

**ESCAMBIA COUNTY FLORIDA  
INVITATION TO BID  
BIDDER'S CHECKLIST  
TRAFFIC CONTROL POST MOUNTED & SPAN MOUNTED SIGNS  
SPECIFICATION NUMBER PD: 11-12.009**

**HOW TO SUBMIT YOUR BID**

PLEASE REVIEW THIS DOCUMENT CAREFULLY. OFFERS THAT ARE ACCEPTED BY THE COUNTY ARE BINDING CONTRACTS. **INCOMPLETE BIDS ARE NOT ACCEPTABLE.** ALL DOCUMENTS AND SUBMITTALS SHALL BE RECEIVED BY THE OFFICE OF PURCHASING ON OR BEFORE DATE AND HOUR FOR SPECIFIED FOR RECEIPT. LATE BIDS WILL BE RETURNED UNOPENED.

*\* Documents submitted with Bids are to be on the forms provided in the Invitation to Bid and photocopies of other required documents*

**THE FOLLOWING DOCUMENTS SHALL BE RETURNED WITH BID:**

SOLICITATION, OFFER AND AWARD FORM (IN DUPLICATE WITH ORIGINAL SIGNATURE)

BID FORMS (IN DUPLICATE WITH ORIGINAL SIGNATURE) FOR EACH OF THE FOLLOWING SCOPES OF WORK:

BID SURETY (BOND, CHECK, ETC.)

**THE FOLLOWING DOCUMENTS SHOULD BE RETURNED WITH BID:**

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(A), FLORIDA STATUTES, ON ENTITY CRIMES

DRUG-FREE WORKPLACE FORM

INFORMATION SHEET FOR TRANSACTIONS AND CONVEYANCES CORPORATE IDENTIFICATION

CERTIFICATE OF AUTHORITY TO DO BUSINESS FROM THE STATE OF FLORIDA

OCCUPATIONAL LICENSE

FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION – LICENSE(S), CERTIFICATION(S) AND/OR REGISTRATION(S)

CERTIFICATE OF COMPETENCY

**BEFORE YOU SUBMIT YOUR BID, HAVE YOU:**

PLACED YOUR BID WITH ALL REQUIRED SUBMITTAL ITEMS IN A SEALED ENVELOPE CLEARLY MARKED FOR SPECIFICATION NUMBER, PROJECT NAME, NAME OF BIDDER, AND DUE DATE AND TIME OF BID RECEIPT?

**THE FOLLOWING SUBMITTALS ARE REQUIRED UPON NOTICE OF AWARD:**

CERTIFICATE OF INSURANCE  
PAYMENT AND PERFORMANCE BONDS  
HOW TO SUBMIT A NO BID

IF YOU DO NOT WISH TO BID AT THIS TIME, PLEASE REMOVE THE BIDDER SOLICITATION, OFFER AND AWARD FORM FROM THE BID SOLICITATION PACKAGE AND ENTER NO BID IN THE "REASON FOR NO BID" BLOCK. YOUR COMPANY'S NAME, ADDRESS, SIGNATURE, AND RETURN THE BIDDER SOLICITATION, OFFER AND AWARD FORM IN A SEALED ENVELOPE. THIS WILL ENSURE YOUR COMPANY'S ACTIVE STATUS IN OUR BIDDER'S LIST.

**THIS FORM IS FOR YOUR CONVENIENCE TO ASSIST IN FILLING OUT YOUR  
BID ONLY. DO NOT RETURN WITH YOUR BID**

**ESCAMBIA COUNTY  
FLORIDA**

**INVITATION TO BIDDERS**

**TRAFFIC CONTROL POST MOUNTED & SPAN MOUNTED SIGNS**

**SPECIFICATION NUMBER PD: 11-12.009**

**BIDS WILL BE RECEIVED UNTIL: 3:00p.m, CST, Wednesday, January 25, 2012**

**Office of Purchasing, Room 11.101  
213 Palafox Place, Pensacola, FL 32502  
Matt Langley Bell III Building  
Post Office Box 1591  
Pensacola, FL 32591-1591**

**Board of County Commissioners**

**Wilson B. Robertson, Chairman  
Gene M. Valentino, Vice Chairman  
Marie Young  
Grover Robinson IV  
Kevin White**

**Procurement Assistance:  
Bob Dennis, MABA, CPPB  
Purchasing Specialist**

**Office of Purchasing Department  
2<sup>nd</sup> Floor, Matt Langley Bell, III Building  
213 Palafox Place  
Pensacola, FL 32502  
Tel: (850) 595-4985  
Fax: (850) 595-4805**

**Technical Assistance:  
Shomari Rawls, PM  
Transportation and Traffic  
Operations  
Public Works Bureau  
3363 West Park Place  
Pensacola, FL 32505  
Tel: (850) 595-3426  
Fax: (850) 595-3405**

**SPECIAL ACCOMMODATIONS:**

**Any person requiring special accommodations to attend or participate, pursuant to the Americans with Disabilities Act, should call the Office of Purchasing, (850) 595-4980 at least five (5) working days prior to the solicitation opening. If you are hearing or speech impaired, please contact the Office of Purchasing at (850) 595-4684 (TTY).**

**NOTICE**

**It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.**

**TRAFFIC CONTROL POST MOUNTED & SPAN MOUNTED SIGNS  
PD 11-12.009**

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Forms marked with a (\*\* Double Asterisk) should be returned with Offer.**

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# SIGN AND RETURN THIS FORM WITH YOUR BIDS\*\*

## SOLICITATION, OFFER AND AWARD FORM ESCAMBIA COUNTY FLORIDA

**SUBMIT OFFERS TO:**

**BOB DENNIS, MABA, CPPB**

**Purchasing Specialist**

Office of Purchasing, 2nd Floor, Room 11.101

213 Palafox Place, Pensacola, FL 32502

SIGNS

Post Office Box 1591, Pensacola, FL 32591-1591

Phone No: (850)595-4980 Fax No: (850) 595-4805

### Invitation to Bid

TRAFFIC CONTROL POST MOUNTED & SPAN MOUNTED

SPECIFICATION NO. PD 11-12.009

### SOLICITATION

MAILING DATE: Monday, January 9, 2012

OFFERS WILL BE RECEIVED UNTIL: 3:00 p.m., CST, Wednesday, January 25, 2012 and may not be withdrawn within 90 days after such date and time.

#### POSTING OF SOLICITATION TABULATIONS

Solicitation tabulations with recommended awards will be posted for review by interested parties at the County Office of Purchasing and will remain posted for a period of two (2) business days. Failure to file a protest in writing within two (2) business days after posting of the solicitation tabulation shall constitute a waiver of any protest relating to this solicitation. All protests must be filed with the Office of Purchasing. They will be handled according to the Escambia County Purchasing Ordinance.

### OFFER (SHALL BE COMPLETED BY OFFEROR)

FEDERAL EMPLOYER IDENTIFICATION NUMBER OR S.S. NUMBER: \_\_\_\_\_

TERMS OF PAYMENT: \_\_\_\_\_

DELIVERY DATE WILL BE \_\_\_\_\_ DAYS AFTER RECEIPT OF PURCHASE ORDER.

VENDOR NAME: \_\_\_\_\_

REASON FOR NO OFFER: \_\_\_\_\_

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

CITY, ST. & ZIP: \_\_\_\_\_

PHONE NO.: (\_\_\_\_) \_\_\_\_\_

BID BOND ATTACHED \$ \_\_\_\_\_

TOLL FREE NO.: (\_\_\_\_) \_\_\_\_\_

FAX NO.: (\_\_\_\_) \_\_\_\_\_

I certify that this offer is made without prior understanding, agreement, or connection, with any Corporation, firm or person submitting an offer for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this offer and certify that I am authorized to sign this offer for the offeror and that the offeror is in compliance with all requirements of the solicitation, including but not limited to certification requirements. In submitting an offer to Escambia County Florida, the offeror agrees that if the offer is accepted, the offeror will convey, sell, assign or transfer to Escambia County Florida all rights title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by Escambia County Florida. At the County's discretion such assignment shall be made and become effective at the time the County renders final payment to the offeror.

NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER

(TYPED OR PRINTED)

\*\* \_\_\_\_\_

SIGNATURE OF PERSON AUTHORIZED TO SIGN OFFER  
(MANUAL)

**\*\*Failure to execute this Form binding the bidder's offer shall result in this bid being rejected as non-responsive.**

### AWARD

Upon certification of award the contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing. The terms and conditions of this solicitation and the bid response of the awarded contractor is incorporated by reference herein and made a part of this contract.

CONTRACTOR

ESCAMBIA COUNTY FLORIDA

Name and Title of Signer (Type or Print)

Name and Title of Signer (Type or Print)

Name of Contractor

By \_\_\_\_\_  
County Administrator Date

By \_\_\_\_\_  
Signature of Person Authorized to Sign Date

WITNESS \_\_\_\_\_  
Date

ATTEST \_\_\_\_\_  
Corporate Secretary Date

WITNESS \_\_\_\_\_  
Date

[CORPORATE SEAL]

ATTEST \_\_\_\_\_  
Witness Date

Awarded Date \_\_\_\_\_

ATTEST \_\_\_\_\_  
Witness Date

Effective Date \_\_\_\_\_

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),  
FLORIDA STATUTES, ON ENTITY CRIMES**

1. This sworn statement is submitted to \_\_\_\_\_  
(print name of the public entity)
- by \_\_\_\_\_  
(print individual's name and title)
- for \_\_\_\_\_  
(print name of entity submitting sworn statement)

whose business address is

\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is:

\_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the Individual signing this sworn statement: \_\_\_\_\_)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. An entity under the control any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

- c. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
- d. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT HIS FORM IS VALID THOROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.**

\_\_\_\_\_  
(signature)

Sworn to an subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_

Personally known \_\_\_\_\_

OR produced identification \_\_\_\_\_ Notary Public - State of \_\_\_\_\_

\_\_\_\_\_ My commission expires \_\_\_\_\_

(Type of identification)

\_\_\_\_\_  
(Printed typed or stamped commissioned name of notary public)

### Drug-Free Workplace Form

The undersigned vendor, in accordance with Florida Statute 287.087 hereby certifies that \_\_\_\_\_ does:

Name of Business \_\_\_\_\_

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

**Check one:**

\_\_\_\_\_ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

\_\_\_\_\_ As the person authorized to sign this statement, this firm does not comply fully with the above requirements.

\_\_\_\_\_  
**Offeror's Signature**

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

**Information Sheet  
for Transactions and Conveyances  
Corporation Identification**

The following information will be provided to the Escambia County Legal Department for incorporation in legal documents. It is, therefore, vital all information is accurate and complete. Please be certain all spelling, capitalization, etc. is exactly as registered with the state or federal government.

Is this a Florida Corporation (Please Circle One)  
Yes or No

If not a Florida Corporation,  
In what state was it created: \_\_\_\_\_  
Name as spelled in that State: \_\_\_\_\_

What kind of corporation is it: "For Profit" or "Not for Profit"

Is it in good standing: Yes or No

Authorized to transact business  
in Florida: Yes or No

State of Florida Department of State Certificate of Authority Document No.: \_\_\_\_\_

Does it use a registered fictitious name: Yes or No

Names of Officers:  
President: \_\_\_\_\_ Secretary: \_\_\_\_\_  
Vice President: \_\_\_\_\_ Treasurer: \_\_\_\_\_  
Director: \_\_\_\_\_ Director: \_\_\_\_\_  
Other: \_\_\_\_\_ Other: \_\_\_\_\_

Name of Corporation (As used in Florida):  
\_\_\_\_\_  
(Spelled exactly as it is registered with the state or federal government)

Corporate Address:  
Post Office Box: \_\_\_\_\_  
City, State Zip: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

(Please provide post office box and street address for mail and/or express delivery; also for recorded instruments involving land)

(Please continue and complete page 2)

Corporate Identification

**Federal Identification Number:** \_\_\_\_\_  
(For all instruments to be recorded, taxpayer's identification is needed)

**Contact person for company:** \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Facsimile Number: \_\_\_\_\_

**Name of individual who will sign the instrument on behalf of the company:**

\_\_\_\_\_  
(Upon Certification of Award, Contract shall be signed by the President or Vice-President. Any other officer shall have permission to sign via a resolution approved by the Board of Directors on behalf of the company. Awarded contractor shall submit a copy of the resolution together with the executed contract to the Office of Purchasing)

(Spelled exactly as it would appear on the instrument)

**Title of the individual named above who will sign on behalf of the company:**

\_\_\_\_\_

END

---

(850) 488-9000      Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

## **ESCAMBIA COUNTY, FLORIDA GENERAL TERMS and CONDITIONS**

**The following General Terms and Conditions are incorporated by reference and have the same legal effect as if printed in its entirety.**

A full textual copy of these conditions may be obtained by visiting the Office of Purchasing Home Page (see Bid Information), by telephoning the Office of Purchasing at (850) 595-4980 or by Fax at (850)595-4805.

**NOTE:** Any and all Special Terms and Conditions and specifications referenced within the solicitation which varies from these General Terms and Conditions shall have precedence. Submission of the Bidder Solicitation, Offer and Award Form and Bid Form(s) in accordance with these General Terms and Conditions and Special Terms and Conditions constitutes an offer from the offeror. If any or all parts of the offer are accepted by Escambia County Florida, an authorized representative of the county shall affix his signature hereto, and this shall then constitute a written agreement between parties. The conditions incorporated herein become a part of the written agreement between the parties.

**Bid Information** See Home Page URL: <http://www.myescambia.com>  
Click on **ON-LINE SOLICITATIONS**

1. **Sealed Solicitations**
2. **Execution of Solicitation**
3. **No Offer**
4. **Solicitation Opening**
5. **Prices, Terms and Payment**
  - 5.01 **Taxes**
  - 5.02 **Discounts**
  - 5.03 **Mistakes**
  - 5.04 **Condition and Packaging**
  - 5.05 **Safety Standards**
  - 5.06 **Invoicing and Payment**
  - 5.07 **Annual Appropriations**
6. **Additional Terms and Conditions**
7. **Manufacturers' Name and Approved Equivalents**
8. **Interpretations/Disputes**
9. **Conflict of Interest**
  - 9.01 **County Procedure on Acceptance of Gifts**
  - 9.02 **Contractors Required to Disclose any Gift Giving**
  - 9.03 **Gratuities**
10. **Awards**
11. **Nonconformance to Contract Conditions**
12. **Inspection, Acceptance and Title**
13. **Governmental Restrictions**
14. **Legal Requirements**
15. **Patents and Royalties**
16. **Price Adjustments**
17. **Cancellation**
18. **Abnormal Quantities**
19. **Advertising**
20. **Assignment**
21. **Liability**
22. **Facilities**
23. **Distribution of Certification of Contract**

**ESCAMBIA COUNTY, FLORIDA GENERAL TERMS and CONDITIONS**  
**The following General Terms and Conditions are incorporated by reference (continued).**

24. **The Successful Bidder(s) must Provide**
25. **Addition/deletion of Items**
26. **Ordering Instructions**
27. **Public Records**
28. **Delivery**
29. **Samples**
30. **Additional Quantities**
31. **Service and Warranty**
32. **Default**
33. **Equal Employment Opportunity**
34. **Florida Preference**
35. **Contractor Personnel**
36. **Award**
37. **Uniform Commercial Code**
38. **Contractual Agreement**
39. **Payment Terms/Discounts**
40. **Improper Invoice; Resolution of Disputes**
41. **Public Entity Crimes**
42. **Suspended and Debarred Vendors**
43. **Drug-Free Workplace Form**
44. **Information Sheet for Transactions and Conveyances**
45. **Copies**
46. **License and Certifications** - For access to Certification/Registration Form for doing Business in Florida go to the Department of State, Division of Corporations, URL:<http://ccfcorp.dos.state.fl.us/corpweb/inquiry/search.html>
47. **Execution of Contract**
48. **Purchase Order**
49. **No Contingent Fees**
50. **Solicitation Expenses**
51. **On-Line Auction Services**

## SPECIAL TERMS AND CONDITIONS

The Board of County Commissioners, Escambia County, Florida, invites your company to submit a sealed offer on the item(s) as listed in this solicitation request.

