [briansr@blackrockmill.com](#); [estimating@bobsbarricades.com](#); [estimating@busseyconstruction.com](#); [darren@civilsiteconstructors.com](#); [randyandcocosodfarms@gmail.com](#); [estimating@collierpave.com](#); [estimating@cornerstonebarricades.com](#); [flsilt@sod@gmail.com](#); [pam@floridaecs.com](#); [jridinger@gerelco.com](#); [gbhsinc@bellsouth.net](#); [jims@highwaysafetydevices.com](#); [jarrodn@highwaysafetydevices.com](#); [lkjose8@yahoo.com](#); [llomski@let-fl.com](#); [alomski@let-fl.com](#); [mpg8949@aol.com](#); [stevem@mcsheacontracting.com](#); [estimating@mcsheacontracting.com](#); [operations@millingcleanup.com](#); [bbortell@mill-it.com](#); [rsestimating2@aol.com](#); [estimating@collierpave.com](#); [eric.kizziar@southfloridamilling.com](#); [southernsignalandlighting@gmail.com](#); [rbrooks@sun-civil.com](#); [r.rebert@tcd-usa.com](#); [estimate@trafficcontrolproducts.org](#); [estimating@tip-fl.com](#); [estimating@unlimitedturf.com](#)

Subject

ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

 DCE\_Memo\_22-16\_BABA\_Act\_12-5.pdf  
1 MB

 ITB for 25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County.pdf  
137 KB

Please see attached ITB FOR LINK TO PLANS AND SPECIFICATIONS. Respond by **6/11/2025** prior to noon with your quote.

- Please note that all FDOT projects bidding after January 1, 2023, must comply with the Build America, Buy America Act (BABA). All permanent materials that will be installed on any project must follow the new regulations, please see the attached DCE memo.

**Estimator for this project is: Craig Ketron @ [craig.ketron@preferredmaterials.com](mailto:craig.ketron@preferredmaterials.com)**

**Please advise ASAP of your intent to send us a quote via email @**

***Please send all quotes to: [craig.ketron@preferredmaterials.com](mailto:craig.ketron@preferredmaterials.com)***



# Tampa Bay Times

Published Daily

STATE OF FLORIDA } ss

COUNTY OF PINELLAS County

Before the undersigned authority personally appeared Jean Mitotes who on oath says that he/she is a Legal Advertising Representative of the Tampa Bay Times a daily newspaper printed in St. Petersburg, in Pinellas County, Florida that the attached copy of advertisement being a Legal Notice in the matter Bid# 25-0072-ITB- was published in said newspaper by print in the issues of 05/18/25 or by publication on the newspaper's website, if authorized.

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes. Affiant further says the said Tampa Bay Times is a newspaper published in Pinellas County, Florida and that the said newspaper has heretofore been continuously published in said Pinellas County, Florida each day and has been entered as a second class mail matter at the post office in said Pinellas County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.




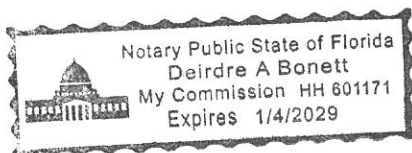
Signature of Affiant \_\_\_\_\_

Sworn to and subscribed before me this **05/18/2025**

Signature of Notary of Public

Personally known **X** or produced identification.

Type of identification produced \_\_\_\_\_

Preferred Materials, Inc. requests quotes from approved Pinellas County Small Business Enterprise (SBE's) as well as State Disadvantage Business Enterprises (DBE) or other subcontractors for Grassing/Sod, Shoulder Grading, Maintenance of Traffic, Milling, Milling Cleanup, Pavement Markings/Striping, QC/Testing, Signalization/Loops, Trucking/Hauling and Crack Sealing listed below for **Bid# 25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County**. Efforts to assist interested SBE's & DBE's in obtaining bonding, lines of credit, or insurance will be provided if needed. For your convenience, plans and specifications can be downloaded from our Preferred Materials FTP site or viewed at our office. Contractor assumes full responsibility for review of all current contract documents, to include any addenda that may be issued, with his/her submission of a quote.

<http://ftp.crhna.com/ThinClient/WTM/public/#/main>

Username: tampaestimating@preferredmaterials.com

Password: preferred

Folder: 6-JUNE-2025

Bids are due 6/11/2025 prior to noon, via email: craig.ketron@preferredmaterials.com or via fax to 813-664-8526. Please direct questions via email to Craig Ketron: craig.ketron@preferredmaterials.com at the Estimating Department #: 813-612-5740  
05/18/2025 38491b

# Publisher's Affidavit

## LA GACETA

**State of Florida**

**County of Hillsborough,**

Before the undersigned authority personally  
appeared

**Patrick Manteiga**

who under oath says he is the Publisher of  
La Gaceta, a weekly newspaper published in  
Hillsborough County, Florida, that the attached  
copy of advertisement, being a

Invitation to Bid

in the matter of

Bid# 25-0070 ITB-C FY 2026 Pavement  
Preservation Package 1 and Bid# 25-0071 ITB-C  
FY 2026 Pavement Preservation Package 2

In the Thirteenth Judicial Circuit Court, was  
published in said newspaper in print in the issues  
of 5/2/2025

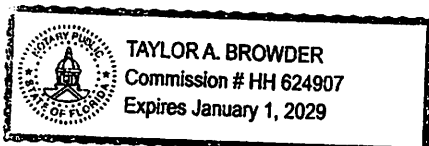
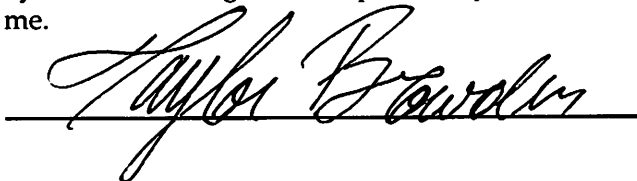
and on its publicly available website. Affiant  
further says that the newspaper complies with all  
legal requirements for publication in Chapter 50,  
Florida Statutes.

**Legal advertisement  
attached to  
reverse side**

Sworn to and subscribed before me

on this 2nd day of, May A.D. 2025

by Patrick Manteiga, who is personally known to  
me.



## Invitation to Bid

Preferred Materials, Inc. requests quotes from approved Pinellas County Small Business Enterprise (SBE's) as well as State Disadvantage Business Enterprises (DBE) or other subcontractors for Maintenance of Traffic, Milling, Milling Cleanup, Pavement Markings/Striping, QC/Testing, Signalization/Loops and Trucking/Hauling listed below for **Bid# 25-0070 ITB-C FY 2026 Pavement Preservation Package 1** and **Bid# 25-0071 ITB-C FY 2026 Pavement Preservation Package 2** for Pinellas County. Efforts to assist interested SBE's & DBE's in obtaining bonding, lines of credit, or insurance will be provided if needed. For your convenience, plans and specifications can be downloaded from our Preferred Materials FTP site or viewed at our office. Contractor assumes full responsibility for review of all current contract documents, to include any addenda that may be issued, with his/her submission of a quote.

<http://ftp.crhna.com/ThinClient/WTM/public/#/main>

Username: [tampaestimating@preferredmaterials.com](mailto:tampaestimating@preferredmaterials.com)

Password: preferred

Folder: 5-MAY-2025

Bids are due 5/14/2025 prior to noon, via email: [craig.ketron@preferredmaterials.com](mailto:craig.ketron@preferredmaterials.com) or via fax to 813-664-8526.

Please direct questions via email to Craig Ketron: [craig.ketron@preferredmaterials.com](mailto:craig.ketron@preferredmaterials.com) at the Estimating Department #: 813-612-5740

5/2/25LG 1T

# **Publisher's Affidavit**

## **LA GACETA**

**State of Florida**

**County of Hernando,**

Before the undersigned authority personally  
appeared

**Patrick Manteiga**

who under oath says he is the Publisher of  
La Gaceta, a weekly newspaper published in  
Hernando County, Florida, that the attached  
copy of advertisement, being a

Invitation to Bid

in the matter of

Bid# 25-0070 ITB-C FY 2026 Pavement  
Preservation Package 1 and Bid# 25-0071 ITB-C  
FY 2026 Pavement Preservation Package 2

**Legal advertisement  
attached to  
reverse side**

In the Fifth Judicial Circuit Court, was  
published in said newspaper in print in the issues  
of 5/2/2025

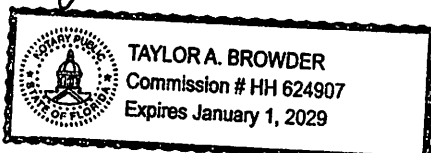
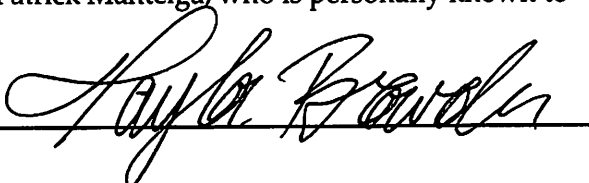
and on its publicly available website. Affiant  
further says that the newspaper complies with all  
legal requirements for publication in Chapter 50,  
Florida Statutes.



Sworn to and subscribed before me

on this 2nd day of, May A.D. 2025

by Patrick Manteiga, who is personally known to  
me.



# Invitation to Bid

Preferred Materials, Inc. requests quotes from approved Pinellas County Small Business Enterprise (SBE's) as well as State Disadvantage Business Enterprises (DBE) or other subcontractors for Maintenance of Traffic, Milling, Milling Cleanup, Pavement Markings/Striping, QC/Testing, Signalization/Loops and Trucking/Hauling listed below for Bid# 25-0070 ITB-C FY 2026 Pavement Preservation Package 1 and Bid# 25-0071 ITB-C FY 2026 Pavement Preservation Package 2 for Pinellas County. Efforts to assist interested SBE's & DBE's in obtaining bonding, lines of credit, or insurance will be provided if needed. For your convenience, plans and specifications can be downloaded from our Preferred Materials FTP site or viewed at our office. Contractor assumes full responsibility for review of all current contract documents, to include any addenda that may be issued, with his/her submission of a quote.

<http://ftp.crhna.com/ThinClient/WTM/public/#/main>  
Username: [tampaestimating@preferredmaterials.com](mailto:tampaestimating@preferredmaterials.com)  
Password: preferred  
Folder: 5-MAY-2025

Bids are due 5/14/2025 prior to noon, via email: [craig.ketron@preferredmaterials.com](mailto:craig.ketron@preferredmaterials.com) or via fax to 813-664-8526.

Please direct questions via email to Craig Ketron: [craig.ketron@preferredmaterials.com](mailto:craig.ketron@preferredmaterials.com) at the Estimating Department #: 813-612-

5740

5/2/25LG 11

# **Publisher's Affidavit**

## **LA GACETA**

**State of Florida**

**County of Pinellas,**

Before the undersigned authority personally  
appeared

**Patrick Manteiga**

who under oath says he is the Publisher of  
La Gaceta, a weekly newspaper published in  
Pinellas County, Florida, that the attached  
copy of advertisement, being a

Invitation to Bid


in the matter of

Bid# 25-0070 ITB-C FY 2026 Pavement  
Preservation Package 1 and Bid# 25-0071 ITB-C  
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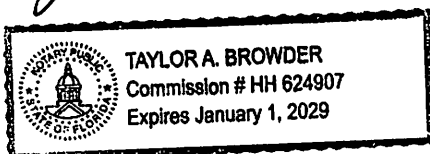
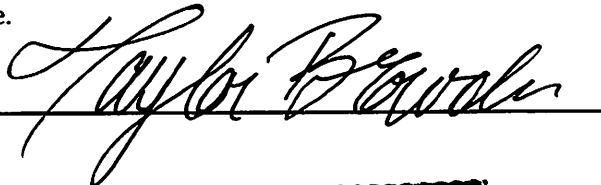
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<http://ftp.crhna.com/ThinClient/WTM/public/#/main>

Username: [tampaestimating@preferredmaterials.com](mailto:tampaestimating@preferredmaterials.com)

Password: preferred

Folder: 5-MAY-2025

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Please direct questions via email to Craig Ketron: [craig.ketron@preferredmaterials.com](mailto:craig.ketron@preferredmaterials.com) at the Estimating Department #: 813-612-5740

5/2/25LG 1T



# Publisher's Affidavit

## LA GACETA

**State of Florida**

**County of Pasco,**

Before the undersigned authority personally  
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**Patrick Manteiga**

who under oath says he is the Publisher of  
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copy of advertisement, being a

Invitation to Bid

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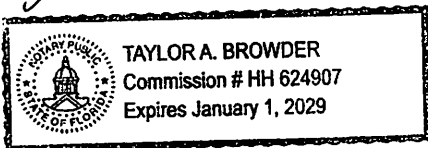
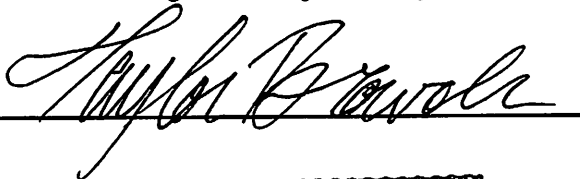
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## Invitation to Bid

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Password: preferred

Folder: 5-MAY-2025

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5/2/25LG 1T

### Invitation to Bid:

**Preferred Materials, Inc.** requests quotes from approved Pinellas County Small Business Enterprise (SBE's) as well as State Disadvantage Business Enterprises (DBE) or other subcontractors for Grassing/Sod, Shoulder Grading, Maintenance of Traffic, Milling, Milling Cleanup, Pavement Markings/Striping, QC/Testing, Signalization/Loops, Trucking/Hauling and Crack Sealing listed below for **Bid# 25-0072-ITB-CFY 2026 Pavement Preservation Package 3Pinellas County**. Efforts to assist interested SBE's& DBE's in obtaining bonding, lines of credit, or insurance will be provided if needed. For your convenience, plans and specifications can be downloaded from our Preferred Materials FTP site or viewed at our office. Contractor assumes full responsibility for review of all current contract documents, to include any addenda that may be issued, with his/her submission of a quote.

<http://ftp.crhna.com/ThinClient/WTM/public/#/main>

Username: [tampaestimating@preferredmaterials.com](mailto:tampaestimating@preferredmaterials.com)

Password: preferred

Folder: 6-JUNE-2025

Bids are due **6/11/2025 prior to noon**, via email: [craig.ketron@preferredmaterials.com](mailto:craig.ketron@preferredmaterials.com) or via fax to 813-664-8526.

Please direct questions via email to Craig Ketron: [craig.ketron@preferredmaterials.com](mailto:craig.ketron@preferredmaterials.com) at the Estimating Department #: 813-612-5740.

Preferred Materials, Inc.  
#25-0072-ITB-C FY2026 Pavement Preservation Package 3 Pinellas County  
Bid Date 6/12/2025  
Invitation to bid sent out to various companies SBE's, MBE's, DBE's and others

Vendor Name	Email Address	Phone	SCOPES of Work	Certifications:	Address
AngleRight Surveying, LLC	<a href="mailto:dmartin@angleright.net">dmartin@angleright.net</a>	(239) 898-7001	Road Construction Surveying	SBE	440 Roberts Road Suite Oldsmar, FL 34677
B&E Signal and Lighting, Inc.	<a href="mailto:frontdesk@beutility.com">frontdesk@beutility.com</a>	941-758-3594	Signals/lighting	SBE	6447 33rd St. East, Sarasota, FL 34243
Blackrock Paving	<a href="mailto:chill@blackrockasphaltco.com">chill@blackrockasphaltco.com</a>	813-505-8163	Paving	SBE	1401 W. Swann Ave Tampa, FL 33606
Bussey Construction Services, Inc.	<a href="mailto:estimating@busseyconstruction.com">estimating@busseyconstruction.com</a>	813-857-3844	Striping	MBE, SBE	32234 Summerglade Dr. Wesley Chapel, FL 33545
Cornerstone Barricades Inc.	<a href="mailto:estimating@cornerstonebarricades.com">estimating@cornerstonebarricades.com</a>	352-373-8001	MOT	DBE, SBE, MBE, SDB, HUBZone, FDOT BDI	5434 56th Commerce Park Blvd. Tampa, FL 33610
Hyatt Survey Services Inc	<a href="mailto:pam@hyatt-survey.com">pam@hyatt-survey.com</a>	(941) 748-4693	Road Construction Surveying	SBE	2012 Lena Road Bradenton, FL 34211
J M J Hauling inc	<a href="mailto:mvachu@tampabay.rr.com">mvachu@tampabay.rr.com</a>	(917) 544-9741	Trucking Hauling Company	SBE	13810 Golf Course Road Parrish, FL 34219
Kilgore Construction, LLC	<a href="mailto:jo@kilgorellc.com">jo@kilgorellc.com</a>	(727) 755-2294	Concrete	SBE	11697 Walsingham Road Largo, FL 33778
Kloote Contracting	<a href="mailto:dave@kloote.com">dave@kloote.com</a>	727.785.6800	Crack Sealing, grading, concrete, drainage	Pinellas County SBE certified, State certified GC	2706 19th St, Palm Harbor, FL 34683
M.P.G. & COMPANY, INC.	<a href="mailto:mpg8949@aol.com">mpg8949@aol.com</a>	727.518.1761	Signals/lighting	DBE, SBE w/ COT, FDOT, Hillsborough Co.	8949-131st Place N. Largo, FL 33773
MTM Contractors Inc	<a href="mailto:tony@mtmcontractors.com">tony@mtmcontractors.com</a>	(727) 528-0178	Excavating	SBE	6550 53rd St N Pinellas Park, FL 33781
Ozmatic, Inc	<a href="mailto:pamela.delnegro@oz-matic.com">pamela.delnegro@oz-matic.com</a>	(727) 224-8999	Constructability Reviews, Utility Coordination, RFP Development, Field Insoection, Litigation	SBE, DBE FDOT Qualified	9740 Trumpet Vine Loop Trinity, FL 34655
Pavemaster Asphalt Paving, Inc.	<a href="mailto:noah@pavemasterfl.com">noah@pavemasterfl.com</a>	813-671-7300	Mill Cleanup, Striping, Seal coating	SBE	9109 Symmes Rd Gibsonton FL 33534
Sabrina's Trucking, LLC	<a href="mailto:itrucker151@aol.com">itrucker151@aol.com</a>	813.629.7210	Hauling	City of Tampa SLBE, St Pete DBE and Hillsborough Cnty WMBE and SMBE	607 Trixi Drive Seffner, FL 33584
Sunbelt Sod & Grading Company	<a href="mailto:lesley@sunbeltsod.com">lesley@sunbeltsod.com</a>	(813) 641-9855	Sod & Grading	SBE	301 W. Shell Point Road Ruskin, FL 33570
TTCS, INC.	<a href="mailto:jamora@ttcengineering.com">jamora@ttcengineering.com</a>	(813) 871-2000	Inspection	SBE	1212 N 39th St. #400 Tampa, FL 33605
A-1 Florida Sod, Inc.	<a href="mailto:estimating@a1floridasod.com">estimating@a1floridasod.com</a> ; <a href="mailto:ralph@a1floridasod.com">ralph@a1floridasod.com</a>	863.424.6222	Sod	SBE	2629 Waverly Barn Road Suite 121 Davenport, FL 33897
Absolute Erosion Control, LLC.	<a href="mailto:Bids@absoluteerosion.com">Bids@absoluteerosion.com</a>	407.489.4035	Silt fence	FDOT DBE, MBE, SBE	4760 Willamette Cir Orlando, FL 32826

Preferred Materials, Inc.  
#25-0072-ITB-C FY2026 Pavement Preservation Package 3 Pinellas County  
Bid Date 6/12/2025  
Invitation to bid sent out to various companies SBE's, MBE's, DBE's and others

Vendor Name	Email Address	Phone	SCOPES of Work	Certifications:	Address
ACME BARRICADES, L.C.	rabell@acmebarricades.com; jsimms@acmebarricades.com; jburleson@acmebarricades.com	813.623.2263	MOT Barricades, Striping, guardrail	SBE	2611 S 82nd St. Tampa, FL 33619
Agriscap Sod Services	agriscapeflorida@gmail.com	941-932-3050	Sod	SBE	121 S. Orange Ave. Arcadia, FL 34266
AKCA, Inc.	dbussey@akcainc.com	813-752-4471	Striping, signs	SBE	4603 Reece Road Plant City, FL 33566
Alers Hauling, Inc.	ra@alershauling.com	813-610-8485	Hauling	SBE	4410 N Clark Ave Tampa, FL 33614
Area Wide Services, LLC	areawidesrv@aol.com	941-322-6728	Mowing	David M Hall	
Arrive Alive Traffic Control LLC.	David.Feise@AATCFL.com; quotes@aatcfl.com	407-578-5431	MOT	SBE	3165 N John Young Orlando, FL 32804
B & B CONTRACTORS OF FLORIDA INC.	bbcontractorsfl@gmail.com	386.275.7946	Signals/lighting	SBE	159 SW Robinson Court Lake City, FL 32024
Blacktip Services, Inc.	blacktipemail@yahoo.com; billy@blacktip.us	954-303-4593	Concrete, grading, drainage	SBE	53 Riley Rd # 422, Celebration, FL 34747
B&E Signal and Lighting, Inc.	frontdesk@beutility.com	941-758-3594	Signals/lighting	Trudy (Twee) Strom Purchasing/Assist	
Blackrock Milling, LLC.	briansr@blackrockmill.com	813.251.6455	Milling	Brian Miller Estimator	
Bob's Barricades, Inc.	estimating@bobsbarricades.com	954-423-2627	MOT Barricades	SBE	5018 S 24th Ave, Tampa, FL 33619
Bussey Construction Services, Inc.	estimating@busseyconstruction.com	813-857-3844	Striping	Kristen Bussey	MBE, SBE
Civil Site Constructors	darren@civilsiteconstructors.com	352-592-4471	Milling	Williamson VP contact for now	MBE
COCO SOD FARMS INC.	randyandcocosodfarms@gmail.com	863.763.1517	Sod	SBE	19600 State Road 70 West OKEECHOBEE, FL 34974
Collier Paving (Division of Southern Striping Solutions LLC.)	estimating@collierpave.com	239-591-5903	Milling, mill clean up, striping	SBE	6089 Janes Lane Naples, FL 34109
Cornerstone Barricades Inc.	estimating@cornerstonebarricades.com	352-373-8001	MOT	Lyn Sowell	DBE, SBE, MBE, SDB, HUBZone, FDOT BDI
Driveway Maintenance, Inc.	drivewaymaintenance@hotmail.com	800-432-1191	Paving, striping	SBE	1901 N 57th St, Tampa, FL 33619
Emerald Coast Striping, LLC	egerrell@gmail.com	850-545-5965	Striping		1901 East Ave. Panama City, FL 32405
Erosion Control of Central Florida, Inc.	flsiltod@gmail.com	407.908.1781	Erosion control		3411 Nesmith Rd. Plant City, FL 33566
EROSION CONTROL SYSTEMS, INC.	pam@floridaecs.com	352.569.9191	Erosion control	State of Florida WBE, SBE,	8000 SE 23 Dr, Webster, FL 33597
Florida Hydroseeding & Erosion Contl	admin@flhydroseed.com	772-888-2989	Sod, pond liners	Bradlee Tanzer (President)	
Florida Roadway Guardrail & Signs	craig@floridaroadway.com	561-848-1411	Guardrail, Signs	SBE	1137 Silver Beach Rd Lake Park, FL 33403
Gerelco Traffic Controls	jridinger@gerelco.com	772-340-7474	Signals/lighting/electric and communications divisions		560 NW Enterprise Dr. Port St Lucie, FL 34986
Gosalia Concrete Constructors, Inc.	mstanley@gosaliaco.com	813-443-0984	Concrete, slip barrier wall, grading		4607 N 56TH St. Tampa, FL 33610 7/23/19

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#25-0072-ITB-C FY2026 Pavement Preservation Package 3 Pinellas County  
Bid Date 6/12/2025  
Invitation to bid sent out to various companies SBE's, MBE's, DBE's and others

