

## AGREEMENT

24-0560-ITB

### Bridge Tending Services

This Agreement (the "agreement" or "contract"), is entered into on the date last executed below ("Effective Date"), by and between Pinellas County, a subdivision of the State of Florida whose primary address is 315 Court Street, Clearwater, Florida 33756 ("COUNTY") and Janco FS3 LLC dba Velociti Services whose primary address is 950 East Paces Ferry Road, Suite 2000, Atlanta, GA 30326 (hereinafter "CONTRACTOR") (jointly, the "Parties").

#### ***NOW THEREFORE, the Parties agree as follows:***

##### **A. Documents Comprising Agreement**

1. This Agreement, including the Exhibits listed below, constitutes the entire agreement and understanding of the Parties with respect to the transactions and services contemplated hereby and supersedes all prior agreements, arrangements, and understandings relating to the subject matter of the Agreement. The documents listed below are hereby incorporated into and made a part of this Agreement:
  - a. This Agreement
  - b. Pinellas County Standard Terms & Conditions, located on Pinellas County Purchasing's website, effective 6/14/2023, posted at <https://pinellas.gov/county-standard-terms-conditions/>
  - c. Solicitation Section 4, titled Special Terms & Conditions attached as Exhibit C.
  - d. Solicitation Section 5, titled Insurance Requirements attached as Exhibit D.
  - e. Solicitation Section 6, titled Scope of Work / Specifications attached as Exhibit E.
  - f. Solicitation Section 8, titled Pricing Proposal attached as Exhibit F.
  - g. Exhibit G – Bridge Tenders Manual and Training Guide
2. In the case of a conflict, the terms of this document govern, followed by the terms of the attached Exhibits, which control in the order listed above.

##### **B. Term**

1. The initial term of this Agreement is for 60 Months from the Effective Date ("Contract Term"). At the end of the initial term of this contract, this Agreement may not be extended without a written amendment to this Agreement.

##### **C. Expenditures Cap**

1. Payment and pricing terms for the initial term is subject to the Pricing Proposals in Exhibit F. County expenditures under the Agreement will not exceed \$2,055,787.20 for the Contract term without a written amendment to this Agreement.

**D. Entire Agreement**

1. This Agreement constitutes the entire agreement between the Parties.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their undersigned officials, who are duly authorized to bind the Parties to the Agreement.

For Contractor:

Signature:

Print Name and Title: *John Maynard, CFO*

Date: *9/10/24*

For County:

Signature:

Print Name and Title:

Date:

**APPROVED AS TO FORM**

By: *Joseph A Morrissey*  
Office of the County Attorney

## **EXHIBIT C – SPECIAL TERMS & CONDITIONS**

### **4.1. INTENT**

It is the intent of Pinellas County to establish an Agreement for Bridge Tending Services to be ordered, as and when required.

### **4.2. NON-NEGOTIABLE TERMS**

While the County prefers that no exceptions to its contract terms be taken, the solicitation does authorize respondent to take exception to terms as part of its submittal. The County has deemed the following contract terms in the County's Standard Terms & Conditions <https://pinellas.gov/county-standard-terms-conditions/> to be non-negotiable:

Section 3: Compliance with Applicable Laws (all terms)

Section 7: Indemnification & Liability (all terms)

Section 8: Insurance & Conditions Precedent

Section 10(G): Governing Law & Venue

Section 12(A): Fiscal Non-Funding

Section 13: Confidential Records, Public Records, & Audit (all terms)

Section 19: Digital Content (all terms) (*if the Agreement includes software, online, or digital content services*)

Any terms required by law

### **4.3. PRICING/PERIOD OF CONTRACT**

Duration of the Agreement will be for a period of 60 months, with a one-time price adjustment available 12 months after the date of award, in an amount not to exceed the average of the Consumer Price Index (CPI) or 3%, whichever is less, for all Urban Consumers, Series Id: CUUR0000SA0, Not Seasonally Adjusted, Area: U.S. city average, Item: All items, Base Period: 1982-84=100 for the twelve months prior.

It is the Contractor's responsibility to request any pricing adjustment under this provision. For the adjustment to commence, the Contractor's request for adjustment will be submitted between 90-120 days prior to Agreement anniversary date, utilizing the available index at the time of request. The Contractor adjustment request will not be in excess of the relevant pricing index change. If no adjustment request is received from the Contractor, the County will assume the Contractor has agreed to continue without a pricing adjustment. Any adjustment request received outside of the 90–120-day period above will not be considered.

### **4.4. TERM EXTENSION(S) OF CONTRACT**

Not Applicable

### **4.5. PRE-COMMENCEMENT MEETING**

Not Applicable

#### **4.6. ORDERS**

Within the term of this Agreement, County may place one or more orders for goods and/or services at the prices listed on the Pricing Proposal section of this solicitation, which is incorporated by reference hereto.

#### **4.7. ASBESTOS MATERIALS**

The Contractor must 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 must be properly licensed and/or certified for asbestos removal as required under Federal, State and local laws, statutes, rules, regulations and ordinances. The County is 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.

#### **4.8. SERVICES**

***The terms below are applicable if the Solicitation includes the provision of SERVICES:***

1. **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. GOODS & PRODUCTS**

***The terms below are applicable if the Solicitation includes the purchase of GOODS or PRODUCTS:***

1. **DELIVERY/CLAIMS** - Prices quoted will be FOB Destination, freight included and unloaded to location(s) within Pinellas County. Actual delivery address(s) will 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.

#### **4.10. QUANTITIES**

Any quantities stated are an estimate only and no guarantee is given or implied as to quantities that will be used during the Agreement period. Estimated quantities are based upon previous use and/or anticipated needs.

#### **4.11. PERFORMANCE SECURITY**

Not Applicable

## **EXHIBIT D – INSURANCE REQUIREMENTS**

### **5.1. 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.

### **5.2. INSURANCE (Requirements)**

1. 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).
2. **The Certificate holder section shall indicate Pinellas County, a Subdivision of the State of Florida, 400 S Fort Harrison Ave, Clearwater, FL 33756. Pinellas County 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.**
3. 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.
4. 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,.
5. 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
  1. 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;
  2. Provide for the assignment of the subcontracts from the Vendor to the County at the election of Owner upon termination of the Contract;
  3. Provide that County will be an additional indemnified party of the subcontract;
  4. 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;
  5. Provide a waiver of subrogation in favor of the County and other insurance terms and/or conditions
  6. Assign all warranties directly to the County; and
  7. 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.
  
6. 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:

### **5.3. 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. Must Include USL&H endorsement.

1. Limits

Employers' Liability Limits Florida Statutory

1. Per Employee \$ 500,000
2. Per Employee Disease \$ 500,000
3. 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.

**5.4. COMMERCIAL GENERAL LIABILITY INSURANCE**

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

1. 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

**5.5. EXCESS OR UMBRELLA LIABILITY INSURANCE**

Excess of the primary coverage required, in paragraphs above.

1. Limits

1. Each Occurrence \$ 4,000,000
2. General Aggregate \$4,000,000

**5.6. PROPERTY INSURANCE**

Vendor will be responsible for all damage to its own property, equipment and/or materials.

## **EXHIBIT E – SCOPE OF WORK / SPECIFICATIONS**

### **6.1. OBJECTIVE/JUSTIFICATION**

The Public Works Department requires a contract to secure the services of a contractor to provide 24-hour bridge tending services for two (2) drawbridges:

- Dunedin Causeway Bridge
- Park Boulevard Bridge

Services are further described in these specifications and all appendices (Exhibit G).

### **6.2. REQUIREMENTS**

- A. Contractor shall conform to the duties and responsibilities of bridge tenders as outlined in the County's Bridge Tending Manual (Exhibit G).
- B. Contractor shall furnish all labor, materials, equipment, tools, transportation and supplies required to perform the services as outlined in these specifications. Contractor may provide personal items such as TV and radio.
- C. Contractor shall maintain a clean and safe work site and furnish all supplies required for routine housekeeping, which include light bulbs, toilet paper, towels, cleaning solutions, first aid kits, etc., for each bridge house and auxiliary engine room. At a minimum, a thirty (30) day supply of these items shall be kept on hand.
- D. Contractor shall secure all permits necessary to conduct the work in accordance with the required regulations and will notify all applicable utilities or parties affected by the Contractor's operations.
- E. Personnel
  1. Contractor shall provide qualified personnel to perform the bridge tending services on a continuous 24-hour day. Contractor's employees shall wear a photo ID Badge while on duty.
  2. Prior to award, Contractor shall provide a signed statement outlining their hiring practices and their method utilized to verify that requirements have been met by the Supervisor(s) and Bridge Tenders. This includes criminal background checks, with an assurance that those employees meet or exceed requirements and checks.
  3. Bridge Tender Supervisor - Contractor shall provide a responsible Bridge Tender Supervisor with a local exchange telephone number. Bridge Tender Supervisor shall be qualified to operate the bridge and possess a minimum of five (5) years bridge tending experience. Bridge Tender Supervisor shall be responsible for supervising, training, scheduling and coordinating all services with the County Representative, or designee. The Contractor shall keep the County Representative advised at all times as to the identification and means of contacting Bridge Tender Supervisor on a 24-hour per day



basis. Bridge Tender Supervisor shall not function as a Bridge Tender, except in an emergency. Bridge Tender Supervisor shall perform the following functions:

- a. Visit each bridge at a minimum of once per week.
  - b. Schedule Bridge Tender's work hours. Routine work schedules should not exceed ten (10) hour shifts. In emergencies, a Bridge Tender may be allowed to work sixteen (16) hour shifts not to exceed sixty-four (64) hours in one week.
  - c. Ensure Bridge Tenders work according to the schedule furnished to the County Representative. This shall include ensuring each Bridge Tender is trained to operate the bridge they are assigned.
  - d. Ensure compliance with the County's Bridge Tender Manual January 2014 (Exhibit A), and be knowledgeable of operating procedures and U.S. Coast Guard Regulations. If deficiencies are identified, the supervisor will initiate training.
  - e. Ensure Bridge Tenders are kept current with County, State and Federal rules, procedures, manuals and regulation changes.
  - f. Ensure each bridge has a telephone call list containing the contacts in the County's Public Works Department, municipal enforcement and fire agencies and U.S. Coast Guard.
- G. Qualifications - The successful Contractor shall furnish the County Representative a signed statement with verification from a qualified technician that Bridge Tenders are qualified and meet the minimum physical and competency skills described below. Documentation shall be provided no later than 30-days prior to start.
1. Physical Requirements
    - a. Corrected vision 20/40 or better.
    - b. Able to distinguish red, amber and green colors;
    - c. Able to hear frequencies from 500 to 6,000 Hertz +15 dB and the overall hearing sensitivity to be able to resolve no less than -50 dB in a normal situation. A voice communication test may be used for screening. A hearing test shall be required when the screening test is failed.
    - d. Drug free (in accordance with Florida Statutes Section 112.0455);
    - e. Be at least 18 years old;
    - f. Able to climb bridge stairs and ladders (on-site test);
    - g. Capable of hand cranking bridge gate;
    - h. Capable of carrying and placing traffic control barricades (approximately 30 pounds);
    - i. Able to walk from designated parking area to tender facility
  2. Competency (Skills, Education, Abilities and other Requirements)
    - a. Have a local telephone for emergency contact;

- b. Able to read and write in English and comprehend Pinellas County and U.S. Coast Guard manuals, rules, regulations and procedures (classroom and on-site testing);
- c. Able to keep logs and records in accordance with County procedures in correct, legible English;
- d. Able to effectively communicate in English on the Very High Frequency (VHF) marine radio;
- e. Able to follow instructions;
- f. Able to perform minor maintenance on structures (on-site test);
- g. Bridge Tender working on more than one bridge must be trained on each structure prior to assignment. Training is valid for 24-months for a specific bridge.

