

QUALIFICATION REQUIREMENTS

Failure to answer the following questions and to demonstrate compliance with the qualification requirements will render the Bidder non-responsive.

1. Small Business Enterprise Certified

Is the Bidder certified as a certified Small Business Enterprise (SBE) by the City of St. Petersburg?

YES **NO** If YES, provide Certification Number: _____

2. Small Business Enterprise Percentage

A percentage of the base Bid amount has been established for contracting with SBEs certified by the City of St. Petersburg. The following SBE participation percentage requirement is applicable to this Project: 12%.

Has the Bidder read, and does the Bidder understand and agree to comply with the SBE Requirements set forth in the Contract Documents and the St. Petersburg City Code?

YES **NO**

The Bidder must submit with its Bid, a completed "Letter of Intent to Perform as a Subcontractor/Supplier Certified by the City of St. Petersburg as a Small Business Enterprise (SBE)" *Attachment(s)* for each SBE intending to perform as a Subcontractor or material supplier for the Project.

3. Bid Bond/Public Construction Bond

A Bid Bond and Public Construction Bond, on the forms provided by the City, are required for this Project.

Bids must be accompanied by a Bid Bond in the amount of 5% of the base Bid. The original Bid Bond shall be sent to the Procurement Department within 48 hours of the Bid closing.

The successful Bidder agrees to furnish the Procurement Department within 10 calendar days of written acceptance by the City, a Public Construction Bond in an amount equal to 100% of the Contract Price.

4. Maximum Contract Completion Time

Contract Base Bid - Contractor shall commence the Work within ten (10) calendar days after the City issues the Notice to Proceed. After issuance of the Notice to Proceed, the Contractor shall:

- Reach Substantial Completion of all Work within three hundred (300) calendar days, and
- Reach Final Completion within thirty (30) calendar days after the City's delivery of the punch list.

Base Bid plus Add Alternates 1A and 1B - Contractor shall commence the Work within ten (10) calendar days after the City issues the Notice to Proceed. After issuance of the Notice to Proceed, the Contractor shall:

- Reach Substantial Completion of all Work within three hundred sixty (360) calendar days, and
- Reach Final Completion within thirty (30) calendar days after the City's delivery of the punch list.

Base Bid plus Add Alternates 2A and 2G - Contractor shall commence the Work within ten (10) calendar days after the City issues the Notice to Proceed. After issuance of the Notice to Proceed, the Contractor shall:

- Reach Substantial Completion of all Work within three hundred thirty (330) calendar days, and
- Reach Final Completion within thirty (30) calendar days after the City's delivery of the punch list.

Base Bid plus Add Alternates 3A - Contractor shall commence the Work within ten (10) calendar days after the City issues the Notice to Proceed. After issuance of the Notice to Proceed, the Contractor shall:

- Reach Substantial Completion of all Work within three hundred (300) calendar days, and
- Reach Final Completion within thirty (30) calendar days after the City's delivery of the punch list.

5. Insurance Requirements

Bidder shall submit a certificate of insurance with their bid evidencing bidder's current Workers' Compensation and General Liability Insurance coverages.

As specified in the General Conditions of the Contract Standards, the Contractor and its Subcontractor(s) shall obtain and maintain during the life of the Contract: Workers' Compensation Insurance including Employer's Liability and Voluntary Compensation, Commercial General Liability Insurance, and Commercial Automobile Insurance. If indicated, the following insurance coverages are also required:

Builder's Risk Insurance	Not Applicable
Pollution/Environmental Liability Insurance	Applicable/Required
Professional Liability Insurance	Not Applicable
Longshore and Harbor Workers Act Insurance	Not Applicable

The Contractor and its Subcontractor(s) shall purchase any other insurance or coverage required by applicable Laws.

6. Number of Bidder's Employees (not including any PEO Employees)

List number of full-time employees directly on Bidder's payroll as of Bid date:

- a) Administrative: _____ b) Construction: _____
c) Other: _____ d) Total: _____

7. Bidder's PEO Employees

A. Will the Bidder use PEO employees on this Project?

YES If YES, complete all sections in this Question 7.

NO If NO, continue to Question 8.

