



**PASCO COUNTY BOARD OF COUNTY COMMISSIONERS
PURCHASING DEPARTMENT**

**8919 GOVERNMENT DRIVE
NEW PORT RICHEY, FLORIDA 34654**

TELEPHONE: (727) 847-8194

FACSIMILE: (727) 847-8065

pascocountyfl.net

INVITATION FOR BIDS

BID NO. 07-106F

SEPTIC PUMPING, GREASE TRAP, AND LIFT STATION MAINTENANCE, ANNUAL AWARD

SUMMARY OF WORK

The intent of this solicitation is to establish an annual award for pumping and cleaning of septic tanks, grease traps, and lift stations at various locations throughout Pasco County.

The Pasco County Purchasing Department will receive sealed bids until 2:00 p.m., local time (our clock), on May 17, 2007, in the Pasco County Purchasing Department, 8919 Government Drive, New Port Richey, Florida. Bids received after this time will not be accepted. Bids will be publicly opened and read at the above-stated time and date. All interested parties are invited to attend. Bidders shall submit two (2) copies of submitted bids (one [1] original and one [1] copy).

Insurance coverage is required for this project; please refer to the Special Provisions.

Please immediately advise of address changes or if you wish to have your firm removed from the vendor list. Vendors receiving this notice must submit either a bid/proposal or "NO BID" to remain on our vendor list for the specified commodity or service. A "NO BID" is provided on Page 2 for your convenience.

This cover is only intended to inform vendors of a pending Invitation for Bid or Request for Proposal. For complete details, please refer to the complete bid/proposal package.

Bid documents may be downloaded by visiting www.pascocountyfl.net or by requesting copies from the Purchasing Department at no cost. The County is not responsible for expenses incurred prior to award by the Board of County Commissioners.

Frank C. Aleskwiz
Buyer



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NEW PORT RICHEY, FLORIDA 34654**

STATEMENT OF NO BID

We, the undersigned, have declined to submit a bid response to Invitation for Bid No. 07-106F for the following reason(s):

Please check all that apply.

1. ☐ Opening date does not allow sufficient time to complete bid response.
2. ☐ We do not offer the commodities or services requested.
3. ☐ Our schedule would not permit us to perform.
4. ☐ We are unable to meet the issued specification.
5. ☐ Specifications are restrictive (please explain below).
6. ☐ We are unable to meet the surety requirements.
7. ☐ Other: _____

Explanations: _____

We understand that if a "NO BID" is not returned, our firm will be removed from the bidders' list for the subject commodity.

Name: _____

Signature: _____

Company: _____

Address: _____

City/State/Zip: _____

Telephone: _____

Facsimile: _____

Fed. ID No.: _____

IMPORTANT!—PLEASE READ CAREFULLY BEFORE MAKING BID

GENERAL PROVISIONS

These general terms and conditions of the bid quotation and acceptance apply in like force to this inquiry and to any subsequent contract resulting therefrom.

ACKNOWLEDGMENT OF AMENDMENTS

Bidders shall acknowledge receipt of any amendment to the solicitation by identifying the amendment number in the space provided for this purpose on the bid form, by letter, or by returning a copy of the issued amendment with the submitted bid. The acknowledgment must be received by Pasco County by the time and at the place specified for the receipt of bids. Failure to acknowledge an issued amendment may result in bid rejection and disqualification.

ADDITIONAL INFORMATION

Questions concerning the contract or technical portions of the bid document must be submitted in writing to Scott P. Stromer, Purchasing Director, Pasco County Purchasing Department; 8919 Government Drive; New Port Richey, Florida 34654; fax machine number (727) 847-8065. Bidders are cautioned that any statements made by individuals, or employees of Pasco County, that materially change any portion of the bid document shall not be relied upon unless subsequently ratified by a formal written amendment to the bid document. No contractual or technical questions will be accepted after ten (10) days prior to the date set for bid opening.

ALTERNATIVE BIDS

The bidder **WILL NOT** be allowed to offer more than one (1) price (for the goods or services specified). If the said bidder should submit more than one (1) price on any item (or service), ALL prices will be rejected for that item. The bidders offering service delivery methods other than those permitted by the scope of work or specifications may submit a separate envelope clearly marked "Alternative Bid." Alternative bids will be deemed nonresponsive and will not be considered for award. All such responses will, however, be examined prior to award. Such examination may result in cancellation of all bids received to permit rewriting the scope of work or specifications to include the alternative method, or the alternative method may be considered for future requirements of Pasco County.

ANTITRUST

By entering into a contract, the contractor conveys, sells, assigns, and transfers to Pasco County all rights, titles, and interest it may now have or hereafter acquire under the antitrust laws of the United States and the State of Florida that relate to the particular goods or services purchased or acquired by Pasco County under the said contract.

APPLICABLE LAW

The contract shall be governed in all respects by the laws of the State of Florida, and any litigation with respect thereto shall be brought in the courts of Pasco County, Florida. The contractor shall comply with all applicable Federal, State, and local laws and regulations. Lack of knowledge by the bidder will in no way be a cause for relief from responsibility.

ASSIGNMENT

The contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award or any or all of its rights, title, or interest therein, or delegate the duties hereunder without the prior written consent of Pasco County.