### 3. Bridge Tender Supervisor Requirements

- a. Meet the physical requirements for employment as a Bridge Tender;
- b. Meet the Competency (skills, education and abilities) for Bridge Tenders;
- c. Have at least five (5) years experience in bridge tending;

H. Training & Testing - The Bridge Tending Supervisor will conduct all Bridge Tender training. The Contractor shall coordinate the training with the County Representative to ensure all training is completed prior to commencing the contract. The Contractor shall be responsible for all compensation for his/her employees at all times including during the training period. Training will be conducted Monday – Thursday during ten (10) hour shifts. No training will take place on Friday, Saturday, Sunday or Holidays. Not more than two (2) persons, in addition to the Bridge Tender, may be in the bridge house at any given time for the purpose of training. Testing will be conducted in two parts; written and mechanical.

The Contractor shall provide the County Representative verification of passing test results conducted by the Contractor on each bridge tender. The County Representative may attend classroom training, testing, review test results, and attend on-site operational and mechanical tests.

1. Existing Bridge Tenders hired to work under this contract shall meet all requirements of B. Contractor Requirements, 5. Personnel and 6. Qualifications and complete the continuing education requirements of 8. Continuing Education. Previous FDOT certification shall be provided to PW and will be accepted upon successfully completing the operational test.
2. First Time Bridge Tending Applicants (including Bridge Tending Supervisor) must meet all requirements of B. Contractor Requirements, 6. Personnel and 7. Qualifications and successfully complete the following training and testing:
  - a. Attend one (1) full day (8 hours) of classroom instruction provided by the Contractor prior to start and repeated instruction at least once per year thereafter. Upon completion of classroom training, the candidate will be given a written test on the classroom work. The Contractor shall furnish the County Representative the successful candidate test results. Those failing the test will not be allowed to work on any Pinellas County bridge; however, they may take

the course again to obtain a passing score at the Contractor's and County's discretion. A passing score will allow the applicant to be employed for bridge tending services.

- b. Training shall consist of and meet the following requirements:
  - i. Requirements of County Bridge Tending Manual
  - ii. Administrative Requirements
  - iii. Forms and Logs
  - iv. U.S. Coast Guard Regulations
  - v. Operating Procedures
- c. Attend standard training consisting of a minimum of three (3) full days (8 hours) of supervised structured training at the bridge site the applicant will to operate. One (1) day eight (8) hours of training must be during a night shift. Training shall consist of the following:
  - i. Routine Operating Procedures
  - ii. Bridge Logs and Records
  - iii. Emergency Operating Procedures
  - iv. Minor maintenance, which includes:
    - I. Bridge Tender's House
    - II. Bridge Components
    - III. Safety Equipment
    - IV. Restrooms
    - V. Traffic Gates
  - v. Operating of VHF Marine Radio
  - vi. Coast Guard Regulation
- d. Pass supervised operational test on the bridge site that applicant is to operate. The Contractor shall notify the County Representative, in writing, of the bridge tender's successful completion of the operational test.

### 3. Inactive Bridge Tenders

- a. Former Contractor Bridge Tenders that have been inactive for more than three months, but less than twelve months, will be required to take eight (8) hours of on-the-job training and pass the operational exams.
- b. Bridge Tenders inactive more than twelve (12) months will be considered first time candidates and must meet all requirements of Paragraph 7.

4. Bridge Tender Supervisor shall meet all training and testing requirement pertaining to all bridges under this contract.
- I. Continuing Education:
1. Each Bridge Tender shall attend and receive one (1) full (8 hour) day of continuing education on bridge tending every 12-months. The Contractor shall furnish the County Representative a copy of the course outline and curriculum to be administered by the Contractor. Failure to pass the test will require retraining and testing.
  2. The County Representative may, at any time, require and conduct an operational test on any bridge tender without notice, for the purposes of quality control or due to incidents that may occur periodically resulting in the need for remedial action. Results of testing or a description of an incident will be provided to the Contractor with possible requirements for additional training, or other actions, as needed. The Contractor shall respond with verification that those requirements have been met to the County Representative in a timely manner. E-mail messaging is sufficient in these matters.
- J. Bridge Tending Operations & Inspections
1. The Bridge Tender Supervisor or designated alternate with authority to respond to emergencies shall be available at all times. Current, functional local telephone numbers for the supervisor and all designated alternates must be posted in each bridge tender's house.
  2. During repairs to a movable bridge drive train, control system, electrical or mechanical system, repair personnel familiar with bridge operations and functions may operate the bridge as approved by the County.
  3. In emergencies, the County may temporarily operate or authorize the bridge to be operated with personnel determined to be adequately trained, but not tested. This exception will be in effect only until the operators can be trained or tested in accordance with this Scope of Services.
  4. The County Representative must be notified of the reason for any necessity for utilizing the by-pass PRIOR to any seal being broken; (i.e., the bridge being stuck in the open or closed position). Bridge Tending Supervisor shall contact the local maintenance office during normal working hours. After normal working hours, the Bridge Tending Supervisor shall contact PW Office at (727) 464-8900 and any other additional "emergency 24-hour phone numbers" posted at each given bridge site.
    - a. After sunset, bridge tenders shall be constantly alert to see that all lights are burning and replace burned out bulbs immediately if possible. This applies particularly to water and highway warning lights and to all navigation lights.
    - b. Each bridge tender on duty during hours of darkness shall check the lights at the beginning of the shift or as soon as it becomes dark. A record of the results of this inspection shall be entered in the regular bridge log.
    - c. If lighting failure is caused by faulty wiring or for other reasons such that Bridge Tender cannot repair immediately, they should substitute battery-operated lights and inform their supervisor of the failure within minutes of discovering the failure.

- d. The Bridge tender shall clean the lenses of all lights to keep them functioning at a minimum of twice a month.
  - e. Battery-operated lights shall be kept in readiness at all times and must be placed in their proper place when electrical power fails.
5. Inspections - Weekly inspection of all shifts shall be conducted by the Bridge Tender Supervisor using the "Inspection Form" as provided by the County to ensure continued compliance with these specifications. The County may make an inspection at any time any shift, using the Daily Checklist. The Contractor shall immediately resolve any and all discrepancies noted on the Daily Checklist.
6. Every Monday, bridge tenders shall inspect and operate auxiliary and/or standby equipment in their proper place when electrical power fails.
- a. Check oil and water, and notify County when levels become low, or if fluids appear contaminated.
  - b. Allow motor to run at operating speed a minimum of sixty (60) minutes before stopping. Our standby motor generator sets have automatic governors; therefore, it will not be possible to perform this operation except by automatic means.
  - c. During the motor's operating period determine whether there are oil or water leaks, or any other deficiencies existing.
  - d. Report deficiencies to the bridge tender supervisor and County Representative within minutes of discovery.
  - e. The bridge mechanisms shall be operated during one opening each week with power from the standby generator, to assure that emergency power openings can be made efficiently. This emergency power bridge opening should be made at the time of a regular standby generator exercise. Record the results of this opening in the auxiliary power unit weekly checklist and report any deficiency to the supervisor immediately.
  - f. Fuel Level: bridge tenders shall check to ensure that the fuel tank is always above ½ full at all times and shall request fuel as needed from the County Representative. Request time is to be noted in the auxiliary power weekly checklist.
  - g. An Auxiliary Power Unit Weekly Checklist is to be kept in the Tender House. This inspection is to be performed every Monday at 11:00 A.M., or as close as possible, by the bridge tender on duty. This checklist will be turned in each month with bridge logs.
  - h. During the monthly operation of the bridge using standby auxiliary equipment, County personnel will be present and check the following, noting conditions on the weekly check in space provided:
    - i. \* Did engine respond to load?
    - ii. \* Electrical system check?
    - iii. \* Mechanical system check?

## iv. \* Remarks?

7. Each Auxiliary Power Unit Weekly Checklist (Exhibit A) contains five (5) individual checklists to cover all possible Mondays in a month. The Bridge Tender is to fill out one for each Monday check and forward this form with the Bridge logs at the end of each month.

**6.3. COUNTY REQUIREMENTS**

1. The County Representative will conduct a pre-commencement meeting the Contractor is required to attend prior to the start of the contract. Contractor shall provide the signed hiring practices due at the Pre-Commencement meeting. Both parties will complete joint site visits of the areas to ensure the specific scope of services is understood.
2. The County shall furnish the Contractor with an initial set of forms required for use under this Contract. The replenishing of subsequent Forms shall be the responsibility of the Contractor.
3. The County shall pay for electric, water, sanitary and telephone charges for the bridge tender houses.
4. Long distance telephone calls are authorized only, when necessary, in conjunction with County business. Unauthorized long-distance calls are not allowed. The Contractor's employees shall keep a log of all long-distance calls stating the reason for the call. The log shall be kept on a form approved by the County listing the name and number called, time and date and reason, etc.
5. The County shall also provide functional work furniture (desk, chair), small refrigerator, water heater, heat and air conditioning, necessary communication equipment, orange safety cones and safety vests, and regular pest control. The County shall be responsible for repair and routine maintenance of County owned equipment and facilities.
6. It shall be the responsibility of the County Representative to provide the Contractor with proper operating instructions for each individual auxiliary power unit they are required to operate.

**6.4. PERFORMANCE**

1. Timely performance by the Contractor is of the essence. In the event that PW finds that the Contractor has failed to perform any part of the services for which they are responsible, then PW shall take the following action:
  1. On the first day of non-compliance, the Bridge Tending Supervisor and Bridge Tender on duty shall be notified with a copy of the inspection report denoting the non-compliance and advised to comply with the terms of the contract and notify PW of said corrective action within 24-hours. The Bridge Tender on duty shall be required to sign the inspection report to verify that they have been notified of the non-compliance. PW will attempt to telephone the Contractor's office, but it shall be the Bridge Tending Supervisor responsibility to notify their employee of the non-compliance.
  2. After 24-hours has elapsed, the County's Representative will conduct another inspection with the Bridge Tending Supervisor and bridge tender on duty to verify compliance. Failure to rectify non-compliance may be considered material breach of contract and cause for immediate termination, at the sole discretion of PW.