B. List number of Bidder's full-time employees on a PEO's payroll as of Bid date:

a) Administrative: _____ b) Construction: _____

c) Other: _____ d) Total: _____

C. List name of PEO _____

D. The following conditions are required for Bidder's use of employees leased from a PEO to perform Work under this Project:

- 1) The Bidder has authority to recruit, hire/recommend for hire, fire, supervise, train, and discipline the PEO employees.
- 2) The Bidder has exclusive authority over the work assignments and work direction of the PEO employees.
- 3) The Bidder has exclusive authority over the amount of wages and/or compensation paid to the PEO employees.
- 4) The Bidder has exclusive authority to appoint, designate and/or assign any of the PEO employees for apprenticeship programs, specialized training, and/or skills education.
- 5) The Bidder has exclusive authority to require, obtain, and provide background checks on the PEO employees when required by the Contract Documents.
- 6) The Bidder has exclusive authority over the safety and environment affecting the PEO employees at the work site.

Has the Bidder read, and does the Bidder understand and agree to comply with the PEO requirements set forth above?

YES

NO If NO, explain below:

E. Attach a copy of Bidder's contract with the PEO.

8. Subcontractor Information

The Contractor shall comply with the Contract Standards, Instructions to Bidders, Article I-13, Subcontractors.

The Bidder must submit with its Bid the "Subcontractor Summary" *Attachment*, indicating the Subcontractors to be used on this Project, along with related information.

9. Contractor Qualifications

The Bidder is hereby advised that the City will only accept Bids from qualified Contractors who have successfully completed a minimum of three (3) projects for a municipality or government entity in the five (5) years preceding the advertisement for this Solicitation, and whose project superintendent has also successfully completed a minimum of three (3) projects for a municipality or government entity in the five (5) years preceding the advertisement for this Solicitation, in which each of the projects meet or exceed the following qualification requirements:

- Have successfully completed projects involving pipe installation of below grade ductile iron pipe and fittings with lengths of least 1,500 linear feet.
- Have successfully completed projects involving cast-in-place concrete including structural reinforcements for concrete walls and structures of similar size, each with a value greater than \$2,000,000.
- Have successfully completed projects involving site excavation and clearing for sites of similar size, each with a value greater than \$2,000,000.
- In advance of transporting lime sludge off-site, the Contractor is required to provide the City the name and address of the transporter/hauler and disposal site accepting the lime sludge.
- Contractor shall provide the City documentation from the disposal site verifying its acceptance of each lime sludge load delivered.

Failure to demonstrate compliance to the above requirements will render the Bid non-responsive.

Additionally, Criminal Background Checks are required in compliance with Florida Statute 373.6055. Refer to Technical Specifications, Section 1 - General, Subsection 1.01 - Location of the Work Site and access.

Has the Bidder read, and does the Bidder understand and agree to comply with the Criminal Background Check Requirements set forth in the Contract Documents?

YES **NO**

10. Similar Projects Completed

In response to No. 9 above, provide below or attach a list of projects including references. Include: a) Project Name, b) Project Owner, c) Contact/Reference Name, Address and Telephone, d) Contact Email Address, e) Type of Work Completed; and f) Project Cost. Attach letters of reference, if available.

11. Responsible Bidder Factors

A. Does the Bidder have the necessary personnel, facilities, equipment, ability, experience, financial resources and special qualifications to perform the Work in a satisfactory manner within the time specified?

YES **NO**

B. Does the Bidder and all Subcontractors possess any City, County, or State approved certification(s)/license(s) required to perform the Work?

YES **NO** **NOT APPLICABLE**

List all active contractor licenses and certifications to be used for this Project. For each license, include a) classification, b) issuing government agency, c) contractor name to whom license is issued, d) license number, and e) expiration date:

C. Has the Bidder ever defaulted on or failed to complete work awarded to it?

YES **NO** If YES, indicate the year, project owner and reasons:

D. Is the Bidder currently in compliance with all applicable Laws?

YES **NO**

E. Has the Bidder received any citations from the Occupational Safety and Health Administration (OSHA) in the last three years?

YES **NO** If YES, please explain:

F. Has the Bidder had claims made against it alleging wage violations and/or discrimination in the last three years?

YES NO If YES, please explain:

G. Is the Bidder involved in ongoing litigation, or are there any final judgments against the Bidder that have not been satisfied?

YES NO If YES, please explain:

H. Does the Bidder provide a drug-free workplace?

YES NO

I. Will the Bidder ensure that all employees who will work on the Project have completed or will complete the OSHA 10-hour training course prior to performing any work on the Project?