All terms and conditions below are a part of this request, and no offer will be accepted unless all these conditions have been complied with. The County reserves the right to waive informalities in any offer; to reject any or all offers, in whole or in part, and/or to accept the offer(s) that in its judgment is from the lowest and most responsible and responsive offeror(s).

### Instructions to Offerors

1. **General Information**

All offers to be considered shall be in the possession of the Office of Purchasing prior to the time of the solicitation closing. Offers may be mailed to 213 Palafox Place, Room 11.101, Pensacola, Florida 32502 or delivered to the Office of Purchasing, 2nd floor, Room 11.101, Matt Langley Bell, III Bldg., 213 Palafox Place, Pensacola, Florida 32502, in a sealed envelope clearly marked:

**Specification Number PD1-12.009, "TRAFFIC CONTROL POST MOUNTED & SPAN MOUNTED SIGNS", Name of Submitting Firm, Time and Date due.**  
**Note: If you are using a courier service; Federal Express, Airborne, UPS, etc., you must mark air bill and envelope or box with Specification Number and Project Name.**

Regardless of the method of delivery, each offeror shall be responsible for his offer(s) being delivered on time as the County assumes no responsibility for same. Offers offered or received after the time set for solicitation closing will be rejected and returned unopened to the offeror(s).

The following policy will apply to all methods of source selection:

### **Conduct of Participants**

After the issuance of any solicitation, all bidders/proposers/protestors or individuals acting on their behalf are hereby prohibited from **lobbying** as defined herein or otherwise attempting to persuade or influence any elected County officials, their agents or employees or any member of the relevant selection committee at any time during the **blackout period** as defined herein; provided, however, nothing herein shall prohibit bidders/proposers/protestors or individuals acting on their behalf from communicating with the purchasing staff concerning a pending solicitation unless otherwise provided for in the solicitation or unless otherwise directed by the purchasing manager.

### **Definitions**

***Blackout period*** means the period between the time the bids/proposals for invitations for bid or the request for proposal, or qualifications, or information, or requests for letters of interest, or the invitation to negotiate, as applicable, are received at the Escambia County Office of Purchasing and the time the Board awards the contract and any resulting bid protest is resolved or the solicitation is otherwise canceled.

***Lobbying*** means the attempt to influence the thinking of elected County officials, their agents or employees or any member of the relevant Selection Committee for or against a specific cause related to a pending solicitation for goods or services, in person, by mail, by facsimile, by telephone, by electronic mail, or by any other means of communication.

## **Sanctions**

The Board may impose any one or more of the following sanctions on a nonemployee for violations of the policy set forth herein:

- (a) Rejection/disqualification of submittal
- (b) Termination of contracts; or
- (c) Suspension or debarment as provided in Sec. 46-102 of the Escambia County Code of Ordinances.

This policy is not intended to alter the procedure for Protested Solicitations and Awards as set forth in the Sec. 46-101 of the Escambia County Code of Ordinances. Contractor agrees to furnish and pay for all management, supervision, financing, labor, materials, tools, fuel, supplies, utilities, equipment and services for every kind and type necessary to diligently, timely, and fully perform and complete in a good workmanlike manner the work required by the Contract Documents.

This contract will be awarded for a period of twelve (12) months. The contract may be renewed for additional twelve (12) months periods, up to a maximum thirty-six (36) months upon mutual agreement of both parties. This contract invoices the fabrication and / or installation and removal of street name signs for capital improvement projects throughout Escambia County. Work will consist of the fabrication, installation of post mounted, span mounted, and mast mounted street name signs, traffic control signs and the removal of old reflective street name signs and concrete markers requiring the contractor to retain all signs removed except concrete markers. The Escambia County Road Department will retrieve all retained signs. Work authorized under this contract may be originated through the issuance of Work Orders relating to a Blanket Purchase Order or by individual Purchase Orders. All work Orders will require a signed agreement ("Exhibit "A" and "Exhibit "B"), returned to the County before work can begin. There is no minimum quantity of work guaranteed under this solicitation. All Work Orders will define the scope of services required at the time of issuance.

## 2. **Bid Surety**

Each offer shall be accompanied by a bid bond, cashier's check or certified check in the amount of **\$1,000.00**.

Checks or bonds are to be made payable to Escambia County, Florida. The amount of the bond or check is the amount of liquidated damages agreed upon should the offeror fail or refuses to enter into a contract with the County.

A County warrant in the amount of the bid check(s) of the successful offeror(s) will be returned immediately after the offeror and the County are mutually bound by contract as evidenced by signatures thereto by an authorized representative of both the offeror and the County, and/or the offeror accepts the purchase order by signing the solicitation, offer and award form/acceptance copy of same and returning to the County Purchasing department. Any unsuccessful offeror(s) will have the amounts of his cashier's or certified check returned via county warrant promptly after award.

All offerors agree that any interest earned on any bid surety while in possession of the County, or its agents, shall be retained by the County.

## 3. **Bonds**

### **Performance and Payment Bonds**

The County may require the successful offeror(s) to furnish separate performance and payment

**bonds**, under pledge of adequate surety and covering up to **100% of the dollar value of award** on the forms provided by the County. Bonds of the successful offeror(s) shall be reviewed by the Office of Purchasing to assure compliance, then recorded in the Office of the Clerk of the Circuit Court Recording Office, 1st Floor, 221 Palafox Place, Pensacola, Florida, by the successful offeror at his expense before the contract is executed. The cost of recording is \$10.00 for the first page and \$8.50 for each additional page.

4. **Procurement Questions**

Procurement questions may be directed to Bob Dennis, MABA, CPPB, Telephone: (850) 595-4985, Fax: (850) 595-4806. Technical questions may be directed to Shomari Rawls, PM Telephone: (850) 595-3426, Fax (850) 595-3405.

5. **Bid Forms**

This Solicitation contains a Solicitation, Offer and Award Form and Bid Form which shall be submitted in a sealed envelope, in duplicate with Original signatures in indelible ink signed in the proper spaces. Responses on vendor forms will not be accepted.

6. **Liquidated Damages**

Should the awarded vendor fail to complete the required services or make delivery of the commodities or equipment within the time(s) specified in the contract, or within such additional time(s) as may be granted by Escambia County, the County will suffer damage, the amount of which is difficult, if not impossible to ascertain therefore, the vendor shall pay to the County, as liquidated damages, the sum of \$300.00 for each calendar day of delay that actual completion extends beyond the time limit specified until such reasonable time as may be required for final completion of the work. Such sum is mutually agreed upon as a reasonable and proper amount of damages the County will sustain per diem by failure of the vendor to complete the services or make delivery within the specified time. The costs for liquidated damages shall not be construed as a penalty on the vendor.

7. **Codes and Regulations**

The awarded vendor shall strictly comply with all federal, state and local building and safety codes. This includes administration of proper work zones for equipment and personnel during installations and removal. The vendor shall ensure all County technical Specifications are met. Any question related to Codes, Regulations, and Specifications should be directed County Staff.