3. It is recognized that the following list of infractions will be construed by PW as non-compliance and may, at the option of Pinellas County, be cause for immediate termination, at the sole discretion of the County:
  1. Unauthorized persons in the control house.
  2. The use of alcoholic beverages or illegal substances while on duty.
  3. Reporting to the worksite under the influence of alcohol or illegal substances, or legally prescribed medication that could affect performance.
  4. No bridge tender on duty.
  5. Sleeping during shift.
  6. Failure to maintain Contractor's records.
  7. A bridge tender that has worked more than 16 hours straight without an 8-hour break before starting another shift.
4. It shall be the Contractor's responsibility to notify the County Representative when compliance has been attained.
5. Performance: Timely performance by the Contractor is of the essence. In the event that Public Works finds that the Contractor has failed to perform any part of the services for which they are responsible, then Public Works shall take the following action:
  1. On the first day of non-compliance, the Bridge Tending Supervisor and Bridge Tender on duty shall be notified with a copy of the inspection report denoting the non-compliance and advised to comply with the terms of the contract and notify Public Works of said corrective action within 24-hours. The Bridge Tender on duty shall be required to sign the inspection report to verify that they have been notified of the non-compliance. Public Works will attempt to telephone the Contractor's office, but it shall be the Bridge Tending Supervisor responsibility to notify their employee of the non-compliance.
  2. After 24-hours has elapsed, the County's Representative will conduct another inspection with the Bridge Tending Supervisor and bridge tender on duty to verify compliance. Failure to rectify non-compliance may be considered material breach of contract and cause for immediate termination, at the sole discretion of Public Works.
  3. It is recognized that the following list of infractions will be construed by Public Works as non-compliance and may, at the option of the County, be cause for immediate termination, at the sole discretion of the County:
    1. Unauthorized persons in the control house.
    2. The use of alcoholic beverages or illegal substances while on duty.
    3. Reporting to the worksite under the influence of alcohol or illegal substances, or legally prescribed medication that could affect performance. iv. No bridge tender on duty.
    4. Sleeping during shift.

5. Failure to maintain Contractor's records.
  6. A bridge tender that has worked more than 16 hours straight without an 8-hour break before starting another shift. It shall be the Contractor's responsibility to notify the County Representative when compliance has been attained.
  7. If the County is required at any time to intervene to keep the drawbridge operational and functional, resulting from any item in Paragraph C. above, then any and all costs for labor and supplies incurred by the County shall be charged to the Contractor. The charge shall be deducted from the next available invoice(s).
6. Complaints: The Contractor shall respond within one working day of an incident, in writing, to the Manager of the Roadway Maintenance Section of PW, answering any complaints filed by the public, the Coast Guard, or the County concerning conduct of employees and/or operation of the bridge. Failure to respond may be considered material breach of contract and cause for immediate termination, at the sole discretion of the County.

#### **6.5. COUNTY REPRESENTATIVE**

Upon award of contract, all work will be coordinated with the following County Representative or designee:

David Deranzio

Roadway Maintenance

Public Works Department

22211 US Highway 19 North

Clearwater, FL 33765

Phone: (727) 464-8900



**EXHIBIT F – PRICING PROPOSAL**

VELOCITI SERVICES					
Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Dunedin Causeway Bridge Bridge Number 150068	60	Month	\$17,131.56	\$1,027,893.60
2	Park Boulevard Bridge Bridge Number 154355	60	Month	\$17,131.56	\$1,027,893.60
<b>Total</b>					<b>\$2,055,787.20</b>

# EXHIBIT G - BRIDGE TENDERS MANUAL AND TRAINING GUIDE



(rev. September 2018 lmt)

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## A. FORWARD

1. This Manual has been prepared by Pinellas County to describe the duties and responsibilities of bridge tenders. Those bridge tenders who are hired under contract need to contact the designated person they are working for when referred by the manual to the Bridge Supervisor he shall in turn contact the Contract Manager or the County Representative.
2. The procedures for bridge operation are intended to lessen the likelihood of damage to persons or property.

## B. PURPOSE

To serve as a guide to assist the bridge tenders in understanding their duties and responsibilities in the proper and safe operation of drawbridges.

## C. A NOTE TO THE BRIDGE TENDER

1. Pinellas County has entrusted to your care thousands of lives and a valuable piece of machinery, the proper operation and care of which is of primary importance to the people using the highways and waterways of Florida. It is your duty to conduct all operations of the bridge in accordance with the regulations of the United States Coast Guard, the State of Florida Statutes, and with Pinellas County policies and procedures; to adhere to the policies and instructions as given in this Manual, which may be supplemented by additional instructions from your supervisor; to take such actions as will be required to maintain safe bridge operation; to maintain cleanliness on the bridge and in the bridge tender house; and to call local police when necessary to maintain order on or near the bridge.
2. You are to be courteous and responsive at all times. Under no circumstances are you to participate in arguments with marine traffic operators or users of the bridge.
3. You are required and directed to familiarize yourself with the contents of this Manual and any special regulation pertaining to the bridge or bridges which you operate. You are responsible for operating the bridge in strict compliance with this Manual, and any other special instructions that you might receive from your supervisor.
4. You or another competent bridge tender shall be on duty at all times for the purpose of operating the drawbridge.

## D. BRIDGE TENDER REQUIREMENTS

### 1. RESPONSIBILITY

- a. Unauthorized persons shall not be permitted in the control house at any time. Fire hazard inspection authorities, properly identified, may enter the bridge tender house at any time to perform their duties. He may, in writing, permit others. No County personnel may enter the bridge tender house unless he presents proper identification. A person's presence in the bridge tender house can be justified only if it is required for County or contracted functions.
- b. The bridge tender shall not permit any person to operate the bridge except: persons authorized by the Bridge Supervisor; assigned and properly trained bridge tenders; or persons in training to become a bridge tender. Such trainees should never be left alone to operate the bridge.
- c. All bridge tenders must remain on duty until relieved, **in the tower**, by a qualified bridge tender, unless other specific instructions have been issued by their supervisor. Personal safety is of paramount importance to the County. The bridge tender must employ his own judgment in considering whether or not to abandon the bridge tender house when he feels his personal safety is in jeopardy. Careful consideration and good judgment is required since abandonment of a bridge tender house is a serious matter to the County and to the Coast Guard. The bridge tender may be called upon to justify his abandonment and discipline by Pinellas County and prosecution by the State and Federal Governments may follow.
- d. The bridge tender will maintain a current record, or log, on forms approved by the Pinellas County, of the following:

- 1) Boat passage, bridge openings and incidental items.
  - 2) The results of required inspections.
  - 3) Malfunction of any equipment or bridge mechanism.
  - 4) Any unusual happenings that might be of interest to the County.
  - 5) Accidents (even if there is no apparent damage to bridge).
  - 6) All emergency telephone calls.
  - 7) All individuals entering non-public areas of the bridge.
  - 8) Affirmation that navigational lights work.
  - 9) Unnecessary openings.
  - 10) Weekly emergency generator checklist.
  - 11) EQUIPMENT CHECKLIST form shall be turned in every week.
- e. The bridge tender shall report immediately any failure, disorder or breakage which will, in any way, affect the efficient operation of the bridge, its fender system, safety devices or other appurtenances, to the Bridge Supervisor. The bridge tender's report should, whenever possible, include full information as to what repairs or replacements can be made without delay.
- f. **The bridge tender shall not sleep while on duty.** Any bridge tender who does not remain alert and watchful at all times, is subject to disciplinary action by Pinellas County and prosecution by the State and the Federal Governments. Contracted bridge tenders shall be subject to the terms of the current contract.
- g. The bridge tender shall not engage in private business while on duty or on County property.
- h. The bridge tender shall not have unnecessary conversations with boaters.
- i. All telephone calls will be limited to official business and/or emergencies.
- j. The bridge tender is not permitted to have any appliances or furniture placed in the bridge tender house without prior approval from the Bridge Tender Supervisor or County Representative.
- k. No one is permitted to fish or loiter from the bridge fender system or draw span or in any way hinder the operation of the drawbridge. The bridge tender should use reasonable control, efforts and prudence to discourage fishing or loitering from the bridge fender system or draw span. The bridge tender shall contact local police for assistance when reasonable control efforts fail.
- l. Boats shall not be permitted to be tied or moored to the bridge fender system or the bascule piers. Small craft may be allowed to anchor or moor to the bridge if they place themselves at least one span from the bridge fender system and/or the bascule piers. The bridge tender shall contact local police for assistance when reasonable control efforts fail.
- m. At dusk, the bridge tender shall check each day to ascertain that ALL navigation lights are working and shall affirm this by making a note in the DAILY BRIDGE LOG (form Appendix B-11). Any malfunctioning lights shall be replaced according to this manual and logged. If unable to replace the bulbs or lights are still malfunctioning, they shall be reported immediately to the Bridge Supervisor.
- n. **The bridge tender shall not fish during official duty hours.** Fishing equipment shall not be stored in the tender house.
- o. The bridge tender shall not operate the structure for anyone other than authorized County officials without prior approval from the Bridge Supervisor.
- p. No pets are allowed in the bridge tender house.

## 2. CONDUCT

- a. All bridge tenders are required to conduct themselves so as not to discredit themselves or Pinellas County while on duty. Any bridge tender who acts in an improper manner shall be subject to disciplinary action and/or dismissal by Pinellas County.
- b. No alcoholic beverages or illegal drugs may be brought into the bridge tender house. The bridge tender shall not report to work under the influence of alcohol or illegal drugs and shall not consume alcohol or use illegal drugs while on duty. Bridge tenders that fail to comply shall be subject to disciplinary action and/or dismissal by Pinellas County.
- c. The bridge tender shall wear appropriate dress for this position. Specific uniform dress may be directed by Pinellas County.

## 3. SANITATION, ORDER AND CLEANLINESS

- a. The bridge tender house shall be kept in a state of order and cleanliness at all items. The bridge tender is responsible for the following:
  - 1) All floors of the bridge tender house shall be swept and mopped every morning between the hours of 6:30 a.m. and 7:30 a.m. and more frequently if necessary.
  - 2) All windows shall be washed when dirty or in any event not less than once each Monday between 12 pm and 8 am, to insure clear visibility to the waterway and roadway. Special care should be taken with tinted windows to avoid scratches. No abrasive cleaners or rags shall be used and only water shall be used.
  - 3) Cleaning of the bathroom and check and clean the air conditioners filter each day between 4 pm and 12 pm.
  - 4) The control console is to be kept clean and in order at **all** times. No papers will be stored inside or on the control console.
  - 5) No papers or other fire hazards are to be stored in the bridge tender house, except those papers and forms used to report bridge operation.
  - 6) Walkways and sidewalks are to be checked and cleared of debris and trash each shift.