YES NO

12. Project Superintendent

Provide the name of the Project Superintendent proposed to be assigned to this Project and attach his or her experience profile. In line with the General Conditions of the Contract Standards, if a substitution must be made, the name and experience profile of the substituted project superintendent must be submitted to the City at, or before, the pre-construction meeting for approval by the City. The City reserves the right to reject the proposed project superintendent based on a lack of experience. Adequate experience is generally considered as a working superintendent on three or more projects, similar in size and scope, as the one being bid.

Name of Project Superintendent: _____

13. **Stormwater, Erosion and Sedimentation**

The Contractor's Project Superintendent must have completed and passed the Florida Department of Environmental Protection's Florida Stormwater, Erosion and Sedimentation Control Inspector Training & Certification Program.

Does the Bidder agree to comply with City, State and Federal guidelines pertaining to Stormwater, Erosion and Sedimentation?

YES NO

14. **Payment of Responsible Wage (Required if Total Bid Price ≥ \$1,000,000)**

Has the Bidder read, and does the Bidder understand and agree to comply with the Responsible Wage Requirements set forth in the Contract Documents?

YES NO

15. **Apprentice Employment (Required if Total Bid Price ≥ \$1,000,000)**

A. Compliance. Has the Bidder read, and does the Bidder understand and agree to comply with the Apprentice Requirements set forth in the Contract Documents?

YES NO Continue to question B.

B. Current Apprentice Employment. Is the Bidder currently employing apprentices who are enrolled in and participating in an apprenticeship program for an apprenticeable occupation (as defined in section 2-262 of the St. Petersburg City Code) registered with the State of Florida Department of Education?

YES If YES, complete "Apprentice Utilization Plan Worksheet" *Attachment*

NO If NO, go to question C.1)

C. Availability of Apprentices.

1) Subject to section 2-264 of the St. Petersburg City Code, the Bidder hereby certifies that it has searched and reviewed the Florida Department of Education website to determine whether there any apprentices available from a State of Florida Department of Education approved apprentice program that has geographical jurisdiction in any part of Region 3 (as defined in section 2-262 of the St. Petersburg City Code) to perform the specific work described in this Solicitation. Are any such apprentices available?

YES, apprentices are available If YES, go to question C.2)

NO, apprentices are NOT available If NO, go to question D.1)

- 2) Subject to section 2-264 of the St. Petersburg City Code, if there are any apprentices available from a State of Florida Department of Education approved apprentice program that has geographical jurisdiction in any part of Region 3 (as defined in section 2-262 of the St. Petersburg City Code) to perform the specific work described in this Solicitation document, does Bidder intend to employ such apprentices?

YES If YES, complete "Apprentice Utilization Plan Worksheet"

NO If NO, please explain below and go to question D.1)

D. Training Programs.

- 1) Is the Bidder employing an apprentice who is participating in an industry certification training program, company sponsored training program or an on-the-job training program (such as the Florida Department of Transportation On-the-Job Training Program) to perform the work specified in this Solicitation?

YES If YES, attach supporting documentation of such program

NO If NO, go to question D.2)

- 2) Does Bidder intend to employ an apprentice who is participating in an industry certification training program, company sponsored training program or an on-the-job training program (such as the Florida Department of Transportation On-the-Job Training Program) to perform the work specified in this Solicitation?

YES If YES, attach supporting documentation of such program

NO

16. Disadvantage Worker Employment (Required if Total Bid Price \geq \$1,000,000)

Has the Bidder read, and does the Bidder understand and agree to comply with the Disadvantaged Worker Requirements set forth in the Contract Documents and the St. Petersburg City Code?

YES **NO**

The Bidder must submit with its Bid a completed "Disadvantaged Worker Utilization Plan Worksheet" *Attachment*.

BIDDER CERTIFICATION

I certify that the information provided herein is true and correct to the best of my knowledge. I further certify that I have read, understand and will comply with all requirements indicated in the Qualification Requirements.

Company Name

Date

Signature

Name/Title

BID BOND

BOND # _____

STATE OF FLORIDA

(COUNTY OF _____)

(CITY OF _____)

KNOW ALL MEN BY THESE PRESENTS:

That we, _____ (hereinafter called "Principal")
(Name of Corporation, Partnership, or LLC)

located at _____, (_____) _____,
(Principal Business Address) (Phone Number)

and _____ (hereinafter called "Surety")
(Name of Surety)

located at _____, (_____) _____,
(Surety Business Address) (Phone Number)

are held and firmly bound unto the City of St. Petersburg, Florida (hereinafter called "City") in the sum of: _____ Dollars (\$_____) lawful money of the United States of America, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents.