8. **Payment Invoices/ Notices**

Partial billing will not be accepted. Escambia County will pay 100% of the contract price after all items specified on a Work Order have been delivered and accepted. Payment for accepted Commodities or Services will be accomplished by submission of an original invoice, in duplicate to (See below). All Notices from the contractor to the County relating to this contract are to be sent to (Same):

Parts I through IV & VI  
Escambia County Public Works Department  
Attention: Shomari Rawls, PM  
Transportation and Traffic Operations  
3363 West Park Place  
Pensacola, Florida 32505  
Phone: (850) 595-3445  
Fax: (850) 595-3634

Part V  
Escambia County Transit Authority (ECAT)  
Attention: Derrick Pires  
Director of Maintenance  
1515 W Fairfield Drive  
Pensacola, Florida 32501  
Phone: (850) 595-3228 ext. 242  
Fax: (850) 595-3240

**Note:** Invoices shall include the Work Order Number, Item number listed on the Work Order, General Description, Quantity ordered, Unit Price and Extended Total for each item as well as the Grand Total for all items listed on the Work Order. Failure to comply will result in reduction of the Invoice and may result in delays in receiving payment.

9. **Assembly and/or Placement**

All items shall be completely assembled when delivered to Escambia County.

All items shall be completely assembled by the awarded vendor prior to acceptance by Escambia County. The County will provide space for onsite assembly by the awarded vendor. It will be the responsibility of the awarded vendor to supply the necessary labor and materials for the placement of all equipment as specified herein. Equipment is to be set-up, serviced, tested and demonstrated at no charge to Escambia County.

10. **Warranty**

The awarded vendor shall fully warrant all equipment furnished hereunder against defect in materials and/or workmanship for a period of two (2) years from date of acceptance by Escambia County.

Should any defect in materials or workmanship, except ordinary wear and tear, appear during the above stated warranty period, the awarded vendor shall repair or replace same at no cost to the County, immediately upon written notice from the Contract Administrator.

**Contract Information**

**NOTICE**

<p>It is the specific legislative intent of the Board of County Commissioners that NO CONTRACT under this solicitation shall be formed between Escambia County and the awardee vendor until such time as the contract is executed by the last party to the transaction.</p>
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11. **Contract Term/Renewal/Termination**

A. The contract resulting from this Solicitation shall commence effective upon execution by both parties and extend for a period of twelve (12) months. The contract may be renewed for additional twelve (12) months periods, up to a maximum thirty-six (36) months upon mutual agreement of both parties.

Renewal of the contract shall be subject to appropriation of funds by the Board of County Commissioners.

- B. The initiation County department(s) shall issue release (purchase) orders against the term contract on an "as needed" basis.
- C. The contract may be canceled by the awarded vendor, for good cause, upon ninety (90) days prior written notice.
- D. The County retains the right to terminate the contract, with or without good cause, upon thirty (30) days prior written notice.
- E. In the event of termination by either party as provided herein, the awarded vendor shall be paid for services performed through the date of termination.

12. **Interim Extension of Performance**

After all options have been exercised, and it is determined that interim performance is required to allow for the solicitation and award of a new contract, the County may unilaterally extend the contract for a maximum period of six months. Pricing, delivery and all other terms and conditions of the contract shall apply during this period.

13. **Pricing**

All items sold to the county as a result of this award are subject to post sale audit adjustment. In the event an audit indicates offeror has not honored quoted price lists and discounts, offeror will be liable for any and all overage charges.

14. **Purchasing Agreements with other Government Agencies**

The submission of any offer in response to this Solicitation constitutes an offer made under the same terms and conditions, for the same contract price, to other governmental agencies within Escambia, Santa Rosa Counties, unless otherwise stipulated by the offeror on the bid form.

Each governmental agency desiring to accept these offers, and makes an award thereof, shall do so independently of any other governmental agency. Each agency shall be responsible for its own purchases and each shall be liable only for materials ordered and received by it, and no agency assumes any liability by virtue of this solicitation.

15. **Changes - Service Contracts**

The County may at any time by issuance of an executed change order make changes within the general scope of the contract in any of the following areas:

- A. Description of services to be performed.
- B. Time of performance (i.e., hours of the day, days of the week, etc.).
- C. Place of performance of the services.

If additional work or other changes are required in the areas described above, an offer will be requested from the contractor. Upon negotiation of the offer, execution and receipt of the change order, the contractor shall commence performance of the work as specified.

The contractor shall not commence the performance of additional work or other changes not covered by this contract without an executed change order issued by the office of purchasing. If the contractor performs additional work beyond the specific requirements of this contract without an executed change order, it shall be at his own risk. The County assumes no responsibility for any additional costs for work not specifically authorized by an executed change order.

16. **Ordering**

The County may issue individual Purchase Order or releases from Blanket Purchase Order (s) in the form of Work Orders against the contract on an "As needed" basis for the commodities or services listed on the bid form. Regardless of method of order issued, the MINIMUM requirement for placing for filling an order shall include the commodities being ordered, Quantity being ordered, Unit Price of Item and Number of days to completed order.

Time is of the essence in the performance of with Work under this contract. Agreement is established by signing and accepting terms of the said Contract. The "commencement date" and completion date

will be identified on each Purchase Order or Work Order (“Exhibit “A”) Each Work Order will be submitted to the Contractor with said dates for review. The Contractor will review and sign the Work Order and return to County within **(3) three** calendar days. The signature indicates the Contractor is award of the Work Order Time. The Contractor does not have the right to refusal, but only to request a later commencement date or completion date. The County reserves the right to refuse all such requests. No work shall be performed at the project site (s) prior to the commencement date. Any work performed by the contractor prior to the commencement date shall be at the sole risk of the Contractor. The Work Order shall be completed within the time schedule established therein. Work not completed within the time will result in Liquidated Damages. If work cannot be completed with the time frame established, the Contractor may request a Time Extension, which shall be submitted in writing to the Contract Administrator, all responses from the County shall be in writing to be deemed valid.

17. **Licenses, Certifications, Registrations**

The offeror shall at any time of bid submission meet the license, certification, registration and any other requirements of the State, County, City and/or any other agency of authority with jurisdiction in such matters as necessary to perform the contractual services requested in this solicitation.

Copies of such licenses, certifications, registrations and any other requirements should be provided with the bid submission; and, the offeror shall provide follow-up evidence that as the contractor they maintain such credentials throughout the period of agreement.

18. **Award**

It is the intent of Escambia County to award all items listed under the individual Scopes of Work, ie, Traffic Signs, Bid Form to the responsive and responsible low bidder. Escambia County reserves the right to award on an “all-or none’.

19. **Termination (Public Records Request)**

If the contractor refuses to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received by the contractor in conjunction with this agreement then the county may, without prejudice to any right or remedy and after giving the contractor and his surety, if any, seven (7) days written notice, during which period contractor still fails to allow access, terminate the employment of the contractor and take possession of the site and of all materials, equipment, tools, construction equipment and machinery thereon, owned by the contractor, and may finish the project by whatever method it may deem expedient. In such case, the contractor shall not be entitled to receive any further payment until the project is finished. Reasonable terminal expenses incurred by the county may be deducted from any payments left owing the contractor (excluding monies owed the contractor for subcontract work.)

**Insurance Requirements**

20. **Standard Insurance Requirements and Certificates**

This offer contains an extensive insurance requirement. Offerors are encouraged to review these requirements with their insurance agents before submitting offers.

It is not necessary to have this level of insurance in effect at the time of submitting the offer.

A letter from the offeror’s insurance carrier will be required as evidence that the offeror will be able to obtain the levels of insurance as required by the contract and indicated on the Sample Certificate of Insurance should your firm be awarded the contract.

### **County Insurance Required**

The contractor shall procure and maintain the following described insurance, except for coverages specifically waived by the County. Such policies shall be from insurers with a minimum financial size of VII according to the latest edition of the AM Best Rating Guide. An A or better Best Rating is "preferred"; however, other ratings if "Secure Best Ratings" may be considered. Such policies shall provide coverages for any or all claims which may arise out of, or result from, the services, work and operations carried out pursuant to and under the requirements of the contract documents, whether such services, work and operations be by the contractor, its employees, or by subcontractor(s), or anyone employed by or under the supervision of any of them, or for whose acts any of them may be legally liable.

The contractor shall require, and shall be responsible for assuring throughout the time the agreement is in effect, that any and all of its subcontractors obtain and maintain until the completion of that subcontractor's work, such of the insurance coverages described herein as are required by law to be provided on behalf of their employees and others.

