

***CITY OF FORT LAUDERDALE  
SPECIFICATIONS PACKAGE***

**673-9687**

**BULK TRASH SEPARATION, RECYCLING  
AND DISPOSAL SERVICES**



**Rick Andrews**

**954-828-4357**

## Bid 673-9687

# BULK TRASH SEPARATION, RECYCLING AND DISPOSAL SERVICES

Bid Number 673-9687  
 Bid Title BULK TRASH SEPARATION, RECYCLING AND DISPOSAL SERVICES

Bid Start Date In Held  
 Bid End Date Mar 7, 2007 2:00:00 PM EST

Bid Contact Rick Andrews  
 Procurement Specialist II  
 Procurement  
 954-828-4357  
 Randrews@fortlauderdale.gov

Contract Duration 2 years  
 Contract Renewal 3 annual renewals  
 Prices Good for 90 days

Bid Comments The City of Fort Lauderdale is seeking Bids from qualified firms, hereinafter referred to as the Contractor or Bidder, to provide separation recycling and disposal services for the City's Bulk Trash Collections programs for the Public Works Sanitation Division, in accordance with the terms, conditions, and specifications contained in this Invitation To Bid (ITB).

Based on the volume processed during the City's 2005/2006 fiscal years, it is estimated that approximately 35,000 tons of waste (30,000 tons of yard waste and 5,000 tons mixed debris) will be processed during the first year of this contract. Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

This will be a Group award consisting of Bid Item 1 and Bid Item 2. The City may award a Group contract to one or more responsive and responsible bidder(s) submitting the lowest tonnage rates for the total of Bid Item 1 and Bid Item 2. Material will be delivered to the site by City equipment or City contractor, by mixed load or clean load for yard waste. The City reserves the right to accept or reject all bids, to waive minor irregularities and award based on the best interest of the City.

The initial term of the contract shall be two (2) years and shall begin on the date of award or May 1, 2007, which ever is later, and shall end two years from that date. The City reserves the right to extend the contract for three (3) additional one (1) year periods under the same terms, conditions and specifications, however subject to cost adjustment as provided herein, providing both parties agree to the extension; satisfactory Contractor performance; and such extension is approved by the City.

### Item Response Form

Item 673-9687-1-01 - Mixed Debris Separation, Recycling and Disposal  
 Quantity 5000 ton  
 Unit Price   
 Delivery Location City of Fort Lauderdale  
See ITB Specifications

See ITB Specifications  
 Fort Lauderdale FL 33301  
 Qty 5000

Description

Enter a per ton price for Mixed Debris separation, recycling and disposal services in accordance with ITB Scope of Work/Specifications.

Item 673-9687-1-02 - Clean Yard Waste Separation, Recycling and Disposal

Quantity 30000 ton

Unit Price

Delivery Location City of Fort Lauderdale  
See ITB Specifications  
 See ITB Specifications  
 Fort Lauderdale FL 33301  
 Qty 30000

Description

Enter a per ton price for Clean Yard Waste separation, recycling and disposal services in accordance with ITB Scope of Work/Specifications.

**INVITATION TO BID 673-9687**  
**SEPARATION, RECYCLING AND DISPOSAL SERVICES**

**PART II - SCOPE OF SERVICES/SPECIFICATIONS**

01. PURPOSE

The City of Fort Lauderdale is seeking Bids from qualified firms, hereinafter referred to as the Contractor or Bidder, to provide separation recycling and disposal services for the City's Bulk Trash Collections programs for the Public Works Sanitation Division, in accordance with the terms, conditions, and specifications contained in this Invitation To Bid (ITB).

02. BACKGROUND

The City has been ordered to meet the mandated recycling objectives, which require the recycling of thirty percent (30%) of all collected waste. To this end a continuing recycling program is in effect to promote the recycling of yard waste, paper, aluminum, metal, plastic and glass products utilized by the residents of Fort Lauderdale.

To further pursue these goals, the City is seeking a facility to separate and recycle those materials that will be delivered by City equipment or City Contractor to a contracted recycling site. Based on the results of the City's recycling program, there is a noted reduction of trash being incinerated. Bids for recycling services are being solicited in this ITB.

03. ESTIMATED QUANTITIES/WARRANTIES OF USAGE

Based on the volume processed during the City's 2005/2006 fiscal years, it is estimated that approximately 35,000 tons of waste (30,000 tons of yard waste and 5,000 tons mixed debris) will be processed during the first year of this contract. Any estimated quantities listed are for information and tabulation purposes only. No warranty or guarantee of quantities needed is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.

04. MATERIAL DESCRIPTION

**Residue Material:** The rate shall also include those costs incurred for the disposal of collected trash, not suitable for recycling. Processable residue material shall be disposed of at one of two Wheelabrator Incinerator Plants located in Broward County Florida. The current tipping fee for FY 06/07 is \$ 92.09 ton.

**Processable Waste:** The term "processable waste" shall mean that portion of the solid waste stream which is capable of being processed in a mass burn resource recovery facility, including, but not limited to, all forms of household and other garbage, trash, rubbish, refuse, combustible agricultural, commercial and light industrial wastes, commercial waste, leaves and brush, paper and cardboard, plastics, wood and lumber, rags carpeting, occasional tires, wood furniture, mattresses, stumps, wood pallets, timber, tree limbs, ties, and logs, and excluding unprocessable waste and unacceptable waste.

**Unprocessable Waste:** The term: "unprocessable waste" shall mean that portion of the solid waste stream that is predominantly noncombustible and therefore, should not be processed in a mass burn resource recovery system. Unprocessable waste shall include, but not be limited to, metal furniture and appliances, concrete rubble, mixed roofing materials, noncombustible building debris, rock, gravel and other earthen materials, equipment, wire and cable, and any item of solid waste exceeding six feet in any one of its dimensions or being whole or in part of a solid mass, the solid mass portion of which has dimensions such that a sphere with a diameter of eight inches could be contained within such mass portion, and processable waste (to the extent that it is contained in the normal unprocessable waste stream).

Unacceptable Waste: The term “unacceptable waste” shall mean motor vehicles, trailers, comparable bulky items of machinery or equipment, highly inflammable substances, hazardous waste, sludges, pathological and biological wastes, liquid wastes, sewage, manure, explosives and ordinance materials, and radioactive materials. Unacceptable Waste shall also include any other material not permitted by law or regulation to be disposed of at a landfill.

Bulk Trash: The term ‘Bulk Trash” shall mean material that is collected separate from garbage.

Recycle: The term “Recycle” shall mean material that can be reused.

## 05. RECYCLED MATERIALS

During the course of the Bulk Trash Program initiated by the City, the following is a listing of the general types of materials collected. This is for informational purposes only and may vary widely as determined by the various City locations.

Yard Waste: tree branches & limbs, grass cuttings, leaves, palm fronds  
 Scrap Steel, aluminum, wire and White goods  
 Wood, lumber, shingles, particleboard, etc.  
 Furniture: chairs, tables, dressers, covered cushions, couches  
 Cardboard: boxes, paper, other paper products  
 Tires  
 Household: carpet, mattresses, toys, glass, etc.  
 Plastic Items and E-Waste material

## 06. MATERIAL DELIVERY

- A. Mixed Loads – bulk trash material delivered mixed by truck load
- B. Clean Yard Waste – horticulture and vegetation material including tree limbs, stumps up to 36”, leaves, fruit, berries, shrubs, palm fronds, grass clippings, and recyclable wood products, etc.
  - 1) Plastic bags containing yard waste material shall be accepted in clean yard waste loads
  - 2) Contamination – up to 10% of the load shall be accepted as determined by the cubic yard per load.

