

SCOPE OF WORK

FINANCIAL PROJECT Nos.: 444797-1-52-01

COUNTY: POLK

CONTRACT NO.: E1T88

PROJECT DESCRIPTION: BARTOW HEADQUARTERS DRAINAGE
CORRECTION AT THE DISTRICT 1 OFFICE COMPLEX, BARTOW, FL
33830

EXHIBIT "A"
Bartow Headquarters Drainage Correction
POLK COUNTY
Financial Project Number: 444797-1-52-01
Contract: E1T88

I. OBJECTIVE:

The Florida Department of Transportation (FDOT) District One hereafter referred to as the "Department" seeks to secure competitive bids from qualified vendors who are able to provide services need to make the correction to the Headquarters drainage, per the design attached.

II. SERVICES TO BE PROVIDES

A. PROJECT DESCRIPTION:

1. See attached design.

B. Submittals:

Specification sheets showing all standard and optional equipment to be supplied should be submitted with the bid. Schematic wiring diagrams, dimension drawings, fuel tank shop drawings, weather resistant enclosure drawings, and interconnection diagrams identifying, by terminal number, each required interconnection between the generator set, the transfer switch, and other remote devices, shall be supplied after the bid has been awarded. The bidder should supply, with the bid, any and all information on standard and optional equipment to be supplied, which should be highlighted, underlined, or circled to indicate exactly what the supplier intends to deliver.

C. Deliveries

Deliveries must be made between 8:00 am to 5:00 pm, Monday thru Friday, excluding state holidays, unless otherwise stated herein. Coordination for weekend deliveries must be coordinated through the Department's Project Manager.

D. Damaged Goods

The vendor shall be responsible for filing, processing and collecting all damage claims. The Department will not be responsible for any of the following:

1. Record any evidence of visible damage on all copies of the delivery carrier's Bill of Lading.
2. Report damage (visible or concealed) to the carrier and contract supplier, confirming such reports, in writing, within fifteen (15) days of delivery, requesting that the carrier inspect the damaged merchandise.
3. Retain the item and its shipping container, including inner packing material, until inspection is performed by the carrier and disposition given by the contract supplier.
4. Provide the vendor with a copy of the carrier's Bill of Lading and Damage Inspection Report.

E. Trade Names

Any manufacturer's names, trade names, brand names or catalog numbers used in specifications contained in this bid are for the purposes of describing and establishing general quality levels. Such references are not intended to be restrictive. Bids will be considered for any brand that meets or exceeds the quality level of item(s) listed unless otherwise indicated. An alternate product sample may be required by the Department for review prior to acceptance.

III. SERVICES/MATERIALS PROVIDED BY THE DEPARTMENT

The Department's Project Manger is identified below. He or his designee shall perform the following on behalf of the Department:

1. Review, verify, and approve receipt of services/deliverables from the vendor;
2. Submit requests for change orders/amendments/renewals, if applicable;
3. Review, verify, and approve invoices from the vendor; and, if applicable, the Certificates of Partial Payment requests, and the Certificate of Contract Completion form.
4. Maintain an official record of all correspondence between the Department and the vendor.
5. The Department will provide a staging area for the Vendor until completion of the work.

IV. VENDOR QUALIFICATION

The Vendor shall maintain and keep in force throughout the life of the contract, the requirements specified below. Failure of the Vendor to comply with these requirements will be sufficient grounds for Department to declare the contract in default and terminate the agreement in accordance with the terms of B-28 Termination for Cause and Mutual Agreement of the FCO Non-Technical Specifications.

1. The Vendor shall be currently licensed by the State of Florida and or the County.
2. The organized business enterprise (e.g. corporation, LLC or sole proprietorship) shall have experience in performing the type of work required for this contract for a minimum of three (3) years.
3. The Vendor shall have a current and valid Occupational License/Business Tax Receipt which states the name of the Vendor, street address of the business and the type of work that the Occupational License/Business Tax Receipt is issued for (which must be for the same type of services required in the contact).

V. GENERAL INFORMATION

1. The Vendor shall be responsible for maintaining a safe and secure worksite for the duration of the work. The Vendor shall maintain all work and staging areas in a neat and presentable condition. Upon completion of assigned work, the Vendor shall daily collect and remove all debris and trash caused by the work and dispose of it properly. Cleanup shall be performed to the satisfaction of the Department. The area around the worksite shall be kept clean and free from debris on a daily basis during the progress of work. The Vendor shall immediately notify the Department of any damages to the facilities as a result of the Vendor's operations.
2. The Vendor shall be solely responsible for furnishing all labor, materials, equipment, tools, transportation and supervision and for performing all work as required to complete the work of this project as described. The Vendor, sub-vendors or any of their employees shall not perform any work that is beyond their technical capabilities or for which they are not licensed or certified.
3. At the conclusion of the project, provide a written certification to the Department that all work has been provided in accordance with the Contract Documents and a written warranty against the occurrence of defective materials and workmanship. All standard manufactures and installation warranties apply.
4. The Vendor shall provide the Department with contact information for all key personnel directly related to the project. The Department shall be notified immediately orally or written of any changes to the contact information.

VI. WORK AUTHORIZATION: No work will be done until a Notice to Proceed (NTP) is issued by the Project Manager.

VII. BASIS OF PAYMENT:

Partial payments may be made for percentages or stages of work completed upon approval of Project Manager. See Non-Technical Specifications and Exhibit "B" Method of Compensation for other terms of payment.