## 4. ACCIDENT REPORTS

- a. Vessel Accident Report - Immediately after an accident occurs and you have contacted the marine patrol, the bridge tender shall call his supervisor and report the accident and its apparent seriousness. As soon as possible thereafter, the bridge tender shall submit an ACCIDENT (Property Damage) REPORT FORM (Appendix B-6) to his supervisor.
- b. Vehicular Accident Report - Immediately after an accident occurs and you have called 911 and the County, the bridge tender shall call his supervisor and report the accident and its apparent seriousness. As soon as possible thereafter, the bridge tender shall submit an ACCIDENT (Property Damage) REPORT FORM to his supervisor and the County.

In both cases, the Bridge Supervisor shall provide the accident report to the County Representative for further handling within 24 hours of the incident.

- c. The bridge tender shall not discuss with anyone other than officials of the County or law enforcement officers the details of any vessel or vehicular accident.

5. EMERGENCIES

- a. If for any reason the bridge cannot be safely operated, the bridge tender shall immediately call his supervisor. Emergencies warranting such a call include, but are not limited to, power failure and structural damage to the bridge.
- b. When the bridge tender is informed by a reliable source that an emergency vehicle is due to cross the draw, the bridge tender shall take all reasonable measures to have the draw closed at the time the emergency vehicle arrives at the bridge.
- c. A law enforcement officer may not order a bridge opened or closed unless one of the following circumstances exist: an emergency vehicle is approaching; public safety will be served; a major disaster has occurred or is occurring; a Civil Defense emergency exists.
- d. Bridge tenders shall not comply with any request to raise the bridge they are operating for the purpose of forming a roadblock. Any requests shall be referred to the bridge supervisor.

6. ENCROACHMENT

The bridge tender shall promptly report to his supervisor any trespass on the Pinellas County right of way within the vicinity of the bridge for violations such as: erection of buildings, cutting timber, removing sand or other materials, digging ditches, using the banks of the waterway as loading points where the use is clearly of a commercial nature.

7. HIGHWAY TRAFFIC

- a. The bridge tender shall not permit vehicles of any description, including bicycles, to park on the bridge approaches between the end of the spans and the safety gates at any time.
- b. The bridge tender shall report illegal or questionable vehicles, which might cause damage to the bridge, to his supervisor as soon as possible.

8. SAFETY

- a. The bridge tender is expected to conduct himself in a manner that is safe for himself, others and property.
- b. Any water standing around electrical switchgear will be mopped dry and a rubber floor mat put in place before electrical gear is operated.
- c. First aid kits are for emergency use only and shall be refilled after use.

**E. JURISDICTION**

- 1. Primary jurisdiction to regulate drawbridges over the navigable waters of the United States is vested in the United States Coast Guard. The regulations are presented in the Code of Federal Regulations, Title 33 -Navigation and Navigable Waters, hereinafter referred to as CFR 33. Such bridges owned and operated by Pinellas County have been constructed and are maintained and operated by permit from the United States Coast Guard. All rules for Pinellas County to operate the bridge shall be issued by the County.
- 2. If any person knowingly fails to comply with any regulation or rule issued or order given under the provisions of CFR 33, or knowingly obstructs or interferes with the exercise of any power conferred by CFR 33, he may be punished by imprisonment for not more than ten (10) years and may, at the discretion of the court, be fined not more than \$10,000.00. Pinellas County shall train and educate his bridge tenders accordingly. The contractor will be responsible for the conduct of its employees.

**F. SIGNALS**

1. GENERAL

- a. The operator of each vessel requesting a drawbridge to open shall signal the bridge tender and the bridge tender shall acknowledge that signal. The vessel operator shall repeat the signal until the bridge tender has acknowledged in some manner. The vessel shall not approach the bridge until he received the bridge tender's acknowledgement.



- b. The authorized signal devices and order of preference to be used to request an opening and to acknowledge a request shall be communication by radio telephone, sound signals, or visual signals. Whatever signals are used, they must be sufficient to alert the person being signaled.
- c. All acknowledging signals given by the bridge tender shall follow the requesting signal by **no more than 30 seconds**.
- d. Common sense is to be used if a boat does not properly signal. The boat should not be sitting there while the bridge tender refuses to open, waiting for the proper signal.

## 2. VESSEL SIGNALS FOR BRIDGE OPENING REQUEST

- a. Communication by Radio telephone.

Communication by radio telephone may be used to request the bridge opening, however, when the contact cannot be initiated or maintained, sound or visual signals shall be used. Channel 16 shall always be monitored but should not be used for communications, use the operating channel assigned to the bridge instead. If the tender receives an opening request on channel 16, he should briefly communicate to the requesting party to switch to the bridge operating channel (9) to continue the communication.

- b. Sound Signals.

Sound signals shall be made by whistle, horn, megaphone, hailer or other device capable of producing the prescribed signals. A "prolonged blast" is 4 to 6 seconds in duration; a "short blast" is about 1 second duration. The sound signal to request the opening of a drawbridge is one prolonged blast followed (within 3 seconds) by one short blast. During scheduled closure periods, a vessel for which the draw is required to open (e.g., a public vessel of the U.S., vessel in tow or a vessel in distress), identifies its special status and requests draw opening by sounding five (5) short blasts in rapid succession.

- c. Visual Signals.

Visual signaling to request the opening of a drawbridge is accomplished by vertically raising and lowering a white flag or vertically raising and lowering a white, amber or green light.

## 3. BRIDGE TENDER'S RESPONSE SIGNALS

- a. Communication by Radio telephone. If the request for bridge opening has been made by radio telephone, the response will normally be completed by this method. In the event contact cannot be maintained, sound or visual signals will be used. Channel 16 shall always be monitored but should not be used for communications, use the bridge operating channel (9) instead.

- b. Sound Signals

Sound signals shall be made by activating the horn mounted on the bridge tender house. When the bridge can be opened immediately, the sound signal to acknowledge a request to open the bridge is one prolonged blast followed by one short blast (as defined above). When the bridge cannot be opened immediately or is open and must be closed promptly, the sound signal to acknowledge a request to open the bridge is five short blasts sounded in rapid succession. The signal shall be repeated until acknowledged in some manner by the requesting vessel. If the vessel does not continue its approach, this can be interpreted by the bridge tender as the vessel operator's acknowledgement and the bridge tender can cease his signal.

- c. Visual Signals

When the bridge can be opened immediately, the visual signal to acknowledge a request to open the bridge is one of the following:

- 1) A white flag raised or lowered vertically or
- 2) A white, amber or green light raised and lowered vertically or
- 3) A fixed or flashing white, amber or green light or lights.

When the draw cannot be opened immediately or is open and must be closed promptly, the visual signal to acknowledge a request to open the bridge is one of the following:

- 1) A red flag or red light swung back and forth horizontally in full sight of the vessel or
- 2) A fixed or flashing red light or lights.

The signal shall be repeated until acknowledged in some manner by the requesting vessel. If the vessel does not continue its approach, this can be interpreted by the bridge tender as the vessel operator's acknowledgment and the bridge tender can cease his signal.

d. Visual Sight

Common sense is to be used if a boat does not properly signal. The boat should not be sitting there while the Tender refuses to open, waiting for the proper signal.

## G. NATURAL DISASTERS

1. Federal regulations authorized drawbridges to remain closed during a natural disaster such as a hurricane unless the Coast Guard specifically directs otherwise. The regulations do not permit closure in anticipation of a disaster without prior Coast Guard approval.
2. **Authorities** desiring to temporarily cease or restrict drawbridge openings to facilitate evacuation of land traffic before the arrival of a hurricane must obtain authorization from Commander, Seventh Coast Guard District.
3. **This must be done by County Representative ONLY!!!!** Call (305) 536-6546 between 7:30 a.m. and 4:00 p.m., Monday through Friday. At all other times call the Coast Guard Duty Officer at (305) 536-5611. The Duty Officer will relay the request and furnish a response within minutes. Temporary closures are approved on a case by case basis and only if operation of the bridge impedes evacuation. Specific regulations may exist for certain bridges which require opening on signal during periods of storm warning or alerts.
4. High winds may make a drawbridge inoperable or subject it to damage. Drawbridges are authorized to remain closed while experiencing **steady winds of 34 knots (39 mph) or more** if the Pinellas County has determined that closure is required to prevent damage to the bridge. When this condition exists, notations must be made in the **DAILY BRIDGE LOG**, including **wind speed and direction. Requests to close drawbridges at wind speeds less than 34 knots (39 mph) to prevent damage will be considered by the Coast Guard.** Such requests should be accompanied by an engineering analysis showing the maximum wind the bridge could be expected to experience without damage while in an opened or partially opened position. **Closure of a bridge because of high winds should be reported to the Coast Guard immediately** as well as the Bridge Supervisor and noted in **DAILY BRIDGE LOG**.

## H. SPECIAL REGULATIONS

1. In the absence of specific regulations specifying otherwise, a drawbridge is required to open promptly on signal. Notwithstanding such approved schedules; when a bridge tender is informed by a reliable source that an emergency vehicle is due to cross the draw or if he sees or hears an emergency vehicle approaching, the bridge tender shall take all reasonable measures to have the draw closed at the time the emergency vehicle arrives at the bridge. The bridge tender shall give appropriate signals to any approaching vessels under the circumstances.
2. Except as provided by particular bridge opening schedules, drawbridges shall be opened promptly and fully for the passage of vessels when a request to open has been given in accordance with the signaling procedures established. Under no circumstances is the bridge tender to question the vessel operator as to his right for a bridge opening based on the height of his vessel, **the bridge tender shall, in all cases, open the draw span if the pilot signals for a bridge opening.** If a bridge tender is required to open a drawbridge for a vessel because of non-structural fixture on that vessel, which in his opinion, is not essential to navigation or which is easily lowered, he is to complete the **BRIDGE TENDER'S REPORT ON UNNECESSARY BRIDGE OPENING** (Form Appendix B-2) and submit it to his supervisor.
3. The County may obtain permission from the United States Coast Guard to temporarily alter the schedule or to temporarily close a bridge. When permission is obtained, the supervisor will inform the bridge tender and the bridge tender is required to comply with the temporary conditions.

## I. INSTRUCTION FOR BRIDGE MECHANISM OPERATION

The following general procedures shall be followed by bridge tenders in operating the drawbridge spans owned by Pinellas County. All of the bridges in the County have electrical equipment interlocked so that a definite sequencing of operation is necessary in order to operate the spans.