WHEREAS, the Principal: contemplates submitting or has submitted a Bid to the City for:

**Cosme WTP Sludge Lagoon Improvements
Project No. 18070-111**

WHEREAS, it was a condition precedent to the submission of said Bid that a certified check, cashier's check or Bid Bond in the amount of five percent (5%) of the Bid be submitted with said Bid as a guarantee that, if awarded the contract, the Principal would, within ten (10) consecutive calendar days after written notice of award (or such longer period of time agreed to by the City), enter into a written contract with the City and furnish the required performance bond (or alternate form of security permitted by applicable laws) in an amount equal to one hundred percent (100%) of the Bid satisfactory to the City.

NOW, THEREFORE, THE CONDITIONS OF THIS OBLIGATION ARE SUCH, that if the Bid and the Principal herein be accepted and within ten (10) consecutive calendar days after written notice of award (or such longer period of time agreed to by the City) said Principal enter into a written contract with the City, and furnish the required performance bond (or alternate form of security permitted by applicable laws) in an amount equal to one hundred percent (100%) of the Bid, satisfactory to the City, then this obligation shall be void; otherwise, the sum herein stated shall be due and payable to the City and the Surety herein agrees to pay said sum immediately upon demand of said City, in good and lawful money of the United States of America, as liquidated damages for failure thereof of said Principal.

IN TESTIMONY WHEREOF, the hands and seals of the parties hereto this _____ day of _____, 20_____.

SURETY:

SURETY NAME

BY: _____
(Signature of Attorney-in-Fact)

(Print or Type Name of Attorney-in-Fact)

(Florida license # of Attorney-in-Fact)



Countersignature of Florida Licensed Agent (only required if Attorney-in-Fact is not a Florida Licensed Agent)

Note: A copy of a power of attorney attested by the corporate secretary of the Surety evidencing the Attorney-in-Fact named above is currently authorized to execute this bond on behalf of the Surety must be attached to this bond.

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PRINCIPAL:

PRINCIPAL NAME

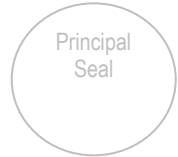
BY: _____
(Signature)

(Print or Type Name and Title)

Check applicable box below (check only one box):

Principal has a seal. **If checked, attest and impress Principal's seal:**

ATTEST:



BY: _____
(Signature)

(Print or Type Name)

Principal has **no** seal. **If checked, provide two witness signatures:**

WITNESS 1 for Principal:

BY: _____
(Signature)

(Print or Type Name)

WITNESS 2 for Principal:

BY: _____
(Signature)

(Print or Type Name)

Bidder Security/Bidder Information

The Bidder agrees to commence Work under this Contract within ten (10) calendar days after the date contained in the written Notice to Proceed, and to fully complete all Work under this Contract within the time specified in the Contract Documents.

The Bidder further agrees that, in case of failure on its part to execute the said Contract and the Public Construction Bond within ten (10) calendar days after written Notice of Award of the Contract, the Bid Bond or check accompanying this Bid, and the monies payable thereon, shall be paid into the funds of the City of St. Petersburg, Florida, as liquidated damages for such failure; otherwise, the Bid Bond or check accompanying this Proposal shall be returned to the undersigned.

Attached hereto and made payable to the City of St. Petersburg, Florida, is a:

_____ Bid Bond in the amount of 5%, or

_____ Certified Check or Cashier's Check in the amount of _____ Dollars (\$_____)

Company _____ Address _____

By _____
Print Name and Title

----- Signature _____ Phone _____

The full names, titles and residences of persons and firms interested in the foregoing Bid, as principals, are as follows:

Name Title Residence Address

Name Title Residence Address

Name Title Residence Address

Date: _____

Florida Trench Safety Act Certification and Disclosure Statement

The Bidder acknowledges the requirements of the Florida Trench Safety Act, pursuant to Florida State Statute §553.60 - 553.64, and that Occupational Safety and Health Administration's excavation safety standards 29 C.F.R. §1926.650, Subpart P, is incorporated as the state standard.