The required insurance shall be obtained and written for not less than the limits of liability specified hereinafter, or as required by law, whichever is greater.

These insurance requirements shall not limit the liability of the contractor.

The County does not represent these types or amounts of insurance to be sufficient or adequate to protect the contractor's interests or liabilities, but are merely minimums.

Except for workers compensation and professional liability, the contractor's insurance policies shall be endorsed to name Escambia County as an additional insured to the extent of its interests arising from this agreement, contract or lease.

The contractor waives its right of recovery against the County, to the extent permitted by its insurance policies.

The contractor's deductibles/self-insured retentions shall be disclosed to the County and may be disapproved by the County. They shall be reduced or eliminated at the option of the County. The contractor is responsible for the amount of any deductible or self-insured retention.

Insurance required of the contractor or any other insurance of the contractor shall be considered primary, and insurance of the county, if any, shall be considered excess, as may be applicable to claims obligations which arise out of this agreement, contract or lease.

### **Workers Compensation Coverage**

The contractor shall purchase and maintain workers compensation insurance for all workers compensation obligations imposed by state law and with employers liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease, or a valid certificate of exemption issued by the state of Florida, or an affidavit in accordance with the provisions of Florida Workers Compensation law.

Contractor shall also purchase any other coverages required by law for the benefit of employees.

### **General, Automobile and Excess or Umbrella Liability Coverage**

The contractor shall purchase and maintain coverage on forms no more restrictive than the latest editions of the commercial general liability and business auto policies of the insurance services office.

Minimum limits of \$1,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the workers compensation coverage section) and the total amount of coverage required.

**General Liability Coverage - Occurrence Form Required**

Coverage A shall include bodily injury and property damage liability for premises, operations, products and completed operations, independent contractors, contractual liability covering this agreement, contract or lease, broad form property damage coverages, and property damage resulting from explosion, collapse or underground (x,c,u) exposures.

Coverage B shall include personal injury.

Coverage C, medical payments, is not required.

The contractor is required to continue to purchase products and completed operations coverage, at least to satisfy this agreement, contract or lease, for a minimum of three years beyond the County' s acceptance of renovation or construction projects.

**Business Auto Liability Coverage**

Business auto liability coverage is to include bodily injury and property damage arising out of ownership, maintenance or use of any auto, including owned, non-owned and hired automobiles and employee non-ownership use.

**Excess or Umbrella Liability Coverage**

Umbrella liability insurance is preferred, but an excess liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages. Umbrella coverage shall drop down to provide coverage where the underlying limits are exhausted.

**Evidence/Certificates of Insurance**

Required insurance shall be documented in certificates of insurance. If and when required by the County, certificates of insurance shall be accompanied by documentation that is acceptable to the County establishing that the insurance agent and/or agency issuing the certificate of insurance has been duly authorized, in writing, to do so by and on behalf of each insurance company underwriting the insurance coverage(s) indicated on each certificate of insurance.

New certificates of insurance are to be provided to the County at least 30 days prior to coverage renewals. Failure of the contractor to provide the County with such renewal certificates may be considered justification for the County to terminate this agreement, contract or lease.

Certificates should contain the following additional information:

1. Indicate that Escambia County is an additional insured on the general liability policy.
2. Include a reference to the project and the Office of Purchasing number.
3. Disclose any self-insured retentions in excess of \$1,000.
4. Designate Escambia County as the certificate holder as follows:

Escambia County  
Attention: Bob Dennis, MABA, CPPB  
Purchasing Specialist  
Office of Purchasing, Room 11.101  
P.O. Box 1591  
Pensacola, FL 32597-1591  
Fax (850) 595-4806

5. Indicate that the County shall be notified at least 30 days in advance of cancellation.

Receipt of certificates or other documentation of insurance or policies or copies of policies by the county, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of the contractor's obligation to fulfill the insurance requirements herein.

If requested by the County, the contractor shall furnish complete copies of the contractor's insurance policies, forms and endorsements, and/or such additional information with respect to its insurance as may be requested.

For commercial general liability coverage the contractor shall, at the option of the County, provide an indication of the amount of claims payments or reserves chargeable to the aggregate amount of liability coverage.

21. **Indemnification**

Contractor agrees to save harmless, indemnify, and defend County and Architect/Engineer and their, agents, officers and employees from any and all claims, losses, penalties, interest, demands, judgments, and costs of suit, including attorneys' fees and paralegals' fees, for any expense, damage or liability incurred by any of them, whether for personal injury, death, property damage, direct or consequential damages, or economic loss, including environmental impairment, arising directly or indirectly on account of or in connection with the Work done by Contractor under this Agreement or by any person, firm or corporation to whom any portion of the Work is subcontracted by Contractor or resulting from the use by Contractor, or by any one for whom Contractor is legally liable, of any materials, tools, machinery or other property of County. County and Contractor agree the first \$100.00 of the Contract Amount paid by County to Contractor shall be given as separate consideration for this indemnification, and any other indemnification of County by Contractor provided for within the Contract Documents, the sufficiency of such separate consideration being acknowledged by Contractor by Contractor's acceptance and execution of the Agreement. The Contractor's obligation shall not be limited by, or in any way to, any insurance coverage or by any provision in or exclusion or omission from any policy of insurance. The Contractor agrees to pay on behalf of Escambia County, as well as provide a legal defense for the County, both of which will be done only if and when requested by the County, for all claims made. Such payment on the behalf of the County shall be in addition to any and all other legal remedies available to the County and shall not be considered to be the County's exclusive remedy.

22. **Listing of Attachments/Exhibits**

Exhibit A – Street Name Sign Work Order

Exhibit B – Traffic Control Work Order

Exhibit C - Standard Details for Installation and Location of Street Name Signs

Exhibit D – ECAT Bus Stop Sign Design (*subject to change*)

Exhibit E – Street Name Sign Daily Report Sheet

Exhibit F - 2011 Traffic Sign Retroreflective Sheeting Identification Guide

## SCOPE OF WORK

The contract is awarded as a “continuing contract” involving the fabrication and installation of standard and special traffic control signs (warning, regulatory, and guide) for capital improvement and maintenance projects. Work will consist of the fabrication and/or installation of post mounted traffic control signs, reflective object markers, delineators, and/or span and post mounted street name signs. Work under this contract will be originated through the issuance of Work Orders signed by the Director or his/her designee. The Director, or his/her designee, is authorized to issue Work Orders in any amount but not to exceed the annual budget approved by the Board of County Commissioners in the Capital Improvement Program and in the operating budget of the Office of Transportation and Traffic Operations. There is no minimum quantity of work guaranteed in each work order; however, it is anticipated that Work Orders will be issued weekly throughout the contract period.

Contractor agrees to furnish and provide all management, supervision, financing, labor, materials, tools, fuel, supplies, utilities, equipment and good workmanship to properly execute this contract in the agreed upon Escambia County Documents.

**REMOVAL OF SIGNS**

1. DEFINITIONS AND IDENTIFICATIONS

For the purposes of this Agreement and the various covenants, conditions, terms and provisions which follow, the DEFINITIONS and IDENTIFICATIONS set forth below are assumed to be true and correct and are therefore agreed upon by the parties.

1.1 ADMINISTRATOR

Whenever the term ADMINISTRATOR is used herein it is intended to mean the County Administrator of the Escambia County Government, his/her deputy, or his/her designee. The ADMINISTRATOR is the administrative head of all departments and divisions of the County Government. In the administration of this contract, as contrasted with matters of policy, all parties may rely upon instructions or determinations made by the ADMINISTRATOR or his designee.

1.2 BOARD OF COUNTY COMMISSIONERS

The Board of County Commissioners of Escambia County, Florida, which is the governing body of the Escambia County Government.

1.3 CONTRACTOR

The CONTRACTOR selected to perform the services pursuant to this Agreement.

1.4 COUNTY

Escambia County, a body corporate and political subdivision of the State of Florida.