**Specific instructions on specific bridge operation are in Section I-6.**

### 1. General Procedure

- a. Return signal to vessel for opening. Pinellas County **requires** an audible signal before **any** opening, which will also alert maintenance personnel, pedestrians, fishermen, etc.
- b. Initiate opening sequence.
  - 1) Check the roadway for vehicles or pedestrians approaching so closely as to be endangered by lowering the traffic gates.
  - 2) Turn ON the highway traffic bell signals and warning lights and/or traffic lights to stop oncoming traffic.
  - 3) Recheck the roadway for vehicles or pedestrians approaching so closely as to be endangered by lowering the traffic gates.
  - 4) Lower the traffic safety gates to keep the traffic from advancing towards the draw span. Oncoming gates shall be lowered first.
  - 5) Insure that pedestrians are clear of the opening span(s), (Dunedin Bridge tenders must physically cross the bridge span to the south side and check the trail to insure that pedestrians are clear of the opening span), then release span locks.
  - 6) Then release the motor brakes.
  - 7) Operate the controller to open the span(s) to its fully open position using extreme care in the final opening operation to prevent any damage to the bridge.
  - 8) Set motor brakes.
- c. As the vessel passes, observe and log the name or number and type of vessel, direction of travel, date and time of passage, and initial entry on the **MONTHLY REPORT OF DRAWBRIDGE OPENINGS** (Form Appendix B-10).
- d. After the vessel has cleared the bridge, check to make sure no other vessels are approaching. If none are approaching, signal for bridge closure.
- e. Initiate closing sequence.
  - 1) Release motor brakes.
  - 2) Operate the controller to close the span(s) using extreme care in the final closing operation to prevent any damage to the bridge.
  - 3) Operate the lock motors to close the span locks.
  - 4) Set motor brakes.
  - 5) Raise the traffic safety gates, the oncoming gates shall be opened last, stop traffic bells and warning signals, switch traffic lights to green and permit highway traffic to precede.
- f. In the event that the bridge fails to operate, you are to note it in the **DAILY BRIDGE LOG** (form Appendix B-11). In all cases, first advise the bridge supervisor of the problem by phone.
- g. All bypass switches are provided with seals. In the event it becomes necessary to utilize the bypasses, first **Notify your supervisor**, by phone, of the problem, for remedy and **approval to break the seal must be given by Pinellas County Representative**. A notation shall be made on the **DAILY BRIDGE LOG** indicating the reasons and the person authorizing by pass use. Failure to do so will result in disciplinary action. The bridge supervisor shall be notified immediately of any broken bypass seals. See bypass procedure below.

## 2. Bypass Procedure

- a. If malfunction occurs call Pinellas County Roadway Maintenance, 464-8900. There is a person answering this number 24 hours a day. If you are unable to reach someone leave a message and call the **Bridge Emergency Number 727-580-6273 or 727-580-2391.**
- b. **DO NOT cut bypass seal without permission from Pinellas County Bridge Tender Supervisor.**
- c. When authorization has been given to cut bypass seal you will:
  - 1) Log it on your DAILY BRIDGE LOG, date & time, seal was cut and why it had to be cut and the name of the person authorizing it to be cut.
  - 2) When the problem has been corrected by Pinellas County and the seal has been replaced, log it on your DAILY BRIDGE LOG, date and time, bypass was resealed and who performed the repair.

## 3. Safety Interlock Bypass Selector Switches

**CAUTION: Extreme care should be exercised when utilizing these switches, as serious damage to machinery and personnel may result.**

- a. There are three safety interlock bypass switches for the bridge leafs. The purpose of these switches are to enable qualified Pinellas County maintenance personnel the ability to bypass **the limit switches which indicate the position of various mechanical parts in case of their failure as is necessary in an emergency situation.**
  - 1) GATE BYPASS When this switch is in the ON position; all safety interlocks for the traffic gates are bypassed. The span locks may be pulled without the traffic gates being fully lowered. The traffic lights may be turned green without the traffic gates being fully raised.
  - 2) SPAN LOCK BYPASS When this switch is in the ON position; all safety interlocks for the span locks are bypassed. The bridge leaves may be raised or lowered without the span locks being fully pulled. The traffic gates may be raised without the span locks being fully driven.
  - 3) SPAN BYPASS When this switch is in the ON position; all safety interlocks for the bridge leaves are bypassed. The span locks may be driven without the bridge leaves being fully lowered. The navigation lights may be turned green without the bridge leaves being fully raised.

## 4. Auxiliary Power Unit Procedure

- a. Automatic Auxiliary Power Unit Procedure In case of an electrical power failure, an emergency generator is available to provide back-up power failure; an emergency generator is available to provide back-up power. Generator power is selected by turning the generator switch located on the control console to the TEST position. If it is desired to run the generator only, without having generator power supplied, the generator switch may be turned to the RUN position. In all other instances, the generator switch should be in the AUTOMATIC position.

## 5. Navigation Traffic Lights Selector Switch

- a. The navigation light selector switch is located on the CONTROL CONSOLE.

It has three positions which may be selected. When MANUAL MODE is selected, the navigation lights remain on and operational at all times. When AUTOMATIC MODE is selected, the navigation lights will turn on and operate during night hours only. When OFF is selected, the navigation lights remain off and in operational.

## 6. Specific Bridge Operation

- a. Park Blvd.
- b. Dunedin

## 6.a. Park Blvd. Routine Sequence of Operation

### Raise Sequence

- 1) Navigation lights are turned on.
- 2) Answer boat signals by pulling out HORN push-button (1-long & 1short)
- 3) Depress RED TRAFFIC/SIGNALS push-button. Normal GREEN INDICATING light out, RED INDICATING light on. Traffic lights turn red to stop traffic. RED GATE ARM lights come on and bell rings. Check for pedestrian traffic.
- 4) Depress ROADWAY GATE LOWER push-buttons. (Note: These are spring return buttons and they must be held down until gates are fully lowered.) To stop the gates in an emergency, release the buttons. (The pedestrian gate operates with the east gate).
- 5) Release EMERGENCY BRAKE; both leafs.
- 6) Depress NOSE LOCK DRAW push-button. (The Control locks in).
- 7) Advance SPAN MASTER CONTROLLERS slowly in RAISE direction successively through Points D, 1, 2, 3, 4, 5, and 6. Spans accelerate to speed corresponding to leaf controller positions.
- 8) Spans approach NEARLY OPEN positions. Return span controllers to Raise Points 5, 4, 3, 2 and 1, pausing briefly at each point. (Spans decelerate and approach the NEARLY OPEN positions at reduced speed. Spans stop in NEARLY OPEN position by action of SPAN LIMIT SWITCH. Spans shown at NEARLY OPEN position by amber light.)
- 9) Spans are at NEARLY OPEN positions. Return the span controllers to the OFF position. Advance span controllers toward Raise Points 1, 2, or 3 (**Note: Do not advance span controller past Point 3**). Spans advance to FULLY OPEN positions at reduced speed. Spans stopped at FULLY OPEN position by span limit switch circuits to de-energize the leaf motors and set the brakes. Red indication lights come On to show FULLY OPEN position. Red Navigation lights go Out and green light comes On through span limit switch contact action.
- 10) Spans are at FULLY OPEN positions. Return span controllers to the OFF positions. You are now ready for water traffic.

### Lower Sequence

- 1) When Boat traffic has cleared the bridge and you ready to start the lowering sequence, give the signal that the Bridge is closing by **5 SHORT BLASTS** on the horn.
- 2) Advance SPAN MASTER CONTROLLERS slowly in Lower direction successively through Points D, 1, 2, 3, 4, 5, and 6. Spans accelerate to speed corresponding to each controller position. Navigation lights change from green to red.
- 3) Return span controllers to Lower Points 5, 4, 3, 2, and 1 pausing briefly at each point. (Spans decelerate and approach the NEARLY CLOSED positions at reduced speed. Spans stop in NEARLY CLOSED positions by action of span limit switch. Spans shown in NEARLY CLOSED positions by amber indicating lights.
- 4) Return the SPAN CONTROLLERS to the OFF position. Advance SPAN CONTROLLERS toward Lower Points 1, 2, or 3 at a reduced speed. Spans reach FULLY CLOSED positions when end stops are reached and span Fully Closed limit switches close to light green FULLY CLOSED indication lights. When FULLY CLOSED lights come On, depress FOOT SWITCH to set the service brakes while holding the MASTER CONTROLLERS in Lower Points 1, 2, or 3 to keep power on the motors while the brakes set. After the brakes set, return the MASTER CONTROLLER to the OFF position. Be sure the FULLY CLOSED green indicating lights remain lighted. Permissive to drive NOSE LOCKS.
- 5) Set EMERGENCY BRAKE till Green Light in ON. (Both leafs) Lock mechanisms operate automatically under control of their limit switches. Locks are shown in DRIVEN position by Green Light. Permissive to raise Roadway Gates.

- 6) Depress ROADWAY GATE RAISE pushbuttons (the control locks in) do not hold down the button. Roadway Gates raise and Limit Switches open to stop gates. Green Gate Raised Lights come ON.
- 7) Depress GREEN TRAFFIC SIGNALS pushbutton. Gate Arm lights and bells are turned OFF. Traffic lights turn green. Normal green light is ON, red light is OFF.
- 8) ROAD TRAFFIC RESUMES.

## **6.b. Dunedin Causeway Routine Sequence Of Operation**

### **Raise Sequence**

- 1) Before any of the control functions can be executed, power must be turned on by depressing the CONTROL POWER push-button. The LEVER must be returned to its neutral position. Power on will be verified by illumination of the CONTROL POWER ON indicator light.
- 2) The horn is to be sounded at this time by depressing the manual HORN push-button. (One long and one short blast)
- 3) Before initiating the raise sequence of operation, the advance warning lights are to be turned on and the traffic signals will be turned from green to red by turning the TRAFFIC SIGNAL selector switch to the ON position. The advance warning light will warn the oncoming traffic that the bridge is about to open before the traffic lights are visible and traffic signals will automatically turn from green to yellow, and after approximately 10 seconds, the traffic lights will turn from yellow to red.
- 4) The far oncoming traffic gate may then be lowered by depressing the FAR ONCOMING TRAFFIC GATE LOWER push-button. This push-button must be held depressed in order for motion to occur. Release of this push-button will stop the gate from moving. As the far oncoming gate is being lowered, the FAR ONCOMING TRAFFIC GATE RAISED indicator light will go out. Once the far oncoming traffic gate is fully lowered, the FAR ONCOMING TRAFFIC GATE LOWER indicator light will be illuminated, the bell on the far oncoming traffic gate will stop ringing, and the near off going traffic gate will be enabled.

**CAUTION: The operator must inspect the bridge before lowering the near off going traffic gate to be sure that there are no vehicles still present on the bridge.**

- 5) The near off going traffic gate may then be lower by depressing the NEAR OFF GOING TRAFFIC GATE LOWER push-button. As in the operation of the FAR ONCOMING TRAFFIC GATE LOWER push-button, this push-button must be held depressed in order for motion to occur. Release of this push-button will stop the gate from moving.

As the near off going traffic gate is being lowered, the NEAR OFF GOING TRAFFIC GATE RAISED indicator light will go out. Once the near off going traffic gate is fully lowered, the NEAR OFF GOING TRAFFIC GATE LOWERED indicator light will illuminate.