AWARD

Consideration for award will be by proximity to specifications given, costs, and time of delivery. All purchases, leases, or contracts that are based on competitive bids will be awarded to the lowest, responsive, and responsible bidder. Complete and accurate responses to all items are necessary for the complete and fair evaluation of bids. Bid award, in addition to the above stated, will be based on compliance with the specified requirements as well as the "total-cost" or "life-cycle costing" concept, including the following: a) Cost: A cost analysis will be conducted and will include all identifiable costs associated with acquisition, installation, maintenance, and operation of the bidder's offered equipment. The analysis will be based upon the bidder's proposal data and other costs which, in the judgment of the evaluators, will be incurred by the County resulting from acceptance of the bidder's proposal; b) Equipment: Evaluation of equipment will be based on compliance with the specifications, expected life of equipment, output, maintenance, consumption, disposal value, warranty, complexity of operation, required training, and other factors that may contribute to the overall cost of the specified item; c) Bidder's Reputation and Experience: Evaluation of the bidder's reputation, past performance, and experience shall be based on the nature and extent of company data furnished, references and financial responsibility of the bidder. Pasco County reserves the right to award by item, group of items, or lowest total, whichever is deemed to be in the County's best interest.

BIDDER CERTIFICATION

The bidder agrees that submission of a signed bid form is certification that the bidder will accept an award made to it as a result of the submission.

BIDDERS' LIST

Failure to submit a bid for the item(s) specified will result in removal from the bidders' list for such (an) item(s). If a bid is not submitted, a "NO BID" response must be submitted to remain on the Pasco County's bidders' list for such items. A form for submitting a "NO BID" is provided on Page 2 for your convenience.

BID CLARIFICATIONS

If any party contemplating the submission of a bid on this invitation is in doubt as to the true meaning of any part of the plans, specifications, or other documents, he should submit a written request for an interpretation thereof to the Purchasing Director. The bidder's concerns, regarding clarification of specifications and/or discrepancies and/or omissions and/or changes to the attached specifications shall be made in writing and received by the County no later than ten (10) calendar days prior to the bid opening date. The letter from the bidder shall state clearly, and in detail, the basis for such concern(s) or request(s). The letter shall be addressed to the Purchasing Director, and marked "PREBID QUESTION" on the face of the envelope. The Purchasing Director will respond in writing. An interpretation of the bid invitation document will be made only by addendum duly issued to each party receiving a bid invitation. All such addenda shall become part of the contract documents. Pasco County shall not be responsible for explanations or interpretations of bid invitation documents except as issued in accordance herewith. No oral interpretations will be made as to the meaning of specifications or any other contract documents. Failure to comply with this provision will result in the bidder waiving his/her right to dispute the bid specification.

BIDDER INVESTIGATIONS

Before submitting a bid, each bidder shall make all investigations and examinations necessary to ascertain all site conditions and requirements affecting the full performance of the contract and to verify any representations made by Pasco County upon which the bidder will rely. If the bidder receives an award as a result of its bid submission, failure to have made such investigations and examinations will in no way relieve the bidder from its obligation to comply in every detail with all provisions and requirements of the contract documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

BID FORM SUBMISSION

Bids shall be submitted on the attached forms. Bids concerning separate bid invitations must not be combined on the same form or placed in the same envelope. Bids submitted in violation of this provision shall not be considered. All bids must be signed, in ink, in order to be considered. Erasures are not acceptable on bids; if necessary to make a change, strike out or draw a line through incorrect item and type the correction above, and initial the correction in ink. If the bidder is a firm or corporation, the bidder must show the title of the individual executing the bid, and if the individual is not an officer of the firm or corporation, the bidder must submit proof that the individual has the authority to obligate the firm or corporation. BIDS MAY NOT BE ALTERED OR AMENDED AFTER THE BID CLOSING.

BID ENVELOPES

Envelopes containing bids must be sealed and marked in the lower left-hand corner with the invitation number, commodity, and date and hour of opening of bids. Failure to do so may cause bid not to be considered. Express Company, or Express Mail envelopes containing a sealed bid shall also be sealed and marked in the lower left-hand corner with the invitation number, commodity, and date and hour of opening of bids.

BID RECEIPT AND OPENING

Pasco County will receive sealed bid proposals until date and time indicated on bid cover. Bids must be delivered, by hand or mail, to the Pasco County Purchasing Department, located at 8919 Government Drive, New Port Richey, Florida, where they will be opened at the stated time. Bids must be time stamped in the Purchasing Department before or on the hour and date indicated on the cover sheet (Invitation for Bid) for the bid opening. Bids received after the date and time of the bid opening will be received, date stamped, and returned to the bidder unopened. It is the responsibility of the bidder to ensure that bids arrive at the designated opening place on time. Late or nondelivery due to mail or express delivery company failure will not be considered adequate reason for consideration of late bids. FACSIMILE (FAXED) BIDS WILL NOT BE ACCEPTED, AND SHALL NOT BE CONSIDERED FOR EVALUATION OR AWARD. Notes may be taken at the public reading of the bid(s) at the specified time and date of the opening or a personal inspection may be made of the bid(s) after award has been made and documents are placed in central and public files.

