

**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](http://pascocountyfl.net)**

**INVITATION FOR BIDS  
BID NO. 07-199  
INSTALLATION OF POTABLE AND  
RECLAIMED WATER METERS  
(LABOR ONLY)**

**SUMMARY OF WORK**

The intent of this project is to remove the water system's old meters and replace them with the AMR system meters in various locations throughout Pasco County.

The Pasco County Purchasing Department will receive sealed bids until 3:30 p.m., local time (our clock), on **SEPTEMBER 21, 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 one (1) original bid form.

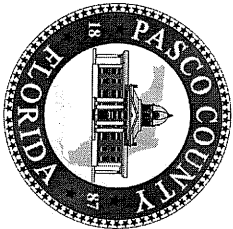
Insurance coverage is required for this project; please refer to the Special Provisions.

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](http://www.PascoCountyFL.net). Pasco County is not responsible for expenses incurred prior to award by the Board of County Commissioners (BCC).

Thomas Supeau  
Contracts//Specifications Coordinator



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

**STATEMENT OF NO BID**

We, the undersigned, have declined to submit a bid response to Invitation for Bid No.07-199 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; facsimile (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: 1) 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 Pasco County resulting from acceptance of the bidder's proposal; 2) 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; and 3) 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 Pasco County's best interest.

#### 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.

#### 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 specification shall be made in writing and received by Pasco 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 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.



#### 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.

#### 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 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 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 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. 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 WITHDRAWAL

Bids may not be changed after the bid closing time.

To withdraw a bid that includes a clerical error after bid opening, the bidder must give notice in writing to Pasco County of claim or right to withdraw a bid. Within two (2) business days after the bid opening, the bidder requesting withdrawal must provide to Pasco County all original work papers, documents, and other materials used in the preparation of the bid. A bidder may also withdraw a bid prior to the time set for the opening of bids by simply making a request in writing to Pasco County; no explanation is required. No bidder who is permitted to withdraw a bid shall, for compensation, supply any material or labor to or perform any subcontract or other work for the person to whom the contract is awarded or otherwise benefit from the contract. No partial withdrawals of a bid are permitted after the time and date set for the bid opening; only complete withdrawals are permitted. The decision to allow or disallow bid withdrawal remains solely with Pasco County.

#### 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 Pasco 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 Pasco County.

#### 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.

#### 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.

#### 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.

#### 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 Pasco County is financially interested, directly or indirectly, in the offer of goods or services specified in this invitation.

#### 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.

#### ERRORS IN EXTENSIONS

If the unit price and the extension price are at variance, the unit price shall prevail.

#### 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.

#### 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.

#### 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.

#### IDENTICAL BIDS

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

#### INDEMNIFICATION

In consideration of the sum of Fifteen and 00/100 Dollars (\$15.00), the receipt and sufficiency of which is acknowledged by the contractor to be included and paid for in the contract price, the contractor shall indemnify, defend, and hold harmless Pasco 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: 1) 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 2) 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, except for those caused by the negligent act or omission of Pasco County.

In any and all claims against Pasco 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.

#### 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 BCC 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.

#### 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.

## PATENTS AND ROYALTIES

The contractor covenants to save, defend, keep harmless, and indemnify Pasco County and all of its officers, departments, agencies, agents, and employees from and against all claims, loss, damage, injury, fines, penalties, and cost—including court costs and attorney's fees, charges, liability, and exposure, however caused—for or on account of any copyright or patented or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by Pasco County. If the contractor uses any design, device, or materials covered by patent or copyright, it is mutually agreed and understood without exception that the contract price includes all royalties or costs arising from the use of such design, device, or materials in any way in the work.

## PAYMENT PROCEDURES

The BCC 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 BCC 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 One and 20/100 Dollars (\$1.20). 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 BCC approval.
2. Check may be picked up in Dade City. The vendor must pick up the check the day after BCC 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.

## 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 for construction services will be in accordance with Chapter 218, Part VII, Florida Statutes (The Florida Prompt Payment Act).

## PROCUREMENT REGULATIONS

A copy of the Pasco County Procurement Ordinance is available for review at Pasco 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.

## 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.

## RECOVERY OF MONEY

Whenever, under the contract, any sum of money shall be recoverable from or payable by the contractor to Pasco County, the same amount may be deducted from any sum due the contractor under the contract or under any other contract between the contractor and Pasco County. The rights of Pasco County are in addition and without prejudice to any other right Pasco County may have to claim the amount of any loss or damage suffered by Pasco County on account of the acts or omissions of the contractor.

## 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.

#### TABULATIONS

Solicitation results, plan holder lists, and related information may be retrieved from our website: [www.PascoCountyFL.net](http://www.PascoCountyFL.net). Click on "Bids," click on "closed solicitations," and look for the solicitation number in the appropriate year. Solicitation results will normally be available online within three (3) working days after opening. Lengthy tabulations may not be available online, but may be viewed in the Purchasing Department. Plan holder lists will normally be available two (2) weeks prior to opening. Plan holder lists will be posted once, based on the information at the time, and will not be updated. Tabulations will not be given over the telephone or via fax.