Example: 27 cubic yard truck equals 2.7 yards of acceptable contamination

Contamination amounts shall be determined by estimation provided by experienced tipping floor personnel as witnessed by the delivery driver. The City expects the contractor to be flexible and make reasonable efforts to remove some contamination (by hand or machine) and accept the yard waste load as a participating partner in the yard waste recycling program.

In the event Clean Yard Waste loads are not accepted for clean yard waste recycling due to excessive contamination beyond the 10% accepted standard and the Contractor has determined that the higher mixed load rate will be applied and charged to the city, the Contractor shall document as follows:

- a. Driver and Tipping Floor Attendant shall inspect load and driver sign weight ticket

- b. Weight ticket shall indicate estimated percentage (%) of contamination
- c. Tipping Floor Attendant shall photograph the load
- d. Photo shall be supplied to the city with monthly invoice supporting higher rate charged

#### 07. UNACCEPTABLE MATERIAL

The City has instructed residents serviced by the Bulk Trash Program of specific materials and products that should not be included or processed with collection pickups.

Specifically excluded from this program are hazardous waste materials, including but not limited to, paint, oil, and chemicals and explosive items such as gas or propane tanks. Large amounts of roofing materials, dirt, concrete; automobile bodies and vehicle parts are not accepted.

Deminimis material: every effort will be made to insure compliance with program guidelines. However the Contractor will be expected to absorb a reasonable amount (10% per ton) of diminimus debris disposal cost in the fixed tonnage rate. The Contractor will immediately report receipt of any nonprogram material to the City so appropriate action can be taken.

#### 08. RECORDS/REPORTS

The successful bidder shall be required to maintain any and all records as prescribed by Federal, State and Local governing agencies. The City of Fort Lauderdale shall require a MONTHLY RECYCLING REPORT, detailing the following information:

1. Total tonnage of materials delivered and number of Truckloads delivered for the subject month
2. Total of materials recycled per type or class
3. Total tonnage of all materials recycled
4. Total tonnage and type of residue materials (not recyclable)
  - a) Processable – sent to Broward County incinerator
  - b) Unprocessable – sent to disposal facility

All information shall be on the basic of the short ton (2,000 lbs). All processable residue material tonnage taken to Broward County's Resource Recovery facilities shall be reported on the monthly recycling report.

The Monthly Recycling Report shall be delivered to the City no later than the 20<sup>th</sup> day of the month following the conclusion of deliveries in the previous month.

See Monthly Recycling Report Attachment – Attachment "A".

#### 09. CONTRACTORS RESPONSIBILITY

The Bulk Trash program provides service to residents 20 days per month, Monday thru Friday 7:00am-3:00pm. Occasionally crews will work to 6:00pm on very heavy days and from time to time a Saturday make up day. Service is provided on all Holidays except Christmas day. The City also administers a palm frond collection service 3-4 times a month, which requires Saturday disposal of 1-3 tons of clean yard waste.

The City desires that the delivery site for the processing facility be open and available for deliveries during a work schedule of Monday thru Saturday 7:00am to 6:00pm including all Holidays except Christmas day. (List operating hours on bid sheet)

Contractor will provide ten (10) days notice if changing operating hours, operating days, reducing service or when closing facility for maintenance or repairs.

During emergency operations, such as a hurricane, the Contractor should be willing to extend receiving hours or days of operation (Sunday) to facilitate efficient and timely debris removal by the City or City Contractors. The quoted rate per ton shall apply.

Contractor shall insure that the City has adequate access to the recycling facility, exercises efficient tipping floor procedures, avoids delays and minimizes wait time in order for the City to complete collection routes efficiently and on schedule. The City estimates vehicle tipping at 25-50 loads per day.

Contractor shall allow city personnel access for accidents involving the city or safety inspections when a city employee reports an unsafe or hazardous condition. Contractor will ensure a safe work environment.

Contractor shall provide and maintain a certified truck scale with adequate capacity for weighing delivery truck and load. Establish TARE Weights as described below shall be used. Contractor will provide a weight ticket for each delivered truckload, providing type of material, total weight, truck tare weight and net weight of load. This weight ticket shall also identify and imprint the calendar day, time of the day and truck identification number. The ticket must be signed & verified by the driver.

Contractor shall be responsible for any costs incurred as a result of the disposal of recycled material, scrapped material and residue materials.

Contractor shall also retain any revenues generated from the sale of recycled materials and scrap materials, collected during the course of providing contracted services.

Contractor's monthly invoice to the City shall be broken down by mixed material and clean yard waste material, date, ticket number, tons and contracted rate charged.

#### 10. TARE WEIGHTS

If the recycling facility uses TARE weights in their truck scale computer system to calculate tonnage charges for billing purposes, the Contractor hereby agrees to assist the City in verifying such TARE weight. The City Auditor has suggested that the delivery vehicle is weighted in and out three times and that the average weight be calculated and used by the scalehouse. This procedure shall be done annually, utilizing a document initiated by the City and supplied to the contractor as the official TARE weight. The City's Finance Department will balance the TARE weight with the drivers dump ticket and Contractor's monthly invoice to process payment.

#### 11. SEPARATION AND RECYCLING PROGRAM

The scope of required services, the potential volume that may be generated, and the requirements for adequate manpower and equipment to process this material must be insured prior to any commitment by the City. The City may wish to conduct a site inspection as part of the evaluation process.

Bidders shall therefore be requested to provide as an attachment, detailed information relating to the following:

1. A complete and detailed description of the physical building facility, equipment and manpower available and utilized for the processing and separation of materials.

2. A detailed description of your program, methods and procedures for the separation of bulk waste.
3. The general classes and specific types of materials that will be separated for recycling purposes.
4. The availability and general locations of sources utilized for the sale of such recyclable materials.
5. The proposed disposal sites and equipment available for the handling, loading and transportation of residue materials not accepted for recycling purposes.
6. Any additional information the bidders wish to have reviewed.

## 12. DISPOSAL PROCESS

The successful Contractor is responsible for all costs associated with the disposal of materials. The disposal site(s) shall be designated with the City reserving the right to review and accept or reject designated sites. The costs for transportation and disposal shall be the responsibility of the bidders. All processable residue materials, not accepted for recycling purposes, shall be disposed at Broward County's North or South Resource Recovery facility.

**ATTACHMENT "A"**



**CITY OF FORT LAUDERDALE  
RECYCLING CREDIT REPORT**

Recycler: \_\_\_\_\_

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

Inbound: \_\_\_\_\_ TONS: \_\_\_\_\_

Outbound:	<b>TONS</b>	<b>MATERIAL</b>
_____	_____	Recovered Yard Waste
_____	_____	Contaminated Yard Waste
_____	_____	Recovered Paper Products
_____	_____	Recovered Metals
_____	_____	Recovered Wood Products
_____	_____	Recovered Plastic
_____	_____	Recovered E-Waste
_____	_____	Recovered Rubber
_____	_____	Recovered Textiles
_____	_____	Recovered Residue Material
_____	_____	Unprocessable Residue

\_\_\_\_\_ Recycling Credit \_\_\_\_\_ TONS \_\_\_\_\_

\_\_\_\_\_  
*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

Name (Printed or Typed): \_\_\_\_\_

Title: \_\_\_\_\_

Please Mail, Fax or E-Mail to:

Casey Eckels, Recycling Coordinator  
City of Fort Lauderdale City Hall  
100 N. Andrews Avenue  
Fort Lauderdale, Florida 33301

**Phone: (954) 828-5577    FAX: (954) 828-5070    E-Mail: ceckels@fortlauderdale.gov**

**INVITATION TO BID NO. 673-9687**  
**SEPARATION, RECYCLING AND DISPOSAL SERVICES**

**PART I - INFORMATION/SPECIAL CONDITIONS**

**01. PURPOSE**

The City of Fort Lauderdale is seeking Bids from qualified companies, hereinafter referred to as the Contractor or Bidder, to provide separation recycling and disposal services for the City's Bulk Trash Collections programs for the Public Works Sanitation Division, in accordance with the terms, conditions, and specifications contained in this Invitation To Bid (ITB).