1.5 DIRECTOR

The Director of the Public Works Bureau of Escambia County, or designee, including the Division Manager of Transportation and Traffic Operations.

1.6 CONTRACT ADMINISTRATOR

Whenever the term CONTRACT ADMINISTRATOR is used herein it is intended to mean the designee or deputy assigned by the DIRECTOR to administrate the contract for Escambia County Government.

1.7 GENERAL CONTRACT DEFINITIONS

EA = Each  
PA = Per Assembly  
SF = Square Foot  
AS = Assembly (sign and post)

“Dead End” = W14-1a (per MUTCD)  
EA – Each  
F&I = Furnish and Installation  
MUTCD = Manual of Uniform Traffic Control Devices  
“No Outlet” = W14-2a (per MUTCD)  
PR = pair  
SF = square foot  
FDOT – The Florida Department of Transportation  
DAYS – Calendar Days

2. TERM

The term of this agreement shall be for a period of up to a maximum thirty-six (36) months upon mutual agreement of both parties. The County may unilaterally extend the contract for a maximum period of six months, after all options have been exercised, and it is determined that interim performance is required to allow for the solicitation and award of a new contract.

# **INSTALL, FURNISH AND REMOVAL OF SIGNS**

## ***Technical Specifications***

### **TRAFFIC CONTROL SIGNS**

#### **PART 1 - GENERAL**

##### **1.1 RELATED DOCUMENTS**

- A. Drawings and General Provisions of the Contract, including General and Supplementary Conditions and other Specifications Sections, apply to work of this section.
- B. Unless otherwise specified on the work orders, plan sheets, or in other sections of this contract, all materials and work shall conform to the applicable requirements in the following document:
  - 1. USDOT, Federal Highway Administration, *Manual on Uniform Traffic Control Devices for Streets and Highways*, latest edition.
  - 2. USDOT, Federal Highway Administration, *Standard Alphabets for Highway Signs and Pavement Markings*, latest edition.
  - 3. Florida Department of Transportation, *Design Standards for Design, Construction, Maintenance and Utility Operations on the State Highway System*, latest edition.
  - 4. Florida Department of Transportation, *Standard Specifications for Road and Bridge Construction*, section 700, latest edition.

**GENERAL EXCEPTIONS:** Any reference to FDOT Standard Specifications for Road and Bridge Construction (latest edition) Division I General Requirements & Covenants shall be excluded and not applicable to any specification referred herein, or otherwise listed in this document.

##### **1.2 DESCRIPTION OF WORK**

The work under this section includes the fabrication and installation of standard and special traffic control signs (warning, regulatory, and guide). The Contractor shall furnish all labor, materials, tools, supplies, equipment, and machinery necessary to fully complete the work shown in the plans and in these specifications.

## **PART 2 - PRODUCTS**

### **2.1 MATERIALS**

All materials shall be new and of good quality unless otherwise specified. The Contractor, at his own expense and if requested by Contract Administrator, shall furnish samples of material and/or shall certify that the material meets all FDOT requirements. All material or work that has been rejected shall be remedied by the Contractor at his own expense and without delay. If the Contractor fails to promptly remove and/or dispose of rejected material and replace the same, the Engineer may remove and replace the same and deduct the cost of the work from the contract amount.

If the Contractor chooses to use material other than specified herein, a sample of the material with supporting manufacturer's literature and specifications must be submitted to the Contract Administrator for prior approval.

## **PART 3 - EXECUTION**

### **3.1 UTILITY SPOTS**

All street name signs shall be fabricated and installed in accordance with the plans and related documents. Contractor shall contact Sunshine State One Call of Florida at least two working days prior to digging or driving posts.

### **3.2 SIGN INSTALLATION**

- A. Signs shall be placed at the locations illustrated and/or specified in the plans or related documents. The soil around the post shall be solidly tamped so that the sign will stand vertically.
- B. If a sign cannot be placed where indicated due to a conflict, the Contractor shall immediately notify the Contract Administrator. The Contract Administrator will specify an alternate location.
- C. The date when each sign is installed shall be marked in permanent ink on the rear side of each sign.

## **PART 4 - MEASUREMENT / PAYMENT**

### **4.1 METHOD OF MEASUREMENT**

The quantity to be paid for will be plan quantity, unless otherwise provided.

### **4.2 BASIS OF PAYMENT**

Price and payment will constitute full compensation for all work specified in this

**section. Payment for all items relating to traffic control signs will be included in the lump sum Maintenance of Traffic pay item.**

## POST MOUNTED STREET NAME SIGNS

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Drawings and General Provisions of the Contract, including General and Supplementary Conditions and other Specifications Sections, apply to work of this section.
- B. Unless otherwise specified on the plan sheets or in other sections of this contract, all materials and work shall conform to the applicable requirements in the following document:
  - 1. USDOT, Federal Highway Administration *Manual on Uniform Traffic Control Devices for Streets and Highways*, latest edition.
  - 2. USDOT, Federal Highway Administration *Standard Alphabets for Highway Signs and Pavement Markings*, latest edition.
  - 3. Florida Department of Transportation, *Standard Specifications for Road and Bridge Construction, Section 700*, latest edition.
  - 4. FDOT *Design Standards for design, Construction, Maintenance, and utility operations on the State Highway System*, latest edition
  - 5. Escambia County Standard Details for Street Name Signs, latest edition.

GENERAL EXCEPTIONS: Any reference to FDOT Standard Specifications for Road and Bridge Construction (latest edition) Division I General Requirements & Covenants shall be excluded and not applicable to any specification referred herein, or otherwise listed in this document.

#### 1.2 DESCRIPTION OF WORK

The work under this section includes the fabrication and installation of post mounted street name signs as shown or noted on plans. The Contractor shall furnish all labor, materials, tools, supplies, equipment, and machinery necessary to fully complete the work shown in the work order and in these specifications.

### PART 2 - PRODUCTS

#### 2.1 MATERIALS

All materials shall be new and of good quality unless otherwise specified. The

Contractor, at his own expense, shall, if requested by Contract Administrator, furnish samples of material and/or shall certify that the material meets all FDOT requirements. All material or work that has been rejected shall be remedied by the Contractor at his own expense and without delay. If the Contractor fails to promptly remove and/or dispose of rejected material and replace the same, the Contract Administrator may remove and replace the same and deduct the cost of the work from the contract amount.

If the Contractor chooses to use material other than specified herein, a sample of the material with supporting manufacturer's literature and specifications must be submitted to the Contract Administrator for prior approval.

Sign-blades reflective sheeting and posts shall conform to the details for street name signs.

## **PART 3 - EXECUTION**

### **3.1 GENERAL**

All street name signs shall be fabricated and installed in accordance with the plans and related documents. Contractor shall contact Sunshine State One Call of Florida at least two working days prior to digging or driving posts.

### **3.2 SIGN LAYOUT AND LEGEND**

Letter shape and width of stroke shall comply with FHWA & MUTCD standards. For street name signs, lettering, border and blade dimensions shall be consistent with the County's standard detail for street name signs

### **3.3 SIGN INSTALLATION**

- A. Signs shall be placed at the typical locations shown in the plans or County Standard Details for street name signs. The soil around the post shall be solidly tamped so that the sign will stand vertically.
- B. If a sign cannot be placed where indicated due to a conflict either on the plans or within the County Standard Details for street name signs, the Contractor shall immediately notify the Contract Administrator. The Contract Administrator will specify an alternate location.
- C. The Contractor shall submit a *Street Name Sign Daily Report Sheet* (Exhibit E) of each sign installation placed for inspection by the Contract Administrator. Contractor shall repair or replace signs deemed unacceptable by the Contract Administrator at no expense to the County.

### 3.4 REMOVAL OF SIGNS AND MARKERS

- A. Existing metal street name signs and painted concrete street name markers specified for removal shall be removed from the site, delivered, and unloaded, as directed by the Contract Administrator.
- B. Holes created by the removal of the signs and markers shall be filled with clean soil, which shall be firmly hand tamped to match the level of the surrounding ground.