BID ACCEPTANCE PERIOD

Any bid submitted as a result of the solicitation shall be binding on the bidder for a minimum of ninety (90) calendar days following the bid opening date. Any bid for which the bidder specifies a shorter acceptance period may be rejected.

CANCELLATION

Pasco County reserves the right to cancel a resulting contract, without cause, by giving thirty (30) days' prior written notice to the contractor of the intention to cancel, or with cause if at any

time the contractor fails to fulfill or abide by any of the terms or conditions specified. Failure of the contractor to comply with any of the provisions of a resulting contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the sole discretion of Pasco County. In addition to all other legal remedies available to the County, Pasco County reserves the right to cancel and obtain from another source any services which have not been provided within the required period of time, or if no such time is stated, within a reasonable period of time from the date of order or request, as determined by the County.

CERTIFICATES AND LICENSES

The contractor shall provide copies of all valid licenses and certificates required for performance of the work specified herein, with the submitted bid. Current notarized copies of licenses and certificates shall be provided to Pasco County within twenty-four (24) hours upon demand at any time during the contract term.

CHANGE IN SCOPE OF WORK

Pasco County may order changes in the work consisting of additions, deletions, or other revisions within the general scope of the contract. No claims may be made by the contractor that the scope of the project or of the contractor's services has been changed, requiring changes to the amount of compensation to the contractor or other adjustments to the contract, unless such changes or adjustments have been made by written amendment to the contract or Purchase Order signed by Purchasing Director. If the contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to the contractor, the contractor must immediately notify Pasco County in writing of this belief. If Pasco County believes that the particular work is within the scope of the contract as written, the contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the scope.

CONFLICT OF INTEREST

The contractor, by submission of its proposal, certifies that to the best of his/her knowledge or belief, no elected/appointed official or employee of the County is financially interested, directly or indirectly, in the offer of goods or services specified in this invitation.

CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

The bidder certifies that the prices submitted in response to the solicitation have been arrived at independently and without—for the purpose of restricting competition—any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate the prices bid.

COLLUSION AMONG BIDDERS

Each bidder, by submitting a bid, certifies that it is not a party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any or all bids shall be rejected if there is any reason for believing that collusion exists among the bidders. Pasco County may or may not, at its discretion, accept future bids for the same work from participants in such collusion. More than one (1) bid from an individual, firm, partnership, cooperation, or association under the same or different names may be rejected. Reasonable grounds for believing that a bidder has interest in more than one (1) bid for the work being bid may result in rejection of all bids in which the bidder is believed to have interest. Nothing in this clause shall preclude a firm acting as a subcontractor to be included as a subcontractor for two (2) or more primary contractors submitting a bid for the work.

DEBARMENT

By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Florida and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any subdivision or agency of the State of Florida.

ETHICS IN PUBLIC PROCUREMENT

The contract shall incorporate by reference, but shall not be limited to, the provisions of law contained in Chapter 112, Florida Statutes. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity; may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids on leases or real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. The bidder certifies that its bid was made without collusion or fraud; that it has not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer, or subcontractor in connection with this bid; and that it has not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services, or anything of value.

EXCEPTIONS

Bidders taking exception to any part or section of the solicitation shall indicate such exceptions on the bid form or appendix. Failure to indicate any exception will be interpreted as the bidder's intent to comply fully with the requirements as written. Conditional or qualified bids, unless specifically allowed, shall be subject to rejection in whole or in part.

EXPENSES INCURRED IN PREPARING BID

Pasco County accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

FORCE MAJEURE

The contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the contractor, unless otherwise specified in the contract.

FAILURE TO DELIVER

In the event of failure of the contractor to deliver the goods and services in accordance with the contract terms and conditions, Pasco County may procure the goods and services from other sources and hold the contractor responsible for any resulting additional costs. A failure to deliver will result in immediate termination of a resulting contract, and immediate disqualification and debarment from submitting bids to Pasco County for a maximum of three (3) years. These remedies shall be in addition to any other remedies that Pasco County may have available.

FAILURE TO ENFORCE

Failure by Pasco County at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of Pasco County to enforce any provision at any time in accordance with its terms.

FAIR LABOR STANDARDS

By submission of a bid, the bidder certifies that the contractor(s) and/or subcontractor(s) providing product(s) or service(s) shall, in the execution or performance of such a contract, maintain fair labor standards as defined in applicable State and Federal Regulations.

INDEPENDENT CONTRACTOR

The contractor shall be legally considered an independent contractor and neither the contractor nor its employees shall, under any circumstances, be considered servants or agents of Pasco County; and Pasco County shall be at no time legally responsible for any negligence or other wrongdoing by the contractor, its servants or agents. Pasco County shall not withhold from the contractor any Federal or State unemployment taxes, Federal or State income taxes, Social Security tax, or any other amounts for benefits to the contractor. Further, Pasco County shall not provide to the contractor any insurance coverage or other benefits, including workers' compensation, normally provided by Pasco County for its employees.