**02. CONTRACT TERM**

The initial term of the contract shall be two (2) years and shall begin on the date of award or May 1, 2007, which ever is later, and shall end two years from that date. The City reserves the right to extend the contract for three (3) additional one (1) year periods under the same terms, conditions and specifications, however subject to cost adjustment as provided herein, providing both parties agree to the extension; satisfactory Contractor performance; and such extension is approved by the City.

In the event services are scheduled to end because of the expiration of this contract, the Contractor shall continue the service upon the request of the Director of Procurement Services. The extension period shall not extend for more than ninety (90) days beyond the expiration date of the existing contract. The Contractor shall be compensated for the service at the rate(s) in effect when the City invokes this extension clause.

**03. COST ADJUSTMENT**

Costs for all services provided under this contract shall remain firm for the first two years of the contract. Costs for subsequent years and any extension term years shall be subject to an adjustment only if increases occur in the industry. However, unless very unusual and significant changes have occurred in the industry, such increases shall not exceed 5% per year or, whichever is less, the latest yearly percentage increase in the All Urban Consumers Price Index (CPU-U) (All Items), as published by the Bureau of Labor Statistics, U.S. Department of Labor. The yearly increase, or decrease in the CPI shall be that latest index published and available ninety (90) days prior to the end of the contract year then in effect compared to the index for the same month one year prior. Any requested price increase shall be fully documented and submitted to the City at least ninety days prior to the contract anniversary date. Any approved cost adjustments shall become effective upon the anniversary date of the contract and remain firm for the new contract period. In the event the CPI or industry costs decline, the City shall have the right to receive from the contractor a reasonable reduction in costs that reflect such cost changes in the industry.

The City may, after examination, refuse to accept the adjusted price lists if they are not properly documented, increases are considered to be excessive, or any decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted price lists and the matter cannot be resolved to the satisfaction of the City, the contract can be cancelled by the City upon giving thirty (30) days written notice to the Contractor.

If during the contract term unusual circumstances occur that could not have been foreseen by either party to the contract, and those circumstances significantly affect the cost of providing the required items or services, then the Contractor or City may request adjustments to the contract specified prices for goods or services, either up or down, to reflect these changed circumstances. The circumstances must be beyond the control of the Contractor or City and the request for change must be fully documented. The party requesting adjustments pursuant to this paragraph must provide written notice to the other party advising them of the need for the modification. Upon thirty (30) days of receipt of written notice and the appropriate documentation, the other party must accept or reject the proposed

adjustment. If the adjustment is rejected, then the requesting party may terminate the contract by providing sixty (60) days written notice.

#### 04. PRICING

Bidder will bid a firm fixed rate per ton for Bid Item 1, Mixed Debris and a firm fixed rate per ton for Bid Item 2, Clean Yard Waste, for providing separation, recycling and disposal services as required for the City's Bulk Trash Program. Pricing shall include all transportation and delivery costs, FOB destination.

#### 05. AWARD

This will be a Group award consisting of Bid Item 1 and Bid Item 2. The City may award a Group contract to one or more responsive and responsible bidder(s) submitting the lowest tonnage rates for the total of Bid Item 1 and Bid Item 2. Material will be delivered to the site by City equipment or City contractor, by mixed load or clean load for yard waste. The City reserves the right to accept or reject all bids, to waive minor irregularities and award based on the best interest of the City.

#### 06. INFORMATION OR CLARIFICATION

For information contact Rick Andrews, Procurement Specialist II, at (954) 828-4357 or [randrews@fortlauderdale.gov](mailto:randrews@fortlauderdale.gov). Such contact is to be for clarification purposes only. Material changes, if any, to the technical specifications or other bid documents will only be transmitted by written addendum.

Any questions that bidders wish to have addressed and which might require an addendum should be submitted through the RFP Depot website at [www.rfpdepot.com](http://www.rfpdepot.com) a minimum of 3 days prior to the bid due date. If required, a written addendum will be issued.

It will be the sole responsibility of the bidder to inspect the City's facilities and systems prior to submitting a bid. No variation in price or conditions shall be permitted based upon a claim of ignorance. Submission of a bid will be considered evidence that the bidder has familiarized himself with the nature and extent of the work, and the equipment, materials, and labor required.

#### 07. ELIGIBILITY

To be eligible to respond to this ITB, the proposing firm must demonstrate that they, or the principals assigned to the project, are fully licensed to do work of this nature and **SHOULD** submit the completed **Bidder's Questionnaire** included with this ITB, and requested information therein, at time of bid submittal or **MUST** submit the completed bidder's questionnaire within three (3) days of request by City. Bidders who do not comply may be considered non-responsive and no longer considered for award. The City reserves the right to visit Contractor's site(s) to inspect equipment and facilities to determine if the bidder has the required resources to perform the work as described in this ITB.

#### 08. ADDITIONAL ITEMS/DUTIES

The City may require additional items/duties of a similar nature, but not specifically listed in the contract. The Contractor agrees to provide such items/duties, and shall provide the City prices on such additional items or duties based upon a formula or method, which is the same, or similar to that used in establishing the prices in his Bid. If the price(s) offered are not acceptable to the City, and the situation cannot be resolved to the satisfaction of the City, the City reserves the right to procure those items from other vendors, or to cancel the contract upon giving the Contractor thirty (30) days written notice.

#### 09. PUBLIC ENTITY CRIMES

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may

not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

## 10. INSURANCE

The Contractor shall furnish proof of Worker's Compensation Insurance, General Liability Insurance and Comprehensive Automobile Liability Insurance. The coverage is to remain in force at all times during the contract period. The following minimum insurance coverage is required. **The City is to be added as an "additional insured" with relation to General Liability and Automobile Insurance.** Any costs for adding the City as "additional insured" will be at the contractor's expense.

Worker's Compensation and Employer's Liability Insurance  
Limits: Worker's Compensation – Statutory 440.055  
Employer's Liability - \$500,000

Any firm performing work on behalf of the City of Fort Lauderdale must provide Worker's Compensation insurance. Exceptions and exemptions can only be made if they are in accordance with Florida Statute. For additional information contact the Department of Financial Services, Worker's Compensation Division at (850) 413-1601 or on the web at [www.fldfs.com](http://www.fldfs.com).

### Commercial General Liability Insurance

Covering premises-operations, products-completed operations, independent contractors and contractual liability.

Limits: Combined single limit bodily injury/property damage \$1,000,000.

This coverage must include:

- a. Coverage for the liability assumed by the contractor under the indemnity provision of the contract.
- b. Coverage for hazards commonly referred to as "explosion, collapse and underground", exclusions – on contract contracts only.

### Automobile Liability Insurance

Covering all owned, hired and non-owned automobile equipment.

Limits: Bodily injury	\$250,000 each person
	\$500,000 each occurrence
Property damage	\$100,000 each occurrence
Combined single limit	\$1,000,000 (bodily injury and property damage combined)

A copy of **ANY** current Certificate of Insurance should be included with your proposal.