- 6) The near oncoming traffic gate may then be lowered by depressing the NEAR ONCOMING TRAFFIC GATE LOWER push-button. This push-button must be held depressed in order for motion to occur. Release of this push-button will stop the gate from moving. As the near oncoming traffic gate is being lowered, the NEAR ONCOMING TRAFFIC GATE RAISED indicator light will go out. Once the near oncoming traffic gate is fully lowered, the NEAR ONCOMING TRAFFIC GATE LOWER indicator light will be illuminated, the bell on the near oncoming traffic gate will stop ringing, and the far off going traffic gate will be enabled.

**CAUTION: The operator must inspect the bridge before lowering the far off going traffic gate to be sure that there are no vehicles still present on the bridge.**

- 7) The far off going traffic gate may then be lowered by depressing the FAR OFF GOING TRAFFIC GATE LOWER push-button. As in the operation of the NEAR ONCOMING TRAFFIC GATE RAISE push-button, this push-button must be held depressed in order for motion to occur. Release of this push-button will stop the gate from moving.

As the far off going traffic gate is being lowered, the FAR OFF GOING TRAFFIC GATE RAISED indicator light will go out. Once the far off going traffic gate is fully lowered, the FAR OFF GOING TRAFFIC GATE LOWERED indicator light will illuminate.

- 8) The normal sequence of operation of the traffic gates may be suspended at any time by releasing the appropriate TRAFFIC GATE LOWER push-button. The sequence of operation may then be resumed by pulling out the appropriate TRAFFIC GATE LOWER push-button, or the sequence may be aborted by pulling out the appropriate TRAFFIC GATE RAISE push-button.
- 9) Once all of the traffic gates are lowered, the span locks will be enabled. At this time the tender **must** cross to the south side of the bridge to check the trail to insure pedestrians are clear of the opening spans.
- 10) The span locks may then be retracted by pulling out the SPAN LOCKS PULL push-button. As the span locks are being retracted, the SPAN LOCKS DRIVEN indicator light will go out. Once the span locks are fully retracted, the SPAN LOCKS PULLED indicator light will illuminate, and the raise sequence is enabled.
- 11) The normal sequence of operation of the span locks may be suspended at any time by pulling out the STOP push-button. The sequence of operation may then be resumed by pulling out the SPAN LOCKS PULL push-button, or the sequence may be aborted by pulling out the SPAN LOCKS DRIVE push-button.
- 12) Prior to raising the bridge, you may sound the horn again by depressing the HORN push-button one time long and one time short. Each bridge leaf may then be raised by turning the corresponding LEVER, near span is turned clockwise and far span is turned counter clockwise. The LEVER has six maintained positions which correspond to six various speeds. The farther the LEVER is turned, the faster the bridge leaf will rise.
- 13) While a bridge leaf is in motion, the BRAKE SET indicator light will go out, and the BRAKE RELEASE indicator light will illuminate, indicating that the brake motor is running and has released the bridge leaf motor. When the bridge leaf motor stops, the brake motor stops, the BRAKE RELEASE indicator light will go out, and the BRAKE SET indicator light will illuminate.
- 14) As a bridge leaf is being raised, the FULLY CLOSED indicator light will immediately go out. Once a bridge leaf has risen far enough to break contact with its respective nearly closed limit switch, the NEARLY CLOSED indicator light will go out. Once a bridge leaf has risen far enough to make contact with its respective nearly open limit switch, the NEARLY OPEN indicator light will illuminate, and the bridge leaf will automatically rise at a slower speed. The bridge leaf will continue at that slower speed until it makes contact with its respective fully open limit switch, at which time the FULLY OPEN indicator light will also illuminate, and the bridge leaf will automatically stop.
- 15) The raising sequence of either of the bridge leaves may be suspended at any time by slowly turning the corresponding LEVER, near span is turned counter clockwise and far span is turned clockwise, to its slow speed position.
- 16) When the LEVER is slowly turned to its slow speed position, the bridge leaf will decelerate to a controlled stop. The raise sequence may then be resumed by pulling the LEVER, near span is turned clockwise and far span is turned counter clockwise or the sequence may be aborted (the bridge leaf lowered) by turning the LEVER near span is turned counter clockwise and far span is turned clockwise. The farther the LEVER is turned, the faster the bridge leaf will lower.
- 17) While the bridge leaves are in motion the LEVER may be returned to its neutral position, to stop the leaves abruptly. This will cause excessive wear and damage to the mechanical parts, however, and should therefore be **used only in emergency situations**. The raise sequence of operation may then be resumed by turning the LEVER, near span is turned clockwise and far span is turned counter clockwise or the sequence may be aborted (the bridge leaf lowered) by turning the LEVER near span is turned counter clockwise and far span is turned clockwise. The farther the LEVER is turned, the faster the bridge leaf will lower.
- 18) While the bridge leaves are in motion, the CONTROL POWER OFF push-button may be depressed, to stop the leaves abruptly. This will cause excessive wear and damage to the mechanical parts, however, and should therefore be **used only in emergency situations**. The raise sequence of the operation may then be resumed by turning the LEVER back to its neutral position, pulling out the CONTROL POWER ON push-button and turning the LEVER, near span is turned clockwise and far span is turned counter clockwise, or the sequence may

be aborted (the bridge leaf lowered) by turning the LEVER, near span is turned counter clockwise and far span is turned clockwise. The farther the LEVER is turned, the faster the bridge leaf will lower.

- 19) Once both bridge leaves are in their fully open position, the navigation lights will automatically turn from red to green, providing the NAVIGATION LIGHTS SELECTOR SWITCH is turned to the ON position.

### **Lower Sequence**

- 1) Prior to lowering the bridge, the horn should be sounded by pulling out the HORN push-button **five** short consecutive times. You should also verify **all** boat traffic has cleared the spans.
- 2) Each bridge leaf may then be lowered by turning the corresponding LEVER, near span is turned counter clockwise and far span is turned clockwise. The LEVER has six maintained positions which correspond to six various speeds. The farther the LEVER is turned, near span is turned counter clockwise and far span is turned clockwise, the faster the bridge leaf will lower.
- 3) While a bridge leaf is in motion, the BRAKE SET indicator light will go out, and the BRAKE RELEASE indicator light will illuminate, indicating the brake motor is running and has released the bridge leaf motor. When the bridge leaf motor stops, the brake motor stops, the BRAKE RELEASE indicator light will go out, and the BRAKE SET indicator light will illuminate.
- 4) As a bridge leaf is being lowered, the FULLY OPEN indicator light will immediately go out. Once a bridge leaf has lowered far enough to break contact with its respective nearly open limit switch, the NEARLY OPEN indicator light will go out. Once a bridge leaf has lowered far enough to make contact with its respective nearly closed limit switch, the NEARLY CLOSED indicator light will illuminate, and the bridge leaf will automatically lower at the slower speed. The bridge leaf will continue at that slower speed until it makes contact with its respective fully closed limit switch, at which time the FULLY CLOSED indicator light will illuminate, and the bridge leaf will automatically stop.
- 5) The lowering sequence of either of the bridge leaves may be suspended at any time by slowly pushing the corresponding LEVER, near span is turned counter clockwise and far span is turned clockwise, back to its slow speed position.
- 6) When the LEVER is slowly turned to its slow speed position, the bridge leaf will decelerate to a controlled stop. The lower sequence may then be resumed by turning the LEVER, the near span is turned counter clockwise and the far span is turned clockwise, or the sequence may be aborted (the bridge leaf raised) by turning the LEVER, near span is turned clockwise and far span is turned counter clockwise. The farther the LEVER is turned, the faster the bridge leaf will rise.
- 7) While the bridge leaves are in motion the LEVER may be returned to its neutral position, to stop the leaves abruptly. This will cause excessive wear and damage to the mechanical parts, however, and should therefore be **used only in emergency situations**. The lower sequence of operation may then be resumed by turning the LEVER, near span is turned counter clockwise and far span is turned counter clockwise, or the sequence may be aborted (the bridge leaf raised) by turning the LEVER near span is turned clockwise and far span is turned counter clockwise. The farther the LEVER is turned, the faster the bridge leaf will rise.
- 8) While the bridge leaves are in motion, the CONTROL POWER OFF push-button may be depressed to stop the leaves abruptly. This will cause excessive wear and damage to the mechanical parts, however, and should therefore be **used only in emergency situations**. The lower sequence of operation may then be resumed by turning the LEVER back to its neutral position, pulling out the CONTROL POWER ON push-button and turning the LEVER near span is turned counter clockwise and far span is turned counter clockwise or the sequence may be aborted (the bridge leaf raised) by turning the LEVER, near span is turned clockwise and far span is turned counter clockwise. The farther the LEVER is turned, the faster the bridge leaf will rise.

**CAUTION: Care should be taken in the special case of suspending the bridge lower sequence when the bridge leaf is within 5 degrees of being fully closed. If the FULLY CLOSED LIMIT SWITCH is improperly set, the switch may trip prematurely, and prevent**



**the bridge from fully closing. Should this happen, the bridge should be raised again until it is at least 15 degrees inclined, then lowered to set the leaves properly, and the following step followed.**

- 9) Once both bridge leaves have fully closed, the bridge leaves may be seated by pulling out and holding in the SEAT push-button. As a leaf is being seated, the BRAKE SET indicator light will go out, the BRAKE RELEASE indicator light will illuminate, indicating the brake motor is running and has released the bridge leaf motor. The bridge leaf motor will then slowly lower the bridge leaf down into a fully seated position. Release of the SEAT push-button will stop the bridge leaf motor and brake motor. Once the brake motor stops, the BRAKE RELEASE indicator light will go out, and the BRAKE SET indicator light will illuminate.
- 10) Once both bridge leaves have fully closed, and both brakes set, the span locks will be enabled. The span locks may then be extended by pulling out the SPAN LOCKS DRIVE push-button. As the span locks are being driven, the SPAN LOCKS PULLED indicator light will go out. Once the span locks are fully driven, the SPAN LOCKS DRIVEN indicator light will illuminate, and the off going traffic gates are enabled.
- 11) The normal sequence of operation of the span locks may be suspended at any time by depressing the STOP push-button. The sequence of operation may then be resumed by depressing the SPAN LOCKS DRIVE push-button, or the sequence may be aborted by pulling out the SPAN LOCKS PULL push-button.
- 12) The far off going traffic gate may then be raised by depressing the FAR OFF GOING TRAFFIC GATE RAISE push-button. As the far off going traffic gate is being raised, the FAR OFF GOING TRAFFIC GATE LOWERED indicator light will go out. Once the far off going traffic gate is raised, the FAR OFF GOING TRAFFIC GATE RAISED indicator light will illuminate, and the near oncoming traffic gate will be enabled.
- 13) The near oncoming traffic gate may then be raised by depressing the NEAR ONCOMING TRAFFIC GATE RAISE push-button. As the near oncoming traffic gate is being raised, the NEAR ONCOMING TRAFFIC GATE LOWERED indicator light will go out. Once the near oncoming traffic gate is fully raised, the NEAR ONCOMING TRAFFIC GATE RAISED indicator light will illuminate.
- 14) The near off going traffic gates may then be raised by depressing the NEAR OFF GOING TRAFFIC GATE RAISE push-button. As the near off going traffic gate is being raised, the NEAR OFF GOING TRAFFIC GATE LOWERED indicator light will go out. Once the near off going traffic gate is fully raised, the NEAR OFF GOING TRAFFIC GATE RAISED indicator light will illuminate, and the far oncoming traffic gates will be enabled.
- 15) The far oncoming traffic gates may then be raised by depressing the FAR ONCOMING TRAFFIC GATE RAISE push-button. As the far oncoming traffic gate is being raised, the FAR ONCOMING TRAFFIC GATE LOWERED indicator light will go out. Once the far oncoming traffic gate is fully raised, the FAR ONCOMING TRAFFIC GATE RAISED indicator light will illuminate.
- 16) The normal sequence of operation of the traffic gates may be suspended at any time by depressing the CONTROL POWER push-button. The sequence of operation may then be resumed by pulling out the CONTROL POWER ON push-button, and pulling out the appropriate TRAFFIC GATE RAISE push-button or the sequence may be aborted by pulling out the appropriate TRAFFIC GATE LOWER push-button.
- 17) Once all the traffic gates are fully raised, the traffic signals may be turned green by turning both the TRAFFIC SIGNAL selector switches to the GREEN position.