## PART 4 – MEASUREMENT \ PAYMENT

### 4.1 METHOD OF MEASUREMENT

The quantities to be paid for will be:

1. The number and type of street name sign assemblies plus the number and type of auxiliary signs of each designated class complete.
2. The number of existing metal street name signs and concrete markers removed, relocated, modified, and placed on specified supports, of each designated class of assembly complete.
3. The number of each existing sign panel removed, complete.

### 4.2 BASIS OF PAYMENT

Price and payment will be full compensation for furnishing and installation of all materials necessary to complete the signs as specified through the work order issued; including sign panels complete with sheeting, painting, and message; sign posts and supports, footings, excavation, etc.; and all other work specified in this section, including all incidentals necessary for the complete item.

## **SPAN MOUNTED STREET NAME SIGNS**

### **PART 1 – GENERAL**

#### **1.1 RELATED DOCUMENTS**

- A. Drawings and General Provisions of the Contract, including General and Supplementary Conditions and other Specifications Sections, apply to work of this section.
- B. Unless otherwise specified on the plan sheets or in other sections of this contract, all materials and work shall conform to the applicable requirements in the following document.
  - 1. USDOT, Federal Highway Administration *Manual on Uniform Traffic Control Devices for Streets and Highways*, latest edition.
  - 2. USDOT, Federal Highway Administration *Standard Alphabets for Highway Signs and Pavement Markings*, latest edition.
  - 3. Florida Department of Transportation, *Standard Specifications for Road and Bridge Construction*, Section 700, latest edition.
  - 4. FDOT *Design Standards for Design, Construction, Maintenance, and Utility Operations on the State Highway System*, latest edition.

**GENERAL EXCEPTIONS:** Any reference to FDOT Standard Specifications for Road and Bridge Construction (latest edition) Division I General Requirements & Covenants shall be excluded and not applicable to any specification referred herein, or otherwise listed in this document.

#### **1.2 DESCRIPTION OF WORK**

The work under this section includes the fabrication of span mounted signs. The Contractor shall furnish all labor, materials, tools, supplies, equipment, and machinery necessary to fully complete the work shown in the work order and in these specifications.

### **PART 2 – PRODUCTS**

#### **2.1 MATERIALS**

All materials shall be new and of good quality unless otherwise specified. The Contractor, at his own expense and if requested by Contract Administrator, shall furnish samples of material and/or shall certify that the material meets all FDOT requirements except as defined herein. All material or work that has been rejected shall be remedied by the Contractor at his own expense and without delay. If the Contractor fails to promptly remove and/or dispose of rejected material, the Contract Administrator may remove and replace the same and deduct the cost of the work from the contract amount.

If the Contractor chooses to use material other than specified herein, a sample of the material with supporting manufacturer's literature and specifications must be submitted to the Contract Administrator for prior approval.

## 2.2 SIGN BLADES

1. 0.125 gauge, 5052-H38 domestic aluminum alloy, 18" in height by various lengths.
2. 0.50' radius rounded corners free of sharp edges.
3. Color and corrosion resistance per Alodine 1200 F treatment or approved equivalent.

## 2.3 SIGN FACING

The sign facing and legend may be fabricated by any of the following methods and materials:

- A. Green 3M ink silk-screened onto white Diamond grade material.
- B. Scotchlite electronic cuttable film (green) over white Diamond grade material.

## PART 3 – EXECUTION

### 3.1 GENERAL

All street name signs shall be fabricated in accordance with the plans and related documents.

### 3.2 SIGN LAYOUT & LEGEND

Letter shape and width of stroke shall comply with FHWA & MUTCD standards except as modified below for street names:

#### A. SIGN LAYOUT

1. Left and right margins shall be at least 2 inches.
2. Border width shall be 1" with 2" radius at all corners.
3. Arrows shall be 4" in height and 8" in length and placed 2" above the lower border.
4. Prefixes and suffixes shall be placed 3" below the upper border.
5. Sign lengths shall be in 6" increments as determined by the legend. Minimum length shall be 48 inches.

## B. LETTERS

1. Letters shall be FHWA Series "C", upper and lower case. However, Clearview font should be available upon request.
2. Street Names: Initial letters shall be 12" upper case and subsequent letters shall be 9" lower case. Names shall be centered between the upper and lower borders.
3. Prefixes and suffixes: Initial letters shall be 4" upper case and subsequent letters shall be 3" lower case.
4. Suffixes "nd","rd", "st", and "th" associated with numbered street names shall be 4" in height and positioned in the upper portion of the primary street name field.

## 3.3 SIGN INSTALLATION

- A. Signs shall be placed at the typical locations shown in the plans.
- B. If a sign cannot be placed where indicated on the plans due to a conflict, the Contractor shall immediately notify the Contract Administrator. The Contract Administrator will specify an alternate location.

## 3.4 REMOVAL OF SIGNS

Existing metal street name signs specified for removal shall be removed from the site, delivered, and unloaded, as directed by the Engineer.

## PART 4 – MEASUREMENT \ PAYMENT

### 4.1 METHOD OF MEASUREMENT

The quantities to be paid for will be measured in accordance with the different work tasks required in the Section. The Contract unit price for each different work task as specified in the Contract Documents will include all labor, materials and equipment.

### 4.2 BASIS OF PAYMENT

Price and payment will be full compensation for furnishing and installation of all materials necessary to complete the signs as specified through the work order issued; including sign panels complete with sheeting, painting, and message; and all other work specified in this section, including all incidentals necessary for the complete item.

**BID FORM**  
**Specification Number PD 11-12.019**  
**Traffic Control Post Mounted & Span Mounted Signs**

Board of County Commissioners  
 Escambia County, Florida  
 Pensacola, Florida 32502

Date: \_\_\_\_\_

In accordance with your "Invitation for Bids" and "Instructions to Bidders" for Traffic Control Post Mounted & Span Mounted Signs Term Contract as described and listed in this Invitation for Bids, and subject to all conditions thereof, I, undersigned hereby propose to provide at the following prices:

**PART I: FURNISH AND INSTALL SIGN ASSEMBLIES**

Description of Work Order Item	Unit	72 hours	10 days	30 days
<b>Two-Color Sign Assembly</b>				
Type III-A (High Intensity Grade) reflective sheeting	SF	_____	_____	_____
Type XI (Diamond Grade) reflective sheeting	SF	_____	_____	_____
<b>Three-Color Sign Assembly</b>				
Type III-A (High Intensity Grade) reflective sheeting	SF	_____	_____	_____
Type XI (Diamond Grade) reflective sheeting	SF	_____	_____	_____
<b>Four-Color Sign Assembly</b>				
Type III-A (High Intensity Grade) reflective sheeting	SF	_____	_____	_____
Type XI (Diamond Grade) reflective sheeting	SF	_____	_____	_____
<b>Delineators/Object Markers</b>				
Type III-A (High Intensity Grade) 6" x 12" delineators, post type, 7' U-Channel (2#/ft)	EA	_____	_____	_____
Type III-A (High Intensity Grade) 18" x 18" 9-button object markers and end of road Markers	EA	_____	_____	_____
Type III-A (High Intensity Grade) 6" x 12" delineators, post type, 7' U-Channel (2#/ft)	EA	_____	_____	_____
Type III-A (High Intensity Grade) 18" x 18" 9-button object markers and end of road Markers, without post	EA	_____	_____	_____
Impact recovery flexible delineators 36"	EA	_____	_____	_____
Impact recovery flexible delineators 48"	EA	_____	_____	_____
Impact recovery flexible delineators 60"	EA	_____	_____	_____
Safe-Hit flexible delineator - 48"	EA	_____	_____	_____