**In the event that the bidder is recommended for award of a contract, you will be required to provide a certificate of insurance within 15 days naming the City as an "additional insured" for both General Liability and Automobile.**

Certificate holder should be addressed as follows:  
City of Fort Lauderdale  
Procurement Services Department  
100 N. Andrews Avenue, Room 619

Ft. Lauderdale, FL 33301

11. DAMAGE TO PUBLIC OR PRIVATE PROPERTY

Extreme care shall be taken to safeguard all existing facilities, site amenities, irrigation systems, vehicles, etc. on or around the job site. Damage to public and/or private property shall be the responsibility of the Contractor and shall be repaired and/or replaced at no additional cost to the City.

12. LOBBYING ACTIVITIES

ALL BIDDERS/PROPOSERS PLEASE NOTE: Any bidder or proposer submitting a response to this solicitation must comply, if applicable, with City of Fort Lauderdale Ordinance No. C-00-27, Lobbying Activities. Copies of Ordinance No. C-00-27 may be obtained from the City Clerk's Office on the 7th Floor of City Hall, 100 N. Andrews Avenue, Fort Lauderdale, Florida. The ordinance may also be viewed on the City's website at <http://ci.ftlaud.fl.us/documents/index.htm>.

13. GENERAL CONDITIONS

Except as noted in the Special Conditions herein, all terms and conditions of the attached General Conditions are included by reference.

14. NO EXCLUSIVE CONTRACT/ADDITIONAL SERVICES

Contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the City may, at any time, secure similar or identical services at its sole option.

15. SERVICE TEST PERIOD

If the Contractor has not previously performed the services to the city, the City reserves the right to require a test period to determine if the Contractor can perform in accordance with the requirements of the contract, and to the City's satisfaction.

Such test period can be from thirty to ninety days, and will be conducted under all specifications, terms and conditions contained in the contract.

A performance evaluation report will be conducted prior to the end of the test period and that evaluation will be the basis for the City's decision to continue with the Contractor or to select another Contractor.

16. TRANSACTION FEES

The City of Fort Lauderdale will use RFP Depot ([www.rfpdepot.com](http://www.rfpdepot.com)) to distribute and receive bids and proposals. There is no charge to vendors and contractors to register and participate in the solicitation and award process. Bidders may also submit original bids directly to the City of Fort Lauderdale, Department of Procurement Services, 100 N. Andrews Avenue, Room 619, Fort Lauderdale, FL 33301 by the time and date specified in the ITB.

17. BID TABULATIONS/INTENT TO AWARD

Notice of Intent to Award Contract/Bid, resulting from the City's Formal solicitation process may be found at [http://www.fortlauderdale.gov/purchasing/notices\\_of\\_intent.htm](http://www.fortlauderdale.gov/purchasing/notices_of_intent.htm). Tabulations of receipt of those parties responding to a formal solicitation may be found at <http://www.fortlauderdale.gov/purchasing/bidresults.htm>, or any interested party may call the Procurement Office at 954-828-5933

**INVITATION TO BID 673-9687  
SEPARATION, RECYCLING AND DISPOSAL SERVICES**

**BIDDER QUESTIONNAIRE:**

**BIDDER NAME:** \_\_\_\_\_

**Minimum Load shall be:** \_\_\_\_\_

**Hours of operation:**

1) Monday – Friday \_\_\_\_\_ to \_\_\_\_\_

2) Saturday \_\_\_\_\_ to \_\_\_\_\_

3) Sunday \_\_\_\_\_ to \_\_\_\_\_

**Holidays:** List Holidays Closed \_\_\_\_\_

**Emergency Service:** Will your facility open for Emergency Service at no additional charge?

\_\_\_\_\_

Does your facility have a Certified Truck  
Scale? \_\_\_\_\_

Can your facility accommodate Tractor  
Trailers? \_\_\_\_\_

State the location(s) of your facilities:

1. \_\_\_\_\_

2. \_\_\_\_\_

If the quoted rates varies as determined by the individual locations, provide such information here:

\_\_\_\_\_

Provide information relating to the time period for commencement of this program from notification of award of contract:

\_\_\_\_\_

**INFORMATION SECTION:**

**Current Contracts:** Provide information pertaining to current contracts for which you are providing separation and recycling services: (List any additional contracts on a separate page and include with

your response)

(1) COMPANY/MUNICIPALITY: \_\_\_\_\_

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

PHONE & CONTACT: \_\_\_\_\_

DESCRIPTION OF SERVICES: \_\_\_\_\_

DATE OF COMMENCEMENT & TERM OF CONTRACT: \_\_\_\_\_

(2) COMPANY/MUNICIPALITY: \_\_\_\_\_

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

PHONE & CONTACT: \_\_\_\_\_

DESCRIPTION OF SERVICES: \_\_\_\_\_

DATE OF COMMENCEMENT & TERM OF CONTRACT: \_\_\_\_\_

Do you presently hold all permits and licenses as required by Federal, State, County and Local authorities to operate the required facility and process the collected materials?

\_\_\_\_\_

If no, will you be able to obtain within thirty (30) days of notification by the City of their intent to award?

\_\_\_\_\_

**Checklist:**

Have you prepared and submitted as an attachment, a complete description of the information as required in **Section 11, SEPARATION AND RECYCLING PROGRAM of PART II – SCOPE OF SERVICES /SPECIFICATIONS?**  Yes

Submit copies of all applicable permits and licenses you presently hold?  Yes

If you are submitting your original bid directly to the City of Fort Lauderdale and not through rfpedot, have you included an original and 1 copy of your bid response?  Yes

AUTHORIZED SIGNATURE \_\_\_\_\_

**NON-COLLUSION STATEMENT:**

By signing this offer, the vendor/contractor certifies that this offer is made independently and free from collusion. Vendor shall disclose below any City of Fort Lauderdale, FL officer or employee, or any relative of any such officer or employee who is an officer or director of, or has a material interest in, the vendor's business, who is in a position to influence this procurement.

Any City of Fort Lauderdale, FL officer or employee who has any input into the writing of specifications or requirements, solicitation of offers, decision to award, evaluation of offers, or any other activity pertinent to this procurement is presumed, for purposes hereof, to be in a position to influence this procurement.

For purposes hereof, a person has a material interest if they directly or indirectly own more than 5 percent of the total assets or capital stock of any business entity, or if they otherwise stand to personally gain if the contract is awarded to this vendor.

In accordance with City of Fort Lauderdale, FL Policy and Standards Manual, 6.10.8.3,

3.3. City employees may not contract with the City through any corporation or business entity in which they or their immediate family members hold a controlling financial interest (e.g. ownership of five (5) percent or more).

3.4. Immediate family members (spouse, parents and children) are also prohibited from contracting with the City subject to the same general rules.

**Failure of a vendor to disclose any relationship described herein shall be reason for debarment in accordance with the provisions of the City Procurement Code.**

<u>NAME</u>	<u>RELATIONSHIPS</u>

**In the event the vendor does not indicate any names, the City shall interpret this to mean that the vendor has indicated that no such relationships exist.**

**City of Fort Lauderdale  
GENERAL CONDITIONS**

These instructions are standard for all contracts for commodities or services issued through the City of Fort Lauderdale Procurement Services Department. The City may delete, supersede, or modify any of these standard instructions for a particular contract by indicating such change in the Invitation to Bid (ITB) Special Conditions, Technical Specifications, Instructions, Proposal Pages, Addenda, and Legal Advertisement.