Vendor Name	Email Address	Phone	SCOPES of Work	Certifications:	Address
GRADING & BUSH HOG SERVICES, INC.	gbhsinc@bellsouth.net	904.276.3314	Guardrail, handrail, mowing, litter removal, slope mowing and bridge repair.	Scott Griffin	FDOT DBE
Harris-McBurney Co	jkettell@hmc.com	727-698-2565	Airport crack sealing		2120 US-301 Tampa, FL 33619
Highway Safety Devices, Inc.	jims@highwaysafetydevices.com; jarrodn@highwaysafetydevices.com	813.759.1559	Signals/lighting, signs, guardrail		6480 Harney Rd. Tampa, Florida 33610
HIMES ELECTRIC COMPANY, INC.	thomas@himeselectric.com	813.909.1927	Airport electrical, Lighting	Thomas Cook	FDOT approved contractor for electrical work, small business certs from St. Pete and Port of Tampa
K & B Site Work, LLC	aleem@kandbSitework.com	727-827-2971	Site work, Utilities	Aleem Khan	
Kloote Contracting	dave@kloote.com	727.785.6800	Crack Sealing, grading, concrete, drainage	Dave Kloote	Pinellas County SBE certified, State certified GC
Lira & Son Sod	lkjose8@yahoo.com	863-441-0762	Sod		113 Tryon Ave. Lake Placid FL 33852
Lomski Engineering and Testing, Inc.	llomski@let-fl.com; alomski@let-fl.com	941-979-5744	Testing	FDOT DBE & Hills Cnty, Florida UCP	17210 Toledo Blade Blvd. Port Charlotte, FL 33954
M.P.G. & COMPANY, INC.	mpg8949@aol.com	727.518.1761	Signals/lighting	Robin Green	DBE w/ COT, FDOT, Hillborough Co.
McShea Contracting LLC	steven@mcsheacontracting.com; estimating@mcsheacontracting.com	239.368.5200	Striping, Signs		508 Owen Ave. North Lehigh Acres, FL 33971
Mill Cleanup Services LLC	operations@millingcleanup.com	727-939-8600	Mill Cleanup		201 TARPON INDUSTRIAL DRIVE, SUITE 1 TARPON SPRINGS, FL 34689
Mill-It Corporation	bbortell@mill-it.com	407.661.1181	Milling		9630 DISCOVERY COURT ALTAMONTE SPRINGS, FL 32714
MOT Plans.com, Inc.	satty@motplans.com	813-600-7884	MOT	Eddie Poupart	
Pave-Rite, Inc.	jeff@paveriteflorida.com	352.621.1600	ARMI layer		3411 W. CRIGGER CT. LECANTO, FL 33461
PowerCore, Inc.	estimating@powercore.us; acarrillo@powercore.us	321-253-1402	Signals/lighting, Signs		5101 W. EAU GALLIE BLVD. MELBOURNE, FL 32934
Raulerson and Son, Inc.	rsestimating2@aol.com	813.988.3698	Sod, Irrigation		10611 Raulerson Ranch Rd, Tampa, FL 33637
R.H. Moore & Associates, Inc.	mike@rhmooreassociates.com	813-988-0200	Erosion control	Mike Nester	
Southern Striping Solutions, LLC dba South Florida Milling	estimating@collierpave.com; eric.kizziar@southfloridamilling.com	(239) 591-5903	Milling, Mill cleanup, Striping	Roxanne Dubé	
SOUTHERN LAND SERVICES OF SOUTHWEST FLORIDA, INC.	info@southernlandsvc.com	813.949.0049	Erosion control, Grass Mowing		119 Whitaker Rd. Lutz FI 33549
Southern Seal Technology, Inc.	ssestimating@gmail.com; jamiebsst@yahoo.com	386-719-8980	Joint Seal	SBE	768 NW CLUBVIEW CIRCLE LAKE CITY, FL 32055
Southern Signal & Lighting, Inc.	southernsignalandlighting@gmail.com	727-534-3892	Signal and Lighting		16909 US Highway 19 Hudson FI 34667
Sun Civil LLC	rbrooks@sun-civil.com	407-873-3030	Grading, Utilities, Storm Sewer, Concrete, Earthwork, Signals/lighting, Base Groups		1333 Brunell Parkway Suite 110 Lakeland FL 33805 PH 863-940-4276
THE NEW FLORIDA INDUSTRIAL ELECTRIC, INC.	dotestimating@fie-inc.com; Steven.Sheffield@Fie-Inc.com	407.331.1551	Signals/lighting	DOT	291 Specialty Point, Sanford, FL 32771



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Vendor Name	Email Address	Phone	SCOPES of Work	Certifications:	Address
Traffic Control Devices, Inc.	r.rebert@tcd-usa.com	407.869.5300	Signals/lighting, Signs		242 N WESTMONTE DRIVE ALTAMONTE SPRINGS, FL 32714
Traffic Control Products of Florida Tampa office	estimate@trafficcontrolproducts.org	813.621.8484	Temp barrier wall, Striping, Signs	WBE for the city of Tampa and DBE for FDOT in Concrete Barrier Wall and Highway Signing	5514 CARMACK ROAD TAMPA, FL 33610
Turtle Infrastructure Partners	<a href="mailto:estimating@tip-fl.com">estimating@tip-fl.com</a>	727-518-0962	Milling , Guardrail		1875 12th St. SE Largo, FL 33771
Unlimited Turf	estimating@unlimitedturf.com	863-357-5700	Sod		4901 NW 240TH St. Okeechobee, FL 34972

## Drummond, Lakelia (Preferred Materials)

---

**From:** Jim Smith <jims@highwaysafetydevices.com>  
**Sent:** Monday, May 19, 2025 10:40 AM  
**To:** Drummond, Lakelia (Preferred Materials)  
**Subject:** [EXT] Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County  
**Attachments:** Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you are expecting this email and know the contents are safe. If you believe this email may be phishing or malicious, please use the Report Phish button.

ATTENTION: Ce courriel vient de l'extérieur de l'entreprise. Ne cliquez pas sur les liens, et n'ouvrez pas les pièces jointes, à moins que vous ne connaissiez l'expéditeur du courriel et savez que le contenu est sécuritaire. Si vous pensez qu'il s'agit d'un courriel d'hameçonnage ou malveillant, veuillez cliquer sur le bouton Signaler une tentative d'hameçonnage.

## Drummond, Lakelia (Preferred Materials)

---

**From:** Jake Ridinger <jridinger@gerelco.com>  
**Sent:** Thursday, May 15, 2025 1:13 PM  
**To:** Drummond, Lakelia (Preferred Materials)  
**Subject:** [EXT] Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County  
**Attachments:** Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

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ATTENTION: Ce courriel vient de l'extérieur de l'entreprise. Ne cliquez pas sur les liens, et n'ouvrez pas les pièces jointes, à moins que vous ne connaissiez l'expéditeur du courriel et savez que le contenu est sécuritaire. Si vous pensez qu'il s'agit d'un courriel d'hameçonnage ou malveillant, veuillez cliquer sur le bouton Signaler une tentative d'hameçonnage.

## Drummond, Lakelia (Preferred Materials)

---

**From:** John Baldwin <jbaldwin@bobsbarricades.com>  
**Sent:** Thursday, May 15, 2025 12:39 PM  
**To:** Drummond, Lakelia (Preferred Materials)  
**Subject:** [EXT] Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County  
**Attachments:** Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you are expecting this email and know the contents are safe. If you believe this email may be phishing or malicious, please use the Report Phish button.

ATTENTION: Ce courriel vient de l'exterieur de l'entreprise. Ne cliquez pas sur les liens, et n'ouvrez pas les pièces jointes, à moins que vous ne connaissiez l'expéditeur du courriel et savez que le contenu est sécuritaire. Si vous pensez qu'il s'agit d'un courriel d'hameçonnage ou malveillant, veuillez cliquer sur le bouton Signaler une tentative d'hameçonnage.

## **Drummond, Lakelia (Preferred Materials)**

---

**From:** PerezDeLongstreet, Maria (Preferred Materials)  
**To:** Drummond, Lakelia (Preferred Materials)  
**Sent:** Thursday, May 15, 2025 12:40 PM  
**Subject:** Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

Your message

To: PerezDeLongstreet, Maria (Preferred Materials)  
Subject: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County  
Sent: Thursday, May 15, 2025 12:12:14 PM (UTC-05:00) Eastern Time (US & Canada)

was read on Thursday, May 15, 2025 12:39:00 PM (UTC-05:00) Eastern Time (US & Canada).

## Drummond, Lakelia (Preferred Materials)

---

**From:** John Simms <JSimms@acmebarricades.com>  
**Sent:** Thursday, May 15, 2025 12:52 PM  
**To:** Drummond, Lakelia (Preferred Materials)  
**Subject:** [EXT] Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County  
**Attachments:** Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

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ATTENTION: Ce courriel vient de l'extérieur de l'entreprise. Ne cliquez pas sur les liens, et n'ouvrez pas les pièces jointes, à moins que vous ne connaissiez l'expéditeur du courriel et savez que le contenu est sécuritaire. Si vous pensez qu'il s'agit d'un courriel d'hameçonnage ou malveillant, veuillez cliquer sur le bouton Signaler une tentative d'hameçonnage.



## Drummond, Lakelia (Preferred Materials)

---

**From:** Alex DeMarco <alex@collierpave.com>  
**Sent:** Thursday, May 15, 2025 1:02 PM  
**To:** Drummond, Lakelia (Preferred Materials)  
**Subject:** [EXT] Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County  
**Attachments:** Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

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ATTENTION: Ce courriel vient de l'exterieur de l'entreprise. Ne cliquez pas sur les liens, et n'ouvrez pas les pièces jointes, à moins que vous ne connaissiez l'expéditeur du courriel et savez que le contenu est sécuritaire. Si vous pensez qu'il s'agit d'un courriel d'hameçonnage ou malveillant, veuillez cliquer sur le bouton Signaler une tentative d'hameçonnage.

## Drummond, Lakelia (Preferred Materials)

---

**From:** Dustin Martin <dmartin@angleright.net>  
**Sent:** Thursday, May 15, 2025 12:24 PM  
**To:** Drummond, Lakelia (Preferred Materials)  
**Subject:** [EXT] Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County  
**Attachments:** Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

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ATTENTION: Ce courriel vient de l'exterieur de l'entreprise. Ne cliquez pas sur les liens, et n'ouvrez pas les pièces jointes, à moins que vous ne connaissiez l'expéditeur du courriel et savez que le contenu est sécuritaire. Si vous pensez qu'il s'agit d'un courriel d'hameçonnage ou malveillant, veuillez cliquer sur le bouton Signaler une tentative d'hameçonnage.

## Drummond, Lakelia (Preferred Materials)

---

**From:** Chris Hill <chill@blackrockasphaltco.com>  
**Sent:** Thursday, May 15, 2025 12:24 PM  
**To:** Drummond, Lakelia (Preferred Materials)  
**Subject:** [EXT] Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3  
Pinellas County

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you are expecting this email and know the contents are safe. If you believe this email may be phishing or malicious, please use the Report Phish button.

ATTENTION: Ce courriel vient de l'exterieur de l'entreprise. Ne cliquez pas sur les liens, et n'ouvrez pas les pièces jointes, à moins que vous ne connaissiez l'expéditeur du courriel et savez que le contenu est sécuritaire. Si vous pensez qu'il s'agit d'un courriel d'hameçonnage ou malveillant, veuillez cliquer sur le bouton Signaler une tentative d'hameçonnage.

## Drummond, Lakelia (Preferred Materials)

---

**From:** Doug Da Silva <d.dasilva@tip-fl.com>  
**Sent:** Thursday, May 15, 2025 12:23 PM  
**To:** Drummond, Lakelia (Preferred Materials)  
**Subject:** [EXT] Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County  
**Attachments:** Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

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## Drummond, Lakelia (Preferred Materials)

---

**From:** lesley@sunbeltsod.com  
**Sent:** Thursday, May 15, 2025 12:21 PM  
**To:** Drummond, Lakelia (Preferred Materials)  
**Subject:** [EXT] Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County  
**Attachments:** Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

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## Drummond, Lakelia (Preferred Materials)

---

**From:** Josh Schroeder <j.schroeder@tip-fl.com>  
**Sent:** Thursday, May 15, 2025 12:19 PM  
**To:** Drummond, Lakelia (Preferred Materials)  
**Subject:** [EXT] Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County  
**Attachments:** Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

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ATTENTION: Ce courriel vient de l'exterieur de l'entreprise. Ne cliquez pas sur les liens, et n'ouvrez pas les pièces jointes, à moins que vous ne connaissiez l'expéditeur du courriel et savez que le contenu est sécuritaire. Si vous pensez qu'il s'agit d'un courriel d'hameçonnage ou malveillant, veuillez cliquer sur le bouton Signaler une tentative d'hameçonnage.



## Drummond, Lakelia (Preferred Materials)

---

**From:** Jessica Estimate Office <Estimate@trafficcontrolproducts.org>  
**Sent:** Thursday, May 15, 2025 12:16 PM  
**To:** Drummond, Lakelia (Preferred Materials)  
**Subject:** [EXT] RE: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

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Thank you for the ITB ! Your request is Under Review. If TCP decides to bid this project, a quote will be sent *approximately 2 Business Days Prior to the Bid Due Date.*

Respectfully,

*Jessica Childs*

Estimating Dept.  
Traffic Control Products of Florida, Inc.  
[estimate@trafficcontrolproducts.org](mailto:estimate@trafficcontrolproducts.org)  
813-621-8484 EXT 119

**From:** Drummond, Lakelia (Preferred Materials) <Lakelia.Drummond@preferredmaterials.com>  
**Sent:** Thursday, May 15, 2025 12:12 PM  
**To:** Ketron, Craig (Preferred Materials) <Craig.Ketron@preferredmaterials.com>  
**Cc:** PerezDeLongstreet, Maria (Preferred Materials) <maria.perezdelongstreet@preferredmaterials.com>  
**Subject:** ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

Please see attached ITB FOR LINK TO PLANS AND SPECIFICATIONS. Respond by **6/11/2025** prior to noon with your quote.

- Please note that all FDOT projects bidding after January 1, 2023, must comply with the Build America, Buy America Act (BABA). All permanent materials that will be installed on any project must follow the new regulations, please see the attached DCE memo.

**Estimator for this project is: Craig Ketron @**  
**[craig.ketron@preferredmaterials.com](mailto:craig.ketron@preferredmaterials.com)**

**Please advise ASAP of your intent to send us a  
quote via email @**

## Drummond, Lakelia (Preferred Materials)

---

**From:** Russell Abell <RAbell@acmebarricades.com>  
**Sent:** Thursday, May 15, 2025 12:14 PM  
**To:** Drummond, Lakelia (Preferred Materials)  
**Subject:** [EXT] Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County  
**Attachments:** Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

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## **Drummond, Lakelia (Preferred Materials)**

---

**From:** Microsoft Outlook  
**To:** Ketron, Craig (Preferred Materials)  
**Sent:** Thursday, May 15, 2025 12:12 PM  
**Subject:** Delivered: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

**Your message has been delivered to the following recipients:**

[Ketron, Craig \(Preferred Materials\) \(Craig.Ketron@preferredmaterials.com\)](mailto:Craig.Ketron@preferredmaterials.com)

Subject: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

## Drummond, Lakelia (Preferred Materials)

---

**From:** Microsoft Outlook  
**To:** dmartin@angleright.net; frontdesk@beutility.com; billy@blacktip.us; bbcontractorsfl@gmail.com; frontdesk@beutility.com; chill@blackrockasphaltco.com; estimating@busseyconstruction.com; estimating@cornerstonebarricades.com; pam@hyatt-survey.com; mvachu@tampabay.rr.com; mpg8949@aol.com; pamela.delnegro@oz-matic.com; jtrucker151@aol.com; lesley@sunbeltsod.com; blacktipemail@yahoo.com; jzamora@ttcsengineering.com; ralph@a1floridasod.com; Bids@absoluteerosion.com; rabell@acmebarricades.com; jsimms@acmebarricades.com; jburleson@acmebarricades.com; agriscapeflorida@gmail.com; dbussey@akcainc.com; ra@alershauling.com; David.Feise@AATCFL.com; quotes@aatcfl.com; estimating@a1floridasod.com  
**Sent:** Thursday, May 15, 2025 12:12 PM  
**Subject:** Relayed: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

**Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:**

[dmartin@angleright.net](mailto:dmartin@angleright.net) ([dmartin@angleright.net](mailto:dmartin@angleright.net))

[frontdesk@beutility.com](mailto:frontdesk@beutility.com) ([briansr@blackrockmill.com](mailto:briansr@blackrockmill.com))

[billy@blacktip.us](mailto:billy@blacktip.us) ([billy@blacktip.us](mailto:billy@blacktip.us))

[bbcontractorsfl@gmail.com](mailto:bbcontractorsfl@gmail.com) ([bbcontractorsfl@gmail.com](mailto:bbcontractorsfl@gmail.com))

[frontdesk@beutility.com](mailto:frontdesk@beutility.com) ([frontdesk@beutility.com](mailto:frontdesk@beutility.com))

[chill@blackrockasphaltco.com](mailto:chill@blackrockasphaltco.com) ([chill@blackrockasphaltco.com](mailto:chill@blackrockasphaltco.com))

[estimating@busseyconstruction.com](mailto:estimating@busseyconstruction.com) ([estimating@busseyconstruction.com](mailto:estimating@busseyconstruction.com))

[estimating@cornerstonebarricades.com](mailto:estimating@cornerstonebarricades.com) ([estimating@cornerstonebarricades.com](mailto:estimating@cornerstonebarricades.com))

[pam@hyatt-survey.com](mailto:pam@hyatt-survey.com) ([pam@hyatt-survey.com](mailto:pam@hyatt-survey.com))

[mvachu@tampabay.rr.com](mailto:mvachu@tampabay.rr.com) ([mvachu@tampabay.rr.com](mailto:mvachu@tampabay.rr.com))

[mpg8949@aol.com](mailto:mpg8949@aol.com) ([mpg8949@aol.com](mailto:mpg8949@aol.com))

[pamela.delnegro@oz-matic.com](mailto:pamela.delnegro@oz-matic.com) ([pamela.delnegro@oz-matic.com](mailto:pamela.delnegro@oz-matic.com))

[jtrucker151@aol.com](mailto:jtrucker151@aol.com) ([jtrucker151@aol.com](mailto:jtrucker151@aol.com))

[lesley@sunbeltsod.com](mailto:lesley@sunbeltsod.com) ([lesley@sunbeltsod.com](mailto:lesley@sunbeltsod.com))

[blacktipemail@yahoo.com](mailto:blacktipemail@yahoo.com) ([blacktipemail@yahoo.com](mailto:blacktipemail@yahoo.com))

[jzamora@ttcsengineering.com](mailto:jzamora@ttcsengineering.com) ([jzamora@ttcsengineering.com](mailto:jzamora@ttcsengineering.com))

## **Drummond, Lakelia (Preferred Materials)**

---

**From:** Microsoft Outlook  
**To:** PerezDeLongstreet, Maria (Preferred Materials)  
**Sent:** Thursday, May 15, 2025 12:12 PM  
**Subject:** Delivered: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

**Your message has been delivered to the following recipients:**

[PerezDeLongstreet, Maria \(Preferred Materials\) \(maria.perezdelongstreet@preferredmaterials.com\)](mailto:maria.perezdelongstreet@preferredmaterials.com)

Subject: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

## Drummond, Lakelia (Preferred Materials)

---

**From:** Microsoft Outlook  
**To:** estimating@bobsbarricades.com; alomski@let-fl.com;  
estimate@trafficcontrolproducts.org; r.rebert@tcd-usa.com; rbrooks@sun-civil.com;  
southernsignalandlighting@gmail.com; eric.kizziar@southfloridamilling.com;  
rsestimating2@aol.com; bbortell@mill-it.com; operations@millingcleanup.com;  
estimating@mcsheacontracting.com; stevem@mcsheacontracting.com; lkjose8  
@yahoo.com; jarrodn@highwaysafetydevices.com; jims@highwaysafetydevices.com;  
gbhsinc@bellsouth.net; jridinger@gerelco.com; pam@floridaecs.com;  
flsiltsood@gmail.com; estimating@collierpave.com; randyandcocosodfarms@gmail.com;  
darren@civilsiteconstructors.com; estimating@tip-fl.com; estimating@unlimitedturf.com  
**Sent:** Thursday, May 15, 2025 12:12 PM  
**Subject:** Relayed: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas  
County

**Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:**

[estimating@bobsbarricades.com](mailto:estimating@bobsbarricades.com)

[alomski@let-fl.com](mailto:alomski@let-fl.com)

[estimate@trafficcontrolproducts.org](mailto:estimate@trafficcontrolproducts.org)

[r.rebert@tcd-usa.com](mailto:r.rebert@tcd-usa.com)

[rbrooks@sun-civil.com](mailto:rbrooks@sun-civil.com)

[southernsignalandlighting@gmail.com](mailto:southernsignalandlighting@gmail.com)

[eric.kizziar@southfloridamilling.com](mailto:eric.kizziar@southfloridamilling.com)

[rsestimating2@aol.com](mailto:rsestimating2@aol.com)

[bbortell@mill-it.com](mailto:bbortell@mill-it.com)

[operations@millingcleanup.com](mailto:operations@millingcleanup.com)

[estimating@mcsheacontracting.com](mailto:estimating@mcsheacontracting.com)

[stevem@mcsheacontracting.com](mailto:stevem@mcsheacontracting.com)

[lkjose8@yahoo.com](mailto:lkjose8@yahoo.com)

[jarrodn@highwaysafetydevices.com](mailto:jarrodn@highwaysafetydevices.com)

[jims@highwaysafetydevices.com](mailto:jims@highwaysafetydevices.com)

[gbhsinc@bellsouth.net](mailto:gbhsinc@bellsouth.net)

[jridinger@gerelco.com](mailto:jridinger@gerelco.com)



## **Drummond, Lakelia (Preferred Materials)**

---

**From:** Microsoft Outlook  
**To:** llowski@let-fl.com  
**Sent:** Thursday, May 15, 2025 12:12 PM  
**Subject:** Relayed: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

**Delivery to these recipients or groups is complete, but no delivery notification was sent by the destination server:**

[llowski@let-fl.com](mailto:llowski@let-fl.com)

Subject: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

## Drummond, Lakelia (Preferred Materials)

---

**From:** David Feise <david.feise@aatcfl.com>  
**Sent:** Thursday, May 15, 2025 12:28 PM  
**To:** Drummond, Lakelia (Preferred Materials)  
**Subject:** [EXT] Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County  
**Attachments:** Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

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ATTENTION: Ce courriel vient de l'exterieur de l'entreprise. Ne cliquez pas sur les liens, et n'ouvrez pas les pièces jointes, à moins que vous ne connaissiez l'expéditeur du courriel et savez que le contenu est sécuritaire. Si vous pensez qu'il s'agit d'un courriel d'hameçonnage ou malveillant, veuillez cliquer sur le bouton Signaler une tentative d'hameçonnage.

## Drummond, Lakelia (Preferred Materials)

---

**From:** David Feise <david.feise@aatcfl.com>  
**Sent:** Thursday, May 15, 2025 12:28 PM  
**To:** Drummond, Lakelia (Preferred Materials)  
**Subject:** [EXT] Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County  
**Attachments:** Read: ITB for #25-0072-ITB-C FY 2026 Pavement Preservation Package 3 Pinellas County

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## Ketron, Craig (Preferred Materials)

---

**From:** PerezDeLongstreet, Maria (Preferred Materials)  
**Sent:** Wednesday, April 23, 2025 9:02 AM  
**To:** Ketron, Craig (Preferred Materials); Drummond, Lakelia (Preferred Materials)  
**Subject:** FW: [EXT] Registration Activated for PREFERRED MATERIALS, INC. / Y9L7MAZYQG95 / 7EK24 in the U.S. Government's System for Award Management (SAM.gov)

Please see below new expiration date.

Maria R. Perez de Longstreet  
Office Manager/Project Manager/EEO Assistant

Preferred Materials, Inc.  
A CRH COMPANY  
5701 E. Hillsborough Avenue  
Suite 1122  
Tampa, FL 33610

O +1 (813) 612 5740  
D + 1 (813) 901 4782  
C +1 (813) 299 4805  
F +1 (813) 664 8526  
E [maria.perez@preferredmaterials.com](mailto:maria.perez@preferredmaterials.com)

[www.preferredmaterials.com](http://www.preferredmaterials.com)

---

**From:** donotreply@sam.gov <donotreply@sam.gov>  
**Sent:** Thursday, April 3, 2025 7:47 AM  
**To:** Losier, Ashley O (CRH Americas Materials) <ashley.losier@na.crh.com>  
**Cc:** Jarvis, Rick E (Preferred Materials) <Rick.Jarvis@preferredmaterials.com>  
**Subject:** [EXT] Registration Activated for PREFERRED MATERIALS, INC. / Y9L7MAZYQG95 / 7EK24 in the U.S. Government's System for Award Management (SAM.gov)

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Ashley Losier,

The registration for PREFERRED MATERIALS, INC. / Y9L7MAZYQG95 / 7EK24 is now active in the U.S. Federal government's System for Award Management (SAM.gov). If you did not provide a Commercial and Government Entity (CAGE) Code during the registration process, one has been assigned to you by the Defense Logistics Agency (DLA) CAGE Program.

To remain eligible to do business with the Federal government, you must renew your entity's registration in SAM.gov every year. The annual renewal date for the registration is 2026-04-01 11:08:25.74.

You may invite additional users to manage or review your entity registration by following these steps:

1. Go to the [SAM.gov](https://sam.gov) website and sign in
2. On your Workspace page, scroll down to the “User Directory”
3. Enter the email address of the user you want to invite and select the email address from the list
4. On the next page, select the “Assign Role” button in the top right corner of the page
5. On the assign role page, follow the instructions provided and then select “Send Invitation” at the bottom of the page
6. The user will be notified

All invitees will receive an email message from SAM.gov with instructions on how to complete the process.

Remember, it is free to register in SAM.gov. Get free help at [SAM.gov](https://sam.gov) in the “Help” section and at the [Federal Service Desk \(FSD\)](https://sam.gov) where you will find SAM.gov user guides, quick start guides, helpful hints, videos, and frequently asked questions. If you are going through entity validation at SAM.gov for the first time and have questions, visit [this list of FAQs](https://sam.gov).

