

SCOPE OF WORK

FINANCIAL PROJECT No.: 448209-1-52-01

COUNTY: DESOTO

CONTRACT NO.: F1A03

PROJECT DESCRIPTION: ARCADIA OPERATIONS DRAINAGE
CORRECTION AT 1190 W OAK ST, ARCADIA, FL 34266

EXHIBIT "A"
Arcadia Operations Drainage Correction
DESOTO COUNTY
Financial Project Number: 448209-1-52-01
Contract: F1A03

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 needed to make the correction to the Arcadia Operations Center drainage, per the design and specifications attached.

II. SERVICES TO BE PROVIDED

A. PROJECT DESCRIPTION:

The work described herein includes furnishing all labor, materials, and equipment necessary to renovate the existing drainage at the Arcadia Operations Center.

1. Per attachment "A" you will find the plan sheets for the drainage located on this site.
 - a. Line location of all utilities will be called out and marked before any excavation of proposed work is performed
 - b. Remove and dispose of existing storm system
 - i. Contractor will be responsible for providing dumpsters and all items necessary for the removal and disposal of all construction materials
 - c. Install new storm system
 - d. Remove existing pipe
 - e. All trenching is the responsibility of the contractor, and any excavation work will be handled by the contractor
 - f. Clearing and grubbing as needed
 - g. Sod installed on areas disturbed
 - h. The contractor will be responsible for fill and patching all holes, trenches and/or damage to asphalt, grass and curbing
 - i. Hot mix asphalt is to be used to make any asphalt repairs
2. Attachment "B" provides the quantities and specifications for this project.

B. SUBMITTALS:

Before any work is begun, site diagrams, equipment, materials list and schedules shall be submitted to the Department for approval.

C. DELIVERIES

Deliveries must be made between 8:00 am to 5:00 pm, Monday through Thursday, 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 the 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 Manager is identified below. She or her 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.
6. Any pavement striping (Painting) to asphalt or concrete will be handed by the department.

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. All work shall be done in accordance with the current state and County codes.
2. 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 daily 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.
3. 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.

4. 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.
5. 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.
6. The contractor will need to provide portable restrooms for their crews during the project.
7. Concrete Repairs:
 - a. Form all areas where concrete needs to be replaced
 - b. Pour concrete to final finish
 - c. Remove all forms and repairs and return site to normal.
8. Asphalt Repairs:
 - a. Compact all areas excavated with existing base rock removed from installation.
 - b. Replace all necessary base and fill to prep site for new asphalt
 - c. Supply and install asphalt as needed to complete repairs
9. The contractor is responsible for making all repairs to and demolition needed to complete this job.
 - a. This includes but not limited to:
 - i. Landscaping (sod, flower beds, mulch)
 - ii. Block walls (painting)
10. This is a turnkey project all materials and labor are to be included to complete this project.

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.