**PART I BIDDER PROPOSAL PAGE(S) CONDITIONS:**

- 1.01 BIDDER ADDRESS:** The City uses automated vendor address lists that been generated for each specific Commodity Class item through our bid issuing service, RFP Depot. Notices of Invitations to Bid (ITB'S) are sent by e-mail or fax to every vendor on those lists, who may then view the bid documents online. Bidders who have been informed of a bid's availability in any other manner are responsible for registering with RFP Depot in order to view the bid documents. There is no fee for doing so. If you wish bid notifications be provided to another e-mail address or fax, please contact RFP Depot. If you wish purchase orders sent to a different address, please so indicate in your bid response. If you wish payments sent to a different address, please so indicate on your invoice.
- 1.02 DELIVERY:** Time will be of the essence for any orders placed as a result of this ITB. The City reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the Bidder and accepted by the City.
- 1.03 PAYMENT TERMS AND CASH DISCOUNTS:** Payment terms, unless otherwise stated in this ITB, will be considered to be net 30 days after the date of satisfactory delivery at the place of acceptance and receipt of correct invoice at the office specified, whichever occurs last. Bidder may offer cash discounts for prompt payment but they will not be considered in determination of award. If a Bidder offers a discount, it is understood that the discount time will be computed from the date of satisfactory delivery, at the place of acceptance, and receipt of correct invoice, at the office specified, whichever occurs last.
- 1.04 TOTAL BID DISCOUNT:** If Bidder offers a discount for award of all items listed in the bid, such discount shall be deducted from the total of the firm net unit prices bid and shall be considered in tabulation and award of bid.
- 1.05 BIDS FIRM FOR ACCEPTANCE:** Bidder warrants, by virtue of bidding, that his bid and the prices quoted in his bid will be firm for acceptance by the City for a period of ninety (90) days from the date of bid opening unless otherwise stated in the ITB.
- 1.06 VARIANCES:** For purposes of bid evaluation, Bidder's must indicate any variances, no matter how slight, from ITB General Conditions, Special Conditions, Specifications or Addenda in the space provided in the ITB. No variations or exceptions by a Bidder will be considered or deemed a part of the bid submitted unless such variances or exceptions are listed in the bid and referenced in the space provided on the bidder proposal pages. If variances are not stated, or referenced as required, it will be assumed that the product or service fully complies with the City's terms, conditions, and specifications.
- By receiving a bid, City does not necessarily accept any variances contained in the bid. All variances submitted are subject to review and approval by the City. If any bid contains material variances that, in the City's sole opinion, make that bid conditional in nature, the City reserves the right to reject the bid or part of the bid that is declared, by the City as conditional.
- 1.07 NO BIDS:** If you do not intend to bid please indicate the reason, such as insufficient time to respond, do not offer product or service, unable to meet specifications, schedule would not permit, or any other reason, in the space provided in this ITB. Failure to bid or return no bid comments prior to the bid due and opening date and time, indicated in this ITB, may result in your firm being deleted from our Bidder's registration list for the Commodity Class Item requested in this ITB.
- 1.08 MINORITY AND WOMEN BUSINESS ENTERPRISE PARTICIPATION AND BUSINESS DEFINITIONS:** The City of Fort Lauderdale wants to increase the participation of Minority Business Enterprises (MBE), Women Business Enterprises (WBE), and Small Business Enterprises (SBE) in its procurement activities. If your firm qualifies in accordance with the below definitions please indicate in the space provided in this ITB.

Minority Business Enterprise (MBE) "A Minority Business" is a business enterprise that is owned or controlled by one or more socially or economically disadvantaged persons. Such disadvantage may arise from cultural, racial, chronic economic circumstances or background or other similar cause. Such persons include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

The term 'Minority Business Enterprise' means a business at least 51 percent of which is owned by minority group members or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by minority group members. For the purpose of the preceding sentence, minority group members are citizens of the United States who include, but are not limited to: Blacks, Hispanics, Asian Americans, and Native Americans.

Women Business Enterprise (WBE) a "Women Owned or Controlled Business is a business enterprise at least 51 percent of which is owned by females or, in the case of a publicly owned business, at least 51 percent of the stock of which is owned by females.

Small Business Enterprise (SBE) "Small Business" means a corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making a profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross receipts.

BLACK, which includes persons having origins in any of the Black racial groups of Africa.

WHITE, which includes persons whose origins are Anglo-Saxon and Europeans and persons of Indo-European decent including Pakistani and East Indian.

HISPANIC, which includes persons of Mexican, Puerto Rican, Cuban, Central and South American, or other Spanish culture or origin, regardless of race.

NATIVE AMERICAN, which includes persons whose origins are American Indians, Eskimos, Aleuts, or Native Hawaiians.

ASIAN AMERICAN, which includes persons having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.

#### 1.09 MINORITY-WOMEN BUSINESS ENTERPRISE PARTICIPATION

It is the desire of the City of Fort Lauderdale to increase the participation of minority (MBE) and women-owned (WBE) businesses in its contracting and procurement programs. While the City does not have any preference or set aside programs in place, it is committed to a policy of equitable participation for these firms. Proposers are requested to include in their proposals a narrative describing their past accomplishments and intended actions in this area. If proposers are considering minority or women owned enterprise participation in their proposal, those firms, and their specific duties have to be identified in the proposal. If a proposer is considered for award, he will be asked to meet with City staff so that the intended MBE/WBE participation can be formalized and included in the subsequent contract.

- 1.09(a) **CERTIFICATION BY BROWARD COUNTY, FL:** If awarded a contract or purchase order as a result of this solicitation, and if the awarded contractor/vendor is claiming minority status in accordance with Section 1.08 of the General Conditions, then said awarded contractor/vendor shall apply for certification by Broward County, Florida, *Division of Equal Employment and Small Business Opportunity*. Contractor/vendor shall provide documentation of application status, and once approved or disapproved by Broward County, must also provide that documentation to the Procurement Services Department of the City of Fort Lauderdale.

#### Part II DEFINITIONS/ORDER OF PRECEDENCE:

- 2.01 **BIDDING DEFINITIONS** The City will use the following definitions in it's general conditions, special conditions, technical specifications, instructions to bidders, addenda and any other document used in the bidding process:  
 INVITATION TO BID (ITB) when the City is requesting bids from qualified Bidders.  
 REQUEST FOR PROPOSALS (RFP) when the City is requesting proposals from qualified Proposers.  
 BID – a price and terms quote received in response to an ITB.  
 PROPOSAL – a proposal received in response to an RFP.  
 BIDDER – Person or firm submitting a Bid.  
 PROPOSER – Person or firm submitting a Proposal.  
 RESPONSIVE BIDDER – A person whose bid conforms in all material respects to the terms and conditions included in the ITB.  
 RESPONSIBLE BIDDER – A person who has the capability in all respects to perform in full the contract requirements, as stated in the ITB, and the integrity and reliability that will assure good faith performance.  
 FIRST RANKED PROPOSER – That Proposer, responding to a City RFP, whose Proposal is deemed by the City, the most advantageous to the City after applying the evaluation criteria contained in the RFP.  
 SELLER – Successful Bidder or Proposer who is awarded a Purchase Order or Contract to provide goods or services to the City.  
 CONTRACTOR – Successful Bidder or Proposer who is awarded a Purchase Order, award Contract, Blanket Purchase Order agreement, or Term Contract to provide goods or services to the City.  
 CONTRACT – A deliberate verbal or written agreement between two or more competent parties to perform or not to perform a certain act or acts, including all types of agreements, regardless of what they may be called, for the procurement or disposal of equipment, materials, supplies, services or construction.  
 CONSULTANT – Successful Bidder or Proposer who is awarded a contract to provide professional services to the City.  
 The following terms may be used interchangeably by the City: ITB, or RFP; Bid or Proposal; Bidder, Proposer, or Seller; Contractor or Consultant; Contract, Award, Agreement or Purchase Order.
- 2.02 **SPECIAL CONDITIONS:** Any and all Special Conditions contained in this ITB that may be in variance or conflict with these General Conditions shall have precedence over these General Conditions. If no changes or deletions to General Conditions are made in the Special Conditions, then the General Conditions shall prevail in their entirety,