**Miscellaneous**

**PART I: FURNISH AND INSTALL SIGN ASSEMBLIES (continued)**

Substitute galvanized, in lieu of painted,

U-Channel post. 3" x 15' round aluminum post with 8" Zee bar and bracket 12" below grade (includes all sign brackets and hardware)	EA	_____	_____	_____
	EA	_____	_____	_____
7 ft., galvanized, U-Channel post (2#/ft)	EA	_____	_____	_____
11 ft., galvanized, U-Channel post (3#/ft)	EA	_____	_____	_____
14 ft., galvanized, U-Channel Post (3#/ft)	EA	_____	_____	_____
12 ft., galvanized, U-Channel Post (3#/ft)	EA	_____	_____	_____
Lap splice assembly (3#/ft)	EA	_____	_____	_____
Brackets to mount signs to concrete (F&I)	EA	_____	_____	_____
Reflective paint on concrete curb (face & top)	EA	_____	_____	_____
Reflective pavement marker (RPM)(F&I)	EA	_____	_____	_____
<b>Sub-Total</b>		_____	_____	_____

**PART II: FURNISH AND INSTALL SIGN ON EXISTING POST**

Description of Work Order Item	Unit	72 hours	10 days
<b>Two-Color Sign Assembly</b>			
Type III-A (High Intensity Grade) reflective sheeting	SF	_____	_____
Type XI (Diamond Grade) reflective sheeting	SF	_____	_____
<b>Three-Color Sign Assembly</b>			
Type III-A (High Intensity Grade) reflective sheeting	SF	_____	_____
Type XI (Diamond Grade) reflective sheeting	SF	_____	_____
<b>Four-Color Sign Assembly</b>			
Type III-A (High Intensity Grade) reflective sheeting	SF	_____	_____
Type XI (Diamond Grade) reflective sheeting	SF	_____	_____
<b>Sub-Total</b>		_____	_____

**PART III: FURNISH ONLY**

Description of Work Order Item	Unit	72 hours	10 days	30 days
<b>Two-Color Sign Assembly</b>				
Type III-A (High Intensity Grade) reflective sheeting	SF	_____	_____	_____
Type XI (Diamond Grade) reflective sheeting (0.080 Gauge)	SF	_____	_____	_____
Type XI (Diamond Grade) reflective sheeting (0.125 Gauge)	SF	_____	_____	_____

**PART III: FURNISH ONLY (Continued)**

<b>Three-Color Sign Assembly</b>				
Type III-A (High Intensity Grade) reflective sheeting	SF	_____	_____	_____
Type XI (Diamond Grade) reflective sheeting	SF	_____	_____	_____

**Four-Color Sign Assembly**

Type III-A (High Intensity Grade) reflective sheeting

Type XI (Diamond Grade) reflective sheeting

SF	_____	_____	_____
SF	_____	_____	_____

**Miscellaneous**

Type "B" Flashing Beacon (Selling Price)

EA	_____	_____	_____
	_____	_____	_____

**Sub-Total**

**PART IV: REMOVE/RELOCATE TRAFFIC CONTROL SIGNS**

**Description of Work Order Item**

<b>Unit</b>	<b>72 hours</b>	<b>10 days</b>	<b>30 days</b>
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**Remove/Locate Signs**

Remove sign assembly

PA	_____	_____	_____
----	-------	-------	-------

Remove sign only

EA	_____	_____	_____
----	-------	-------	-------

Relocate sign assembly

PA	_____	_____	_____
----	-------	-------	-------

**Miscellaneous**

Reflective paint on concrete curb (face and top)

SF	_____	_____	_____
----	-------	-------	-------

Reflective pavement marker (RPM)

EA	_____	_____	_____
----	-------	-------	-------

*\*Excludes Weekends and Holidays*

**Sub-Total**

**PART V: ECAT SIGNS**

**Description of Work Order Item**

Type I ( or better) Multi-color reflective sheeting

Bus Stop Sign 12" x 18"

EA	_____	_____	_____
----	-------	-------	-------

Post Green U-Channel 12FT #2

EA	_____	_____	_____
----	-------	-------	-------

Post Galvanized U-Channel 12FT #2

EA	_____	_____	_____
----	-------	-------	-------

Post Round Aluminum 3" x 13'6" (DOT SPEC.)

EA	_____	_____	_____
----	-------	-------	-------

Install sign assembly w/U-channel post 12' #2

Install sign assembly w/round aluminum 3"x13'6" (DOT SPEC.)

EA	_____	_____	_____
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**Sub-Total**

**PART VI: FURNISH & INSTALL STREET NAME SIGNS**

Description of Work Order Item	Unit	10 days	30days	60,90,120 days
Street Name Sign assembly, (2) 9" blades (F&I)	AS	_____	_____	_____
Street Name Sign assembly, (2) 12" blades (F&I)	AS	_____	_____	_____
Street Name Sign assembly, (4) 9" blades (F&I)	AS	_____	_____	_____
Street Name Sign assembly, (4) 12" blades (F&I)	AS	_____	_____	_____
"Dead End" blade w/arrow, with sign assembly (F&I)	AS	_____	_____	_____
"No Outlet" blade w/arrow, with sign assembly (F&I)	AS	_____	_____	_____
Remove & Dispose old street name sign w/post concrete marker	EA	N/A	_____	_____
Spelling correction decal, 9" (Furnish)	EA	_____	_____	_____
Spelling correction decal, 9" (F&I)	EA	_____	_____	_____
Spelling correction decal, 12" (Furnish)	EA	_____	_____	_____
Spelling correction decal, 12" (F&I)	EA	_____	_____	_____
Block Number correction decal, 9" (F&I)	EA	_____	_____	_____
Block Number correction decal, 9" (F&I)	EA	_____	_____	_____
Block Number correction decal, 12" (Furnish)	EA	_____	_____	_____

**PART VI: FURNISH & INSTALL STREET NAME SIGNS (Continued)**

Item#	Description of Work Order Item	Unit	10 days	30days	60,90,120 days
	Block Number correction decal, 12" (F&I)	EA	_____	_____	_____
	Street Name Sign assembly, (1) 9" blades (F&I)	AS	_____	_____	_____
	Street Name Sign assembly, (1) 12" blades (F&I)	AS	_____	_____	_____

Street Name Sign, (1) 9"

blades on existing post (F&I)	EA	_____	_____	_____
"Dead End" w/arrow. w/(2) 9" blades (F&I)	PR	_____	_____	_____
"No Outlet" w/arrow, w/(2) 9" blades (F&I)	PR	_____	_____	_____
"Dead End" w/arrow, w(2) 12" blades (F&I)	PR	_____	_____	_____
"No Outlet" w/arrow, w(2) 12" blades (F&I)	PR	_____	_____	_____
Overhead 18" Street Name Sign (Include Z-bar)	SF	N/A	_____	_____
Overhead 18" Street Name Sign (FO)	SF	_____	_____	_____
Relocation of Existing Street Name Sign assembly	EA	_____	_____	_____
Sub- Total		_____	_____	_____

Grand Total (Parts I-VI) \$ \_\_\_\_\_

**CONTRACTOR REQUIREMENTS**

Acknowledgment is hereby made of receipt of the following addenda issued during the bidding period:

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_ Addendum No. \_\_\_\_\_ Date \_\_\_\_\_  
 Addendum No. \_\_\_\_\_ Date \_\_\_\_\_ Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

**(PLEASE TYPE INFORMATION BELOW)**

**SEAL IF BID IS BY CORPORATION**

State of Florida Department of State Certificate of Authority Bidder: \_\_\_\_\_  
 Document Number \_\_\_\_\_

Occupational License No. \_\_\_\_\_ By: \_\_\_\_\_

Florida DBPR Contractor's License, Certification and/or Registration No. \_\_\_\_\_ Signature: \_\_\_\_\_

Type of Contractor's License, Certifications and/or Registration \_\_\_\_\_ Title: \_\_\_\_\_  
 Address: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Person to contact concerning this bid:

Terms of Payment  
 (Check one) Net 30 Days \_\_\_ 2% 10<sup>th</sup> Prox \_\_\_

Phone/Toll Free/Fax# \_\_\_\_\_

E-Mail Address: \_\_\_\_\_  
 Home Page Address: \_\_\_\_\_