In addition, if you are located in the U.S. and its outlying areas, you can get FREE support from your local [APEX Accelerator](https://secure-web.cisco.com/1mLaadEYvQ5x73mR-B8ymRV-rUtV4rT_2s2LbmksSOeG-Cj38Lhl_n_kWqhZQqQ7d689yiZUvF-eYV07aJEoUdG1MY489e-m4CmenFaaD88TxtMVmTg9g_9LBHScKHwy6dMcCcF94YxctWd2Ow1bqEVBxWxrqsc7Wgs69y3WRavz5bH9FdaxDx5i8hVgxoHjgRrAm3YpC0yzzdA-ykYorXBErADelgc8qlrTAzJdn6C_Lu5dU1vI2NzSKoywQrEkw7dFZLv9H5U5dDRX5Xvi6_9MGlu1yNaknPgsWHA5iacUkqTv_8tmoRToWk-60M9V/https%3A%2F%2Fwww.apexaccelerators.us) (formerly known as PTAC), an official resource for government contracting assistance. Go to [https://secure-web.cisco.com/1mLaadEYvQ5x73mR-B8ymRV-rUtV4rT\\_2s2LbmksSOeG-Cj38Lhl\\_n\\_kWqhZQqQ7d689yiZUvF-eYV07aJEoUdG1MY489e-m4CmenFaaD88TxtMVmTg9g\\_9LBHScKHwy6dMcCcF94YxctWd2Ow1bqEVBxWxrqsc7Wgs69y3WRavz5bH9FdaxDx5i8hVgxoHjgRrAm3YpC0yzzdA-ykYorXBErADelgc8qlrTAzJdn6C\\_Lu5dU1vI2NzSKoywQrEkw7dFZLv9H5U5dDRX5Xvi6\\_9MGlu1yNaknPgsWHA5iacUkqTv\\_8tmoRToWk-60M9V/https%3A%2F%2Fwww.apexaccelerators.us](https://secure-web.cisco.com/1mLaadEYvQ5x73mR-B8ymRV-rUtV4rT_2s2LbmksSOeG-Cj38Lhl_n_kWqhZQqQ7d689yiZUvF-eYV07aJEoUdG1MY489e-m4CmenFaaD88TxtMVmTg9g_9LBHScKHwy6dMcCcF94YxctWd2Ow1bqEVBxWxrqsc7Wgs69y3WRavz5bH9FdaxDx5i8hVgxoHjgRrAm3YpC0yzzdA-ykYorXBErADelgc8qlrTAzJdn6C_Lu5dU1vI2NzSKoywQrEkw7dFZLv9H5U5dDRX5Xvi6_9MGlu1yNaknPgsWHA5iacUkqTv_8tmoRToWk-60M9V/https%3A%2F%2Fwww.apexaccelerators.us) to find your closest office.

Do not reply to this auto-generated email.

This email was sent from Production.

ATTENTION: Ce courriel vient de l'extérieur de l'entreprise. Ne cliquez pas sur les liens, et n'ouvrez pas les pièces jointes, à moins que vous ne connaissiez l'expéditeur du courriel et savez que le contenu est sécuritaire. Si vous pensez qu'il s'agit d'un courriel d'hameçonnage ou malveillant, veuillez cliquer sur le bouton Signaler une tentative d'hameçonnage.



INVITATION TO BID - CONSTRUCTION (ITB-C)

25-0072-ITB-C

FY 2026 PAVEMENT PRESERVATION PACKAGE 3

Pinellas County

Pinellas County Courthouse Annex Bldg., Sixth Floor

Clearwater, FL 33765

**THE MISSION OF PINELLAS COUNTY**

"Pinellas County Government is committed to progressive public policy, superior public service, courteous public contact, judicious exercise of authority and sound management of public resources to meet the needs and concerns of our citizens today and tomorrow."

ISSUE/RELEASE DATE: May 14, 2025

QUESTION SUBMISSION DEADLINE: May 16, 2025

PROPOSAL SUBMISSION DEADLINE: May 22, 2025, 3:00 pm

RESPONSES MUST BE SUBMITTED ELECTRONICALLY VIA OPENGOV TO:

<https://procurement.opengov.com/portal/pinellasfl>

Pinellas County  
INVITATION TO BID - CONSTRUCTION (ITB-C)  
FY 2026 Pavement Preservation Package 3

[Table of Contents](#)

**No table of contents entries found.**

Attachments:

- A - OpenGov Fillable- Final
- B - E-Verify\_Affidavit
- C - Sample Agreement-0072
- D - Affidavit of Release and Guarantee
- E - Performance and Payment Bonds
- F - Sample Change Order
- G - Sample Application for Payment
- H - Appendix 4 - Special Notices
- I - Appendix 1 - Permits
- J - 25-0072-Specifications-4-8-25 (1)
- K - Plans 25-0072-006217A PID 005700A
- L - Plans 25-0072-006301A PID 005700A
- M - Plans 25-0072-006582A PID 005700A
- N - Plans 25-0072-005638A PID 004192A
- O - Plans 25-0072-006581A PID 005700A
- P - Affidavit of Release and Guarantee0072
- Q - QUALIFICATION SUBMITTAL FORM
- R - SBE Compliance Form



## W - Florida Trench Safety Form

## 1. Notice

### **INVITATION TO BID**

*SUBMITTALS ARE OPENED PUBLICLY AND ARE ACCEPTED VIA OPENGOV*

ITB - Construction 2-Step

25-0072-ITB-C

FY 2026 Pavement Preservation Package 3

**ALL QUESTIONS MUST BE SUBMITTED IN OPENGOV WITHIN THE QUESTION & ANSWER SECTION.**

**SOLICITATION MEETINGS:** Site Visit: None; Pre-Conference: None

**SUBMITTALS MAY NOT BE WITHDRAWN FOR 120 DAYS AFTER OPENING DATE.**

**PUBLIC MICROSOFT TEAMS MEETING - [Join the meeting now](#) @ 3:30 on the Bid 2 Submittal Date.**

**Meeting ID: 280 743 770 014 5**

**Passcode: ur9MW9jK**

**Or call in (audio only)**

**+1 813-644-3116**

**Phone Conference ID: 171010815#**

The Purchasing and Risk Management Division for the Pinellas County Board of County Commissioners has transitioned to OpenGov Procurement for contractor/vendor registration, and for posting, submitting and receiving bids, quotes and proposals for active solicitations. Contractors/Vendors must register with OpenGov Procurement (<https://procurement.opengov.com/signup>) to participate in active County solicitations.

Should you need technical assistance with OpenGov, the following options are available:

**Phone: (855) 680-4747, 8 a.m. to 8 p.m., Monday - Friday**

**Email: [procurement-support@opengov.com](mailto:procurement-support@opengov.com)**

**Chat is available in the OpenGov application**

**Web: <https://help.procurement.opengov.com>**

Please Note:

From time to time, addenda may be issued to this solicitation. Any such addenda will be posted to <https://procurement.opengov.com/portal/pinellasfl>. Receipt of addenda confirmation is required in OpenGov.

**AUTHORIZED BY:**

Merry Celeste, CPPB

Division Director of Purchasing

## 2. Introduction

### 2.1. Summary

Pinellas County is dedicated to promoting traffic safety and efficiency throughout its roadway network. As such, the County has a robust milling and resurfacing program. Pinellas County has developed the Fiscal Year 2026 Pavement Preservation Package 3 consisting of five (5) paving locations within the County. This package contains five local groups (neighborhood) projects totaling approximately 47.12 lane miles of roadway.

### 2.2. Background

This is a stand-alone project consisting of five (5) separate project locations as identified in the attached plan sets. Work orders will not be issued under this contract. All work identified in this contract is to be completed within 210 calendar days.

### 2.3. Contact Information

**Michelle Jurek**

Procurement Analyst

400 S. Ft. Harrison Ave. 6th Floor

Clearwater, FL 33756

Email: [mjurek@pinellas.gov](mailto:mjurek@pinellas.gov)

Phone: [\(727\) 464-4382](tel:(727)464-4382)

**Department:**

PUBLIC WORKS

### 2.4. Timeline

<b>Issue Date</b>	May 14, 2025
<b>Step 1 Question Submission Deadline</b>	May 16, 2025, 3:00pm
<b>Step 1 Bid Submission Deadline</b>	May 22, 2025, 3:00pm
<b>Step 2 Bid Submission Deadline</b>	June 12, 2025, 3:00pm

### 3. Definitions - 2-Step Construction

Whenever the following terms, or pronouns used in place of them, are used in these Contract Documents they shall have the meanings given below:

**Addendum:** A modification, revision or clarification of the Plans or other Contract Documents, issued by the Purchasing Department and distributed to prospective Bidders before the bid opening.

**Approved Equal:** An approved equivalent item that is approved in writing, (via an Addendum to the Agreement), prior to the Bid Opening. Bidder must submit their proposed equivalent item no later than question deadline date on Section 2 Introduction. Any information received after this deadline will not be considered.

**Bid Publication:** The date on which public notice is made to request a bid/request for proposal for this Project.

**Bid/Request for Proposal:** The offer to perform the Work described in the Contract Documents at a specified cost.

**Architect/Design Professional/Engineer of Record:** The Professional Architect/Design Professional/Engineer or Architectural/Design Professional/Engineering Firm contracted by the County and registered in the State of Florida who develops criteria and concept for the Project, performs the analysis and is responsible for the preparation of the Contract Plans and Specifications. The Architect/Design Professional/Engineer of Record will be a Consultant retained by the County or a county in-house staff member.

**Board of County Commissioners:** Governing body of Pinellas County hereinafter referred to as the Board.

**Calendar Day:** Every day shown on the calendar, ending and beginning at Midnight.

**Change Order:** A written order authorized by the Board or County Administrator, issued by the Design Professional/Engineer/Project Manager, and accepted by the Contractor directing certain changes, additions or reductions in the Work or in the materials used.

**Commencement Date:** Date established in the Notice to Proceed. Contractor shall commence the Work within fifteen (15) consecutive calendar days or as mutually agreed by the Parties, from the date of the Notice to Proceed.

**Consultant:** The Professional Engineer/Design Professional or Engineering Firm registered in the State of Florida who performs Professional Engineering Services for the County, other than County personnel. The Consultant may be the Design Professional/Engineer of Record or may provide services through and be subcontracted to the Design Professional/Engineer of Record or maybe providing construction engineering and inspection (CEI) services, as applicable.

**Contractor:** The General Contractor, the Individual, Partnership or Corporation agreeing to do the Work for the County as Prime Contractor. The Contractor may be refereed to interchangeably as Vendor and/or Bidder in this document pending on the contracting phase governed herein.

**Contract Documents:** All documents referred to herein in addition to all duly executed and issued addenda, legal advertisements and change orders.

**Design Professional:** A collective term intended to apply to "Architect/Engineer of Record", licensed and registered in the State of Florida, the prime party responsible for the design, engineering, and construction documentation of the project and contracted directly with the Owner.

**Engineer:** The Engineer, a staff member of the County or his duly authorized representative, acting on behalf of the County.

**FDOT:** The Florida Department of Transportation.

**FDOT Specifications:** Florida Department of Transportation, "STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION", (latest edition at time of advertisement), and all supplemental specifications thereto.

**Final Acceptance:** Whenever the Work provided for under the Agreement has been completely performed by the Contractor, and the final inspection has been made by the Design Professional/Engineer/Project Manager.

**Final Completion:** The point in which all Work is complete and all other Agreement requirements have been satisfied.

**Inspector:** An authorized representative of the Design Professional/Engineer/Project Manager, assigned to make any or all necessary inspections of the Work performed, and materials furnished by the Contractor.

**Man Day:** A unit of measure for work by one person in a calendar day.

**Notice of Award:** The formal document informing the Contractor of its successful selection to construct the Project.

**Notice to Proceed:** Formal written document informing the Contractor to begin the Work, and notifying the Contractor of the architect, project engineer and other agency or person to which the Contractor may submit its payment request or invoice.

**Owner:** Is Pinellas County, a political subdivision of the State of Florida, herein after referred to as the County.

**PCU - Standard Specifications:** Pinellas County Utilities (PCU) "Material Specification Manual", "Technical Specifications", "Pump Station Standard Details" and "Standard Details" as described and defined on the Utility Department's website at [www.pinellascounty.org/utilities](http://www.pinellascounty.org/utilities) under the Engineering header. Contractor's bid must be based on those standards that are in place as of the Bid Publication date.

**PC Special Provisions:** Specifications approved by Pinellas County that modify or amend the Pinellas County Standard Technical Specifications for Roadway and General Construction (latest edition) ("Standard Specifications"), setting forth conditions that vary from the Standard Specifications and are applicable to a specific type of Project, or a specific set of conditions.

**PC Std. Tech. Spec.:** Pinellas County Standard Technical Specifications for Roadway and General Construction (latest edition at time of advertisement) shown on the Pinellas County website.

**PC Supplemental Specifications:** Specifications approved by Pinellas County that are in addition to the Pinellas County Standard Technical Specifications for Roadway and General Construction (latest edition) ("Standard Specifications") setting forth conditions that are additional to the Standard Specifications and are applicable to a specific type of Project, or a specific set of conditions.

**Plans:** Approved drawings or reproductions thereof, showing the location, character, dimension and details of the work to be done as issued by the Design Professional/Engineer.

**Project:** All Work, materials or equipment (whether or not specifically called for) required to produce the intended result as described within the Contract Documents.

**Project Manager:** The individual designated by the Owner to represent the owner on all administrative matters related to the Project.

**Proposal and Bid Submittal Sheets:** Form, as required in Section 9 Pricing Proposal.

**Punch List:** The written compilation of those items identified by the Design Professional/Engineer/Project Manager after Substantial Completion is achieved, which are required to render complete, satisfactory and acceptable the Project (or phase of a Project).

**Record Drawings:** Record Drawings are a set of signed/sealed CONTRACT PLANS that are maintained by the Contractor for the express use of recording AS-BUILT INFORMATION.

**Regular Workday or Business Day:** Any calendar day from 7:00 AM to 7:00 PM except a Saturday, Sunday or recognized holiday.

**Schedule of Values:** The individual values as set forth by the Contractor as payment for the bid quantity units identified on the bid submittal sheets. The total of the extended units in the Schedule of Values determines the Agreement Amount. The Agreement Amount may only be modified by Change Order approved by the Board, or County Administrator.

**Scope of Work:** The general intent of the Work to be accomplished as defined by the Project Plans and Specifications.

**Special Notices:** Specific clauses adding to or revising the Standard Specifications, setting forth conditions varying from or additional to the Standard Specifications, for a specific Project.

**Specifications:** The directions, provisions and requirements contained herein, together with all stipulations contained in the plans or Contract Documents, setting out or relating to the method and manner of performing the Work, or to the quantities and qualities of materials and labor to be furnished under the Agreement.

**Substantial Completion:** The date of "Substantial Completion" of the Work (or designated portions thereof) is the date certified by the Consultant and approved by the Design Professional/Engineer/Project Manager when construction is sufficiently complete, in accordance with the Contract Documents, so the county can occupy or utilize the Work (or designated portions thereof) for the use for which it was intended.

**Survey Crew Day:** A unit of measurement for Work by a survey crew in a calendar day.

**Survey and Layout Plan:** See Section 5 Special Conditions.

**Technical Special Provisions:** Specifications prepared, signed and sealed by the Consultant. These would be listed in the document hierarchy ahead of any other "Standard Specifications", if applicable.

**Unforeseen Work:** Conditions encountered during the performance of the Work, sub-surface or otherwise concealed, or of an unusual nature, which differ materially from those indicated in the Contract Documents.

**Unspecified:** A pay item included for usage as directed by the County, and for usage under conditions or circumstances unforeseen at the time of Agreement.

**Work:** All labor, materials & incidentals required for the construction of the improvement for which the Agreement is made, including superintendence, use of equipment & tools, and all services & responsibilities prescribed or implied, which are necessary for the complete performance by the Contractor of his obligations under the contract. Unless otherwise specified herein or in the Agreement, all costs of liability and of performing the Work shall be at the Contractor's expense.



## 4. Instructions & General Conditions for Submittals

### 4.1. INSTRUCTIONS & PROCEDURES

- A. **PREPARATION OF SUBMITTAL** - Submittal will be prepared in accordance with the following:
1. Submittals must be uploaded on forms furnished, utilizing the OpenGov procurement website. Failure to comply could result in the submission being rejected.
  2. If price is factor, unit prices must be shown and where there is an error in extension of price, the unit price will govern.
  3. Alternate submittals will not be considered unless authorized by the solicitation.
  4. Proposed delivery time must be shown and any date calculations must include weekends and holidays.
  5. Contractor is advised that exceptions to any terms and conditions contained or referenced in this solicitation must be stated with specificity in its response to the solicitation. Contractor is deemed to have accepted and to be bound by the solicitation and referenced agreement terms and conditions that contractor does not take exception to in its response. The County reserves the right to modify or add terms and conditions based upon the exceptions stated by the contractor, or to declare any terms and conditions non-negotiable, as determined by the County in its sole discretion.
  6. Contractors will thoroughly examine the drawings, specifications, schedule, instructions and/or all other solicitation documents.
  7. Contractors will make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the solicitation. Plea of ignorance by the contractor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the contractor to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the solicitation documents, will not be accepted as a basis for varying the requirements of the County or the compensation to the contractor.
  8. Contractors are advised that all County solicitations are subject to all legal requirements provided for in the Purchasing Ordinance and/or State and Federal Statutes.
- B. **SUBMITTAL METHOD & FORMAT**
1. Submittals must be uploaded utilizing the OpenGov procurement website (<https://procurement.opengov.com/portal/pinellasfl>). Failure to comply could result in the submittal being rejected.
  2. Submittals must be uploaded in the Vendor Questionnaire section of this solicitation. Submittals sent via email, facsimile, or delivered in-person will not be considered.

3. The preferred format for submittal is PDF conversion from your source files (to minimize file size and maximize quality and accessibility) rather than scanning. Instructions for Providing Files in PDF Format to Pinellas County Government:

- a. How do I convert my files to PDF format?
- b. Answer- If you have a program such as Adobe Acrobat, creating a PDF of any file is a simple print function. Rather than printing to a traditional printer, the file converts to a PDF format copy of your original. Any program (such as Word, PowerPoint, Excel, etc.) can be converted this way by simply selecting the print command and choosing PDF as the printer.
- c. Should I scan everything and save as PDF?
- d. Answer- Not unless you are scanning with OCR (optical character recognition). Scanning will create unnecessarily large files because a scan is just a picture of a page rather than actual page text. Furthermore, the result of scanning is that your pages will not look nearly as "clean" or professional as simply using the print to PDF method from the program from which the file originates. Additionally, since scan pages are pictures of text, not really text, they may not be considered accessible\* under Federal ADA guidelines (\*unless the scans are OCR.)

**C. SUBMITTALS FROM RELATED PARTIES OR MULTIPLE SUBMITTALS RECEIVED FROM ONE CONTRACTOR**

1. Where two (2) or more related parties each upload a submittal, or multiple submittals are received from one (1) contractor, for any solicitation, such submittals will be judged non-responsive. Related parties mean contractors or the principles thereof, which have a direct or indirect ownership interest in another contractor for the same solicitation or in which a parent company or the principles thereof of one (1) contractor have a direct or indirect ownership interest in another contractor for the same solicitation.

**D. INTEGRITY OF SOLICITATION DOCUMENTS**

1. Contractors will use the original solicitation form(s) provided by the Purchasing & Risk Management Division and enter information only in the spaces where a response is requested. Contractors may use an attachment as an addendum to the solicitation form(s) if sufficient space is not available on the original form for the contractor to enter a complete response. Any modifications or alterations to the original solicitation documents by the contractor, whether intentional or otherwise, will constitute grounds for rejection of a solicitation. Any such modifications or alterations a contractor wishes to propose must be clearly stated in the contractor's submittal response and presented in the form of an addendum to the original solicitation documents.

**E. LATE SUBMISSION OR MODIFICATIONS**

1. Submittals and modifications received after the time set for the submission will not be considered. This upholds the integrity of the process.
2. Modifications in writing received prior to the time set for the submittal will be accepted.

**F. WITHDRAWAL OF SUBMITTAL**

1. The submittal may be withdrawn prior to the solicitation opening date, however, a submittal may not be withdrawn for a period of time as specified in this solicitation document.

**G. WRITTEN REQUESTS FOR INTERPRETATIONS/CLARIFICATIONS**

1. No oral interpretations will be made to any firms as to the meaning of specifications or any other contractor documents. All questions pertaining to the terms and conditions or scope of work of this solicitation must be sent in writing (electronically) to the Purchasing and Risk Management Division and received by the date specified in solicitation. Responses to questions may be handled as an addendum if the response would provide clarification to requirements of the solicitation. All such addenda will become part of the agreement documents. The County will not be responsible for any other explanation or interpretation of the proposed solicitation made or given prior to the award of the agreement. The Purchasing and Risk Management Division will be unable to respond to questions received after the specified time frame.

**H. REJECTION OF SUBMISSION**

1. The County may reject a submittal if:
  - a. The contractor incorrectly states or conceals any material fact in the solicitation.
  - b. The solicitation does not strictly conform to the law or requirements of solicitation including insurance requirements.
  - c. The solicitation is conditional, except that the contractor may qualify its submittal for acceptance by the County on an "all or none" basis, or a "low item" basis. An "all or none" basis submittal must include all items upon which the contractor was invited.
2. The respective constitutional officer, County Administrator, on behalf of the Board of County Commissioners or within their delegated financial approval authority, or Director of Purchasing, within their delegated financial approval authority, has the authority when the public interest will be served thereby to reject all submittals or parts of submittals at any stage of the procurement process through the award of an agreement.
3. The County reserves the right to waive minor informalities or irregularities in any submittal.

**I. PUBLIC REVIEW AT OPENING**

1. Pursuant to Florida Statute, Section 119.071(1)(b)2, all submittals will be subject to review as public records after 30-days from opening, or earlier if an intended decision is reached before the thirty-day period expires. Unless a specific exemption exists, all documents submitted will be released pursuant to a valid public records request. All trade secrets claims must be dispositively determined by a court of law prior to trade secret protection being granted.

**J. TABULATION INQUIRIES**

1. Inquiries relating to the results of this solicitation, prior to the official award by the Pinellas County Board of County Commissioners may be made by visiting OpenGov or calling the Purchasing Office after 30 days to comply with Florida Statute, Section 119.071(1)(b)2.

**K. EQUAL OPPORTUNITY & COUNTY GIFT/GRATUITY POLICY**

1. Pinellas County is committed to a workplace, which is free from harassment or discrimination of any kind. CONTRACTOR and its agents are expected to conduct themselves accordingly in all interactions related to the Agreement. All employees of Pinellas County are prohibited from accepting gifts and/or gratuities from Contractors. CONTRACTOR agrees to ensure that its employees, subcontractors, consultants and other agents honor this policy.

#### **4.2. PRE-CONFERENCE**

**A. PRE-CONFERENCE (Mandatory & Non-Mandatory)**

1. The County may at its discretion hold a pre-conference to address all respondent questions pertaining to the solicitation or technical specifications. Solicitation suggestions or modifications may be discussed with County representatives at this meeting and may be considered by representatives as possible addenda to the solicitation. The County may elect, based on the scope of a specific project, to make the pre-conference mandatory, which will be specified in the "Special Terms & Conditions" section of this solicitation document. If the pre-conference is advertised as mandatory, any responses received from respondents who did not attend the mandatory pre-conference will be judged non-responsive and will not be considered for award.

#### **4.3. JOINT VENTURES**

Contractors intending to submit as a joint venture are required to have filed proper documents with the Florida Department of State, the Division of Professions, Construction Industry Licensing Board and any other state or local licensing Agency prior to submitting (see Section 489.119 Florida Statutes). Joint ventures must provide an affidavit attesting to the formulation of a joint venture and provide either proof of incorporation as a joint venture or a copy of the formal joint venture agreement between all joint venture parties, indicating their respective roles, responsibilities and levels of participation for the project.

#### 4.4. AWARD OF CONTRACT - ITB

- A. The contract will be awarded to the lowest responsive, responsible bidder whose submittal, conforming to the solicitation, is most advantageous to Pinellas County, price and other factors considered. For Invitation to Bid for Sale of Real or Surplus Property, award will be made to the highest and most advantageous bid including price and other factors considered.
- B. The County reserves the right to accept and award item by item, and/or by group, or in the aggregate, unless the respondent qualifies their bid by specified limitations. See Rejection of Submission.
- C. If two or more bids received are for the same total amount or unit price or in the case of proposals, the qualifications, quality and service are equal then the contract will be awarded by drawing lots in public.
- D. Prices quoted must be Free on Board (FOB) Pinellas County with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.

#### 4.5. PROTEST PROCEDURE

Protest procedures are governed by Pinellas County Code Section 2-162, which states:

Right to Protest. "A vendor who is aggrieved by the contents of the bid or proposal package, or a vendor who is aggrieved in connection with the recommended award on a bid or proposal solicitation, may file a written protest to the director, as provided herein. This right to protest is strictly limited to those procurements of goods and/or services solicited through invitations to bid or requests for proposals, including solicitations pursuant to F.S. § 287.055, the "Consultants' Competitive Negotiation Act." No other actions or recommendations in connection with a solicitation can be protested, including: (i) requests for quotations, negotiations, qualifications or letters of interest; (ii) rejection of some, all or parts of bids or proposals; (iii) disqualification of respondents or proposers as non-responsive or non-responsible; or (iv) recommended awards less than the mandatory bid or proposal amount. Protests failing to comply with the provisions of this section will not be reviewed."