INFORMALITIES AND IRREGULARITIES

Pasco County has the right to waive minor defects or variations of a bid from the exact requirements of the specifications that do not affect the price, quality, quantity, delivery, or performance time of the services being procured. If insufficient information is submitted by a bidder with the bid for Pasco County to properly evaluate the bid, Pasco County has the right to require such additional information as it may deem necessary after the time set for receipt of bids, provided that the information requested does not change the price, quality, quantity, delivery, or performance time of the services being procured. The Board reserves the right to reject any or all bids in whole or in part; to award by any item, group(s) of items, total bid, or accept the bid that is most advantageous and in the best interest of Pasco County.

INDEMNIFICATION

In consideration of the sum of Fifteen and 00/100 Dollars (\$15.00), the receipt and sufficiency of which is acknowledged by contractor to be included and paid for in the contract price, the contractor shall indemnify, defend, and hold harmless the County and its agents and employees from and against all liabilities, claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from the performance of the work, provided that any such liability, claim, damage, loss, or expense: a) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself), including the loss of use resulting therefrom; and b) is caused in whole or in part by any negligent act or omission of the contractor, and subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in whole or in part by the County.

In any and all claims against the County or any of its agents or employees, by any employee of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation under the previous paragraph shall not be limited in any way as to the amount or type of damages, compensation or benefits payable by or for the contractor or any subcontractor under Workers' Compensation Acts, disability benefit acts, or other employee benefit acts.

IDENTICAL BIDS

Identical bids or bids which otherwise appear suspicious will be reported to the County Attorney for investigation.

LIMITATION OF COST

The contractor agrees to perform the work specified and complete all obligations under the contract within the stated amounts.

NONAPPROPRIATION

All funds for payment by Pasco County under this contract are subject to the availability of an annual appropriation for this purpose by Pasco County. In the event of nonappropriation of funds by Pasco County for the services provided under the contract, Pasco County will terminate the contract, without termination charge or other liability, on the last day of the then-current fiscal year or when the appropriation made for the then-current year for the services covered by this contract is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this contract, cancellation shall be accepted by the contractor on thirty (30) days' prior written notice, but failure to give such notice shall be of no effect and Pasco County shall not be obligated under this contract beyond the date of termination.

NONCONFORMING TERMS AND CONDITIONS

A bid response that includes terms and conditions that do not conform to the terms and conditions in the bid document is subject to rejection as nonresponsive. Pasco County reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid response prior to a determination by Pasco County of nonresponsiveness based on the submission of nonconforming terms and conditions.

NONDISCRIMINATION

By submission of bid, the bidder certifies that the contractor(s) and/or subcontractor(s) providing product(s) or service(s) shall not discriminate against any employee or applicant for employment, to be employed in the performance of such contract, with respect to his/her hire, tenure, terms, conditions, or privileges of employment, because of his/her race, color, religion, sex, disability, or national origin, as outlined in applicable State and Federal Regulations.

ORAL STATEMENTS

No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this contract. All modifications to the contract or purchase order must be made in writing by Pasco County.

PROCUREMENT REGULATIONS

A copy of the Pasco County Procurement Ordinance is available for review at the County Purchasing Department, 8919 Government Drive, New Port Richey, Florida.

PUBLIC INFORMATION

Upon public opening of all bids or proposals presented to Pasco County as a result of this solicitation, any and all information contained therein is considered public and may be reviewed by any persons interested in doing so.

PURCHASE ORDER REQUIREMENT

Purchases of Pasco County are authorized only if a signed purchase order issued in advance of the transaction, showing that the ordering agency has sufficient funds available to pay for the service. Contractors providing services without a signed purchase order do so at their own risk. Pasco County will not be liable for payment for any services provided under the contract unless a valid purchase order has been issued to the contractor.

PAYMENT TERMS AND DISCOUNTS

Unless otherwise indicated in the bid documents, payment terms will be net forty-five (45) days. Terms not consistent with this provision are not acceptable and may be cause for rejection. Pasco County will pay the contractor within forty-five (45) days after the receipt of a correct invoice for reasonable work allocable to the contract or after the date of acceptance of work that meets contract requirements, whichever event occurs later. Payment(s) are considered effective on the date payment is mailed.

Discounts for prompt payment requiring payment by Pasco County within a stipulated number of days will be interpreted as applying within the stipulated number of calendar days after the date of receipt by Pasco County of a correct invoice describing reasonable work allocable to the contract or after the date of acceptance of work that meets contract requirements, whichever event occurs later. Discounts for payment in less than forty-five (45) days will not be considered during evaluation for award, but may be taken if applicable after award.

PAYMENT PROCEDURES

The Board has adopted Resolution No. 95-70, incorporating its Invoice Payment Procedures Policy in order to help ensure that vendors providing goods and/or services to the Board receive payment in a timely manner and in accordance with Chapter 218, Part VII, Florida Statutes (the Florida Prompt Payment Act). A copy of Resolution No. 95-70 (which includes the policy) is available for viewing during normal business hours at the Office of the Pasco County Clerk of the Circuit Court; 38053 Live Oak Avenue; Department of Secretarial Services, Room 205; Dade City, Florida 33525. Copies of the Resolution may be obtained at a cost of \$1.20 (one dollar and twenty cents). Please make your check payable to Jed Pittman, Clerk of the Circuit Court, and forward payment to the Department of Secretarial Services at the address noted above. For further information, please call (352) 521-4347.