## **J. LIGHTING**

1. After sunset the bridge tenders shall be constantly alert to see that all lights are burning. The bridge tender shall replace burned out lights, as required by the County, as soon as possible.
2. Each bridge tender on duty during the hours of darkness shall check the lights at the beginning of his shift or as soon as dusk arrives. A record of the results of this inspection shall be entered in the DAILY BRIDGE LOG.

3. Battery operated lights shall be kept in readiness at all times and must be placed in their proper place when electrical power fails.

#### **K. DRAWBRIDGE OPERATION DURING CIVIL DEFENSE EMERGENCIES**

1. During Civil Defense emergencies, normal drawbridge openings will continue, except at the following times:
  - a. When it becomes necessary for the bridge tender, in the interest of his own personal safety, to evacuate the bridge. Before leaving the bridge, the bridge tender will make sure that the main power switch is turned off and that all doors are closed and locked.
  - b. When the bridge tender receives instructions from a Pinellas County official not to open the bridge in the interest of public safety.
  - c. When, in the interest of public safety, a Civil Defense Official desires that a bridge temporarily discontinue normal openings, the Civil Defense Official will so inform Pinellas County Officials who will relay the request to the affected people for action.
2. The Bridge Supervisor will immediately notify the Coast Guard and other pertinent maritime interests of any discontinuance of drawbridge openings.

#### **L. BRIDGE MAINTENANCE/INSPECTION**

1. Pinellas County is responsible for maintaining/inspecting the bridge structure and mechanical/electrical devices. The bridge tender is responsible for informing his supervisor upon a malfunction of the controls or of any event that may have damaged any component of the bridge.
2. When a maintenance/inspection crew arrives, note in the BRIDGE SIGN-IN LOG (Form Appendix B-9).  
Both the bridge tender and the maintenance/inspection crew leader are to place their signatures on the log conforming that the maintenance/inspection crew intends to perform maintenance/inspection on the bridge.
3. The bridge tender shall cooperate fully with the maintenance/inspection crew. The personal safety of himself and all members of the maintenance/inspection crew is the utmost priority. Good, clear communication is vital while the crew is on duty.
4. During times that maintenance/inspection is being performed on the structure, the bridge tender shall communicate with the crew during bridge openings. If the crew is in the machinery areas of the bridge, notification of an opening is absolutely necessary to prevent injury to personnel. The following steps shall be taken:
  - a. If available, the bridge intercom system is to be used. The bridge tender shall call the crew and inform them of the opening.
  - b. If a bridge intercom is not available, radios are to be used. The bridge tender shall call the crew and inform them of the opening.
  - c. The bridge tender shall always sound one long and one short blast on the bridge horn before the opening, allowing time for maintenance/inspection personnel to move to a safe area.
5. The crew leader may give the bridge tender instructions that are contrary to the instructions given herein. The bridge tender is to comply with the crew leader's instructions and make a note in his log to that effect. If the bridge tender cannot comply with the crew leader's instructions, he is to call his supervisor immediately for assistance.

**NOTE:** For all cases, the bridge tender must receive an acknowledgment from the work crew before proceeding with the opening. If the bridge tender has any doubts as to whether the communication is fully understood, he should not proceed with any movement of the bridge span(s).

#### **M. MANUAL OPERATIONS**

- \* Hand Cranking of Traffic Control Gates, Span Lock Drive Pins and Bascule Spans.
- \* All of these electrical powered units have protection devices. They are called heaters and they can be reset. They are located on each side of the unit's contractor.

- \* The spans have a device called a dashpot, which protects the over-heated span motor. The dashpot has to cool down before you can proceed with the operation of lowering or raising the draw span. This takes from 5 to 15 minutes.
  - \* Make sure to notify the proper personnel of any problem and note the problem in proper logs.
1. Hand Cranking of the Traffic Control Gates.
    - a. Turn main breaker off to that gate unit that will be hand cranked, or open the access door on gate unit and turn off single pole switch, so there is no electrical power to the three-phase motor. (Remember turning off the single pole switch does not mean that power is not still present.)
    - b. Insert hand crank handle and proceed cranking (up or down).
    - c. Remove hand crank handle.
    - d. Close access door and tighten both bolts. (Remember to turn on single pole switch, if you used that method to shut off power.)
    - e. Turn on Main breaker.
    - f. Return hand crank handle to proper storage locations.
    - g. Contact proper personnel if you can not solve the problem and note time, date and problem in proper logs.
  2. Hand Cranking of Span Lock Drive Pins.
    - a. Turn off main breaker to drive pin unit that will be hand cranked.
    - b. Open and secure access door to drive pin unit.
    - c. Cone off area that is open so pedestrians will be aware of opening. (Minimum of two (2) orange traffic cones).
    - d. Release both break locks on motor.
    - e. Insert hand crank. (On some drive pin motors you will have to tighten crank to shaft on motor.)
    - f. Start hand cranking in desired direction that is needed for the proper function required. (Pulled position or driven position.)
    - g. When that is completed, release both brake locks so brake is tight and remove hand crank handle.
    - h. Close access door and secure it down with proper bolts.
    - i. Remove orange traffic cones and return them to proper storage area.
    - j. Place hand crank handle into proper storage location.
    - k. If normal function of drive pin is restored, make sure main breaker is returned to the "on" position.
    - l. Contact proper personnel if you can not solve the problem and note time, date and problem, in proper logs.
  3. Hand Cranking of Bascule Spans.
    - a. Turn off main breaker to span that will be hand cranked.
    - b. Each span has two brakes that must be released before you can hand crank.
    - c. You must engage a device that will allow you to hand crank the draw span.
    - d. Once engaged, insert the handle and hand crank span down to proper position on live-load pads.
    - e. After draw span is down, remove hand crank handle and return it to proper storage area.
    - f. Disengage the device that allowed you to hand crank.
    - g. Reset both brakes.
    - h. Turn on main breaker, if you can return to normal operation.
    - i. Contract proper personnel if you cannot solve the problem and note time, date and problem, in proper logs.

## **N. SUMMARY**

1. Drawbridges operated under Pinellas County must:
  - a. Be staffed with the necessary draw bridge tenders for safe and prompt opening of the draw bridge.
  - b. Be maintained in a serviceable operating condition.
  - c. Be operated at sufficient intervals to assure their satisfactory operation.
  - d. Promptly accomplish repair or maintenance work effecting operation of the draw.
  - e. Display approved, legible, clearance gauges.
  - f. Post signs explaining operating procedures if the bridge has been authorized to not always open on request.
2. Bridge tenders must:
  - a. Open promptly and fully for vessel passage upon request except when regulations permit otherwise.
  - b. Properly acknowledge vessel signals for bridge opening.
  - c. Operate a radio telephone when specifically required.
  - d. Take all reasonable measures to have the draw bridge closed for passage of an emergency vehicle if informed by a reliable source that such vehicle is due to cross the draw bridge.
  - e. Fill out all required forms.
3. Drawbridges operated under Pinellas County may:
  - a. Close during periods of natural disasters or civil disorder declared by the appropriate authorities unless the Coast Guard specifically directs otherwise.
  - b. Deviate from normal opening procedures when required for scheduled repair or maintenance work if authorized by the Coast Guard (30 days advance notice required).
  - c. Close for vital, unscheduled, repair work that renders the draw inoperative provided the Coast Guard is promptly notified.
  - d. Close for reasons of public health or safety or for public functions such as parades or races if authorized by the Coast Guard (30 days advance notice required).
  - e. Request authority to remain closed and untended due to infrequent vessel use.
  - f. Be maintained in the fully open position with bridge tender service discontinued if the Coast Guard is notified in advance and approval obtained.
  - g. By specific regulation, be authorized to not open for vessels during certain time periods to facilitate vehicular traffic.
4. Bridge tenders may:
  - a. Open for vessels during periods that the regulations say the bridge "need not" open.

**APPENDIX A**

**U.S. COAST GUARD REGULATIONS**

UNITED STATES COAST GUARD  
ELECTRONIC CODE OF FEDERAL REGULATIONS (e-CFR)

Title 33, Chapter 1, Subchapter J, Part 117 - Drawbridge Operation Regulations

Please visit the website to view the latest edition at: [https://ecfr.io/Title-33/cfr117\\_main](https://ecfr.io/Title-33/cfr117_main)

## **APPENDIX B**

### **FORMS**

- B-1 INSTRUCTIONS & GUIDES FOR COMPLETING FORMS
- B-2 BRIDGE TENDER'S REPORT ON UNNECESSARY BRIDGE OPENING
- B-3 MONTHLY EQUIPMENT CHECK LIST
- B-4 JOB KNOWLEDGE FOR QUARTERLY REVIEW
- B-5 TELEPHONE LOG
- B-6 PROPERTY DAMAGE REPORT & INJURY ILLNESS REPORT
- B-7 DAILY CHECKLIST
- B-8 AUXILIARY POWER UNIT WEEKLY CHECKLIST
- B-9 BRIDGE SIGN-IN LOG
- B-10 MONTHLY REPORT OF DRAWBRIDGE OPENINGS
- B-11 DAILY BRIDGE LOG