"Posting. The purchasing department will post the recommended award on or through the departmental website."

Requirements to protest.

"If the protest relates to the content of the bid or proposal package, a formal written protest must be filed no later than 5:00 p.m. EST on the fifth full business day after issuance of the bid or proposal package."

"If the protest relates to the recommended award of a bid or proposal, a formal written protest must be filed no later than 5:00 p.m. EST on the fifth full business day after posting of the award recommendation."

"The formal written protest shall identify the protesting party and the solicitation involved; include a statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances or other

legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds."

"A formal written protest is considered filed with the county when the purchasing department receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above by the purchasing department. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the respondent or proposer."

"Sole remedy. These procedures shall be the sole remedy for challenging the content of the bid or proposal package or the recommended award."

"Lobbying. Protestors and anyone acting on their behalf, are prohibited from attempts to influence, persuade, or promote a bid or proposal protest through any other channels or means, and contacting any county official, employee, advisory board member, or representative to discuss any matter relating in any way to the solicitation being protested, other than the purchasing department's or county attorney's office to address situations such as clarification and/or pose questions related to the procurement process. The prohibitions provided for herein shall begin with the filing of the protest and end upon the final disposition of the protest; provided, however, at all times protestors shall be subject to the procurement lobbying prohibitions in section 2-189 of this Code. Failure to adhere to the prohibitions herein shall result in the rejection of the protest without further consideration."

"Time limits. The time limits in which protests must be filed as specified herein may be altered by specific provisions in the bid or proposal."

"Authority to resolve. The director shall resolve the protest in accordance with the documentation and applicable legal authorities and shall issue a written decision to the protestor no later than 5:00 p.m. EST on the tenth full business day after the filing thereof."

"Review of director's decision."

"The protesting party may request a review of the director's decision to the county administrator by delivering written request for review of the decision to the director by 5:00 p.m. EST on the fifth full business day after the date of the written decision. The written notice shall include any materials, statements, and arguments which the respondent or proposer deems relevant to the issues raised in the request to review the decision of the director."

"The county administrator shall issue a decision in writing stating the reason for the action with a copy furnished to the protesting party no later than 5:00 p.m. EST on the seventh full business day after receipt of the request for review. The decision shall be final and conclusive as to the county unless a party commences action in a court of competent jurisdiction."

"Stay of procurement during protests. There shall be no stay of procurement during protests."

(Ord. No. 94-51, § 5, 6-7-94; Ord. No. 04-87, § 1, 12-7-04; Ord. No. 14-11, § 2, 2-11-14; Ord. No. 18-34, 10-23-18)

#### 4.6. ADA REQUIREMENT FOR PUBLIC NOTICES

Persons with disabilities requiring reasonable accommodation to participate in this proceeding/event, should call 727-464-4062 (voice/tdd) fax 727-464-4157, not later than seven days prior to the proceeding.

#### 4.7. ADDITIONAL REQUIREMENTS

The County reserves the right to request additional goods or services relating to this agreement from the contractor. When approved by the County as an amendment to this agreement and authorized in writing, the contractor will provide such additional requirements as may become necessary.

#### 4.8. ADD/DELETE LOCATIONS SERVICES

The County reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the County's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the County. In such case, the contractor(s) will be required to provide services to this agreement in accordance with the terms, conditions, and specifications.

#### 4.9. COLLUSION

The Contractor, by affixing a signature to their response, certifies that its submittal is made without previous understanding, agreement, or connection with any person, firm or corporation making a submittal for the same item(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

#### 4.10. CONFLICT OF INTEREST

- A. The Contractor, by affixing a signature to their response, represents that it presently has no interest and will acquire no interest, either direct or indirect, which would conflict in any manner with the performance or services required hereunder. The contractor further represents that, if it is awarded a contract under this solicitation, no person having any such interest will be employed during the contract term and any extensions. In addition, the contractor will not offer gifts or gratuities to County employees as County employees are not permitted to accept gifts or gratuities. By signing this document, the contractor acknowledges that no gifts or gratuities have been offered to County employees or anyone else involved in this competitive solicitation process.
- B. The contractor will promptly notify the County's representative, in writing, by certified mail, of all potential conflicts of interest for any prospective business association, interest, or other circumstance, which may influence or appear to influence the contractor's judgment or quality of services being provided hereunder. Such written notification will identify the prospective business association, interest or circumstance, the nature of work that the contractor may undertake and request an opinion of the County as to whether the association, interest or circumstance would, in the opinion of the County, constitute a conflict of interest if entered into by the contractor. The County agrees to notify the contractor of its opinion, by certified mail, within thirty days of receipt of notification by the contractor.



- C. It is essential to government procurement that the process be open, equitable and ethical. To this end, if potential unethical practices including but not limited to collusion, receipt or solicitation of gifts and conflicts of interest (direct/indirect) etc. are observed or perceived, please report such activity to:
1. Pinellas County Clerk of Circuit Court – Division of Inspector General
  2. Phone – (727) 45FRAUD (453-7283)
  3. Fax – 727-464-8386

#### 4.11. MATERIAL SAFETY DATA SHEETS

In accordance with OSHA Hazardous Communications Standards, it is the Contractor seller's duty to advise if a product is a toxic substance and to provide a Material Safety Data Sheet (SDS) at time of delivery.

#### 4.12. CONTRACTOR CAPABILITY / REFERENCES

Prior to agreement award, any contractor may be required to show that the company has the necessary facilities, equipment, ability and financial resources to perform the work specified in a satisfactory manner and within the time specified. In addition, the company must have experience in work of the same or similar nature, and can provide references, which will satisfy the County. Contractors must furnish a reference list of at least four (4) customers for whom they have performed similar services.

#### 4.13. CONTRACTOR LICENSE REQUIREMENT

All Contractors performing construction and related work in Pinellas County must comply with our regulatory legislation, Chapter 75-489, Laws of Florida, as amended. Failure to have a competency license in a regulated trade will be cause for rejection of any submittal and/or award.

#### 4.14. CORPORATE REGISTRATION

An award may not be issued without proof that your firm is registered with the Florida Division of Corporations, as per Florida Statute §607.1501 [www.flsenate.gov/Laws/Statutes/2011/607.1501](http://www.flsenate.gov/Laws/Statutes/2011/607.1501).

A foreign corporation (foreign to the State of Florida) may not transact business in this state until it obtains a certificate of authority from the Department of State. Please visit [dos.myflorida.com/sunbiz/](http://dos.myflorida.com/sunbiz/) for this information on how to become registered.

#### 4.15. DESCRIPTION OF GOODS/SERVICES/SUPPLIES

- A. Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. Such references are not intended to be restrictive. Submittals will be considered for all brands which meet the quality of the specifications listed for any items.
- B. Contractors are required to state exactly what they intend to furnish otherwise they will be required to furnish the items as specified.

- C. Contractor submission must include all data necessary to evaluate and determine the quality of the item(s) they intend to furnish.
- D. **ALTERNATES:** Alternates will not be considered unless authorized by the solicitation. Such alternates may or may not be accepted by the County. If approved, it is at the County's discretion to accept said alternate(s) in any sequence or combination therein. If the contractor is proposing an alternate that is not provided in the solicitation, alternate(s) must be submitted within the OpenGov Q & A section prior to the question deadline, and receive approval prior to the solicitation opening date in order to be considered for award.
- E. **OR EQUAL DETERMINATION:** Where submitting other than specified, the determination of equivalency will be at the sole discretion of Pinellas County and its specialized personnel.

#### 4.16. E-VERIFY

The contractor and their subcontractor(s) must register with and use the E-verify system in accordance with Florida Statute 448.095. A contractor and subcontractor may not enter into a contract with the County unless each party registers with and uses the E-verify system.

If a contractor enters a contract with a subcontractor, the subcontractor must provide the contractor with an affidavit stating that the Subcontractor does not employ, contract with, or subcontract with unauthorized aliens. The contractor must maintain a copy of the affidavit for the duration of the contract.

If the County, Contractor, or Subcontractor has a good faith belief that a person or entity with which it is contracting has knowingly violated Florida Statute 448.09(1) they must immediately terminate the contract with the person or entity.

If the County has a good faith belief that a Subcontractor knowingly violated this provision, but the Contractor otherwise complied with this provision, the County will notify the Contractor and order that the Contractor immediately terminate the contract with the Subcontractor.

A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged to Section 448.095(2)(d), Florida Statute. Contractor acknowledges upon termination of this agreement by the County for violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor acknowledges that Contractor is liable for any additional costs incurred by the County as a result of termination of any contract for a violation of this section.

Contractor or Subcontractor will insert in any subcontracts the clauses set forth in this section, requiring the subcontracts to include these clauses in any lower tier subcontracts. Contractor will be responsible for compliance by any Subcontractor or Lower Tier Subcontractor with the clause set for in this section.

#### 4.17. EXCEPTIONS

Contractor is advised that if it wishes to take exception to any of the terms contained or referenced in this solicitation it must explicitly identify the term and the exception in its response to the solicitation. Contractor's stated exception to a non-negotiable term may disqualify it from consideration for award.

#### 4.18. INDEMNIFICATION

- A. Unless otherwise provided in the special provisions, special conditions, and specifications, Contractor assumes liability for all damage to Work under construction or completed, whether from fire, water, winds, vandalism, or other causes, until final completion and acceptance by the County and notwithstanding the fact that partial payments may have been made during construction.
- B. No subcontract or transfer of Agreement shall in any case release either the Contractor or its surety of any liability under the Agreement. The County reserves the right to reject any subcontractors or equipment.
- C. Unless specifically prohibited by Florida law, the Contractor shall defend, indemnify and hold harmless the County and its officers and employees from any and all liabilities, claims, damages, penalties, demands, judgments, actions, proceedings, losses or costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees, or by, or on account of, any claim or amounts recovered under the "Workers' Compensation Law" or of any other laws, by-laws, ordinance, order or decree, including but not limited to any violation of requirements of the Americans with Disabilities Act of 1990, as may be amended, and all rules and regulations issued pursuant thereto (collectively the "ADA") whether resulting from any claimed breach of this Agreement by the Contractor or from personal injury, property damage, direct or consequential damages, or economic loss, to the extent caused by the negligence, recklessness, or intentional wrongful misconduct of the Contractor or anyone employed or utilized by the Contractor in the performance of this Agreement. The duty to defend under this paragraph is independent and separate from the duty to indemnify, and the duty to defend exists regardless of any ultimate liability of the Contractor, the County and any indemnified party. The duty to defend arises immediately upon presentation of a claim by any party and written notice of such claim being provided to the Contractor. The Contractor's obligation to indemnify and defend under this Article will survive the expiration or earlier termination of this Agreement until it is determined by final judgment that an action against the County or an indemnified party for the matter indemnified hereunder is fully and finally barred by the applicable statute of limitations. The Contractor shall guarantee the payment of all just claims for materials, supplies, tools, labor or other just claims against it or any subcontractor in connection with this Agreement; and its bonds will not be released by final acceptance and payment by the County unless all such claims are paid or released.

#### 4.19. INDEPENDENT CONTRACTOR STATUS AND COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986

Contractor acknowledges that it is functioning as an independent contractor in performing under the terms of this agreement, and it is not acting as an employee of Pinellas County. The contractor acknowledges that it is responsible for complying with the provisions of the Immigration Reform and Control Act of 1986, located at 8 U.S.C. Section 1324, et seq., and regulations relating thereto. Failure to

comply with the above provisions of the agreement will be considered a material breach and grounds for immediate termination of the agreement.

#### 4.20. INSURANCE

The contractor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed in the insurance section below. Failure to provide the required insurance within a ten (10) day period following the determination or recommendation of award may result in the County to vacate the original determination or recommendation and proceed with recommendation to another contractor.

#### 4.21. LOBBYING

All Contractors agree to adhere to Pinellas County Code Section 2-189, which states:

Lobbying shall be prohibited on all county competitive selection processes and purchasing contract awards pursuant to this division, including, but not limited to, requests for proposals, requests for quotations, requests for qualifications, bids or the award of purchasing contracts of any type. The purpose of this prohibition is to protect the integrity of the procurement process by shielding it from undue influences prior to the contract award, or the competitive selection process is otherwise concluded. However, nothing herein shall prohibit a prospective respondent/proposer/protestor from contacting the Purchasing Department or the County Attorney's Office to address situations such as clarification and/or pose questions related to the procurement process.

Lobbying of evaluation committee members, county government employees, elected/appointed officials, or advisory board members regarding requests for proposals, requests for quotations, requests for qualifications, bids, or purchasing contracts, by the respondent, any member of the respondent's staff, any agent or representative of the respondent, or any person employed by any legal entity affiliated with or representing a respondent, is strictly prohibited from the date of the advertisement, or on a date otherwise established by the Board, until either an award is final, or the competitive selection process is otherwise concluded. Any lobbying activities in violation of this section by or on behalf of a respondent/proposer shall result in the disqualification or rejection of the proposal, quotation, statement of qualification, bid or contract.

For purposes of this provision, "lobbying" shall mean influencing or attempting to influence action or non-action, and/or attempting to obtain the goodwill of persons specified herein relating to the selection, ranking, or contract award in connection with any request for proposal, request for quotation, request for qualification, bid or purchasing contract through direct or indirect oral or written communication. The final award of a purchasing contract shall be the effective date of the purchasing contract.

Any evaluation committee member, county government employee, elected/appointed official, or advisory board member who has been lobbied shall immediately report the lobbying activity to the director.

(Ord. No. 02-35, 5-7-02; Ord. No. 04-64, § 12, 9-21-04; Ord. No. 04-87, § 1, 12-7-04; Ord. No. 10-09, § 6, 2-16-10; Ord. No. 11-23, § 2, 7-26-11; Ord. No. 14-11, § 5, 2-11-14; Ord. No. 18-34, 10-23-18).

#### 4.22. LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS

The laws of the State of Florida apply to any purchase made under this solicitation. Contractors must comply with all local, state, and federal directives, orders and laws as applicable to this solicitation and subsequent agreement(s) including but not limited to Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act of 1973, Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and Occupational Safety and Health Administration (OSHA) as applicable to this agreement.

#### 4.23. NON-EXCLUSIVE CONTRACT

Award of this agreement will impose no obligation on the County to utilize the contractor for all work of this type, which may develop during the agreement period. This is not an exclusive agreement. The County specifically reserves the right to concurrently contract with other companies for similar work if it deems such action to be in the County's best interest. In the case of multiple-term agreements, this provision will apply separately to each term.

#### 4.24. PROCUREMENT POLICY FOR RECYCLED MATERIALS

- A. Pinellas County wishes to encourage its contractors to use recycled products in fulfilling contractual obligations to the County and that such a policy will serve as a model for other public entities and private sector companies.
- B. When awarding a purchase or recommending a purchase for products, materials, or services, the Director of Purchasing and Risk Management may allow a preference to a responsive contractor who certifies that their product or material contains the greatest percentage of postconsumer material. If solicitation includes paper products, contractor must certify that their materials and/or products contain at least the content recommended by the Environmental Protection Agency (EPA) guidelines.
- C. On all quotes, or as required by law, the Director of Purchasing and Risk Management require Contractors to specify which products have recycled materials, what percentage or amount is postconsumer material, and to provide certification of the percentages of recycled materials used in the manufacture of goods and commodities procured by the County.
- D. Price preference is not the preferred practice the County wishes to employ in meeting the goals of this resolution. If a price preference is deemed to serve the best interest of the County and further supports the purchase of recycled materials, the Director of Purchasing will make a recommendation that a price preference be allowed up to an amount not to exceed 10% above the lowest complying submittal received.

#### **Definitions for Recycled Materials:**

**Recovered Materials:** Materials that have recycling potential, can be recycled, and have been diverted or removed from the solid waste stream for sale, use or reuse, by separation, collection, or processing.

**Recycled Materials:** Materials that contain recovered materials. This term may include internally generated scrap that is commonly used in industrial or manufacturing processes, waste or scrap purchased from another manufacturer and used in the same or a closely related product.

**Postconsumer Materials:** Materials which have been used by a business or a consumer and have served their intended end use, and have been separated or diverted from the solid waste stream for the purpose of recycling, such as; newspaper, aluminum, glass containers, plastic containers, office paper, corrugated boxes, pallets or other items which can be used in the remanufacturing process.

#### 4.25. PROVISION FOR OTHER AGENCIES

Unless otherwise stipulated, the Contractor(s) agree to make available to all "Eligible Users" the prices submitted in accordance with the terms and conditions of the contract resulting from this solicitation. Eligible Users means all State of Florida government agencies, the legislative and judicial branches, and political subdivisions (counties, local district school boards, community colleges, municipalities, or other public agencies or authorities), which may desire to purchase under the terms and conditions of the resulting contract.

#### 4.26. PUBLIC EMERGENCIES

It is hereby made a part of this solicitation that before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of God that Pinellas County will require a first priority for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation that threatens public health and safety, as determined by the County. contractor agrees to rent/sell/lease all goods and services to the County or governmental entities on a first priority basis. The County expects to pay a fair and reasonable price for all products and services rendered or contracted in the event of a disaster, emergency, hurricane, tornado or other acts of God.

#### 4.27. PUBLIC ENTITY CRIMES STATEMENT

Contractor is directed to the Florida Public Entity Crime Act, Fla. Stat. 287.133, and Fla. Stat. 287.135 regarding Scrutinized Companies, and contractor agrees that its submittal and, if awarded, its performance of the agreement will comply with all applicable laws including those referenced herein. contractor represents and certifies that contractor is and will at all times remain eligible to submit for and perform the services subject to the requirements of these, and other applicable, laws. contractor agrees that any agreement awarded to contractor will be subject to termination by the County if contractor fails to comply or to maintain such compliance.

#### 4.28. PUBLIC RECORDS/TRADE SECRETS

Pinellas County Government is subject to the Florida Public Records law (Chapter 119, Florida Statutes), and all documents, materials, and data submitted to any solicitation as part of the response are governed by the disclosure, exemption and confidentiality provisions relating to public records in Florida

Statutes. Except for materials that are “trade secrets” or “confidential” as defined by applicable Florida law, ownership of all documents, materials, and data submitted in response to the solicitation will belong exclusively to the County.

To the extent that contractor desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be identified by some distinct method that the materials that constitute a trade secret, and contractor will provide an additional copy of the contractor’s submittal that redacts all designated trade secrets. By submitting materials that are designated as trade secrets and signature of the contractor signature page, contractor acknowledges and agrees:

- A. That after notice from the County that a public records request has been made for the materials designated as a trade secret, the contractor will be solely responsible for defending its determination that submitted material is a trade secret that is not subject to disclosure at its sole cost, which action will be taken immediately, but no later than ten (10) calendar days from the date of notification or contractor will be deemed to have waived the trade secret designation of the materials;
- B. That to the extent that the contractor with trade secret materials is evaluated, the County and its officials, employees, agents, and representatives in any way involved in processing, evaluating, negotiating agreement terms, approving any agreement based on the contractor, or engaging in any other activity relating to the competitive selection process are hereby granted full rights to access, view, consider, and discuss the materials designated as trade secrets through the final agreement award;
- C. To indemnify and hold the County, and its officials, employees, agents and representatives harmless from any actions, damages (including attorney’s fees and costs), or claims arising from or related to the designation of trade secrets by the contractor, including actions or claims arising from the County’s non-disclosure of the trade secret materials.
- D. That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Pinellas County public record policies. contractor agrees prior to providing goods/services it will implement policies and procedures to maintain, produce, secure and retain public records in accordance with applicable laws, regulations, and County policies, which are subject to approval by the County, including but limited to the Section 119.0701, Florida Statutes.

Notwithstanding any other provision in the solicitation, the classification as trade secret of the entire submission document, line item and/or total contractor prices, the work, services, project, goods, and/or products to be provided by contractor, or any information, data, or materials that may be part of or incorporated into an agreement between the County and the contractor is not acceptable to the County and will result in a determination that the contractor submittal is nonresponsive; the classification as trade secret of any other portion of a submittal document may result in a determination that the submittal is nonresponsive.

#### 4.29. TRUTH IN NEGOTIATIONS

The contractor certifies to truth-in-negotiation and that wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting. Further, the original agreement amount and any additions thereto will be adjusted to exclude any significant sums where the County determines the agreement price was increased due to inaccurate, incomplete or non-current wage rates and other factual unit costs. Such adjustments must be made within one (1) year following the end of the agreement.

#### 4.30. VARIANCE FROM STANDARD TERMS & CONDITIONS

All standard terms and conditions stated in this section apply to this Agreement except as specifically stated in the subsequent sections of the document, which take precedence over this section, and should be fully understood by contractors prior to submitting on this requirement.

#### 4.31. PAYMENT/INVOICES

The Contractor shall submit an Application and Certification for Payment (Pay Applications) for payment as provided herein with such documentation as required by Pinellas County. All payments shall be made in accordance with the requirements of Section 218.70 et seq, Florida Statutes, "The Local Government Prompt Payment Act."

The County may dispute any payments invoiced by the contractor in accordance with the County's Dispute Resolution Process for Invoiced Payments, established in accordance with Section 218.76, Florida Statutes, and any such disputes shall be resolved in accordance with the County's Dispute Resolution Process.

The Contractor must submit a draft Pay Application and required documentation to the Pinellas County Project Manager for review. The Project Manager reviews the draft and may request changes. Approved draft Pay Applications are signed by the Project Manager and returned to the Contractor.

The Contractor is responsible for submitting the final Pay Application to the County.

All Pay Applications must be e-mailed to:

[ClerkConstructionAP@MyPinellasClerk.gov](mailto:ClerkConstructionAP@MyPinellasClerk.gov)

Clerk of the Circuit Court and Comptroller

Attn: Finance Division, Accounts Payable

The following are required forms for Pay Application submittals:

- A. Application and Certification for Payment
- B. Schedule of Values



Documentation must be attached and submitted as a PDF. External link redirects to download a copy of a Pay Application are unauthorized and will not be accepted.

All signatures must be original or certified.

To be considered a proper Pay Application, the following criteria must be included:

A. To (Owner):

1. Board of County Commissioners (Board)

B. Project Information:

1. Contract Agreement Number
2. Project ID (PID)

A.

C. Contractor information:

1. Legal name
2. Remit to name and address
3. Contact details, including email and phone number

A.

D. Pay Application Number numbering and naming:

1. Application number must be sequential
2. Duplicate pay applications will not be accepted
3. "Application and Certification for Payment" must be on the face of the document

A.

E. Purchase Order information:

1. Valid purchase order number
2. All goods and services billed must be completed
3. Pay Applications must not exceed the amount of the current authorized purchase order

F. Dates:

1. Period From/Period To (service period)
  2. Contractor signature date
  3. Project Manager signature date
- G. Contract Spending Request Financial Summary:
1. Original Contract SUM
  2. New change by change order
  3. Contract SUM to date
  4. Total Completed and Stored to Date
  5. Retainage
  6. Total earned less Retainage
  7. Less Previous Certificates for Payment
  8. Current Payment Due
  9. Balance to Finish, plus retainage
- H. Signatures:
1. Contractor Signature
  2. Project Manager Signature
  3. Pay Applications will not be accepted without a proper signature
- I. Required Supporting Documentation:
1. Accepted Schedule of Values
  2. Projects including stored materials and alternative work authorizations will be accepted on the following forms:
    - a. Stored Materials
    - b. Alternative Work Authorization

CONTRACTOR must submit a General Contractor Release Affidavit at the end of the project.

Upon execution of the agreement, CONTRACTOR will complete and notarize the onboarding packet provided by COUNTY, which includes W-9 tax reporting information.

#### 4.32. TAXES

- a. The County is exempt from all state and federal sales, use, transportation and excise taxes. The Laws of the State of Florida provide that sales and use taxes are payable by the contractor upon the tangible personal property incorporated in the work and such taxes shall be paid by the contractor and be deemed to have been included in the solicitation.
- b. Payments to Pinellas County are subject to applicable Florida taxes.

#### 4.33. DELIVERY/CLAIMS

Prices quoted shall be FOB Destination, freight included and unloaded to location(s) within Pinellas County. Actual delivery address(s) shall be identified at time of order. Successful contractor(s) will be responsible for making any and all claims against carriers for missing or damaged items.

#### 4.34. MATERIAL QUALITY

All materials purchased and delivered against this Agreement will be of first quality and not damaged and/or factory seconds. Any materials damaged or not in first quality condition upon receipt will be exchanged within twenty-four (24) hours of notice to the contractor at no charge to the County.

#### 4.35. ASSIGNMENT/SUBCONTRACTING/CORPORATE ACQUISITIONS AND/OR MERGERS

The contractor shall perform this agreement. If a contractor intends to subcontract a portion of this work, the contractor must disclose that intent in the solicitation. No assignment or subcontracting shall be allowed without prior written consent of the County. In the event of a corporate acquisition and/or merger, the contractor shall provide written notice to the County within thirty (30) business days of contractor's notice of such action or upon the occurrence of said action, whichever occurs first. The right to terminate this agreement, which shall not be unreasonably exercised by the County, shall include, but not be limited to, instances in which a corporate acquisition and/or merger represent a conflict of interest or are contrary to any local, state, or federal laws. Action by the County awarding an agreement to a contractor, which has disclosed its intent to assign or subcontract in its response to the solicitation, without exception shall constitute approval for purposes of this agreement. The contractor must inform the County in writing within forty-five (45) business days if the contractor's business entity's name changes. The contractor will bear all responsibility and waive any rights it may have to relief for any delay in processing a payment associated with the County's inability to issue payment to the contractor for a business entity name change that the County was not made aware of as reflected herein.