The Bidder further acknowledges:

1. The trench safety standards will be in effect during the period of construction of the project;
2. The Contractor performing the trench excavation will comply with the applicable trench safety standards;
3. The Contractor performing the trench excavation will adhere to any special shoring requirements, if any, of the state or other political subdivisions which may be applicable to the project;
4. The Contractor shall consider any geotechnical information available from the City, its own sources, or otherwise in the Contractor's design of the trench safety system which it will employ on the Project;
5. The cost of compliance with trench safety standards are identified below;
6. The method(s) of compliance must be identified by the Bidder;
7. The Bidder's cost to comply with the Trench Safety Act is included in its proposal pricing. No adjustment shall be made by the City for any differences in the number of linear feet of trench to be excavated or square feet of shoring used, except as may otherwise be provided in the Contract Documents.

<u>Trench Safety Measure (Description)</u>	<u>Unit of Measure (LF, SF)</u>	<u>Unit (QTY)</u>	<u>Unit Cost</u>	<u>Extended Cost</u>
A. _____	_____	_____	_____	_____
B. _____	_____	_____	_____	_____
C. _____	_____	_____	_____	_____
D. _____	_____	_____	_____	_____
			Total	_____

I hereby certify that I have read, understand, and will comply with the Florida Trench Safety Act. This acknowledgment is signed on the date stated below by an authorized signing officer with legal powers to commit the Contractor to a binding agreement.

 Authorized Signature

 Company Name

 Print Name and Title

 Date

**LETTER OF INTENT TO PERFORM AS A SUBCONTRACTOR/SUPPLIER
CERTIFIED BY THE CITY OF ST. PETERSBURG
AS A SMALL BUSINESS ENTERPRISE (SBE)**

(Form A MUST be completed and signed for each SBE firm. If no SBEs are being used OR if the SBE goal percentage has not been met please complete Form B)

Contract Amount:	Contract Name:
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Name of SBE Sub-contractor/Supplier:		
Address:	City, ST:	Zip:
Sub-contractor/Supplier Compliance Contact:		
Phone:	Email:	
Anticipated Work Start Date:	City of St. Petersburg SBE Certification Date:	

WORK TO BE PERFORMED BY SMALL BUSINESS ENTERPRISE		
Description of Work	Anticipated Time Frame	Dollar Amount

Total price: \$ _____

The undersigned will enter into a formal written agreement for the above described work with you as a Prime Contractor on this project, conditioned upon your execution of a contract with the City of St. Petersburg.

(Date)

(Title of Official Signing)

(Name of SBE Firm)

(Signature of Official)

ACCEPTANCE BY PRIME CONTRACTOR

(Date)

(Title of Official Signing)

(Name of Prime Contractor Firm)

(Signature of Official)

(Internal Use Only)

Date this "Letter of Intent" received and accepted by the City of St. Petersburg: _____

EXPLANATION OF CERTIFIED SBE NON-USE/GOOD FAITH EFFORTS

(Complete **Form B** if you have not used any SBEs or have not met the required SBE goal)

1. RECOMMENDED SBE OUTREACH: Prime Contractors must demonstrate a good faith effort to outreach to SBE firms in all available subcontract work categories identified for this contract. The following are outreach efforts the Prime Contractor must undertake to provide maximum opportunities to SBE firms including, but are not limited to:
 - A. Advertised in general circulation, trade association, or small business focused media concerning the subcontracting opportunities;
 - B. Provided written notice of the solicitation to relevant subcontractors listed on the certified SBE list and followed up on the initial solicitation interest in enough time to allow SBEs to participate effectively;
 - C. Effectively use the services of The Greenhouse and other available SBE offices and organizations that provide assistance in the recruitment and placement of SBEs. (*Contact The Greenhouse at 727-893-7146*).
2. If you have exhausted all efforts to secure SBE participation for this project but were unsuccessful, you **MUST** provide a detailed explanation showing good faith efforts in the space provided below. Your explanation must include all the actions taken to meet this requirement which includes providing all documents to support your claims.

Contract Amount:	Contract Name:
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Explanation of SBE non-use:

The undersigned affirms that the reasons stated above for the non-use of a Small Business Enterprise (SBE) are accurately stated.

(Date)

(Title of Official Signing)

(Name of Prime Contractor Firm)

(Signature of Official)

ANY MATERIAL MISTEPRESENTATION WILL BE GROUNDS FOR INITIATING ACTION UNDER FEDERAL OR STATE LAWS CONCERNING FALSE STATEMENTS.