## APPENDIX B-1

### INSTRUCTIONS & GUIDES FOR COMPLETING FORMS

1. All entries are to be printed, using uppercase vertical lettering; no script.
2. Days of the week, if abbreviated, shall be MON, TUE, WED, THU, FRI, SAT, SUN.
3. Months, if abbreviated, shall be the standard three letter abbreviation:  
JAN, FEB, MAR, APR, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
4. Numbers shall be shown in Arabic numerals, i.e., 1, 2, 3, 4, 5, 6, 7, 8, 9, 0
5. Never use ditto marks.
6. Enter PM or AM clearly as required.
7. When showing direction, indicate the direction the vessel or vehicle is going with an N, S, E or W
8. **Weather conditions are to be shown as follows:**
  - a. "W" for windy.
  - b. "C" for calm.
  - c. "R" for rainy.
  - d. "S" for sunny.
  - e. "F" for foggy.
  - f. "NW" for no wind.
  - g. "CH" for choppy seas.
  - h. "RT" for torrential rain.
  - i. "PS" for partly sunny.
  - j. "VF" for very foggy.
  - k. "HW" for high wind.
  - l. "CHB" for very rough, choppy seas,
  - m. "NS" for no sun.
9. When signing in or out for duty, the bridge tender is to sign his/her name on the Daily Log showing day of the week, date and time of day. Signature must be readable.
10. **Vessels shall be identified as follows:**
  - a. "P" for pleasure craft.
  - b. "C" for commercial vessel.
  - c. "T" for tug with tow.
  - d. "G" for government vessel.
  - e. "S" for sail vessel

**APPENDIX B-2**

**BRIDGE TENDER'S REPORT ON UNNECESSARY BRIDGE OPENING**

Bridge Name: \_\_\_\_\_

Bridge Location: \_\_\_\_\_

\* Registration or Document No. of Vessel: \_\_\_\_\_

\*Name of Vessel: Type \_\_\_\_\_

Homeport: \_\_\_\_\_

Owner Name & Address: \_\_\_\_\_

\_\_\_\_\_

Time of Incident: \_\_\_\_\_  
Month Day Year Time AM / PM

Cause of Unnecessary Opening:

"Appurtenances Unessential to Navigation" (33 CFR 117.11)

Antenna \_\_\_\_\_ Outrigger \_\_\_\_\_ Decorative \_\_\_\_\_

Flagstaff \_\_\_\_\_ False Stack \_\_\_\_\_ Other \_\_\_\_\_

**Other Causes:** \_\_\_\_\_  
\_\_\_\_\_

**Clearance Gauge Reading, in feet:** \_\_\_\_\_

**Estimated Clearance needed for vessel's highest fixed point, in feet:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Bridge Tender on Duty:** \_\_\_\_\_

**\*VIOLATION CANNOT BE PROCESSED WITHOUT THIS INFORMATION**



**APPENDIX B-3**

**MONTHLY EQUIPMENT CHECK LIST**

BRIDGE NAME: _____	
<p><b>1. FIRST-AID KIT</b></p> <p>a. In a readily accessible place?  b. Has it been used?  c. Has it been replenished?</p>	<p><b>6. FLARES-6</b></p> <p>a. Is the required number accounted for?  b. Are they properly stored?</p>
<p><b>2. LIFE JACKETS -2 and LIFE RINGS –2</b></p> <p>a. Is the required number accounted for?  b. Ripped, torn or cracked?  c. General condition:  <b>New ___ Good ___ Fair ___ Poor ___</b></p>	<p><b>7. FLASHLIGHTS -2</b></p> <p>a. Is the required number accounted for?  b. Are they in working condition?  c. Are the batteries good?</p>
<p><b>3. ROPE, 150 LF. 1/4 INCH (plus vertical distance of the draw span to water)</b></p> <p>a. Is it in a readily accessible place?  b. General condition:  <b>New ___ Good ___ Fair ___ Poor ___</b></p>	<p><b>8. ARE THE FOLLOWING AVAILABLE:</b></p> <p>a. Cones -6  b. Red flags -4 (reflectorized)  c. Vests -2  d. Barricades -2 (with flashing lights)  e. Sign holder -2  f. BRIDGE CLOSED sign -2  g. Rubber floor mat -1  h. Light bulbs -6 (100 watts)  i. Spare batteries</p>
<p><b>4. BATTERY OPERATED LIGHTS STEADY BURN -4 AND FLASHER -4</b></p> <p>a. Is the required number accounted for?  b. Are the batteries good?  c. Do they work properly?</p>	
<p><b>5. FIRE EXTINGUISHER -2</b></p> <p>a. Are they type ABC?  b. Date filled?  c. Expiration date?  d. Has the pin been broken?</p>	<p><b>9. ARE THE FOLLOWING WORKING SATISFACTORILY:</b></p> <p>a. Commode  b. Fan/air conditioner  c. Door locks  d. Telephone  e. Intercom (if available)</p>
<p><b>10. COMMENTS</b> _____</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	
<p>_____</p>	
<p>Bridge tender _____</p>	<p align="right">Date _____</p>

**APPENDIX B-4**

**JOB KNOWLEDGE FOR QUARTERLY REVIEW**

BRIDGE NAME: \_\_\_\_\_

INSPECTOR: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_

<b>SKILL</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>
A. BRIDGE TENDER KNOWLEDGE (OVERALL)			
1. Knowledge of routine operating procedures			
2. Knowledge of emergency operating procedures			
3. Knowledge of administrative requirements			
4. Knowledge of Coast Guard Regulations			
B. BRIDGE TENDER OPERATIONAL ABILITY (OVERALL)			
1. Ability to operate bridge			
2. Bridge logs -Completeness			
C. BRIDGE NAVIGATION AND SAFETY CONDITIONS			
1. Navigation lights			
2. Fender system			
3. Other safety devices			
D. HOUSEKEEPING (OVERALL)			
1. Tender house floor			
2. Tender house windows			
3. Control console and switchgear			
4. Walkways and platforms			
5. Commode			
E. OVERALL BRIDGE CONDITION			

**APPENDIX B-5**  
**TELEPHONE LOG**

BRIDGE: \_\_\_\_\_ MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

DATE	TIME	NUMBER	PARTY / REASON FOR CALLING	PERSON CALLING

**APPENDIX B-6**  
**PROPERTY DAMAGE REPORT FORM**

**Refer to Paragraph 4 – Accident Reports**

**Accident Information**

Claim No:

Date of accident:

Department:

Brief Description  
Of the Accident:

Additional Information:

Photos taken (Circle One): Yes / No

Was the Area Dry? (Circle One): Yes / No

Was the Area Clean? (Circle One): Yes / No

How was the lighting? (Circle two): Daytime / Nighttime Indoor / Outdoor Stormy Conditions

Address or Place of accident:

Specific Location of accident:

(roadway, hallway, sidewalk, etc.)

Law Enforcement Agency  
(if applicable):

Inspected by:

Report #

Name & Phone # of Individual  
Completing the Form:

**Vehicle Accidents**

**County & Private Vehicle Information**

# of county vehicles involved:

Asset#:

Employee#:

Make:

Name:

Model:

# of private vehicles involved:

Make:

Insurance Co:

Model:

Year:

Plate#:

**Private Vehicle Owner/Driver/Passenger Information**

Driver:

Address:

Telephone#:

Owner:

Address:

Telephone#:

Passenger Name:

Address:

Telephone#:

(To add additional passengers, use Citizens)

# of Citizens involved:

Address:

Telephone#:

1.

2.

3.

**Property Damage Accidents**

**Citizen Information & Witness Information**

Citizen Information:

Address:

Telephone#:

1.

2.

3.

Witness Information:

Address:

Telephone#:

1.

2.

**APPENDIX B-7**

**DAILY CHECKLIST**

If the item is working properly when you arrive, write your initials in the appropriate column. If the item is not working properly, correct it and write explanation in the comment area. If immediate attention is needed and you cannot correct the problem call the supervisor. This will enable us to determine that everyone is leaving the tower better than when they came and if someone is not meeting the job requirements.

**Bridge:** \_\_\_\_\_ **Week of:** \_\_\_\_\_

Day Item	Sunday			Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			
	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	
Spoke to previous tender																						
Checked all log entries																						
Radio																						
Transfer switch on auto																						
Binoculars																						
Fender navigation lights																						
Hanging navigation lights																						
Clearance gauge lights																						
Flood lights																						
Seal intact on bypass box																						
House floor swept																						
House floor mopped																						
Control console clean																						
Console lights operational																						
Sidewalks clear																						
First Aid kit complete																						
Bathroom clean																						

**Comment Area:** \_\_\_\_\_

**APPENDIX B-8**

**AUXILIARY POWER UNIT WEEKLY CHECKLIST**

Month & Year: \_\_\_\_\_ Bridge: \_\_\_\_\_

	<b>Week One</b>	<b>Week Two</b>	<b>Week Three</b>	<b>Week Four</b>	<b>Week Five</b>
Name					
Date					
Oil Level					
Water Level					
Fuel Level (percentage)					
Time generator started					
Time bridge opened					
Time generator shut down					

Check all fluid levels prior to running generator. A test run is required once a week for a period of at least 30 minutes to insure proper operation. During this testing period a bridge opening is required. Under the comments section, each week include all pertinent information relative to any corrective action taken, needed, or reported. (Example) water level low added 1 gal, oil leak noted (location) etc. Each week write a brief description on how the engine, electrical systems, and mechanical systems responded.

COMMENTS:

---



---

WEEK ONE
WEEK TWO
WEEK THREE
WEEK FOUR
WEEK FIVE

**APPENDIX B-9**  
**BRIDGE SIGN-IN LOG**

All visitors must sign in and include their nature of business.

Bridge: \_\_\_\_\_

Month & Year: \_\_\_\_\_ Sheet \_\_\_\_\_ of \_\_\_\_\_

Date	Time In	Time Out	Visitor Signature	Nature of Business / Description of Work	Tender Initials



**APPENDIX B-10**

**MONTHLY REPORT OF DRAWBRIDGE OPENINGS**

BRIDGE: \_\_\_\_\_

Month of: \_\_\_\_\_

Sheet \_\_\_\_\_ of \_\_\_\_\_

Day of Week	Date	Draw Opening Number	Time Gates Drop AM or PM	Time Gates Open AM or PM	Direction N or S	Condition of weather & water	Type of vessel passing		X if radio contact	Vessel Registration number & vessel name	Name of Tender in Charge

**APPENDIX B-11  
DAILY BRIDGE LOG**

BRIDGE: \_\_\_\_\_

Month: \_\_\_\_\_ **Sheet** \_\_\_\_\_ **of** \_\_\_\_\_

DATE - TIME	INFORMATION

Place date and time each entry is made in the column provided. Initial the end of each statement. Skip one space when making a new entry except for logging on and off duty. Those entries should be on the same line. Write or print neatly and legibly in **INK**.

**APPENDIX C**

**ACKNOWLEDGEMENT OF READING BRIDGE TENDERS MANUAL**

I, \_\_\_\_\_, Bridge Tender, employed by \_\_\_\_\_ hereby acknowledge that I have read the PINELLAS COUNTY BRIDGE TENDERS MANUAL and understand all of the contents and directions contained therein.

REMARKS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Bridge Tender \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Contractor \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Department \_\_\_\_\_ Date \_\_\_\_\_