#### 4.36. LUMBER PRODUCED IN STATE OF FLORIDA

Per Florida Statute 255.20, lumber, timber and other forest products utilized in this contract must be produced and manufactured in Florida, if wood is a component of the project, and if such products are available and their price fitness and quality are equal.

The following does not apply:

To plywood specified for monolithic concrete forms.

If the structural or service requirements for timber for a particular job cannot be supplied by native species.

If the construction is financed in whole or in part from federal funds with the requirement that there be no restrictions as to species or place of manufacture.

To transportation projects for which federal aid funds are available.

#### 4.37. ASBESTOS MATERIALS

The contractor shall perform all Work in compliance with Federal, State and local laws, statutes, rules, regulations and ordinances, including but not limited to the Department of Environmental Protection (DEP)'s asbestos requirements, 40 CFR Part 61, Subpart M, and OSHA Section 29 CFR 1926.58. Additionally, the contractor shall be properly licensed and/or certified for asbestos removal as required under Federal, State and local laws, statutes, rules, regulations and ordinances.

The County shall be responsible for filing all DEP notifications and furnish a copy of the DEP notification and approval for demolition to the successful contractor. The County will furnish a copy of the asbestos survey to the successful contractor. The contractor must keep this copy on site at all times during the actual demolition.

#### 4.38. DISPUTE RESOLUTION FOR PINELLAS COUNTY BOARD OF COUNTY COMMISSIONERS IN MATTERS OF INVOICE PAYMENTS

Payment of invoices for work performed for Pinellas COUNTY Board of COUNTY Commissioners (COUNTY) is made, by standard, in arrears in accordance with Section 218.70, et. seq., Florida Statutes, the Local Government Prompt Payment Act.

If a dispute should arise as a result of non. payment of a payment request or invoice the following Dispute Resolution process will apply:

1. Pinellas COUNTY will notify a vendor in writing within 10 days of receipt of an improper invoice. The notice will indicate what steps the vendor should undertake to correct the invoice and resubmit a proper invoice to the COUNTY. Such steps should include requiring the vendor to contact the requesting department to validate the invoice and receive a sign off from that entity that would indicate that the invoice in question is in compliance with the terms and conditions of the Agreement, and then resubmitting the invoice as a "Corrected Invoice" to the requesting department to initiate the payment timeline.
  - a. Requesting department for this purpose is defined as the COUNTY department for which the work is performed or to which goods are provided.
  - b. Proper invoice for this purpose is defined as an invoice submitted for work performed that meets prior agreed upon terms or conditions to the satisfaction of Pinellas COUNTY.
2. Should a dispute result between the vendor and the COUNTY about payment of a payment request or an invoice then the vendor should submit their dissatisfaction in writing to the

Requesting Department. Each Requesting Department will assign a representative who will act as a "Dispute Manager" to resolve the issue at departmental level.

3. The Dispute Manager will first initiate procedures to investigate the dispute and document the steps taken to resolve the issue in accordance with section 218.76 Florida Statutes. Such procedures must be commenced no later than 30 days after the date on which the payment request or invoice was received by Pinellas COUNTY and will not extend beyond 45 days after the date on which the payment request or invoice was received by Pinellas COUNTY.
4. The Dispute Manager should investigate and ascertain that the work, for which the payment request or invoice has been submitted, was performed to Pinellas COUNTY's satisfaction and duly accepted by the Proper Authority. Proper Authority for this purpose is defined as the Pinellas COUNTY representative who is designated as the approving authority for the work performed in the contractual document. The Dispute Manager will perform the required investigation and arrive at a solution before or at the 45-day timeframe for resolution of the dispute, per section 218.76, Florida Statutes. The COUNTY Administrator or his or her designee will be the final arbiter in resolving the issue before it becomes a legal matter. The COUNTY Administrator or his or her designee will issue their decision in writing.
5. Pinellas COUNTY Dispute Resolution Procedures will not be subject to Chapter 120 of the Florida Statutes. The procedures will also, per section 218.76, Florida Statutes, not be intended as an administrative proceeding which would prohibit a court from ruling again on any action resulting from the dispute.
6. Should the dispute be resolved in the COUNTY's favor interest charges begin to accrue 15 days after the final decision made by the COUNTY. Should the dispute be resolved in the vendor's favor the COUNTY will pay interest as of the original date the payment was due.
7. For any legal action to recover any fees due because of the application of sections 218.70 et. seq., Florida Statutes, an award will be made to cover court costs and reasonable attorney fees, including those fees incurred as a result of an appeal, to the prevailing party. If it is found that the non-prevailing party held back any payment that was the reason for the dispute without having any reasonable lawful basis or fact to dispute the prevailing party's claim to those amounts.

## 5. Special Conditions

### 5.1. SMALL BUSINESS ENTERPRISE (SBE) PARTICIPATION REQUIREMENTS

- A. It is the policy of the Board of County Commissioners (Board) that SBE qualified firms have the maximum opportunity to participate on County projects. In this regard, the contractor to whom any award of this solicitation is made shall take all necessary and reasonable steps to ensure that SBE qualified firms have the maximum opportunity to participate in this contract. Failure of the bidder to comply with SBE pre-award requirements may result in rejection of the bid. Failure of the contractor to perform contractual requirements of the SBE requirements pertaining to this contract may constitute a material breach of the contract and may result in contract termination
- B. This section outlines the requirements for Small Business Enterprise (SBE) participation as outlined in Purchasing Procedures Section 14. An SBE is defined as a local business that is independently owned and which is not dominant in its field of operation. The Small Business must also comply with the following:
  - 1. The business must serve a commercially useful function.
  - 2. The business must be located in Pinellas, Hillsborough, Pasco, or Manatee Counties.
  - 3. The company's total annual sales do not exceed the maximum 3-year average gross revenue of three 3 million dollars for businesses providing services or gross revenues not exceeding (8) million for construction service providers.
  - 4. The number of employees of the company does not exceed the maximum 3-year average of 50 employees.
- C. Information pertaining to SBE registration may be found at the Economic Development website: [www.pced.org/page/sbe](http://www.pced.org/page/sbe).
- D. The Board has established an overall annual goal for the participation of SBE qualified firms in all construction contract awards of \$100,000 or more. As subcontract awards by the successful bidder on this solicitation to SBE qualified firms are essential to the achievement of the Board's SBE goals, this specification includes requirements with which bidders must comply. Bidders must meet the goal as set forth below for participation of SBE qualified firms.
- E. In connection with this solicitation and resulting contract, a goal of **(7%)** has been established for participation by SBE firms as subcontractors. The goal shall be applied to the full monetary value of the contract and shall be reflected in the monetary portion spent on subcontractors for consulting or construction services to be awarded to those SBE qualified firms meeting contract specifications.
- F. Provisional reciprocity shall be granted to SBE firms that are principally domiciled in Pinellas, Pasco, Hillsborough, and Manatee Counties and have registered through that agency or

municipality. SBE firms qualified by the State of Florida and located in the counties listed above will also be granted reciprocity.

- G. In order to be considered for provisional certification and be counted toward the goal attainment, the contractor or subcontractor must be registered with the Pinellas County Department of Economic Development website [www.pced.org/page/sbe](http://www.pced.org/page/sbe).
- H. The Subcontractors/Material Suppliers List (List) must be completed and submitted with your bid submittal. Refer to Appendix 7, SBE Compliance Form. The List must include the suppliers name, scope or type of work to be performed and dollar amount. The identification of all SBE firms to be utilized on the project must be shown on this List. This List is the basis for determining whether the bidder met the SBE goal attainment.

## 5.2. TWO-STEP QUALIFICATION PROCESS

This Invitation to Bid requires a Two-step process. All interested bidders must complete Step One: Qualification Submittal Forms (Part A & Part B). Awards of bids for construction services with an engineering estimate in excess of \$100,000 will only be made to:

- Bidders who have pre-qualified with the Florida Department of Transportation (FDOT) must be prequalified in all of the following work types of FLEXIBLE PAVING, in the amount that equals or exceeds their bid attach FDOT qualification letter/forms & complete Part A & B,
- Bidders who have no FDOT prequalification letter/forms complete Part B.

Only those bids from Bidders that fully complete Step One prior to bid opening will be considered. Qualified bidders will be notified individually in OpenGov. Step Two submittal is due by Step Two due date and time in OpenGov.

## 5.3. PRICING/PERIOD OF CONTRACT

Unit prices bid of listed items shall be held firm from the date the contract is signed by the Contractor until the project is completed and accepted by the Board of County Commissioners. Unless otherwise approved by the County, the Contractor shall commence Work under this Agreement with an adequate force and equipment within 15 consecutive calendar days after receipt of written notice from the County to proceed and to fully complete all necessary Work under the same within not more than 210 consecutive calendar days.

## 5.4. PRE-BID CONFERENCE:

Not applicable.

## 5.5. SITE VISIT:

Not Applicable.

## 5.6. PRE-COMMENCEMENT MEETING

Upon award of bid, the County will coordinate a pre-commencement meeting with the successful Contractor. The meeting will require Contractor and the County Representative(s) to review specific contract details and deliverable documents at this meeting to ensure the project documents and work areas are understood.

## 5.7. BID BOND GUARANTEE

- A. All bids must be accompanied by a Bid Bond guarantee in the sum of 5% of the base bid and made payable to Pinellas County. Said bid bond shall be a guarantee that should the bid be accepted, the bidder will, within (10) days after the acceptance of its bid, enter into an agreement with Pinellas County for the services proposed to be performed and will at that time furnish an acceptable agreement surety. Cash, certified check, cashier's check, trust company treasurer check, company or personal checks and bank draft of any national or state bank are not acceptable.
- B. Said bid bond and the monies payable thereon, will, at the option of the County, be forfeited if the bidder fails to execute the written agreement and furnish the required surety bond within 10 consecutive calendar days following written notice of the award of the contract.
- C. Attorneys-in-fact who sign bonds must file with such bond one (1) certified copy of their power of attorney to sign said bond.
- D. Bid bond shall have been issued within 30 days of the date for receiving bids.

## 5.8. CONTRACT SECURITY

- A. The bidder shall provide a performance bond and a payment bond in the form prescribed in this solicitation, and each in the amount of 100% of the agreement amount, the costs of which are to be paid by the bidder. The bonds will be acceptable to the County only if the following conditions are met:
  - 1. For contracts that do not exceed \$500,000.00, the Surety Company:
    - a. is licensed to do business in the State of Florida;
    - b. holds a certificate of authority authorizing it to write surety bonds in this state and provides proof of same;
    - c. has twice the minimum surplus and capital required by the Florida insurance code at the time the invitation to bid is issued;
    - d. is otherwise in compliance with the provisions of the Florida insurance code; and
    - e. holds a currently valid certificate of authority issued by the United States Department of Treasury under 31 U.S.C. ss 9304-9308.



2. For contracts over \$500,000.00, all of the requirements of paragraph A.1 above apply. In addition, the surety company must have a current rating of at least Excellent (A or A-) all as reported in the most current Best Key Rating Guide, published by A.M. Best Company, Inc., of 75 Fulton Street, New York, New York 10038, with an underwriting limitation of at least two times the dollar amount of the agreement.
  3. All bonds must be signed by an insurance agent who is licensed to do business in the state of Florida. The license may be held by a resident agent or a non-resident agent.
- B. If the Surety for any Bond furnished by the Bidder is declared bankrupt, becomes insolvent, its right to do business is terminated in the State of Florida, or it ceases to meet the requirements imposed by the Contract Documents, the Bidder shall, within 5 calendar days thereafter, substitute another Bond and Surety, both of which shall be subject to the County's approval.
- C. By execution of these bonds, the Surety acknowledges that it has read the Surety qualifications and Surety obligations imposed by the Contract Documents and hereby satisfies those conditions.

#### **5.9. LICENSES, PERMITS, FEES AND TAXES**

- A. Pursuant to section 218.80, Florida Statutes, Pinellas County discloses to the contractor the following permits and fees generally which will have to be obtained by and will be payable by the contractor who is the successful bidder or proposer. Specific permits required will be shown in Appendix 1 – Permits. Contractor will be reimbursed for the actual amount paid for the permits as evidenced by official receipts from the office(s) collecting the fees. No reimbursement will be provided for license fees. Permits/fees may include the following:
1. Impact Fees.
  2. Inspection Fees.
  3. Other permits or fees required by Pinellas County for the completion of the work, if applicable.
  4. License fees: The Pinellas County Construction Licensing Board (PCCLB), an independent government agency, may require licensure or registration of a State of Florida construction license. These are not Pinellas County Government fees, but the contractor is hereby put on notice that fees may be required by the PCCLB. License fees are not reimbursable. The foregoing list of fees apply only to those fees imposed by Pinellas County or imposed by another governmental agency which has assigned or delegated the responsibility for issuance of permits, licenses and conduction of inspections and attendant collection of fees to Pinellas County. The contractor is responsible for determining if other fees and permits are required by any other Federal, State, or local governmental entity, agency, or board.

- B. All sales, consumer, use, and other similar taxes associated with the Work or portions thereof, which are applicable during the performance of the work, shall be paid by the contractor.
- C. Compliance with permit and licenses requirements: The contractor shall comply with all applicable Local, State and Federal permit conditions and license requirements, applicable building and construction code requirements and such other rules and regulations as may apply to the prosecution of Work. Failure of the contractor to comply with the above-specified requirements shall result in contractor being prohibited from performing work pursuant to this agreement. Any additional costs incurred by the contractor as a result of non-compliance shall be the responsibility of the contractor and shall not be paid by the County. Additionally, contractor shall be required to pay any fines due as a result of non-compliance with the applicable requirements.

#### 5.10. COMPLIANCE WITH LAWS

The contractor agrees to comply, at its own expense, with all Federal, State and Local laws, codes, statutes, ordinances, rules, regulations and requirements applicable to the Project or Job Order Contract, including but not limited to, those dealing with taxation, workers' compensation, equal employment, safety (including, but not limited to, the Trench Safety Act, Chapter 553.60-553.64, Florida Statutes), labor, work hours, labor conditions, environment, and related matters. If the contractor observes that the contract documents are at variance therewith, it shall promptly notify the Design Professional/Engineer/Project Manager in writing.

#### 5.11. QUANTITIES

- A. Quantities shown on the Bid Submittal Form are estimated for bidding purposes only and shall be verified by the contractor before placing orders for material. No payment shall be allowed for excess materials.
- B. Payment for work performed under this agreement shall be based on the pay items and bid quantities shown on the Bid Submittal Form, subject to such extension of pay quantities as may be required.
- C. Regardless of uncertainties of material supply and production at the time of bidding, bidders shall base their bids in strict accordance with items, materials and methods as set forth in the contract documents.
- D. Pay items that are required to complete the scope of the Work, as defined by the project plans and specifications may be added to the list of pay items by the design professional/engineer/project manager at a later date through a change order process.

#### 5.12. QUANTITIES REFLECTED IN PERMITTING DOCUMENTS

Any construction items or quantities reflected in the permitting documents, if any, required for this project are provided only for the purpose of enabling permitting authorities to assess the probable

impact of the project on environmental concerns, and are in no way intended to reflect or represent actual construction items or quantities for pay purposes.

### 5.13. AWARD OF CONTRACT

The contract will be awarded for the entire Work (with or without optional/alternates items) to the lowest responsible and responsive bidder, provided that the bid is reasonable, and that it is in the best interest of the County to accept.

### 5.14. AFTER NOTICE OF AWARD TO CONTRACTOR

Subsequent communications between the County and the contractor shall be delivered to the County's representative. A Preconstruction Conference will be held following execution of the contract documents and prior to the Notice to Proceed.

### 5.15. INTENT OF THE CONTRACT DOCUMENTS

- A. It is the intent of the contract documents to describe a functionally complete project (or portion thereof) to be constructed in accordance with the contract documents which combine to define the scope of work. Any work, materials or equipment that may reasonably be inferred from the contract documents as being required to produce the intended result shall be supplied whether or not specifically called for. When words which have a well-known technical or trade meaning are used to describe work, materials or equipment, such words shall be interpreted in accordance with that meaning. Reference to standard specifications, manuals or codes of any technical society, organization or association or to the laws or regulations of any governmental authority having jurisdiction over the project, whether such reference be specific or by implication, shall mean the latest standard specification, manual, code, law or regulation in effect at the time the work is performed, except as may be otherwise specifically stated herein.
- B. The contract documents and all referenced standards cited therein are essential parts of the agreement requirements. A requirement occurring in one is as binding as though occurring in all. They are intended to be complementary and to describe and provide for a complete project.
- C. Plans are intended to show general arrangements, design and extent of work. Specifications are separated into divisions for convenience of reference only and shall not be interpreted as establishing divisions for the work, trades, subcontracts, or extent of any part of the work. In the event of a discrepancy between or among the plans, specifications or other contract document provisions, the contractor shall be required to comply with the provision which is the more restrictive or stringent requirement upon the contractor, as determined by the Design professional/engineer/project manager. Unless otherwise specifically mentioned, all anchors, bolts, screws, fittings, fillers, hardware, accessories, trim and other parts required in connection with any portion of the work to make a complete, serviceable, finished and first quality installation shall be furnished and installed as part of the work, whether or not called for by the contract documents.

### 5.16. STORAGE OF MATERIALS

Materials shall be so placed so as to permit easy access for proper inspection and identification of each shipment. Any material which has deteriorated, become damaged, or is otherwise unfit for use, as determined by the Design Professional/Engineer/Project Manager, shall not be used in the Work, and shall be removed from the site by the Contractor at its expense.

### 5.17. SANITATION

The Contractor shall provide and maintain adequate sanitary conveniences for the use of persons employed on the Work. These conveniences shall be maintained at all times without nuisance, and their use shall be strictly enforced. The location of these conveniences shall be subject to the Design Professional/Engineer/Project Manager's approval.

### 5.18. ERRORS AND OMISSIONS

The Contractor shall not take advantage of any apparent error or omission in the Contract Documents. If any errors and/or omissions appear in the Contract Documents, or construction stakeout, the Contractor shall immediately notify the Purchasing Department, in writing, of such errors and/or omissions. In the event the Contractor knows or should have known of any errors and/or omissions and fails to provide such notification, it shall be deemed to have waived any claim for increased time or compensation it may have had and he shall be held responsible for the results and the costs of rectifying any such errors and/or omissions.

### 5.19. CONTRACTORS AND SUBCONTRACTORS

#### A. Qualification

1. The Contractor shall assure that all personnel are competent, careful and reliable. All personnel must have sufficient skill and experience to properly perform the Work assigned them. All personnel shall have had sufficient experience to perform their assigned task properly and satisfactorily and to operate any equipment involved, and shall make due and proper effort to execute the Work in the manner prescribed in the Contract Documents, or the Design Professional/Engineer/Project Manager may take action as prescribed below.
2. Whenever the Design Professional/Engineer/Project Manager shall determine that any person is incompetent, unfaithful, intemperate, disorderly or insubordinate, such person shall upon notice, be discharged from the Work and shall not again be employed on it except with the written consent of the Design Professional/Engineer/Project Manager. Should the Contractor fail to remove such person or persons the Design Professional/Engineer/Project Manager may withhold all estimates which are or may become due, or may suspend the Work until such orders are complied with.

#### B. Identification

1. Within 10 days after, the award of any subcontract, either by himself or a subcontractor, the Contractor shall deliver to the Design Professional/Engineer/Project Manager a statement

- setting forth the name and address of the subcontractor(s) and a summary description of the Work subcontracted. The Design Professional/Engineer/Project Manager shall be notified if there are any changes whatsoever to the subcontractors listed in the Proposal
2. The Contractor shall be as fully responsible to the County for acts and omissions the subcontractor and of persons either directly or indirectly employed by the subcontractor, as the Contractor is for the acts and omissions of persons directly employed by the Contractor.

#### 5.20. AUTHORITY OF THE DESIGN PROFESSIONAL/ENGINEER/PROJECT MANAGER AND DESIGN PROFESSIONAL/ENGINEER/PROJECT MANAGER'S DESIGNEES/REPRESENTATIVES

- A. All Work shall be done in accordance with the Contract Documents.
- B. It is agreed by the parties hereto that the Design Professional/Engineer/Project Manager shall decide all questions, difficulties and disputes, of whatever nature, which may arise relative to the interpretation of the Plans, construction, prosecution and fulfillment of the Agreement, and as to the character, quality, amount and value of any Work done, and materials furnished, under or by reason of the Agreement.
- C. The County retains the right to inspect all Work to verify compliance with the Contract Documents. The Design Professional/Engineer/Project Manager may appoint such designees and/or representatives as desired. They shall be authorized to inspect all Work done and all materials furnished. This right of inspection in no way means or implies County control or other supervision over the Work done or the work site. This right is solely for the County's benefit and imposes no duties or responsibilities on the County and confers no rights on any other parties. Such inspection may extend to all or any part of the Work and to the manufacture, preparation or fabrication of the materials to be used. Such designees and/or representatives shall not be authorized to revoke, alter or waive any requirement of the Contract Documents.
- D. The designees and/or representatives shall be authorized to call to the attention of the Contractor any failure of the Work or materials to conform to the Contract Documents, and shall have the authority to reject materials or suspend the Work until any questions at issue can be referred to and decided by the Design Professional/Engineer/Project Manager. The Contractor shall be immediately notified in writing of any such suspension of the Work and such notice shall state in detail the reasons for the suspension. The presence of the inspector or other designee shall in no way lessen the responsibility of the Contractor.
- E. Contractor's Supervision
  1. Prosecution of Work: The Contractor shall give the Work the constant attention necessary to assure the scheduled progress and it shall cooperate fully with the Design Professional/Engineer/Project Manager and with other Contractors at Work in the vicinity.
  2. Contractor's Superintendent:

- a. The Contractor shall at all times have on the Work as his agent, a competent superintendent capable of thoroughly interpreting the plans and specifications and thoroughly experienced in the type of Work being performed, who shall receive the instructions from the Design Professional/Engineer/Project Manager or his/her authorized representatives. The superintendent shall have full authority to execute the orders or directions of the Design Professional/Engineer/Project Manager and to supply promptly any materials, tools, equipment, labor and incidentals which may be required. Such superintendence shall be furnished regardless of the amount of Work sublet.
  - b. The Contractor's superintendent shall speak and understand English, and at least one responsible person who speaks and understands English shall be on the Project during all working hours.
  - c. The Contractor's Superintendent and agent are synonymous with regards to this section and shall be an employee or contract employee of the prime contractor. A sub-contractor shall not serve as an agent for the prime contractor.
3. Supervision for Emergencies: The Contractor shall have a responsible person available at or reasonably near the work site on a 24 hour basis, 7 days a week, in order that he/she may be contacted in emergencies and in cases where immediate action must be taken to maintain traffic or to handle any other problem that might arise. The Contractor's responsible person for supervision for emergencies shall speak and understand English. The Contractor shall submit, by certified mail, phone numbers and names of personnel designated to be contacted in cases of emergencies along with a description of the Project location to the Florida Highway Patrol and all other local law enforcement agencies.
4. Worksite Traffic Supervisor: (When the work involves road construction/reconstruction or changes affect normal traffic patterns)
  - a. The Contractor shall have a Worksite Traffic Supervisor who will be responsible for initiating, installing and maintaining all traffic control devices as described in Section 102 of the Florida Department of Transportation Standard Specifications for Road and Bridge Construction, and in the plans. The Worksite Traffic Supervisor shall have at least one year of experience directly related to worksite traffic control in a supervisory or responsible capacity and shall be certified by the American Traffic Safety Services Association Worksite Traffic Supervisor Certification Program or an equal approved by the Florida Department of Transportation. Approved alternate Worksite Traffic Supervisors may be used when necessary.
  - b. The Worksite Traffic Supervisor shall be available on a 24 hour per day basis and shall review the Project on a day to day basis as well as being involved in all changes to traffic control. The Worksite Traffic Supervisor shall have access to all equipment and materials needed to maintain traffic control and handle traffic related situations. The Worksite

Traffic Supervisor shall ensure that routine deficiencies are corrected within a 24-hour period.

- c. The Worksite Traffic Supervisor shall be available on the site within 45 minutes after notification of an emergency situation, prepared to positively respond to repair the Work zone traffic control or to provide alternate traffic arrangements.
- d. Failure of the Worksite Traffic Supervisor to comply with the provisions of the Sub-article may be grounds for decertification or removal from the Project or both. Failure to maintain a designated Worksite Traffic Supervisor or failure to comply with these provisions will result in temporary suspension of all activities except traffic and erosion control and such other activities deemed to be necessary for Project maintenance.