#### PART III BIDDING AND AWARD PROCEDURES:

- 3.01 **SUBMISSION AND RECEIPT OF BIDS:** To receive consideration, bids must be received prior to the bid opening date and time. Unless otherwise specified, Bidder's should use the proposal forms provided by the City. These forms may be duplicated, but failure to use the forms may cause the bid to be rejected. Any erasures or corrections on the bid must be made in ink and initialed by Bidder in ink. All information submitted by the Bidder shall be printed, typewritten or filled in with pen and ink. Bids shall be signed in ink. Separate bids must be submitted for each ITB issued by the City in separate sealed envelopes properly marked. When a particular ITB or RFP requires multiple copies of bids or proposals they may be included in a single envelope or package properly sealed and identified. Only send bids via facsimile transmission (FAX) if the ITB specifically states that bids sent via FAX will be considered. If such a statement is not included in the ITB, bids sent via FAX will be rejected. Bids will be publicly opened in the Procurement Office, or other designated area, in the presence of Bidder's, the public, and City staff. Bidders and the public are invited and encouraged to attend bid openings. Bids will be tabulated and made available for review by Bidder's and the public in accordance with applicable regulations.
- 3.02 **MODEL NUMBER CORRECTIONS:** If the model number for the make specified in this ITB is incorrect, or no longer available and replaced with an updated model with new specifications, the Bidder shall enter the correct model number on the bidder proposal page. In the case of an updated model with new specifications, Bidder shall provide adequate information to allow the City to determine if the model bid meets the City's requirements.
- 3.03 **PRICES QUOTED:** Deduct trade discounts, and quote firm net prices. Give both unit price and extended total. In the case of a discrepancy in computing the amount of the bid, the unit price quoted will govern. All prices quoted shall be F.O.B. destination,

freight prepaid (Bidder pays and bears freight charges, Bidder owns goods in transit and files any claims), unless otherwise stated in Special Conditions. Each item must be bid separately. No attempt shall be made to tie any item or items contained in the ITB with any other business with the City.

- 3.04 TAXES:** The City of Fort Lauderdale is exempt from Federal Excise and Florida Sales taxes on direct purchase of tangible property. Exemption number for Federal Excise taxes is 59-74-0111K, and State Sales tax exemption number is 16-03-196479-54C.
- 3.05 WARRANTIES OF USAGE:** Any quantities listed in this ITB as estimated or projected are provided for tabulation and information purposes only. No warranty or guarantee of quantities is given or implied. It is understood that the Contractor will furnish the City's needs as they arise.
- 3.06 APPROVED EQUAL:** When the technical specifications call for a brand name, manufacturer, make, model, or vendor catalog number with acceptance of APPROVED EQUAL, it shall be for the purpose of establishing a level of quality and features desired and acceptable to the City. In such cases, the City will be receptive to any unit that would be considered by qualified City personnel as an approved equal. In that the specified make and model represent a level of quality and features desired by the City, the Bidder must state clearly in his bid any variance from those specifications. It is the Bidder's responsibility to provide adequate information, in his bid, to enable the City to ensure that the bid meets the required criteria. If adequate information is not submitted with the bid, it may be rejected. The City will be the sole judge in determining if the item bid qualifies as an approved equal.
- 3.07 MINIMUM AND MANDATORY TECHNICAL SPECIFICATIONS:** The technical specifications may include items that are considered minimum, mandatory, or required. If any Bidder is unable to meet, or exceed these items, and feels that the technical specifications are overly restrictive, he must notify the Procurement Division immediately. Such notification must be received by the Procurement Services Department prior to the deadline contained in the ITB, for questions of a material nature, or prior to five (5) days before bid due and open date, whichever occurs first. If no such notification is received prior to that deadline, the City will consider the technical specifications to be acceptable to all bidders.
- 3.08 MISTAKES:** Bidders are cautioned to examine all terms, conditions, specifications, drawings, exhibits, addenda, delivery instructions and special conditions pertaining to the ITB. Failure of the Bidder to examine all pertinent documents shall not entitle him to any relief from the conditions imposed in the contract.
- 3.09 SAMPLES AND DEMONSTRATIONS:** Samples or inspection of product may be requested to determine suitability. Unless otherwise specified in Special Conditions, samples shall be requested after the date of bid opening, and if requested should be received by the City within seven (7) working days of request. Samples, when requested, must be furnished free of expense to the City and if not used in testing or destroyed, will upon request of the Bidder, be returned within thirty (30) days of bid award at Bidder's expense. When required, the City may request full demonstrations of units prior to award. When such demonstrations are requested, the Bidder shall respond promptly and arrange a demonstration at a convenient location. Failure to provide samples or demonstrations as specified by the City may result in rejection of a bid.
- 3.10 LIFE CYCLE COSTING:** If so specified in the ITB, the City may elect to evaluate equipment proposed on the basis of total cost of ownership. In using Life Cycle Costing, factors such as the following may be considered: estimated useful life, maintenance costs, cost of supplies, labor intensity, energy usage, environmental impact, and residual value. The City reserves the right to use those or other applicable criteria, in its sole opinion that will most accurately estimate total cost of use and ownership.
- 3.11 BIDDING ITEMS WITH RECYCLED CONTENT:** In addressing environmental concerns, the City of Fort Lauderdale encourages Bidders to submit bids or alternate bids containing items with recycled content. When submitting bids containing items with recycled content, Bidder shall provide documentation adequate for the City to verify the recycled content. The City prefers packaging consisting of materials that are degradable or able to be recycled. When specifically stated in the ITB, the City may give preference to bids containing items manufactured with recycled material or packaging that is able to be recycled.
- 3.12 USE OF OTHER GOVERNMENTAL CONTRACTS:** The City reserves the right to reject any part or all of any bids received and utilize other available governmental contracts, if such action is in its best interest.
- 3.13 QUALIFICATIONS/INSPECTION:** Bids will only be considered from firms normally engaged in providing the types of commodities/services specified herein. The City reserves the right to inspect the Bidder's facilities, equipment, personnel, and organization at any time, or to take any other action necessary to determine Bidder's ability to perform. The Procurement Director reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 3.14 BID SURETY:** If Special Conditions require a bid security, it shall be submitted in the amount stated. A bid security can be in the form of a bid bond, postal money order, cashiers check, or irrevocable letter of credit. Bid security will be returned to the unsuccessful bidders as soon as practicable after opening of bids. Bid security will be returned to the successful bidder after acceptance of the performance bond or irrevocable letter of credit, if required; acceptance of insurance coverage, if required; and full execution of contract documents, if required; or conditions as stated in Special Conditions.
- 3.15 PUBLIC RECORDS:** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Section 119.01, F.S., The Public Records Law. Information and materials received by City in connection with an ITB response shall be deemed to be public records subject to public inspection upon award, recommendation for award, or 10 days after bid opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07, F.S. If the Proposer believes any of the information contained in his or her response is exempt from the Public Records Law, then the Proposer, must in his or her response, specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption. The City's determination of whether an exemption applies shall be final, and the Proposer agrees to defend, indemnify, and hold harmless the City and the City's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the City's treatment of records as public records.