Several payment options are available to successful vendor, upon receipt of a correct invoice:

1. Check may be mailed to the remit address on the invoice. The check is sent to the Post Office the day after Board approval.
2. Check may be picked up in Dade City. The vendor must pick up the check the day after Board approval. The successful bidder or contractor must call (352) 521-4599 for detailed instructions.
3. Payment may be wire-transferred to the vendor's bank account. The vendor must call (352) 521-4599 for detailed instructions.

QUALIFICATIONS OF BIDDERS

The bidder may be required before the award of any contract to show to the complete satisfaction of Pasco County that it has the necessary facilities, ability, and financial resources to provide the service specified therein in a satisfactory manner. The bidder may also be required to give a past history and references in order to satisfy Pasco County in regard to the bidder's qualifications. Pasco County may make reasonable investigations deemed necessary and proper to determine the ability of the bidder to perform the work, and the bidder shall furnish to Pasco County all information for this purpose that may be requested. Pasco County reserves the right to reject any bid if the evidence submitted by, or investigation of, the bidder fails to satisfy Pasco County that the bidder is properly qualified to carry out the obligations of the contract and to complete the work described therein. Evaluation of the bidder's qualifications shall include:

1. The ability, capacity, skill, and financial resources to perform the work or provide the service required.
2. The ability of the bidder to perform the work or provide the service promptly or within the time specified, without delay or interference.
3. The character, integrity, reputation, judgment, experience, and efficiency of the bidder.
4. The quality of performance of previous contracts or services.

RIGHT TO AUDIT

The contractor shall maintain such financial records and other records as they relate to the purchase of goods and/or services by Pasco County from the subject vendor. The contractor shall retain these records for a period of three (3) years after final payment, or until they are audited by Pasco County, whichever event occurs first. These records shall be made available during the term of the contract and the subsequent three (3) year period for examination, transcription, and audit by Pasco County, its designees, or other authorized bodies.

TAXES

All bids shall be submitted exclusive of direct Federal, State, and local taxes; however, if the bidder believes certain taxes are properly payable, he/she may list such taxes separately in each case directly below the respective item bid price. Prices quoted must be in units specified, and shall not include the cost of any such taxes, including those on any material, supplies, or equipment used or installed in the work. Pasco County does not pay Federal Excise and Sales Taxes on direct purchases of tangible personal property. See Exemption Number on face of the resulting Purchase Order. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for improvement of County-owned real property. Please refer to Chapter 192, Florida Statutes.

TRAFFIC CONTROL

The contractor shall conduct its operations in a manner that will not interrupt pedestrian or vehicle traffic except as approved by Pasco County. The work area shall be confined to the smallest area possible to allow maximum use of the street or sidewalk and to reduce any hazard to traffic or pedestrians to a minimum. At all times, the contractor shall use workers and traffic control signs and devices necessary to comply with all applicable Federal, State, and local laws, rules, and regulations. In addition to signs and devices, when the street is obstructed to any extent by contract operations, special workers equipped with flags shall be designated by the contractor to direct vehicle and pedestrian traffic. The workers so designated shall not be assigned to any other duties while engaged in directing traffic. All personnel, signs, barricades, and any other items or devices necessary for the maintenance of traffic and safety shall be provided by the contractor. No separate payment shall be made by Pasco County for this work. All cost of this work are included by the contractor as part of the contract price. The plan for traffic control shall be as directed by Pasco County. A Right-of-Way Use Permit shall be obtained from the County prior to the commencement of any work in such a right-of-way.

UNSATISFACTORY WORK

If, at any time during the contract term, the service performed or work done by the contractor is considered by Pasco County to create a condition that threatens the health, safety, or welfare of the community, the contractor shall, on being notified by Pasco County, immediately correct such deficient service or work. In the event the contractor fails, after notice, to correct the deficient service or work immediately, Pasco County shall have the right to order the correction of the deficiency by separate contract or with its own resources at the expense of the contractor. Notwithstanding the above, Pasco County reserves the right to cancel a resulting contract,

without cause, by giving thirty (30) days' prior written notice to the contractor of the intention to cancel.

END OF GENERAL PROVISIONS

SPECIAL PROVISIONS

In addition to the General Provisions of this solicitation, these Special Provisions, along with the specifications that follow, apply in like force to this solicitation and to any subsequent contract resulting therefrom.

CONTRACT TERM

The contract period will begin on October 1, 2007, and continue through September 30, 2009, under the same prices, terms, and conditions as in the original contract approved by the Board of County Commissioners (Board), unless canceled in writing by Pasco County. All contracts are subject to the appropriation of funds by the Board.

INSURANCE REQUIREMENTS

Prior to the time contractor is entitled to commence any part of the project, work, or services under this contract, contractor shall procure, pay for, and maintain at least the following insurance coverages and limits. The said insurance shall be evidenced by delivery to the County of 1) certificates of insurance executed by the insurers listing coverages and limits, expiration dates and terms of policies and all endorsements whether or not required by the County, and listing all carriers issuing the said policies; and 2) upon request, a certified copy of each policy, including all endorsements. The insurance requirements shall remain in effect throughout the term of this contract.