F. General Inspection Requirements

- 1. Cooperation by the Contractor: No Work shall be done nor materials used, without suitable supervision or inspection by the Design Professional/Engineer/Project Manager or his/her representative, and the Contractor shall furnish the Design Professional/Engineer/Project Manager with every reasonable facility for ascertaining whether the Work performed and materials used are in accordance with the requirements and intent of the Plans and Specifications. If the Design Professional/Engineer/Project Manager so requests, the Contractor shall, at any time before final acceptance of the Work, remove or uncover such portions of the finished Work as may be directed. After examination, the Contractor shall restore the uncovered portions of the Work to the standard required by the Specifications. Should the Work so exposed or examined prove unacceptable, the uncover or removal, and the replacing of the covering or making good of the parts removed, shall be at the Contractor's expense. However, should the Work thus exposed or examined prove acceptable, the uncovering or removing, and the replacing of the covering or making good of the parts removed, shall be paid for as Unforeseeable Work.
- 2. Failure of the Design Professional/Engineer/Project Manager to Reject Work During Construction: If, during or prior to construction operations, the Design Professional/Engineer/Project Manager should fail to reject defective Work or materials, whether from lack of discovery of such defect or for any other reason, such initial failure to reject shall in no way prevent his/her later rejection when such defect is discovered, or obligate the County to final acceptance, and the Contractor shall make no claim for losses suffered due to any necessary removals or repairs of such defects.
- 3. Failure to Remove and Renew Defective Materials and Work:
  - a. Should the Contractor fail or refuse to remove and renew any defective materials used or Work performed, or to make any necessary corrections in an acceptable manner and in accordance with the requirements of the specifications, within the time indicated in writing, the Design Professional/Engineer/Project Manager shall have the authority to

cause the unacceptable or defective materials or Work to be repaired, removed and renewed, as may be necessary; all at the Contractor's expense.

- b. Any expense incurred by the County in making these repairs, removals, or renewals, which the Contractor has failed or refused to make, shall be paid for out of any moneys due or which may become due the Contractor, or may be charged against the Performance Bond. Continued failure or refusal on the part of the Contractor to make any or all necessary repairs promptly, fully and in an acceptable manner shall be sufficient cause for the County, at its option, to perform the Work with its own organization, or to contract with any other individual, firm or corporation to perform the Work. All costs and expenses incurred thereby shall be charged against the defaulting Contractor and the amount thereof deducted from any moneys due or which may become due him, or shall be charged against the applicable bond. Any Work performed subsequent to forfeiture of the Agreement, as described in this Paragraph, shall not relieve the Contractor in any way of its responsibility for the Work performed by it.
4. Inspection by the Federal Government: When the Work involves the Federal Government it is to pay a portion of the cost of construction the construction Work will be subject to inspection by its representatives as they may deem necessary, but such inspection will in no case make the Federal Government a party to Agreement.

#### **5.21. CONTRACT TIME AND TIME EXTENSIONS**

- A. Unless otherwise provided, Agreement Time shall mean the number of consecutive calendar days from the commencement date noted in the Notice to Proceed to the date on which all Work is to be completed. The Contractor shall diligently pursue the completion of the Work and coordinate the Work being done on the Project by its subcontractors and material suppliers, as well as coordinate its Work with the Work of other contractors so that his Work or the Work of others shall not be delayed or impaired by any act or omission of any act by a Contractor. The Contractor shall coordinate and schedule the Work to allow, without delays to the Contract, for any sampling and testing activities deemed necessary by the Design Professional/Engineer/Project Manager. The Contractor shall be solely responsible for all construction means methods, techniques, sequences and procedures, as well as coordination of all portions of the Work under the Contract Documents.
- B. Should the Contractor be obstructed or delayed in the prosecution of or completion of the Work as a result of unforeseeable causes beyond the control of the Contractor, and not due to his fault or neglect, including but not restricted to acts of God or the public enemy, acts of government, fires, floods, discovery of pre-existing hazardous materials, utility conflicts, epidemics, quarantine regulations, strikes or lockouts, the Contractor shall notify the Design Professional/Engineer/Project Manager in writing within 2 regular Work days after the commencement of such delay, stating the cause or causes thereof, or be deemed to have



waived any right which the Contractor may have had to request the time extension. It is the contractor's responsibility to safely and appropriately secure the worksite prior to the approach of unfavorable weather conditions such as the onset of a tropical storm, hurricane, or similar event.

- C. No interruption, interference, inefficiency, suspension or delay in the commencement or progress of the Work from any cause whatsoever, including those for which the County may be responsible, in whole or in part, shall relieve the Contractor of his duty to perform or give rise to any right to damages or additional compensation from the County. It being expressly acknowledged and agreed by the parties hereto that the Contractor shall receive no damages for delay. The Contractor's sole remedy, if any, against the County shall be the right to seek an extension to the Contract Time. Such extensions of time will not be granted for delays caused by unfavorable weather, ground conditions related to the weather, inadequate construction force or for the failure of the Contractor to timely order equipment or materials.
- D. If the Contractor complies with the 2 regular workdays notice requirement, the Design Professional/Engineer/Project Manager shall ascertain the facts and the extent of the delay being claimed and recommend to the Board an extension to the Contract Time when, in the Design Professional/Engineer/Project Manager's sole judgment, the findings of fact justify such an extension, and the Design Professional/Engineer/Project Managers finding of fact shall be final and conclusive on the parties. The Contractor shall cooperate with the Design Professional/Engineer/Project Manager's investigation of the delays by providing any schedules, correspondence or other data that may be required to complete the findings of fact. Extensions of the Contract Time must be authorized by Change Order approved by the board.

#### 5.22. PROSECUTION OF WORK ON SATURDAYS, SUNDAYS AND RECOGNIZED HOLIDAYS

- A. All Work must be done during Regular Workday hours (7:00 AM to 7:00 PM) Monday through Friday. The County may require alternative Work hours due to specific individual Project conditions when necessary. Work will not be done beyond hours specified herein or on Saturdays, Sundays or holidays unless authorized in advance by the Design Professional/Engineer/Project Manager to meet special requirements. Contractor must comply with the County noise ordinance.
- B. Work will not be permitted on Saturdays, Sundays and recognized Holidays unless permission to Work has been requested in writing by the Contractor and approval, in writing, has been granted by the Design Professional/Engineer/Project Manager. Request for permission to Work must be received by the Design Professional/Engineer/Project Manager no less than 24 hours prior to the regular Workday.
- C. No Work will be permitted on:
  - 1. New Year's Day

2. Independence Day
  3. Thanksgiving Day
  4. Christmas Day
- D. When approval is granted in accordance with the provisions stated above, Work will be allowed on:
1. Martin Luther King, Jr. Day
  2. Memorial Day
  3. Juneteenth
  4. Labor Day
  5. Veterans Day
  6. Friday after Thanksgiving Day
  7. If Christmas or New Year's Day shall fall on Tuesday or Thursday, the preceding Monday or the following Friday shall be recognized as a holiday also. If any recognized holiday shall fall on a Saturday, the preceding Friday shall be observed as a holiday. If any recognized holiday shall fall on a Sunday, the following Monday shall be observed as a holiday.

#### 5.23. WEEKEND/HOLIDAY RATE

- A. The Contractor shall pay to the County, as reimbursement of costs incurred by the County, the sum of \$100(Sat & Sun) per man hour for each Saturday and Sunday, and \$150per man hour for each holiday, on which the Contractor works.
- B. Payment to the County of such sums as may become payable under the provisions of this paragraph shall be made by identifying the said sums as a credit item on the Contractor's pay estimate for the period during which the liability for the sums occurred. The credit item shall show the total number of days applicable, times the corresponding per day or per hour cost.

#### 5.24. LIQUIDATED DAMAGES

- A. The County and the Contractor recognize that, since time is of the essence for this Agreement, the County will suffer financial loss if the Work is not completed within the time specified.
- B. The County shall be entitled to assess, as liquidated damages, but not as a penalty, \$1,434.66 for each Calendar Day after the Contract Time. The Project shall be deemed to be completed on the date the Work is deemed complete to the satisfaction of the Design Professional/Engineer/Project Manager. The Contractor hereby expressly waives and relinquishes any right which it may have to seek to characterize the above-noted liquidated damages as a penalty. The parties agree that the liquidated damages sum represents a fair and

reasonable estimate of the County's actual damages at the time of contracting if the Contractor fails to complete the Work in a timely manner.

#### 5.25. PINELLAS COUNTY'S COMMITMENT TO SAFETY

- A. All work shall be completed in a safe manner and consideration for cost of any equipment needed to perform contract in a safe manner, including personal protection equipment, shall be included in the contract bid.
- B. If County discovers an unsafe act or condition in contractor's performance under this contract, County shall inform Design Professional/Engineer/Project Manager of unsafe act or condition. If unsafe act or condition poses the threat of imminent danger, Design Professional/Engineer/Project Manager shall be authorized to stop work until unsafe act or condition is remedied. No time extension shall be allowed. If remedy causes contractor to fail to meet the time specified, County shall be entitled to liquidated damages. If unsafe act or condition does not pose the threat of imminent danger, Design Professional/Engineer/Project Manager shall be authorized to require contractor to remedy the unsafe act or unsafe condition as soon as possible, but in no event later than 3 days from date of notice. No time extension shall be allowed. If remedy causes contractor to fail to meet the time specified, County shall be entitled to liquidated damages as outlined in Liquidated Damages.

#### 5.26. CHANGES IN THE WORK

- A. Without invalidating the Agreement, the Design Professional/Engineer/Project Manager may at any time, by written order, direct extra Work within the general scope or alter the Work by addition or deduction of items that do not alter the scope of the Work. Such changes may be affected by Field Order or by other written order. Such changes shall be binding on the Contractor. No officer, employee, or agent of the County is authorized to direct any extra or change Work orally.
- B. If changes to the Scope of the Work are required or if the Contract time or the total Contract Amount is increased by the additional Work, a Change Order approved by the Board will be required.
- C. The value of such extra Work or change shall be determined by schedule of values if applicable unit values are set forth in the Agreement. The amount of the change shall be computed from such values and added to or deducted from the Agreement Amount. If the applicable unit values are not in the Contract, the value of such extra Work or change shall be determined by negotiation.
- D. Should a Change Order be required, and the County and the Contractor are unable to agree on the requested change, the Contractor shall, nevertheless, promptly perform the change as directed in writing by the Design Professional/Engineer/Project Manager. If the Contractor disagrees with the Design Professional/Engineer/Project Manager's adjustment determination,

the Contractor must make a claim pursuant to the Claims and Dispute Section herein, or else be deemed to have waived any claim on this matter it might otherwise have had.

- E. For new Work not covered by schedule of values, the amount of an increase shall be limited to the Contractor's reasonable direct labor and material costs and reasonable actual equipment costs as a result of the change (including allowance for labor burden costs) plus a maximum 10% markup for all overhead and profit. In the event such change Work is performed by a subcontractor, a maximum 10% markup for all overhead and profit for all subcontractors' direct labor and material costs and actual equipment costs shall be permitted, with a maximum 5% markup thereon by the Contractor for all of its overhead and profit, for a total overall maximum markup of 15% of the amount of change Work. Sales and use taxes are not subject to the markup allowance. Material provided by the Contractor, for use by the Subcontractor, is only allowed the 10% markup by the Contractor. All compensation due the Contractor and any Subcontractor or sub-subcontractor for field and home office overhead is included in the markups noted above.
- F. In an emergency endangering life or property, or as expressly set forth herein, the Design Professional/Engineer/Project Manager has the authority to order the necessary Work in writing. The County shall not be liable to the Contractor for any increased compensation without such written order. The payment authorized by a written order shall represent full and complete compensation to the Contractor for labor, materials, incidental expenses, overhead, profit, impact costs, and time associated with the Work authorized by such written order.
- G. Execution by the Contractor of a properly authorized Change Order (see Appendix Sample Change Order) shall be considered a waiver of all claims or requests for additional time or compensation for any activities prior to the time of execution related to items included in the Change Order.

#### 5.27. CLAIMS AND DISPUTES

- A. A Claim is a demand or assertion by one of the parties seeking an adjustment or interpretation of the terms of the Contract Documents, payment of money, extension of time or other relief with respect to the terms of the Contract Documents. The term "Claim" also includes other disputes and matters in question between the County and the Contractor arising out of or relating to the Contract Documents. The responsibility to substantiate a claim shall rest with the party making the Claim.
- B. Claims by the Contractor shall be made in writing to the Design Professional/Engineer/Project Manager within two (2) regular Workdays after the commencement of the event giving rise to such Claim or else the Contractor shall be deemed to have waived the claim. Written supporting data shall be submitted to the Design Professional/Engineer/Project Manager within 15 calendar days after the occurrence of the event, unless the County grants additional time in writing, or

else the Contractor shall be deemed to have waived the Claim. All Claims shall be priced in accordance with provisions of the section in this document entitled Changes in the Work.

- C. The Contractor shall proceed diligently with its performance as directed by the County, regardless of any pending Claim, action, suit, or administrative proceeding, unless otherwise agreed to by the County in writing. The County shall continue to make payments in accordance with the Contract Documents during the pendency of any Claim.

## 5.28. MEASUREMENT AND PAYMENT

- A. All Work completed under the terms of this Agreement shall be measured according to United States Standard Measures.
- B. All measurements shall be taken horizontally or vertically, unless specifically provided otherwise.
- C. In the measurement of items to be paid for on the basis of area of finished Work, when the pay quantity is designated to be determined by calculation, the lengths and/or widths to be used in the calculations shall be the station-to-station dimensions shown on the Plans, the station-to-station dimensions actually constructed within the limits designated by the Design Professional/Engineer/Project Manager, or the final dimensions measured of the completed Work within the lines shown on the Plans or designated by the Design Professional/Engineer/Project Manager. The method, or combination of methods, shall be those which reflect with reasonable accuracy the actual area of finished Work as determined and authorized by the Design Professional/Engineer/Project Manager.
- D. No payment will be made for either construction over a greater area than authorized, or for material moved from outside of stakes and data shown on the Plans, except when such Work is performed upon instructions of the Design Professional/Engineer/Project Manager.
- E. The Contractor shall accept compensation provided under the terms of this Agreement as full payment for furnishing all materials and for performing all Work contemplated and embraced under this Agreement. Such compensation shall also be for any and all loss or damage arising out of the nature of the Work or from the action of the elements, or from any unforeseen difficulties or obstructions encountered during the Agreement Time until final acceptance by the County.
- F. Whenever any change, or combination of changes in the Plans, results in an increase or decrease in the original Contract quantities, and the Work added or decreased/eliminated is of the same general character as that called for in the Plans, the Contractor shall accept payment in full at the original schedule of values for the actual quantity of Work performed, with no allowance for any loss of anticipated profits.
- G. Where the pay quantity for an item is designated to be Lump Sum, and the Plans or Specifications indicate an estimated quantity, compensation for that item will be adjusted

proportionately if a plan change results in a significant change in the quantity from such estimated plan quantity.

- H. Failure to construct any item to plan or authorized dimensions within the Specification tolerances shall result in reconstruction by the Contractor to acceptable tolerances at no additional cost to the County, acceptance at no pay, or acceptance at reduced final pay as determined by the Design Professional/Engineer/Project Manager. Adjustments to final pay for those items designated to be paid on the basis of Lump Sum quantity under these provisions shall not be made unless such adjustments results in an aggregate change per item of more than \$1,000.00 for earthwork items, or more than \$100.00 for any other item.
- I. At the discretion of the Design Professional/Engineer/Project Manager, the County will allow partial payments for new materials that will be permanently incorporated into the Project and are stored in approved locations in the Project vicinity. Said materials are described as having the greatest impact on completing the Project on time; and can fluctuate as the Project progresses. Contractor shall store materials so that they will not be damaged by the elements and in a manner that identifies the Project on which they are to be used. The following conditions apply to all payments for stored materials:
  - 1. There must be reasonable assurance that the stored material will be incorporated into the specific Project on which partial payment is made.
  - 2. The stored material must be approved as meeting applicable Specifications.
  - 3. The total quantity for which partial payment is made shall not exceed the estimated total quantity required to complete the Project.
  - 4. The Contractor shall furnish the County with copies of certified invoices to document the value of the materials received. The contractor's documentation for stored materials payment shall also include a reconciliation of the beginning balance, materials purchased, materials used, and ending balance. The amount of the partial payment will be determined from invoices for the material not to exceed one half of the unit value bid in the Contract.
  - 5. Delivery charges for materials delivered to the jobsite will be included in partial payments if properly documented on the certified invoices for the materials received.
  - 6. Partial payments will not be made for materials which were stored prior to award of the Contract for the Project.
  - 7. If payment is made the materials shall become the property of the County. The Contractor shall be responsible for loss or theft and shall replace, at the Contractor's expense, any such materials lost for any reason.

## 5.29. PAYMENTS TO CONTRACTOR

- A. Prior to submitting its first monthly Application for Payment, Contractor shall submit to the Design Professional/Engineer/Project Manager, for its review and approval, a Schedule of Values based upon the "Contract Amount" and the Construction Progress Schedule numbering system format listing the major elements of the Work and the dollar value for each element. After its approval by the County, this Schedule of Values shall be used as the basis for Contractor's monthly Application for Payment. This Schedule shall be updated and submitted each month to the Design Professional/Engineer/Project Manager along with a completed and notarized copy of the Application for Payment and any Payment Continuation forms.
- B. Prior to submitting its first monthly Application for Payment, Contractor shall submit to the Design Professional/Engineer/Project Manager a complete list of all of its proposed subcontractors and materialmen, showing the Work and materials involved and the dollar amount of each proposed subcontract and purchase order. The first Application for Payment shall be submitted no earlier than 30 days after the Commencement Date.
- C. If payment is requested on the basis of materials and equipment not incorporated into the Work, but delivered and suitably stored at the site or at another location agreed to by the Design Professional/Engineer/Project Manager in writing, the Application for Payment shall also be accompanied by a bill of sale, invoice or other documentation warranting that the County has received the materials and equipment free and clear of all liens, charges, security interests and encumbrances, together with evidence that the materials and equipment are covered by appropriate property insurance and other arrangements to protect the County's interest therein, all of which shall be subject to the County's satisfaction. Contractor shall complete a Schedule of Stored Materials form.
- D. Contractor shall submit 3 notarized original copies of its monthly Application for Payment to Design Professional/Engineer/Project Manager for Work performed during the previous month. Invoices received after the previous month Application for Payment shall be considered for payment as part of the next month's application. Within 10 calendar days after receipt of each Application for Payment, Design Professional/Engineer/Project Manager shall submit to the County the approved Application for Payment in the amount recommended by Design Professional/Engineer/Project Manager as being due and owing Contractor. The County shall pay Contractor that portion of Design Professional/Engineer/Project Manager's approved Application for Payment, which the County approves as being due and owing Contractor in accordance with §218.70-79, Florida Statutes ("Local Government Prompt Payment Act").
- E. Monthly payments to Contractor shall in no way imply approval or acceptance of Contractor's Work.
- F. Monthly payments will be made to the Contractor. Estimates of quantities will be prepared monthly by the Contractor, based on unit values or the Schedule of Values, as applicable to the

Project. The Design Professional/Engineer/Project Manager's project representative will be required to verify these estimates with the Contractor and sign the estimate in agreement. The payment estimate will then be checked by the Design Professional/Engineer/Project Manager, who will reconfirm with the Contractor any required corrections, before further processing of payments.

- G. Retainage: If progress satisfactory to the County is being made by the Contractor, the Contractor will receive partial payments on this Agreement as the Work progresses, based upon estimates of the amount of Work done less payments previously made. In each case 5% of the Agreement Amount earned shall be retained until satisfactory completion and final acceptance of the Project, and final compliance by the Contractor with all terms and conditions of the Contract Documents. Neither progress payment nor partial or entire use or occupancy of the Project by the County shall constitute an acceptance of Work not in accordance with the Contract Documents. The County, prior to making of any payment, may require the Contractor to furnish a certificate or other evidence showing the amount of Work done or completed at that time.
- H. Invoices: See Instructions & General Conditions for Submittals, PAYMENTS/INVOICES subsection.

### 5.30. ACCEPTANCE AND FINAL PAYMENT

- A. Final Inspection: Whenever all materials have been furnished, all Work has been performed, and the construction specified by the Contract has been satisfactorily completed, the Consultant and Engineer/Project Manager will make the final inspection.
- B. Maintenance of Work: The Contractor shall maintain all Work in first-class condition until final inspection is completed and accepted by the Design Professional/Engineer/Project Manager. All Bonds and Insurance shall be maintained until final acceptance by the Board.
- C. Substantial Completion: When the Work, or any portion thereof, as designated by the County is sufficiently complete, in accordance with the Contract Documents, and is ready for its intended use, the Design Professional/Engineer/Project Manager and any other invited parties shall make an inspection of the Work or portion thereof so designated as complete to verify its completeness and develop a punch list of items needing completion or correction before final payment can be made. The County shall have the right to exclude the Contractor from these portions of the Work designated as complete after the inspection, however, the Contractor will have reasonable access to complete or correct items on the punch list. The punch list shall be completed by the Design Professional/Engineer/Project Manager within the timeframes provided by Florida Statute Section 218.735(7)(a).
- D. Final Acceptance
  - 1. Whenever the Work provided for under the Agreement has been completely performed by the Contractor, and the final inspection has been made by the Design Professional/Engineer/Project Manager, a final pay request showing the value of the Work



will be prepared by the Design Professional/Engineer/Project Manager as soon as the necessary measurements and computations can be made. All prior estimates and payments shall be subject to correction in the final estimate and payment. The amount of this estimate, less any sums that may have been deducted or retained under the provisions of the Agreement, will be paid to the Contractor as soon as practicable, after the Contractor has furnished a sworn Affidavit, to the effect that all bills are paid and no suits are pending, and after the Contractor has agreed in writing to accept the balance due, as determined by the County, as full settlement of its account under Agreement and of all claims in connection therewith.

2. The surety on the Contract bonds consents, by completion of its portion of the affidavit and surety release subsequent to the Contractor's completion of its portion, to final payment to the Contractor and agrees that the making of such payment shall not relieve the surety of any of its obligations under the bonds.

E. Waiver of Claims

1. The Contractor's acceptance of final payment shall constitute a full waiver of any and all Claims by the Contractor against the County arising out of this Agreement or otherwise related to the Project, except those previously made in writing and identified by the Contractor as unsettled at the time the final estimate is prepared.
2. Neither the acceptance of the Work nor payment by the County shall be deemed to be a waiver of the County's rights to enforce any continuing obligations of the Contractor hereunder or to the recovery of damages for defective Work not discovered by the County at the time of final inspection.

F. Termination of Contractor's Responsibility: The Agreement will be considered complete when all Work has been completed and has been accepted by the Board. The Contractor will then be released from further obligation except as set forth in his bonds and in this Division.

G. Recovery Rights, Subsequent to Final Payment: The County reserves the right, should an error be discovered in the partial or final estimates, or should proof of defective Work or materials used by or on the part of the Contractor be discovered after the final payment has been made, to claim and recover from the Contractor or its surety, or both, by process of law, such sums as may be sufficient to correct the error or make good the defects in the Work and materials.

### 5.31. PAYMENTS WITHHELD

To the maximum extent permitted by §218.735, Florida Statutes (2007), the Design Professional/Engineer/Project Manager may decline to certify for payment or County may decline to approve any Certificate for Payment, or portions thereof issued by Design Professional/Engineer/Project Manager, because of subsequently discovered evidence or subsequent inspections. County may nullify the whole or any part of any Certificate for Payment previously issued and County may withhold any payments otherwise due Contractor under this Agreement or any other agreement between County and

Contractor, to such extent as may be necessary in County's opinion to protect it from loss because of: (a) defective Work not remedied; (b) third party claims filed or reasonable evidence indicating probable filing of such claims; (c) failure of Contractor to make payment properly to subcontractors or for labor, materials or equipment; (d) reasonable doubt that the work can be completed for the unpaid balance of the Contract Amount; (e) reasonable indication that the Work will not be completed within the Contract Completion Time; (f) unsatisfactory prosecution of the Work by Contractor; or (g) any other material breach of the Contract Documents. If these conditions are not remedied or removed, County may, after 3 days written notice, rectify the same at Contractor's expense. County also may offset against any sums due Contractor the amount of any liquidated or un-liquidated obligations of Contractor to County, whether relating to or arising out of this Agreement or any other agreement between Contractor and County.

### 5.32. COVENANT AGAINST CONTINGENT FEES

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure this Agreement upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees of bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty the County shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement Amount/Job Order Amount or consideration, or otherwise recover, the full amount of such commission, percentage, brokerage or contingent fee.

### 5.33. LANDS FOR WORK AND ACCESS THERETO

- A. The County will furnish and define the limits of land for access to the construction site and for the site proper. All information shown in the Contract Documents constitutes the extent of land provided by the County. Any and all other lands required by the Contractor shall be procured by the Contractor at the Contractor's expense.
- B. As the work progresses, the Contractor shall keep the site reasonably clear of rubbish, trash, waste and other disposable materials on a daily basis. If the Contractor allows the site to become littered and unsightly, any payments otherwise due may be withheld until the Contractor cleans up the site to the satisfaction of the Design Professional/Engineer/Project Manager. If the Contractor fails to clean-up the site, the County may choose to clean-up the site at the Contractor's expense.
- C. Temporary buildings (storage sheds, shops, offices, etc.) may be erected by the Contractor only with the approval of the Design Professional/Engineer/Project Manager after obtaining necessary permits, and shall be built with labor and materials furnished by the Contractor without expense to the County. Such temporary buildings and/or utilities shall remain the property of the Contractor and will be removed by the Contractor at its expense upon the completion of the Work. With the written consent of the Design Professional/Engineer/Project Manager, such buildings and/or utilities may be abandoned and need not be removed.