- 3.15 PROHIBITION OF INTEREST:** No contract will be awarded to a bidding firm who has City elected officials, officers or employees affiliated with it, unless the bidding firm has fully complied with current Florida State Statutes and City Ordinances relating to this issue. Bidders must disclose any such affiliation. Failure to disclose any such affiliation will result in disqualification of the Bidder and removal of the Bidder from the City's bidder lists and prohibition from engaging in any business with the City.
- 3.16 RESERVATIONS FOR AWARD AND REJECTION OF BIDS:** The City reserves the right to accept or reject any or all bids, part of bids, and to waive minor irregularities or variations to specifications contained in bids, and minor irregularities in the bidding process. The City also reserves the right to award the contract on a split order basis, lump sum basis, individual item basis, or such combination as shall best serve the interest of the City. The City reserves the right to make an award to the responsive and responsible bidder whose product or service meets the terms, conditions, and specifications of the ITB and whose bid is considered to best serve the City's interest. In determining the responsiveness of the offer and the responsibility of the Bidder, the following shall be considered when applicable: the ability, capacity and skill of the Bidder to perform as required; whether the Bidder can perform promptly, or within the time specified, without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the Bidder; the quality of past performance by the Bidder; the previous and existing compliance by the Bidder with related laws and ordinances; the sufficiency of the Bidder's financial resources; the availability, quality and adaptability of the Bidder's supplies or services to the required use; the ability of the Bidder to provide future maintenance, service or parts; the number and scope of conditions attached to the bid.
- If the ITB provides for a contract trial period, the City reserves the right, in the event the selected bidder does not perform satisfactorily, to award a trial period to the next ranked bidder or to award a contract to the next ranked bidder, if that bidder has successfully provided services to the City in the past. This procedure to continue until a bidder is selected or the contract is re-bid, at the sole option of the City.
- 3.17 LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county laws, and local ordinances, rules and regulations, shall govern development, submittal and evaluation of all bids received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a bid response hereto and the City by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and lack of knowledge by any bidder shall not constitute a cognizable defense against the legal effect thereof.

#### **PART IV BONDS AND INSURANCE**

- 4.01 PERFORMANCE BOND/IRREVOCABLE LETTER OF CREDIT:** If a performance bond or irrevocable letter of credit is required in Special Conditions, the Contractor shall within fifteen (15) working days after notification of award, furnish to the City a Performance Bond or an Unconditional Irrevocable Letter of Credit payable to the City of Fort Lauderdale, Florida, in the face amount specified in Special Conditions as surety for faithful performance under the terms and conditions of the contract. If the bond is on an annual coverage basis, renewal for each succeeding year shall be submitted to the City thirty (30) days prior to the termination date of the existing Performance Bond. The Performance Bond must be executed by a surety company of recognized standing, authorized to do business in the State of Florida and having a resident agent. If a Letter of Credit is chosen, it must be in a form acceptable to the City, drawn on a local (Broward, Dade or Palm Beach Counties) bank acceptable to the City and issued in favor of the City of Fort Lauderdale, Florida. If a Bidder wishes to use a non-local bank, he must have prior City approval of the requirements to draw against the Letter of Credit.

Acknowledgement and agreement is given by both parties that the amount herein set for the Performance Bond or Irrevocable Letter of Credit is not intended to be nor shall be deemed to be in the nature of liquidated damages nor is it intended to limit the liability of the Contractor to the City in the event of a material breach of this Agreement by the Contractor.

- 4.02 INSURANCE:** If the Contractor is required to go on to City property to perform work or services as a result of ITB award, the Contractor shall assume full responsibility and expense to obtain all necessary insurance as required by City or specified in Special Conditions.

The Contractor shall provide to the Procurement Services Department original certificates of coverage and receive notification of approval of those certificates by the City's Risk Manager prior to engaging in any activities under this contract. The Contractor's insurance is subject to the approval of the City's Risk Manager. The certificates must list the City as an ADDITIONAL INSURED and shall have no less than thirty (30) days written notice of cancellation or material change. Further modification of the insurance requirements may be made at the sole discretion of the City's Risk Manager if circumstances change or adequate protection of the City is not presented. Bidder, by submitting his bid, agrees to abide by such modifications.

#### **PART V PURCHASE ORDER AND CONTRACT TERMS:**

- 5.01 COMPLIANCE TO SPECIFICATIONS, LATE DELIVERIES/PENALTIES:** Items offered may be tested for compliance to bid specifications. Items delivered which do not conform to bid specifications may be rejected and returned at Contractor's expense. Any violation resulting in contract termination for cause or delivery of items not conforming to specifications, or late delivery may also result in:
- Bidder's name being removed from the City's bidder's mailing list for a specified period and Bidder will not be recommended for any award during that period.
  - All City Departments being advised to refrain from doing business with the Bidder.
  - All other remedies in law or equity.
- 5.02 ACCEPTANCE, CONDITION, AND PACKAGING:** The material delivered in response to ITB award shall remain the property of the Seller until a physical inspection is made and the material accepted to the satisfaction of the City. The material must comply fully with the terms of the ITB, be of the required quality, new, and the latest model. All containers shall be suitable for storage and shipment by common carrier, and all prices shall include standard commercial packaging. The City will not accept substitutes of any kind. Any substitutes or material not meeting specifications will be returned at the Bidder's expense. Payment will be made only after City receipt and acceptance of materials or services.
- 5.03 SAFETY STANDARDS:** All manufactured items and fabricated assemblies shall comply with applicable requirements of the

Occupational Safety and Health Act of 1970 as amended, and be in compliance with Chapter 442, Florida Statutes. Any toxic substance listed in Section 38F-41.03 of the Florida Administrative Code delivered as a result of this order must be accompanied by a completed Material Safety Data Sheet (MSDS).