1. Workers' Compensation in at least the limits as required by law; Employers' Liability Insurance of not less than \$100,000.00 for each accident.
2. Comprehensive General Liability Insurance including, but not limited to, Independent, Contractor, Contractual, Premises/Operations, Products/Completed Operation and Personal Injury covering the liability assumed under indemnification provisions of this contract, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$2,000,000.00, each occurrence; and property damage of not less than \$1,000,000.00, each occurrence. (Combined single limits of not less than \$2,000,000.00, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence" basis, and the policy shall include Broad Form Property Damage coverage and Fire Legal Liability of not less than \$50,000.00 per occurrence, unless otherwise stated by exception herein.
3. Comprehensive Automobile and Truck liability covering owned, hired, and nonowned vehicles with combined single limits of not less than \$1,000,000.00, each occurrence. Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards.

Each insurance policy shall include the following conditions by endorsement to the policy:

1. Each policy shall require that thirty (30) days prior to expiration, cancellation, nonrenewal, or any material change in coverages or limits, a notice thereof shall be given to County by certified mail to: Pasco County Purchasing Department, 8919 Government Drive, New Port Richey, Florida 34654. Contractor shall also notify County, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, nonrenewal, or material change in coverage received by the

said contractor from its insurer; and nothing contained herein shall absolve contractor of this requirement to provide notice.

2. Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles that all are at the sole responsibility and risk of contractor.
3. The term "County" or "Pasco County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments, and Offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pasco County.
4. Pasco County Board of County Commissioners shall be endorsed to the required policy or policies as an additional named insured.
5. The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County to any such future coverage, or to County's self-insured retentions of whatever nature.

County hereby waives subrogation rights for loss or damage against the County.

REQUIREMENTS CONTRACT

During the period of the contract, the contractor shall provide all the services described in the contract. The contractor understands and agrees this is a requirements contract and Pasco County shall have no obligation to the contractor if no services are required. Any quantities that are included in the scope of work reflect the current expectations of Pasco County for the period of the contract. The amount is only an estimate and the contractor understands and agrees Pasco County is under no obligation to the contractor to buy any amount of the services as a result of having provided this estimate or of having any typical or measurable requirement in the past. The contractor further understands and agrees Pasco County may require services in an amount less than or in excess of the estimated annual contract amount and the quantity actually used, whether in excess of the estimate or less than the estimate, shall not give rise to any claim for compensation other than the total of the unit prices in the contract for the quantity actually used.

END OF SPECIAL PROVISIONS

SEPTIC TANK, GREASE TRAP, AND LIFT STATION PUMPING AND MAINTENANCE SPECIFICATIONS

1.0 SCOPE

It is the intent of these specifications to obtain the services of a licensed contractor to pump and clean septic tanks, grease traps, and lift stations at various locations throughout Pasco County. The work includes, but is not limited to, all labor, materials, equipment, tools, transportation, supervision, licensing, and permits, and other items needed to provide the services specified herein.

2.0 MINIMUM REQUIREMENTS

2.1 General Requirements:

2.1.1. The contractor shall submit a separate invoice for each site, detailing the date(s), location, and type of service(s) performed, along with the authorized purchase order number.

2.1.2. The contractor shall be responsible for the repair, replacement, cleanup, or reimbursement to Pasco County for any personal or real property, facilities, vehicles, or persons injured or damaged by contractor or contractor's agents or employees. The contractor shall be notified in writing of the specific nature of the damage and cost of repair or replacement. Pasco County may elect to have the damage repaired or replacement made by a third party and deduct the cost from the contractor's regular invoice, invoice the contractor for the cost, or direct the contractor to make the repairs at its expense. However, nothing contained herein shall be construed to limit the remedies available to Pasco County by law.

2.2 Equipment:

2.2.1. Trucks shall be capable of loading with their pumps and, if required, snaking out the waste line to ensure the system is operating properly.

2.2.2. The contractor shall be responsible for hauling and properly disposing off site all wastes removed from septic tanks, grease traps, strainer baskets, filters, and drains in accordance with all local, County, State, and Federal regulations.

2.3 Execution:

2.3.1. **Grease trap cleaning** includes the tank being completely pumped out and thoroughly cleaned upon request by a Pasco County Facilities Management Department representative. Cleaning of grease traps shall include scraping grease from all sides, surfaces, and removing all congealed grease deposits from the traps. Grease trap cleaning shall be scheduled a minimum of three (3) days in advance with a twenty-four (24) hour advance confirmation telephone call to the Area Maintenance Supervisor (AMS) of the Pasco County Facilities

Management Department at (727) 834-3292, 7220 Osteen Road, New Port Richey, Florida 34653.