- D. The Contractor shall confine all construction equipment, the storage of materials and equipment and the operations of workers to the Project site and land and areas identified in and permitted by the Contract Documents, and shall not unreasonably encumber the Project site with construction equipment or other material or equipment. The Contractor shall assume full responsibility for any damage to any such land or area, or to the County or occupant thereof, or any land or areas contiguous thereto, resulting from the performance of the Work.

#### 5.34. SITE INVESTIGATION

- A. The Contractor shall visit the site of the proposed Work and fully acquaint themselves with conditions relating to construction and labor so that they may fully understand the facilities, difficulties and restrictions attending the execution of Work under the Agreement. The Contractor shall thoroughly examine and be familiar with the Contract Documents/Detailed Scope of Work. Failure or omission of the Contractor to receive or examine any form, instrument, addendum, or other documents, or to visit the site and acquaint themselves with conditions existing thereon, shall in no way relieve the Contractor from any obligation with respect to the Agreement.
- B. The County does not warrant the accuracy or completeness of these reports, soil samples, or any other site condition information or data made available including, but not limited to, underground utility location. The submission of a bid shall be taken as prima-facie evidence of compliance with this paragraph.
- C. The Contractor acknowledges that they have satisfied themselves as to the nature and location of the Work; the general and local conditions, including but not restricted to, those bearing upon transportation, disposal, handling and storage of materials; availability of labor, water, electric power, roads; and uncertainties of weather, river stages, tides or similar physical conditions at the site; the conformation and conditions of the ground; the character of equipment and facilities needed preliminary to and during prosecution of the Work.
- D. The Contractor further acknowledges that they have satisfied themselves as to the character, quality and quantity of surface and subsurface materials, obstacles, or conditions to be encountered.
- E. Any failure by the Contractor to acquaint themselves with any aspect of the Work or with any of the applicable conditions shall not relieve the Contractor from responsibility for adequately evaluating the difficulty or cost of successfully performing the Work under the Contract Documents, nor shall it be considered the basis for any claim for additional time or compensation.
- F. The County assumes no responsibility for any conclusions or interpretations made by the Contractor on the basis of the information made available by the County. The County also assumes no responsibility for any understanding or representations made by its officers or

agents during or prior to the execution of this Agreement, unless such understanding or interpretations are made in writing.

### **5.35. PROTECTION OF EXISTING STRUCTURES, UTILITIES, WORK AND VEGETATION**

- A. Location of existing structures and utilities provided in the Contract Documents are approximate only. Any damage to existing structures or Work of any kind, or the interruption of a utility service resulting from failure to comply with the requirements of the Contract Documents, shall be repaired or restored promptly by, and at the expense of the Contractor.
- B. The Contractor will preserve and protect all existing vegetation such as trees, shrubs and grass on or adjacent to the site which do not unreasonably interfere with the construction as may be determined by the Design Professional/Engineer/Project Manager. The Contractor will be responsible for all unauthorized cutting or damaging of trees and shrubs, including damage due to careless operation of equipment, stockpiling of materials or tracking of grass areas by equipment.
- C. The Contractor's attention is directed to the fact that Type "A" or Type "B" TREE PROTECTION BARRIERS, as per Pinellas County Design Professional/Engineer/Project Manager Department Index No. 1111, shall be constructed when called for on the Plans, or as directed by the Design Professional/Engineer/Project Manager. Barriers shall be maintained in place until their removal is directed by the Design Professional/Engineer/Project Manager.
- D. Care will be taken by the Contractor in felling trees authorized for removal to avoid unnecessary damage to vegetation that is to remain in place. Any limbs or branches of trees broken during such operations shall be trimmed without cutting into the trunk and left with a clean cut and a small stub. The Contractor will be liable for, or may be required to replace or restore at its own expense, all vegetation that may be destroyed or damaged due to the Contractor's failure to protect and preserve same as required herein.
- E. Where the Contractor hauls material or equipment to the Project over roads and bridges on the State road system, County road system or City street system, and such use causes damage, the Contractor shall immediately, at its expense, repair such road or bridge to as good a condition as before the hauling began. Such hauling shall be conducted in accordance with all applicable environmental and safety regulations.
- F. The Contractor shall fully protect the Work from loss or damage and shall bear the cost of any such loss or damage until final payment has been made. If the Contractor or any one for whom the Contractor is legally liable for is responsible for any loss or damage to the Work, or other Work or materials of the County or County's separate contractors, the Contractor shall be charged with the same, and any monies necessary to replace such loss or damage shall be deducted from any amounts due the Contractor.

- G. The Contractor shall not disturb any benchmark established by the County with respect to the Project. If the Contractor, or its subcontractors, agents or any one for whom the Contractor is legally liable, disturbs County benchmarks, the Contractor shall immediately notify the Design Professional/Engineer/Project Manager. The County shall have the benchmarks reestablished and the Contractor shall be liable for all costs incurred by the County associated therewith.

#### 5.36. OTHER WORK

- A. The Contractor will cooperate with County forces or others who may be engaged in authorized Work prior to final completion of the Project.
- B. The Contractor shall cooperate with the owners of any underground or overhead utility lines in their removal and rearrangement operations in order that these operations may progress in a reasonable manner and that service rendered by these parties will not be interrupted.
- C. The County may perform other Work related to the Project at the site by the County's own forces, have other Work performed by utility owners or let other direct contracts. If the fact that such other Work is to be performed is not noted in the Contract Documents, notice thereof will be given to the Contractor. If the Contractor believes that such performance will involve additional expense to the Contractor or require additional time, the Contractor shall send written notice of that fact to the County and the Design Professional/Engineer/Project Manager within 48 hours of being notified of the other Work. If the Contractor fails to send the above required 48 hour notice, the Contractor will be deemed to have waived any rights it otherwise may have had to seek an extension to the Agreement Time or adjustment to the Agreement Amount. The Contractor shall afford each utility owner and other contractors (or the County, if the County is performing the additional Work with the County's employees) proper and safe access to the site and a reasonable opportunity for the introduction and storage of materials and equipment and the execution of such Work and shall properly connect and coordinate its Work with theirs. The Contractor shall not endanger any Work of others by cutting, excavating or otherwise altering their Work and will only cut or alter their Work with the written consent of the Design Professional/Engineer/Project Manager and the others whose Work will be affected.
- D. If any part of the Contractor's Work depends, for proper execution or results, upon the Work of any other contractor other than a subcontractor or utility owner, the Contractor shall inspect and promptly report to the Design Professional/Engineer/Project Manager, in writing, any delays, defects or other problems in such other Work that render it impossible for the Contractor to obtain proper execution or results. The Contractor's failure to report will constitute an acceptance of the other Work as fit and proper for integration with the Contractor's Work.

#### 5.37. TERMINATION

- A. Termination for Default:

1. The Contractor shall be considered in material default of the Agreement and such default shall be considered cause for the County to terminate the Agreement, in whole or in part, as further set forth in this paragraph, for any of the following reasons:
  - a. Failing to begin Work under the Contract Documents within the time specified herein;
  - b. Failing to properly and timely perform the Work as directed by the Design Professional/Engineer/Project Manager or as provided for in the approved Construction Progress Schedule;
  - c. Performing the Work unsuitably or neglecting or refusing to remove materials or to correct or replace such Work as may be rejected as unacceptable, unsuitable or otherwise defective;
  - d. Discontinuing the prosecution of the Work;
  - e. Failing to resume Work that has been suspended within a reasonable time after being notified to do so;
  - f. Becoming insolvent or declared bankrupt, or committing any act of bankruptcy;
  - g. Allowing any final judgment to stand unsatisfied for more than ten days;
  - h. Making an assignment for the benefit of creditors;
  - i. Failing to obey laws, ordinances, regulations or other codes of any governmental authority with jurisdiction on the Project;
  - j. Failing to perform or abide by the terms or spirit of the Contract Documents.
2. The County shall notify the Contractor in writing of the Contractor's default. If the County determines that the Contractor has not taken substantial steps toward effecting a remedy or cure of the default or defaults in its performance within 7 calendar days following receipt by the Contractor of written notice of default or defaults, then the County, at its option, without releasing or waiving its rights and remedies against the Contractor's sureties, and without prejudice to any other right it may be entitled to hereunder or by law, may terminate the Contractor's right to proceed under this Agreement, in whole or in part, and may take possession of the Work and any materials, tools, equipment, and appliances of the Contractor, take assignments of any of the Contractor's subcontracts and purchase orders and complete the Contractor's Work by whatever means, method or agency which the County, in its sole discretion, may choose.
3. If the County deems any of the foregoing remedies necessary, the Contractor agrees it shall not be entitled to receive any further payment until after the Work is completed. All money expended and all of the costs, losses, damages and extra expenses, including all management, administrative and other overhead and other direct and indirect expenses, (including Design Professional/Engineer/Project Manager and Architectural fees) or

- damages incurred by the County incident to such completion, shall be deducted from the Agreement Amount, and if such expenditures exceed the unpaid balance of the Agreement Amount, the Contractor agrees to pay promptly to the County on demand, the full amount of such excess, including costs of collection, and interest thereon at the maximum legal rate of interest until paid. The liability of the Contractor hereunder shall extend to and include the full amount of any and all sums paid, expenses and losses incurred, damages sustained and obligations assumed by the County in good faith under the belief that such payments or assumptions were necessary or required, in completing the Work and providing labor, materials, equipment, supplies, and other items therefore or relating to the Work, and in settlement, discharge, or compromise of any claims, demands, suits or judgments pertaining to or arising out of the Work hereunder.
4. If after notice of termination of the Contractor's right to proceed pursuant to this subparagraph A, "Termination for Default", it is determined for any reason that the Contractor was not in default or that its default was excusable, or that the County is not entitled to the remedies against the Contractor provided herein, then the Contractor's remedies against the County shall be the same as and limited to those afforded the Contractor pursuant to the Termination for Convenience subparagraph B below.
- B. Termination for Convenience and Right of Suspension:
1. The County shall have the right to terminate or suspend this Agreement, in whole or in part; without cause upon 30 calendar days written notice to the Contractor.
  2. In the event of such termination or suspension for convenience, the Contractor's sole recovery against the County shall be limited to that portion of the Agreement Amount earned through the date of termination or suspension, together with any retainage withheld and reasonable termination or suspension expenses incurred, but the Contractor shall not be entitled to any other or further recovery against the County, including, but not limited to, damages and any anticipated profit or Work not performed.

### 5.38. MATERIALS

- A. Delivery Tickets: The Contractor shall submit a copy of all delivery tickets for materials used on the Project, regardless of the basis of payment.
- B. Job Mix Formula for Asphaltic Concrete: Attention is directed to the provisions of the "PINELLAS COUNTY, FLORIDA - SPECIFICATIONS FOR HOT BITUMINOUS MIXTURES, PLANT METHODS, EQUIPMENT AND CONSTRUCTION METHODS, latest edition," which require the submission of job mix formulas for asphaltic concrete, of the type specified, at least 14 days before plant operations begin. The submitted formula shall be approved by the Project Manager. The Contractor shall prepare the mix formula to be submitted to the Project Manager.

- C. Job Mix Formula for Portland Cement Concrete: Attention is directed to the requirement that job mix design formulas for all Portland Cement Concrete, of the type specified, be submitted at least fourteen (14) days prior to use on the Project. The submitted formulas shall be approved by the County and/or its agents prior to its use. All concrete mix designs shall meet Florida D.O.T. Concrete Class mix guidelines or the requirements included in the Technical Specifications included in these Contract Documents.
- D. All Job mix formulas shall be submitted to the Project Manager.

#### 5.39. SUBSTITUTIONS/ APPROVED EQUAL(S) PRIOR TO BID OPENING

- A. The materials, products and equipment described in the Contract Documents established a standard of required function, dimension, appearance and quality to be met by any proposed substitution.
- B. No substitution will be considered prior to receipt of Bids unless a written request for approval has been received by the Pinellas County Purchasing Department, by the question deadline on page 1. 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 and any other information necessary for an evaluation. A statement setting forth any changes in other materials, equipment or other 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 decision of approval or disapproval of a proposed substitution shall be final.
- C. If the Purchasing Director approves any proposed substitution prior to receipt of Bids, such approval will be set forth in an Addendum. Bidders shall not rely upon approvals made in any other manner.

#### 5.40. SUBMITTALS AFTER AWARD

- A. Schedule
  - 1. At or before the Preconstruction Conference, the Contractor shall submit a preliminary Construction Progress Schedule to the Design Professional/Engineer/Project Manager. The County will review the schedule and provide the Contractor with comments. Within 10 days after receipt of the County's comments, the Contractor shall deliver to the Design Professional/Engineer/Project Manager a Construction Progress Schedule in a form satisfactory to the Design Professional/Engineer/Project Manager and showing the proposed dates of commencement and completion of each of the various subdivisions of Work. At or before the Preconstruction Conference, the Contractor shall provide to the County a breakdown of estimated monthly payments for the entire duration of the Agreement period.



2. For lump sum items within the Pricing Proposal Section, the Contractor shall also furnish the Design Professional/Engineer/Project Manager with a detailed estimate giving a complete breakdown of the value of items of Work to be paid for the purpose of making partial payments thereon. The values employed in making up this estimate and the schedule will be used only for determining the basis of partial payment and will not be considered as fixing a basis for additions to or deductions from the Agreement Amount.
  3. The Construction Progress Schedule shall be updated monthly by the Contractor. All updates to the Construction Progress Schedule shall be subject to the Design Professional/Engineer/Project Manager's review and County's written approval. Contractor shall submit the updates to the Progress Schedule with its monthly applications for payment noted below. Contractor's submittal of these monthly updates and Design Professional/Engineer/Project Manager's written approval of same shall be a condition precedent to County's obligation to pay Contractor.
  4. The Work shall be planned and carried out so as to minimize the interruption of existing services, and/or traffic, or as directed by the Design Professional/Engineer/Project Manager.
- B. Contractor shall carefully examine the Contract Documents for all requirements for approval of materials to be submitted such as shop Plans, data, test results, schedules and samples. Contractor shall submit all such materials at its own expense and in such form and manner as required by the Contract Documents in sufficient time to prevent any delay in the delivery of such materials and the installation thereof. Incomplete submittals will be returned to the Contractor. The Design Professional/Engineer/Project Manager will record time for submittals handled more than twice. The Contractor shall reimburse the County for charges of the Design Professional/Engineer/Project Manager and his/her consultants for providing more than two reviews of submittals.
- C. Whenever materials or equipment are specified or described in the Contract Documents by using the name of a proprietary item or the name of a particular supplier, the naming of the item is intended to establish the type, function and quality required. Unless the name is followed by words indicating that no substitution is permitted, materials or equipment of other suppliers may be accepted by the Design Professional/Engineer/Project Manager if sufficient information is submitted by Contractor to allow the Design Professional/Engineer/Project Manager to determine that the material or equipment proposed is equivalent or equal to that named. Requests for review of substitute items of material and equipment will not be accepted by Design Professional/Engineer/Project Manager from anyone other than Contractor and all such requests must be submitted by Contractor to Design Professional/Engineer/Project Manager within 30 calendar days after notice of award is received by Contractor..
- D. If Contractor wishes to furnish or use a substitute item of material or equipment, Contractor shall make application to Design Professional/Engineer/Project Manager for acceptance thereof, certifying that the proposed substitute shall perform adequately the functions and achieve the

results called for by the general design, be similar and of equal substance to that specified and be suited to the same use as that specified. The application shall state that the evaluation and acceptance of the proposed substitute will not prejudice Contractor's achievement of substantial completion on time, whether or not acceptance of the substitute for use in the Work will require a change in any of the Contract Documents (or in the provisions of any other direct contract with County for the Project) to adapt the design to the proposed substitute and whether or not incorporation or use by the substitute in connection with the Work is subject to payment of any license fee or royalty. All variations of the proposed substitute from that specified will be identified in the application and available maintenance, repair and replacement service shall be indicated. The application also shall contain an itemized estimate of all costs that will result directly or indirectly from acceptance of such substitute, including costs for redesign and claims of other contractors affected by the resulting change, all of which shall be considered by the Design Professional/Engineer/Project Manager in evaluating the proposed substitute. Design Professional/Engineer/Project Manager may require Contractor to furnish, at Contractor's expense, additional data about the proposed substitute.

- E. If a specific means, method, technique, sequence or procedure of construction is indicated in or required by Contract Documents, Contractor may furnish or utilize a substitute means, method, technique, sequence or procedure of construction acceptable to Design Professional/Engineer/Project Manager, if Contractor submits sufficient information to allow Design Professional/Engineer/Project Manager to determine that the substitute proposed is equivalent to that indicated or required by the Contract Documents. The procedures for submission to and review by the Design Professional/Engineer/Project Manager shall be the same as those provided herein for substitute materials and equipment.
- F. Design Professional/Engineer/Project Manager shall be allowed a reasonable time within which to evaluate each proposed substitute. Design Professional/Engineer/Project Manager shall be the sole judge of the acceptability of any substitute. No substitute shall be ordered, installed or utilized without the Design Professional/Engineer/Project Manager's prior written acceptance which shall be evidenced by either a Change Order or an approved submittal. County may require Contractor to furnish at Contractor's expense a special performance guarantee or other surety with respect to any substitute. Design Professional/Engineer/Project Manager will record time required by Design Professional/Engineer/Project Manager and Design Professional/Engineer/Project Manager's consultants in evaluating substitutions proposed by Contractor and making changes in the Contract Documents occasioned thereby. Whether or not County accepts a proposed substitute, Contractor shall reimburse County for the charges of Design Professional/Engineer and Engineers consultant(s) for evaluating each proposed substitute.
- G. Shop Plans/Working Plans

1. 7 complete sets of detailed shop or working Plans shall be furnished by the prime Contractor to the Design Professional/Engineer/Project Manager for review and processing. The submittal shall include all details, computations, materials, loads, stresses, member sizes, deflections and temporary connections for pre-casting or any other relevant information on details necessary for review.
2. All shop, working and erection Plans prepared by the Contractor or its subcontractor, fabricator or supplier shall be REVIEWED, DATED, STAMPED, APPROVED, SEALED (if required), and SIGNED BY THE CONTRACTOR prior to submission for review to the Design Professional/Engineer/Project Manager. By approving and submitting shop or working Plans, the Contractor represents that it has verified Work requirements, field measurements, construction criteria, sequence of assembly and erection, access and clearances, catalog numbers and other similar data. Each submission shall indicate the Specification section or bid item number and page and/or sheet number to which the submission applies. Under no circumstances will submittals be accepted from subcontractors. The Contractor shall indicate on the working, shop and erection Plans all deviations from the Contract Documents and shall itemize all deviations in the letter of transmittal.
3. Submittals shall be made to the Design Professional/Engineer/Project Manager and will be distributed to the appropriate parties, as applicable. The Contractor shall identify each submittal by title on the form provided by the Design Professional/Engineer/Project Manager. All submittals are to be transmitted in an expeditious manner to ensure "next day delivery". After they have been reviewed by the Design Professional/Engineer/Project Manager, all submittals shall be stamped either "no exceptions," "exceptions noted" or "rejected" with resubmittal required and returned to the Contractor.
4. Prior to receipt of the reviewed shop or working Plans from the County, Work done or materials ordered for items covered by the Plans shall be done at the Contractor's risk.
5. All submittals by the Contractor shall be made sufficiently in advance of the scheduled start of the applicable construction operation to allow for shop Plans review and for Contractor action required in addressing review comments. The review period shall begin on the day the submittal is received in the office of the Design Professional/Engineer/Project Manager and shall be completed on the day the Design Professional/Engineer/Project Manager transmits reviewed Plans to the Contractor.
6. The Contractor shall schedule the submission of shop drawing sheets (to be discussed at the pre-construction meeting) so that approximately 21 days are allowed for review by the Engineer and Consultant for routine Work. For more complex Work, the number of copies and the scheduled time for review shall be increased proportionately to the complexity of the Work. Contractor submittals that are to be considered as complex and requiring proportionately greater review time include, but are not limited to, the following:

- a. Contractor submittals of alternative design features or modifications to the original design.
- b. Contractor submittals of complex designs, unusual construction or equipment and methods requiring analysis of design calculations.

#### H. Materials

1. Delivery Tickets: The Contractor shall submit a copy of all delivery tickets for materials used on the Project, regardless of the basis of payment.
  2. Job Mix Formula for Asphaltic Concrete: Attention is directed to the provisions of the "PINELLAS COUNTY, FLORIDA - SPECIFICATIONS FOR HOT BITUMINOUS MIXTURES, PLANT METHODS, EQUIPMENT AND CONSTRUCTION METHODS, latest edition," which require the submission of job mix formulas for asphaltic concrete, of the type specified, at least 14 days before plant operations begin. The submitted formula shall be approved by the Design Professional/Engineer/Project Manager. The Contractor shall prepare the mix formula to be submitted to the Design Professional/Engineer/Project Manager.
  3. Job Mix Formula for Portland Cement Concrete: Attention is directed to the requirement that job mix design formulas for all Portland Cement Concrete, of the type specified, be submitted at least 14 days prior to use on the Project. The submitted formulas shall be approved by the County and/or its agents prior to its use. All concrete mix designs shall meet Florida D.O.T. Concrete Class mix guidelines or the requirements included in the Technical Specifications included in these Contract Documents.
  4. All Job mix formulas shall be submitted to the Design Professional/Engineer/Project Manager.
  5. Concrete Box Culverts, Pipes, Drainage Structures: The Contractor shall submit written documentation that materials meet the minimum requirements of the technical specifications, including copies of supplier's testing results. No payment for the applicable pay item under the Agreement (i.e., Box Culvert, Pipe, Drainage structure, etc) shall be made to the Contractor until written documentation of the specified minimum requirements is received by the Design Professional/Engineer/Project Manager.
- I. The Contractor will provide 8" X 10" color photographs of the Project in its preconstruction condition and for unusual conditions during construction. The photographs will show all pertinent physical features within the construction limits before construction begins. The Contractor will furnish two copies of all pictures to the County. The Contractor shall provide a hard copy and a digital copy for submittal. The Contractor will provide a preconstruction video of all physical features within the construction limits before construction begins. The Contractor will furnish two copies of the video in DVD format.

#### 5.41. RIGHT TO AUDIT

- A. All of the Contractor's records related to the performance of this Agreement shall be open to inspection and subject to reproduction by the Design Professional/Engineer/Project Manager during normal working hours to the extent necessary to permit adequate evaluation and verification of any invoices for payment, or claims, submitted by the Contractor or any of its payees pursuant to the execution of the Agreement. Such records shall include, but not be limited to, accounting records, written policies and procedures, subcontractor files, original estimates, estimating work sheets, correspondence, Change Order files (including the documentation of negotiated settlements), any supporting evidence necessary to substantiate charges related to this Agreement, and any records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this Agreement.
- B. For the purpose of such audits, inspections, examinations and evaluations the Design Professional/Engineer/Project Manager shall have access to the said records from the effective date of this Agreement, for the duration of the Work, and until five (5) years after the date of final payment by the County to the Contractor for performance under this Agreement. The Contractor hereby agrees to maintain said records in safe and dry storage until the end of this time period.
- C. The Design Professional/Engineer/Project Manager shall have access to the Contractor's facilities and all necessary records in order to conduct audits in compliance with this Paragraph.
- D. Such audit privilege is provided for within the text of the Pinellas County Code §2-156 through §2-187.

#### 5.42. INTEREST ON JUDGMENTS

In the event of any disputes between the parties to this Agreement, including without limited thereto, their assignees and/or assigns, arising out of or relating in any way to this Agreement, which results in litigation and a subsequent judgment, award or decree against either party, it is agreed that any entitlement to post judgment interest, to either party and/or their attorneys, shall be fixed by the proper court at the rate of 5%, per annum, simple interest. Under no circumstances shall either party be entitled to pre-judgment interest. The parties expressly acknowledge and, to the extent allowed by law, hereby opt out of any provision of federal or state statute not in agreement with this Paragraph.

#### 5.43. DRAINAGE

The Contractor shall so conduct its operations and maintain the Work in such condition that adequate drainage will be in effect at all times.

#### 5.44. SURVEY AND LAYOUT

The requirements below (A-H), shall only be applicable when there is a pay item for the contractor to perform the Survey and Layout. If there is no separate pay item for "Survey and Layout by Contractor", then the County shall perform the Survey and Layout.