- 5.04 ASBESTOS STATEMENT:** All material supplied must be 100% asbestos free. Bidder, by virtue of bidding, certifies that if awarded any portion of the ITB he will supply only material or equipment that is 100% asbestos free.
- 5.05 OTHER GOVERNMENTAL ENTITIES:** If the Bidder is awarded a contract as a result of this ITB, he will, if he has sufficient capacity or quantities available, provide to other governmental agencies, so requesting, the products or services awarded in accordance with the terms and conditions of the ITB and resulting contract. Prices shall be F.O.B. delivered to the requesting agency.
- 5.06 VERBAL INSTRUCTIONS PROCEDURE:** No negotiations, decisions, or actions shall be initiated or executed by the Contractor as a result of any discussions with any City employee. Only those communications which are in writing from an authorized City representative may be considered. Only written communications from Contractors, which are assigned by a person designated as authorized to bind the Contractor, will be recognized by the City as duly authorized expressions on behalf of Contractors.
- 5.07 INDEPENDENT CONTRACTOR:** The Contractor is an independent contractor under this Agreement. Personal services provided by the Proposer shall be by employees of the Contractor and subject to supervision by the Contractor, and not as officers, employees, or agents of the City. Personnel policies, tax responsibilities, social security, health insurance, employee benefits, procurement policies unless otherwise stated in this ITB, and other similar administrative procedures applicable to services rendered under this contract shall be those of the Contractor.
- 5.08 INDEMNITY/HOLD HARMLESS AGREEMENT:** The Contractor agrees to protect, defend, indemnify, and hold harmless the City of Fort Lauderdale and its officers, employees and agents from and against any and all losses, penalties, damages, settlements, claims, costs, charges for other expenses, or liabilities of every and any kind including attorney fees, in connection with or arising directly or indirectly out of the work agreed to or performed by Contractor under the terms of any agreement that may arise due to the bidding process. Without limiting the foregoing, any and all such claims, suits, or other actions relating to personal injury, death, damage to property, defects in materials or workmanship, actual or alleged violations of any applicable Statute, ordinance, administrative order, rule or regulation, or decree of any court shall be included in the indemnity hereunder.
- 5.09 TERMINATION FOR CAUSE:** If, through any cause, the Contractor shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor shall violate any of the provisions of this Agreement, the City may upon written notice to the Contractor terminate the right of the Contractor to proceed under this Agreement, or with such part or parts of the Agreement as to which there has been default, and may hold the Contractor liable for any damages caused to the City by reason of such default and termination. In the event of such termination, any completed services performed by the Contractor under this Agreement shall, at the option of the City, become the City's property and the Contractor shall be entitled to receive equitable compensation for any work completed to the satisfaction of the City. The Contractor, however, shall not be relieved of liability to the City for damages sustained by the City by reason of any breach of the Agreement by the Contractor, and the City may withhold any payments to the Contractor for the purpose of setoff until such time as the amount of damages due to the City from the Contractor can be determined.
- 5.10 TERMINATION FOR CONVENIENCE:** The City reserves the right, in its best interest as determined by the City, to cancel contract by giving written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
- 5.11 CANCELLATION FOR UNAPPROPRIATED FUNDS:** The obligation of the City for payment to a Contractor is limited to the availability of funds appropriated in a current fiscal period, and continuation of the contract into a subsequent fiscal period is subject to appropriation of funds, unless otherwise authorized by law.
- 5.12 RECORDS/AUDIT:** The Contractor shall maintain during the term of the contract all books of account, reports and records in accordance with generally accepted accounting practices and standards for records directly related to this contract. The form of all records and reports shall be subject to the approval of the City's Internal Auditor. The Contractor agrees to make available to the City's Internal Auditor, during normal business hours and in Broward, Dade or Palm Beach Counties, all books of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.
- 5.13 PERMITS, TAXES, LICENSES:** The successful Contractor shall, at his own expense, obtain all necessary permits, pay all licenses, fees and taxes, required to comply with all local ordinances, state and federal laws, rules and regulations applicable to business to be carried on under this contract.
- 5.14 LAWS/ORDINANCES:** The Contractor shall observe and comply with all Federal, state, local and municipal laws, ordinances rules and regulations that would apply to this contract.
- 5.15 NON-DISCRIMINATION:** There shall be no discrimination as to race, sex, color, creed, age or national origin in the operations conducted under this contract.
- 5.16 UNUSUAL CIRCUMSTANCES:** If during a contract term where costs to the City are to remain firm or adjustments are restricted by a percentage or CPI cap, unusual circumstances that could not have been foreseen by either party to the contract occur, and those circumstances significantly affect the Contractor's cost in providing the required items or services, then the Contractor may request adjustments to the costs to the City to reflect the changed circumstances. The circumstances must be beyond the control of the Contractor, and the requested adjustments must be fully documented. The City may, after examination, refuse to accept the adjusted costs if they are not properly documented, increases are considered to be excessive, or decreases are considered to be insufficient. In the event the City does not wish to accept the adjusted costs and the matter cannot be resolved to the satisfaction of the City, the City will reserve the following options:
1. The contract can be canceled by the City upon giving thirty (30) days written notice to the Contractor with no penalty to the

City or Contractor. The Contractor shall fill all City requirements submitted to the Contractor until the termination date contained in the notice.

2. The City requires the Contractor to continue to provide the items and services at the firm fixed (non-adjusted) cost until the termination of the contract term then in effect.
3. If the City, in its interest and in its sole opinion, determines that the Contractor in a capricious manner attempted to use this section of the contract to relieve themselves of a legitimate obligation under the contract, and no unusual circumstances had occurred, the City reserves the right to take any and all action under law or equity. Such action shall include, but not be limited to, declaring the Contractor in default and disqualifying him for receiving any business from the City for a state period of time.

If the City does agree to adjusted costs, these adjusted costs shall not be invoiced to the City until the Contractor receives notice in writing signed by a person authorized to bind the City in such matters.

- 5.17 ELIGIBILITY:** If applicable, the Contractor must first register with the Department of State of the State of Florida, in accordance with Florida State Statutes, prior to entering into a contract with the City.
- 5.18 PATENTS AND ROYALTIES:** The Contractor, without exception, shall indemnify and save harmless the City and its employees from liability of any nature and kind, including cost and expenses for or on account of any copyrighted, patented or un-patented invention, process, or article manufactured or used in the performance of the contract, including its use by the City. If the Contractor uses any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood without exception that the bid prices shall include all royalties or costs arising from the use of such design, device, or materials in any way involved in the work.
- 5.19 ASSIGNMENT:** Contractor shall not transfer or assign the performance required by this ITB without the prior written consent of the City. Any award issued pursuant to this ITB, and the monies, which may become due hereunder, are not assignable except with the prior written approval of the City Manager or selected designee.
- 5.20 LITIGATION VENUE:** The parties waive the privilege of venue and agree that all litigation between them in the state courts shall take place in Broward County, Florida and that all litigation between them in the federal courts shall take place in the Southern District in and for the State of Florida.

**BID/PROPOSAL SIGNATURE PAGE**

**How to submit bids/proposals:** It is preferred that bids/proposals be submitted electronically at [www.rfpdepot.com](http://www.rfpdepot.com). If mailing a hard copy, it will be the sole responsibility of the Bidder to ensure that his bid reaches the City of Fort Lauderdale, City Hall, Procurement Department, Suite 619, 100 N. Andrews Avenue, Fort Lauderdale, FL 33301, prior to the bid opening date and time listed. Bids/proposals submitted by fax or email will NOT be accepted.

The below signed hereby agrees to furnish the following article(s) or services at the price(s) and terms stated subject to all instructions, conditions, specifications addenda, legal advertisement, and conditions contained in the bid. I have read all attachments including the specifications and fully understand what is required. By submitting this signed proposal I will accept a contract if approved by the CITY and such acceptance covers all terms, conditions, and specifications of this bid/proposal.

**Please Note:** If responding to this solicitation through RFP Depot, the electronic version of the bid response will prevail, unless a paper version is clearly marked **by the bidder** in some manner to indicate that it will supplant the electronic version.

Submitted by: \_\_\_\_\_  
(signature) (date)

Name (printed) \_\_\_\_\_ Title: \_\_\_\_\_

Company: (Legal Registration) \_\_\_\_\_

**CONTRACTOR, IF FOREIGN CORPORATION, SHALL BE REQUIRED TO OBTAIN A CERTIFICATE OF AUTHORITY FROM THE DEPARTMENT OF STATE, IN ACCORDANCE WITH FLORIDA STATUTE §607.1501 (visit <http://www.dos.state.fl.us/doc/>).**

Address: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_ FAX No. \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Delivery: Calendar days after receipt of Purchase Order (section 1.02 of General Conditions): \_\_\_\_\_

Payment Terms (section 1.03): \_\_\_\_\_ Total Bid Discount (section 1.04): \_\_\_\_\_

Does your firm qualify for MBE or WBE status (section 1.08): MBE  WBE

**ADDENDUM ACKNOWLEDGEMENT** - Proposer acknowledges that the following addenda have been received and are included in his proposal:

Addendum No. Date Issued

**VARIANCES:** State any variations to specifications, terms and conditions in the space provided below or reference in the space provided below all variances contained on other pages of bid, attachments or bid pages. No variations or exceptions by the Proposer will be deemed to be part of the bid submitted unless such variation or exception is listed and contained within the bid documents and referenced in the space provided below. If no statement is contained in the below space, it is hereby implied that your bid/proposal complies with the full scope of this solicitation.

Variances:

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