- 2.3.2. **Septic tanks** shall be pumped upon request by a Pasco County Facilities Management Department representative, which may include service on holidays or weekends. Tanks shall be cleared of solids and liquids. All filters shall be cleaned and inspected. The contents shall be transported to a Pasco County wastewater treatment site (see below).
- 2.3.3. **Lift stations** shall be pumped upon request by a Pasco County Facilities Management Department representative, which may include service on holidays or weekends. Wetwell tanks shall be pumped of liquids; solids and grease shall be removed and cleaned from all surfaces. Filters and floats shall be cleaned and inspected.
- 2.3.4. **Septic tank inspections** shall be conducted upon request of the AMS. Inspections shall include checking for proper flow and operation and reporting the depth of accumulated sludge and grease, as well as the percentage of suspended particles.
- 2.3.5. A maximum of three (3) service call attempts shall be made to the contractor for any services under this contract. If, after the third call, the contractor cannot be reached or does not report to the designated site within eight (8) hours, a Failure to Deliver shall have occurred, per the General Provisions of this solicitation.

3.0 PASCO COUNTY WASTEWATER TREATMENT SITES

- 3.1 Deer Park Subregional Wastewater Treatment Plant; 5000 Little Road, New Port Richey.
- 3.2 Southeast Pasco Subregional Wastewater Treatment Plant, 6039 Handcart Road, Zephyrhills.
- 3.3 Wesley Center Subregional Wastewater Treatment Plant, 7501 Boyette Road, Wesley Chapel.
- 3.4 Hudson Subregional Wastewater Treatment Plant, 10475 Denton Avenue, Hudson.

4.0 LOCATIONS INCLUDED

Sites may be added or deleted at the unit price bid for that size of tank by the issuance of a change order to the purchase order.

LOC. #	BUILDING NAME	STREET ADDRESS	CITY
FACILITIES SITES:			
SEPTIC TANKS:			
16	County East Storage-DC	38301 McDonald Street	Dade City
24	Elections Warehouse-DC	38245 McDonald Street	Dade City
27	Stallings Community Center	15029 14th Street	Dade City
36	Clerk's Record Center	38319 McDonald Street	Dade City

LOC. #	BUILDING NAME	STREET ADDRESS	CITY
FACILITIES SITES:			
SEPTIC TANKS:			
58	Lessee, Cooperative Extension	36702 Hwy. 52	Dade City
63	Trilby Civic Center	20647 Mickens Drive	Trilby
90	ESD, Fire Station #32	38222 Centennial Road	Dade City
103	ESD, Fire Station #16	38222 Centennial Road	Dade City
105	ESD, Fire Station #18, Crystal Springs	34335 Chancey Road	Zephyrhills
199	Road & Bridge C-Barn	30908 Warder Road	Dade City
201	Fleet (C-Barn)	30906 Warder Road	Dade City
298	Animal Services, Old Kennel (5 Tanks)	19640 Lake Patience Road	Land O'Lakes
299	Animal Services, New Kennel (4 Tanks)	19640 Lake Patience Road	Land O'Lakes
301	Animal Services, Administration	19640 Lake Patience Road	Land O'Lakes
303	ESD, Fire Station #23	21300 S.R. 54	Land O'Lakes
305	ESD, Fire Station #13	27329 Dayflower Blvd.	Zephyrhills
306	ESD, Fire Station #15	2036 Chesapeake Drive	Odessa
410	Library, South Holiday	4649 Mile Stretch Rd.	Holiday
549	Facilities Management Office-NPR	7220 Osteen Road	New Port Richey
602	ESD, Fire Station #20	15900 Little Ranch Road	Brooksville
603	Amador J. Gonzolo Training Center	15910 Little Ranch Rd.	Brooksville
614	ESD, Fire Station #17	2951 Seven Springs Blvd.	New Port Richey
701	ESD, Fire Station #10	7912 Rhodes Avenue	Hudson
703	Trailer, Health Department, Hudson	11611 Denton Ave.	Hudson
	ESD, Fire Station #36	Under Construction	Blanton
	ESD, Fire Station #38, Curley Road	Under Construction	Watergrass

LOC. #	BUILDING NAME	STREET ADDRESS	CITY
FACILITIES SITES:			
GREASE TRAPS:			
353	PCSO, Detention Center	20101 Central Blvd.	Land O' Lakes
502	West Pasco Judicial Center Expansion	7530 Little Road	New Port Richey
524	PCSO, Admin & Jail	8700 Citizen Drive	New Port Richey
	ESD, Fire Station #36	Under Construction	Blanton
	ESD, Fire Station #38, Curley Road	Under Construction	Watergrass
027	Stallings Community Center	15029 14 th Street	Dade City
352	Senior Center, Nutrition, Health-LOL	6801 Wisteria Road	Land O' Lakes

LOC. #	BUILDING NAME	STREET ADDRESS	CITY
FACILITIES SITES:			
LIFT STATIONS:			
298	Animal Services Old Kennel	19640 Lake Patience Road	Land O'Lakes
303	ESD, Fire Station #23	21300 S.R. 54	Land O'Lakes
304	ESD, Fire Station #22	9930 Land O'Lakes Blvd.	Land O'Lakes
317	PCSO Maintenance Garage	19415 Central Blvd.	Land O'Lakes
352	Senior Center, Nutrition, Health-LOL	6801 Wisteria Road	Land O'Lakes
353	PCSO, Detention Center	20101 Central Blvd.	Land O'Lakes
354	Land O'Lakes Library	2818 Collier Pkwy.	Land O'Lakes
356	David "Hap" Clark Jr. Bldg	4111 Land O' Lakes Blvd.	Land O'Lakes
361	Public Health Unit (New)-LOL	4135 Land O'Lakes Blvd.	Land O'Lakes
371	ESD, Fire Station #28	21709 Hale Road	Land O'Lakes
401	ESD, Fire Station #12	4602 Mile Stretch Dr.	Holiday
528	Trailer L, PCSO LOL @ FS #23	21300 SR 54	Land O'Lakes
530	Purchasing, Central Stores	8919 Government Drive	New Port Richey
549	Facilities Management Office-NPR	7220 Osteen Road	New Port Richey
555	West Pasco Government Center	8721 Citizen Drive	New Port Richey
558	ESD, Fire Station #21	10417 Frierson Lake Drive	Hudson