- A. The Contractor shall be responsible for providing all lines, grades, boundaries and required survey and/or layout necessary to construct and inspect the Project. All right-of-way and easement boundaries and centerline control points shall be established and maintained through the Agreement Period by the Contractor.
- B. The Contractor shall employ or retain the services of a Florida registered Professional Land Surveyor to perform and supervise the establishment and setting of the Project centerline control at intervals not to exceed 500 feet. All primary control points such as section corners, points of intersection, points of curvature and points of tangency shall be installed, referenced by acceptable standards, and maintained through the Agreement Period. All stakes and points shall be clearly marked and identified.
- C. The Contractor shall employ or retain the services of a Florida registered Professional Land Surveyor to perform and supervise the establishment of all rights-of-way/boundary staking at all Project sidelines. Such staking shall be established and maintained by the Contractor's registered Professional Land Surveyor along each sideline or perimeter at each station and all points of intersection, points of curvature, and points of tangency. All stakes shall be clearly marked and identified.
- D. The Contractor's registered Professional Land Surveyor and all employees engaged in survey efforts shall keep proper documentation of survey notes in hard bound books. The use of digital data storage capabilities may be used in lieu of hard bound books. Standard ASCII files/format shall be used with software compatibility to that of the Design Professional/Engineer/Project Manager's. The Contractor shall submit for approval the selected format and software application(s).
- E. The Contractor may perform or select the option to employ a Florida registered Professional Design Professional/Engineer or registered Professional Land Surveyor to provide construction layout. All layout and measurements shall be performed from control and boundaries established and maintained by the Contractor's Florida registered Professional Land Surveyor.
- F. The Contractor shall be responsible to perform all layout in acceptable standard methods. All items shall be clearly staked and marked. Roadway items shall be staked for horizontal alignment relative to the edge of pavement with appropriate offset stakes. All vertical grades should be referenced to the nearest even foot cut or fill where practical. Tabulated cut/fill sheets are acceptable for utility Work items, copies of which shall be furnished to the Design Professional/Engineer/Project Manager prior to the Work.

- G. All calculations for intermediate grades and locations shall be performed by the Contractor. All calculations shall be transcribed in hard-bound field books prior to layout and staking.
- H. The Contractor shall submit, for information only, a Survey and Layout Plan comprised of the following:
  - 1. Name, address and certificate number of the registered Professional Land Surveyor to be in responsible charge of performing all survey control and boundary Work.
  - 2. Name, address and certificate registration number, if applicable, of the person in responsible charge of performing all layout, measurements and calculations for the Project, if opted by the Contractor. This person must be a Contractor, Professional Land Surveyor or Professional Design Professional/Engineer.

#### 5.45. CONFORMITY OF WORK WITH PLANS:

- A. All Work performed and all materials furnished shall be in reasonably close conformity with the lines, grades, cross sections, dimensions, and material requirements, including tolerances, shown on the Plans or indicated in the Specifications.
- B. In the event the Design Professional/Engineer/Project Manager or Consultant finds the materials or the finished product in which the materials are used not within reasonably close conformity with the Plans and Specifications, but that reasonably acceptable Work has been produced, he/she shall then make a determination if the Work shall be accepted and remain in place. In this event, the Design Professional/Engineer/Project Manager will document the basis of acceptance by Contract modification which will provide for an appropriate adjustment in the Agreement Amount for such Work or materials as he deems necessary to conform to his/her determination based on Design Professional/Engineer/Project Managers judgment.

#### 5.46. LABORATORY TESTING

Cost of all required laboratory testing shall be borne by the County, except that the cost of all re-testing due to defective materials or construction shall be borne by the CONTRACTOR. Testing shall be in accordance with the applicable portions of Specifications and Plans. The Contractor shall also be responsible for all related laboratory costs associated with cancellation of scheduled testing due to Work not completed and ready for testing at the scheduled time.

#### 5.47. GUARANTEE OF WORK

All Work shall be guaranteed for 18 months after the date on the certificate of completion and final acceptance of the Work unless otherwise specified. The guarantees are to be construed as being supplemental in nature and in addition to any and all other remedies available to the County under the laws of the State of Florida.

#### 5.48. WARRANTY

The Contractor shall obtain and assign to the County all expressed warranties given to the Contractor or any subcontractors by any material suppliers, equipment or fixtures to be incorporated into a Project. The Contractor warrants to the County that any materials and equipment furnished under the Contract Documents shall be new unless otherwise specified, and that all Work shall be of good quality, free from all defects and in conformance with the Contract Documents. The Contractor further warrants to the County that all materials and equipment furnished under the Contract Documents shall be applied, installed, connected, erected, used, cleaned and conditioned in accordance with the instructions of the applicable manufacturers, fabricators, suppliers or processors except as otherwise provided for in the Contract Documents. Unless otherwise specified, if within 18 months after the date on the Certificate of Completion and final acceptance, any Work is found to be defective or not in conformance with the Contract Documents, the Contractor shall correct it promptly after receipt of written notice from the Design Professional/Engineer/Project Manager. The Contractor shall also be responsible for and pay for replacement or repair of adjacent materials or Work which may be damaged as a result of such replacement or repair. These warranties are in addition to those implied warranties to which the County is entitled as a matter of law.



## 6. Insurance Requirements

### 6.1. INSURANCE (General)

The Vendor must provide a certificate of insurance and endorsement in accordance with the insurance requirements listed below, prior to recommendation for award. The Vendor shall obtain and maintain, and require any subcontractor to obtain and maintain, at all times during its performance of the Agreement in Phase 1 insurance of the types and in the amounts set forth. For projects with a Completed Operations exposure, Vendor shall maintain coverage and provide evidence of insurance for 2 years beyond final acceptance. All insurance policies shall be from responsible companies duly authorized to do business in the State of Florida and have an AM Best rating of VIII or better.

### 6.2. INSURANCE (Requirements)

- A. Submittals should include, the Vendor's current Certificate(s) of Insurance. If Vendor does not currently meet insurance requirements, Vendor shall also include verification from their broker or agent that any required insurance not provided at that time of submittal will be in place prior to the award of contract. Upon selection of Vendor for award, the selected Vendor shall email certificate that is compliant with the insurance requirements. If the certificate received is compliant, no further action may be necessary. The Certificate(s) of Insurance shall be signed by authorized representatives of the insurance companies shown on the Certificate(s).
- B. **The Certificate holder section shall indicate Pinellas County, a Political Subdivision of the State of Florida, 400 S Fort Harrison Ave, Clearwater, FL 33756. Pinellas County, a Political Subdivision shall be named as an Additional Insured for General Liability. A Waiver of Subrogation for Workers Compensation shall be provided if Workers Compensation coverage is a requirement.**
- C. Approval by the County of any Certificate(s) of Insurance does not constitute verification by the County that the insurance requirements have been satisfied or that the insurance policy shown on the Certificate(s) of Insurance is in compliance with the requirements of the Agreement. County reserves the right to require a certified copy of the entire insurance policy, including endorsement(s), at any time during the Bid and/or contract period.
- D. If any insurance provided pursuant to the Agreement expires or cancels prior to the completion of the Work, you will be notified by CTrax, the authorized vendor of Pinellas County. Upon notification, renewal Certificate(s) of Insurance and endorsement(s) shall be furnished to Pinellas County Risk Management at [InsuranceCerts@pinellascounty.org](mailto:InsuranceCerts@pinellascounty.org) and to CTrax c/o JDi Data at [PinellasSupport@ididata.com](mailto:PinellasSupport@ididata.com) by the Vendor or their agent prior to the expiration date.
  - 1. Vendor shall also notify County within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal or adverse material change in coverage received by said Vendor from its insurer Notice shall be given by email to Pinellas County Risk

Management at [InsuranceCerts@pinellascounty.org](mailto:InsuranceCerts@pinellascounty.org). Nothing contained herein shall absolve Vendor of this requirement to provide notice.

2. Should the Vendor, at any time, not maintain the insurance coverages required herein, the County may terminate the Agreement,.
- E. If subcontracting is allowed under this Bid, the Primary Vendor shall obtain and maintain, at all times during its performance of the Agreement, insurance of the types and in the amounts set forth; and require any subcontractors to obtain and maintain, at all times during its performance of the Agreement, insurance limits as it may apply to the portion of the Work performed by the subcontractor; but in no event will the insurance limits be less than \$500,000 for Workers' Compensation/Employers' Liability, and \$1,000,000 for General Liability and Auto Liability if required below.
1. All subcontracts between the Vendor and its Subcontractors shall be in writing and are subject to the County's prior written approval. Further, all subcontracts shall
    - a. Require each Subcontractor to be bound to the Vendor to the same extent the Vendor is bound to the County by the terms of the Contract Documents, as those terms may apply to the portion of the Work to be performed by the Subcontractor;
    - b. Provide for the assignment of the subcontracts from the Vendor to the County at the election of Owner upon termination of the Contract;
    - c. Provide that County will be an additional indemnified party of the subcontract;
    - d. Provide that the County will be an additional insured on all insurance policies required to be provided by the Subcontractor except workers compensation and professional liability;
    - e. Provide a waiver of subrogation in favor of the County and other insurance terms and/or conditions
    - f. Assign all warranties directly to the County; and
    - g. Identify the County as an intended third-party beneficiary of the subcontract. The Vendor shall make available to each proposed Subcontractor, prior to the execution of the subcontract, copies of the Contract Documents to which the Subcontractor will be bound by this Section C and identify to the Subcontractor any terms and conditions of the proposed subcontract which may be at variance with the Contract Documents.
- F. Each insurance policy and/or certificate shall include the following terms and/or conditions:
1. The Named Insured on the Certificate of Insurance and insurance policy must match the entity's name that responded to the solicitation and/or is signing the agreement with the County.

2. Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Vendor.
3. The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and Constitutional offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
4. All policies shall be written on a primary, non-contributory basis.

The minimum insurance requirements and limits for this Agreement, which shall remain in effect throughout its duration and for two (2) years beyond final acceptance for projects with a Completed Operations exposure, are as follows:

### 6.3. WORKERS' COMPENSATION INSURANCE

Worker's Compensation Insurance is required if required pursuant to Florida law. If, pursuant to Florida law, Worker's Compensation Insurance is required, employer's liability, also known as Worker's Compensation Part B, is also required in the amounts set forth herein.

#### A. Limits

1. Employers' Liability Limits Florida Statutory
  - a. Per Employee \$ 500,000
  - b. Per Employee Disease \$ 500,000
  - c. Policy Limit Disease \$ 500,000

If Vendor is not required by Florida law, to carry Workers Compensation Insurance in order to perform the requirements of this Agreement, County Waiver Form for workers compensation must be executed, submitted, and accepted by Risk Management. The County Waiver Form is found at <https://pinellas.gov/services/submit-a-workers-compensation-waiver-request/>. Failure to obtain required Worker's Compensation Insurance without submitting and receiving a waiver from Risk Management constitutes a material breach of this Agreement.

### 6.4. COMMERCIAL GENERAL LIABILITY INSURANCE

Includes, but not limited to, Independent Vendor, Contractual Liability Premises/Operations, Products/Completed Operations, and Personal Injury.

#### A. Limits

1. Combined Single Limit Per Occurrence \$ 1,000,000
2. Products/Completed Operations Aggregate \$ 2,000,000
3. Personal Injury and Advertising Injury \$ 1,000,000

4. General Aggregate \$ 2,000,000

**6.5. BUSINESS AUTOMOBILE OR TRUCKER'S/GARAGE LIABILITY INSURANCE**

To cover owned, hired, and non- owned vehicles. If the Vendor does not own any vehicles, then evidence of Hired and Non-owned coverage is sufficient. Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards, unless Vendor can show that this coverage exists under the Commercial General Liability policy.

A. Limit

1. Combined Single Limit Per Accident \$1,000,000

**6.6. EXCESS OR UMBRELLA LIABILITY INSURANCE**

Excess of the primary coverage required, in paragraphs above.

A. Limits

1. Each Occurrence \$ 1,000,000

2. General Aggregate \$ 1,000,000

**6.7. POLLUTION LEGAL/ENVIRONMENTAL LEGAL LIABILITY INSURANCE**

For pollution losses arising from all services performed to comply with this contract. Coverage shall apply to sudden and gradual pollution conditions including the discharge, dispersal, release or escape of smoke, vapors, soot, fumes, acids, alkalis, toxic chemicals, liquids or gases, waste materials or other irritants, contaminants or pollutants into or upon land, the atmosphere or any watercourse or body of water, which results in Bodily Injury or Property Damage. If policy is written on a Claims Made form, a retroactive date is required, and coverage must be maintained for 3 years after completion of contract or "tail coverage must be purchased. Coverage should include and be for the at least the minimum limits listed below:

A. Bodily injury, sickness, disease, mental anguish or shock sustained by any person, including death; property damage including physical injury to or destruction of tangible property including the resulting loss of use thereof, cleanup costs, and the loss of use of tangible property that has not been physically injured or destroyed;

B. Defense including costs, charges and expenses incurred in the investigation, adjustment or defense of claims for such compensation damages.

C. Cost of Cleanup/Remediation.

D. Limits

1. Per Claim or Occurrence \$ 1,000,000

2. General Aggregate \$ 1,000,000

- E. For acceptance of Pollution Legal/Environmental Legal Liability coverage included within another policy coverage required herein, a statement notifying the certificate holder must be included on the certificate of insurance and the total amount of said coverage per occurrence must be greater than or equal to the amount of Pollution Legal/Environmental Legal Liability and other coverage combined.

#### 6.8. PROPERTY INSURANCE

Vendor will be responsible for all damage to its own property, equipment and/or materials.

## 7. Scope of Work

### 7.1. OBJECTIVE/JUSTIFICATION

Pinellas County is dedicated to promoting traffic safety and efficiency throughout its roadway network. As such, the County has a robust milling and resurfacing program. Pinellas County has developed the Fiscal Year 2026 Pavement Preservation Package 3 consisting of five paving locations within the County. This package contains five (5) local groups (neighborhood) projects totaling approximately 47.12 lane miles of roadway.

### 7.2. BACKGROUND

This is a stand-alone project consisting of five (5) separate project locations as identified in the attached plan sets. Work orders will not be issued under this contract. All work identified in this contract is to be completed within 210 calendar days.

### 7.3. REQUIREMENTS

N/A

### 7.4. DELIVERABLES

N/A

## 8. Vendor Questionnaire

### 8.1. Required Vendor Qualification Documents\*

If you are currently a pre-qualified construction contractor with FDOT in the applicable work class, in the Special Conditions Section, please fill out/provide:

- A. OpenGov Fillable- Final
- B. Part A & B of Qualification Submittal Form
- C. FDOT qualification letter/forms
- D. A bonding letter from surety indicating the maximum amount your company can bond for.

If you are not pre-qualified with FDOT in the applicable work class, in the Special Conditions Section, please fill out/provide:

- 1. OpenGov Fillable- Final
- 2. Part B of Qualification Submittal Form outlining projects of a similar size and scope.
- 3. A bonding letter from surety indicating the maximum amount your company can bond for.
- 4. Provide a minimum of three reference letters from companies that you have performed projects of a similar size and scope.

\*Response required

### 8.2. Did you read through and confirm that you met all the Bid requirements and attached all required documents?\*

- ☐ Yes
- ☐ No

\*Response required

## 9. Pricing Proposal

### PROJECT A - PID 006217A LOCAL GROUP RESURFACING

Pay Item	Description	Quantity	Unit	Unit Price	Amount
A101-0100	MOBILIZATION	1	LS		
A102-0100	MAINTENANCE OF TRAFFIC	1	LS		
A102-1099	SIGN, VARIABLE MESSAGE, 3 Lines, Temporary	28	DAY		
A102-1100502	OFF DUTY LAW ENFORCEMENT OFFICER	40	HR		
A104-7	INLET PROTECTION SYSTEMS	30	EA		
A334-2095-460	SUPERPAVE ASPHALT CONCRETE, Leveling Course, Type SP 9.5 or SP 12.5, Fine, Traffic Level C, Variable Thickness	25	TN		
A334-3125-001	SUPERPAVE ASPHALT CONCRETE, Type SP 12.5, Fine, Traffic Level C, Variable Thickness, Local Roads	769	TN		
A380-3490	MILLING EXISTING ASPHALT PAVEMENT, 2" Thickness or Less, Full Width	9,320	SY		
A706-3	PAVEMENT MARKERS, RETRO-REFLECTIVE	106	EA		
A710-11-121	PAINTED PAVEMENT MARKING, STD, WHITE, SOLID, 6"	91	LF		
A710-11-123	PAINTED PAVEMENT MARKING, STD, WHITE, SOLID, 12"	140	LF		
A710-11-125	PAINTED PAVEMENT MARKING, STD, WHITE, SOLID, 24"	332	LF		
A710-11-160	PAINTED PAVEMENT MARKING, STD, WHITE, MESSAGE	1	EA		



Pay Item	Description	Quantity	Unit	Unit Price	Amount
A710-11-170	PAINTED PAVEMENT MARKING, STD, WHITE, ARROWS	1	EA		
A710-11-221	PAINTED PAVEMENT MARKING, STD, YELLOW, SOLID, 6"	2,010	LF		
A710-11-224	PAINTED PAVEMENT MARKING, STD, YELLOW, SOLID, 18"	332	LF		
<b>TOTAL</b>					

**PROJECT B - PID 006301A LOCAL GROUP 103 RESURFACING**

Pay Item	Description	Quantity	Unit	Unit Price	Amount
B101-0100	MOBILIZATION	1	LS		
B102-0100	MAINTENANCE OF TRAFFIC	1	LS		
B102-1099	SIGN, VARIABLE MESSAGE, 3 Lines, Temporary	28	DAY		
B102-1100502	OFF DUTY LAW ENFORCEMENT OFFICER	40	HR		
B104-7	INLET PROTECTION SYSTEMS	60	EA		
B334-2095-460	SUPERPAVE ASPHALT CONCRETE, Leveling Course, Type SP 9.5 or SP 12.5, Fine, Traffic Level C, Variable Thickness	146	TN		
B334-3125-001	SUPERPAVE ASPHALT CONCRETE, Type SP 12.5, Fine, Traffic Level C, Variable Thickness, Local Roads	4,846	TN		
B380-3490	MILLING EXISTING ASPHALT PAVEMENT, 2" Thickness or Less, Full Width	58,736	SY		
B706-3	PAVEMENT MARKERS, RETRO-REFLECTIVE	12	EA		

Pay Item	Description	Quantity	Unit	Unit Price	Amount
B710-11-125	PAINTED PAVEMENT MARKING, STD, WHITE, SOLID, 24"	345	LF		
B710-11-160	PAINTED PAVEMENT MARKING, STD, WHITE, MESSAGE	6	EA		
B710-11-221	PAINTED PAVEMENT MARKING, STD, YELLOW, SOLID, 6"	701	LF		
<b>TOTAL</b>					

**PROJECT C - PID 005638A LOCAL GROUP 129 RESURFACING**

Pay Item	Description	Quantity	Unit	Unit Price	Amount
C101-0100	MOBILIZATION	1	LS		
C102-0100	MAINTENANCE OF TRAFFIC	1	LS		
C102-1099	SIGN, VARIABLE MESSAGE, 3 Lines, Temporary	28	DAY		
C102-1100502	OFF DUTY LAW ENFORCEMENT OFFICER	40	HR		
C104-7	INLET PROTECTION SYSTEMS	60	EA		
C334-2095-460	SUPERPAVE ASPHALT CONCRETE, Leveling Course, Type SP 9.5 or SP 12.5, Fine, Traffic Level C, Variable Thickness	160	TN		
C334-3125-001	SUPERPAVE ASPHALT CONCRETE, Type SP 12.5, Fine, Traffic Level C, Variable Thickness, Local Roads	5,226	TN		
C380-3490	MILLING EXISTING ASPHALT PAVEMENT, 2" Thickness or Less, Full Width	63,342	SY		
C706-3	PAVEMENT MARKERS, RETRO-REFLECTIVE	12	EA		

Pay Item	Description	Quantity	Unit	Unit Price	Amount
C710-11-125	PAINTED PAVEMENT MARKING, STD, WHITE, SOLID, 24"	427	LF		
C710-11-160	PAINTED PAVEMENT MARKING, STD, WHITE, MESSAGE	10	EA		
C710-11-170	PAINTED PAVEMENT MARKING, STD, WHITE, ARROWS	1	EA		
C710-11-221	PAINTED PAVEMENT MARKING, STD, YELLOW, SOLID, 6"	427	LF		
<b>TOTAL</b>					

**PROJECT D - PID 006581A LOCAL GROUP 143 RESURFACING**

Pay Item	Description	Quantity	Unit	Unit Price	Amount
D101-0100	MOBILIZATION	1	LS		
D102-0100	MAINTENANCE OF TRAFFIC	1	LS		
D102-1099	SIGN, VARIABLE MESSAGE, 3 Lines, Temporary	28	DAY		
D104-7	INLET PROTECTION SYSTEMS	50	EA		
D334-2095-460	SUPERPAVE ASPHALT CONCRETE, Leveling Course, Type SP 9.5 or SP 12.5, Fine, Traffic Level C, Variable Thickness	123	TN		
D334-3125-001	SUPERPAVE ASPHALT CONCRETE, Type SP 12.5, Fine, Traffic Level C, Variable Thickness, Local Roads	4,088	TN		
D380-3490	MILLING EXISTING ASPHALT PAVEMENT, 2" Thickness or Less, Full Width	49,550	SY		
D706-3	PAVEMENT MARKERS, RETRO-REFLECTIVE	102	EA		

Pay Item	Description	Quantity	Unit	Unit Price	Amount
D710-11-121	PAINTED PAVEMENT MARKING, STD, WHITE, SOLID, 6"	4,344	LF		
D710-11-123	PAINTED PAVEMENT MARKING, STD, WHITE, SOLID, 12"	81	LF		
D710-11-125	PAINTED PAVEMENT MARKING, STD, WHITE, SOLID, 24"	282	LF		
D710-11-151	PAINTED PAVEMENT MARKING, STD, WHITE, DOTTED/GUIDELINE/ 6-10 GAP EXTENSION 6"	177	LF		
D710-11-221	PAINTED PAVEMENT MARKING, STD, YELLOW, SOLID, 6"	2,835	LF		
D710-11-231	PAINTED PAVEMENT MARKINGS, STANDARD, YELLOW, SKIP, 10-30 OR 3-9 SKIP, 6" WIDE	0.37	GM		
<b>TOTAL</b>					

**PROJECT E - PID 006582A LOCAL GROUP 146 RESURFACING**

Pay Item	Description	Quantity	Unit	Unit Price	Amount
E101-0100	MOBILIZATION	1	LS		
E102-0100	MAINTENANCE OF TRAFFIC	1	LS		
E102-1099	SIGN, VARIABLE MESSAGE, 3 Lines, Temporary	28	DAY		
E104-7	INLET PROTECTION SYSTEMS	50	EA		
E334-2095-460	SUPERPAVE ASPHALT CONCRETE, Leveling Course, Type SP 9.5 or SP 12.5, Fine, Traffic Level C, Variable Thickness	127	TN		
E334-3125-001	SUPERPAVE ASPHALT CONCRETE, Type SP 12.5, Fine, Traffic Level C, Variable Thickness, Local Roads	4,235	TN		

Pay Item	Description	Quantity	Unit	Unit Price	Amount
E380-3490	MILLING EXISTING ASPHALT PAVEMENT, 2" Thickness or Less, Full Width	51,328	SY		
E710-11-125	PAINTED PAVEMENT MARKING, STD, WHITE, SOLID, 24"	283	LF		
E710-11-160	PAINTED PAVEMENT MARKING, STD, WHITE, MESSAGE	2	EA		
E710-11-170	PAINTED PAVEMENT MARKING, STD, WHITE, ARROWS	2	EA		
E710-11-221	PAINTED PAVEMENT MARKING, STD, YELLOW, SOLID, 6"	2,035	LF		
E710-11-224	PAINTED PAVEMENT MARKING, STD, YELLOW, SOLID, 18"	82	LF		
<b>TOTAL</b>					

#### WATER ITEMS

Pay Item	Description	Quantity	Unit	Unit Price	Amount
PW-331101-309-9001	Adjust Valve Box to Finished Grade, (In Pavement)	40	EA		
RW-333501-310-9001	Adjust Valve Box to Finished Grade, (In Pavement)	40	EA		
<b>TOTAL</b>					

#### SANITARY SEWER ITEMS

Pay Item	Description	Quantity	Unit	Unit Price	Amount
SS-333900-302-K001	Adjust Manhole Rim & Cover to Finished Grade (In Pavement)	40	EA		
SS-333900-302-K002	Adjust Manhole Rim & Cover to Finished Grade (Outside Pavement)	40	EA		

Pay Item	Description	Quantity	Unit	Unit Price	Amount
<b>TOTAL</b>					

**UNSPECIFIED WORK**

Pay Item	Description	Quantity	Unit	Unit Price	Amount
999-0000	UNSPECIFIED WORK	400,000	EA	\$1.00	
UT-999-0000	UNSPECIFIED WORK (Utilities)	10,000	EA	\$1.00	
<b>TOTAL</b>					

## **10. Appendices**

### **10.1. APPENDIX 1 - PERMITS**

Please see [#Attachments](#)

### **10.2. APPENDIX 2 – SAMPLE CHANGE ORDER**

Please see [#Attachments](#) for an example.

### **10.3. APPENDIX 3 – SAMPLE APPLICATION FOR PAYMENT**

Please see [#Attachments](#) for an example.

### **10.4. APPENDIX 4 – SPECIAL NOTICES**

Please see [#Attachments](#)

### **10.5. APPENDIX 7 - SBE COMPLIANCE FORM**

Please see [#Attachments](#) for SBE Compliance Form.