LOC#	P&R#	BUILDING NAME	STREET ADDRESS	CITY
PARKS AND RECREATION DEPARTMENT SITES:				
SEPTIC TANKS:				
15	135	Withlacoochee Park	12449 Withlacoochee Blvd.	Dade City
18	115	Burks Park	13220 Gene Nelson Blvd.	Dade City
21	115	Burks Park	13220 Gene Nelson Blvd.	Dade City
47	118	Darby Park	2550 Bellamy Brothers Blvd.	Darby
63	131	Trilby Civic Center	37045 Polite Avenue	Trilby
75	143	Stanley Park	38724 Mudcat Grant Blvd.	Lacoochee
203	141	San Antonio Rec. Center	12750 Oak Street	San Antonio
302	123	Land O'Lakes Civic Center	5401 Land O'Lakes Blvd.	Land O'Lakes
307	123	Land O'Lakes Civic Center	5401 Land O'Lakes Blvd.	Land O'Lakes
308	130	Shady Hills Civic Center	15840 Green Glen Lane	Shady Hills
359	140	Odessa Park	1627 Chesapeake Drive	Odessa
403	112	Anclote River Park	1119 Baillies Bluff Road	Holiday
407	144	Anclote Gulf Park	2305 Baillies Bluff Road	Holiday
503	127	Oakridge Park	2141 Seven Springs Blvd.	Seven Springs
562	121	Grove Park	4145 Fairford Drive	Elfers
570	134	Crews Lake Park	15739 Crews Lake Circle	Shady Hills
571	136	Starkey Park	10500 Wilderness Park Rd.	New Port Richey
610	126	Moon Lake Park	8985 Lake Drive	New Port Richey

LOC#	P&R#	BUILDING NAME	STREET ADDRESS	CITY
PARKS AND RECREATION DEPARTMENT SITES:				
SEPTIC TANKS:				
756	125	Mitchell Park	4825 Little Road	New Port Richey
758	119	Engle Park	11611 Denton Avenue	Hudson
762	138	Veterans Memorial Park	1433 Hicks Road	Hudson
	306	East Lake II	3700 Parkway Blvd.	Land O'Lakes
	302	Lake Padgett	1000 Lake Padgett Drive	Land O'Lakes

END OF SPECIFICATIONS

BID FORM

SEPTIC PUMPING, GREASE TRAP, AND LIFT STATION MAINTENANCE

Business Name: _____

TYPE	TANK SIZE (IN GALLONS)	BID UNIT	PRICE
Septic Tank	300	Per Pump Out	\$
Septic Tank	500	Per Pump Out	\$
Septic Tank	750	Per Pump Out	\$
Septic Tank	800	Per Pump Out	\$
Septic Tank	900	Per Pump Out	\$
Septic Tank	1,050	Per Pump Out	\$
Septic Tank	1,200	Per Pump Out	\$
Septic Tank	1,350	Per Pump Out	\$
Septic Tank	1,500	Per Pump Out	\$
Septic Tank	3,000	Per Pump Out	\$
Septic Tank	3,700	Per Pump Out	\$
Septic Tank Inspection	N/A	Each, as Requested	\$
Grease Trap	50	Per Clean Out	\$
Grease Trap	200	Per Clean Out	\$
Grease Trap	1,200	Per Clean Out	\$
Grease Trap	12,000	Per Clean Out	\$
Lift Stations	N/A	Per Pump Truck Hour	\$
Lift Stations	N/A	Per Labor Hour	\$
TOTAL			\$

"We offer to sell/provide Pasco County, Florida, the above item(s) and/or service(s) at the price(s) stated, in accordance with the terms and conditions contained herein. In addition, the item(s) and/or service(s) offered above meet all specifications contained herein or attached, unless otherwise stipulated by exception. This offer to sell/provide is firm for ninety (90) days."

(Signature of Bidder—Ink)

(Printed Name and Title)

(Business Name)

Receipt of Addendum No. _____ through No. _____ is acknowledged.

Business Name: _____

Doing Business as (if Applicable): _____

Division of (if Applicable): _____ Fed ID No.: _____

Business Organization:

☐ Corporation:

☐ Partnership: ☐ General ☐ Limited

☐ Limited Liability Company (LLC):

State Registered In: _____ Year: _____

☐ Sole Proprietorship: Owner: _____

☐ Other: _____

Telephone: _____

Facsimile: _____

Address: _____

Date: _____, _____