#### 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.

#### 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 for this work is two (2) calendar years from the date the contract is executed plus up to two, one year contract renewals with the same terms and conditions, allowing for price escalation or de-escalation in accordance with the Federal Consumer Price Index (base index will be the CPI at the time the original contract is awarded), if agreeable to both parties and if funds are available. The first CPI adjustment will occur one (1) year after the contract is executed and will be based on the CPI reported as of the date closest following the anniversary date of the base index. All contracts are subject to the appropriation of funds by the BCC.

### INSURANCE REQUIREMENTS

The insurance required must be written by an insurer authorized to do business in the State of Florida and also have an "A" policyholder's rating and a financial rating of at least Class VIII in accordance with the most current *Best's Key Rating Guide*. Prior to the time the contractor is entitled to commence any part of the project, work, or services under this contract, the contractor shall procure, pay for, and maintain at least the following insurance coverages and limits. The said insurance shall be evidenced by delivery to Pasco 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 Pasco 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 One Hundred Thousand and 00/100 Dollars (\$100,000.00) for each accident. The contractor agrees to waive its right of subrogation as part of this coverage.
2. One Million and 00/100 Dollars (\$1,000,000.00) 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 Five Hundred Thousand and 00/100 Dollars (\$500,000.00), each occurrence; and property damage of not less than Five Hundred Thousand and 00/100 Dollars (\$500,000.00), each occurrence. (Combined single limits of not less than Five Hundred Thousand and 00/100 Dollars [\$500,000.00], 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 Fifty Thousand and 00/100 Dollars (\$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 Five Hundred Thousand and 00/100 Dollars (\$500,000.00), 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 Pasco County by certified mail to: Pasco County Purchasing Department, 8919 Government Drive, New Port Richey, Florida 34654. The contractor shall also notify Pasco 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 the contractor of this requirement to provide notice.
  2. Companies issuing the insurance policy, or policies, shall have no recourse against Pasco County for payment of premiums or assessments for any deductibles that all are at the sole responsibility and risk of the 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 BCC 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 Pasco County to any such future coverage, or to Pasco County's self-insured retentions of whatever nature.
- Pasco County hereby waives subrogation rights for loss or damage against Pasco 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**

## **General Requirements**

### **1. . SCOPE OF SERVICES**

1.1. Pasco County Utilities Service Branch provides service to over 95,000 customers throughout the County. The first objective of this work is to transition from manual meter reading and data entry systems to an automated meter reading (AMR) system that will utilize proven technology to interrogate water meters and then electronically transfer these readings and other information into Pasco County's utility billing system incorporating "mobile" and "fixed" radio read technology.

The secondary objective of this work is to remove the water system's old water meters and replace them with new meters to maintain accuracy in meter reading operations.

The project will be implemented over several years depending on funding, staff support and other issues. The first two years of the program is anticipated to upgrade approximately 20,000 water meters. Initially, work will be focused on the installation of new meters for the County's reuse customers.

A map book of the Pasco County Master Reuse System is provided to give general location of the reuse system. The potable water system is somewhat more geographically widespread.

### **2. ABILITY TO PERFORM SERVICES**

2.1. All Bidders will be required, before the award of any contract, to show to the complete satisfaction of the Owner that the Bidder has the necessary facilities, equipment, ability and financial resources to perform the services in a satisfactory and timely manner. The Bidder must also demonstrate to the Owner's complete satisfaction that he has a past history and acceptable references, which will establish its qualifications for performing required services.

### **3. WORKMANSHIP AND CONDUCT**

3.1. Good workmanship in performing all tasks involved in the program is of the ultimate importance to the Owner and it is required that all contractor personnel conduct themselves in a professional manner at all times when on the job. The contractor is required to remove any employee who violates this requirement in the opinion of the Owner, from this project immediately with no retribution or penalty to the County.

### **4. QUALITY ASSURANCE**

4.1. Work will be done in accordance with AMR system and meter manufacturer's instructions and will be inspected as necessary by the Owner, or their authorized agent. If found faulty, as determined by Owner or its agent, the contractor shall initiate and complete corrections within one working day of notification at the sole expense of the contractor. Failure to accomplish this will constitute grounds for contract default.

### **5. WORK AUTHORIZATION**

5.1. The contractor will begin receiving work authorizations after its receipt of the "Notice to Proceed". Work Authorization will cover meter installations grouped in as close proximity as practical to accomplish and will provide a time frame to do the work and a date that the work is to be completed by. The contractors representative will sign and return to the

Owner within two (2) working days of receipt of the authorization or as agreed upon by both parties.

## 6. WORK PROCEDURES

6.1. The work under this project involves temporary interruption of water service to the customers of Pasco County. Proper notification of these customers is required as part of this work. County is responsible for initial notification by way of billing notice. Contractor will be responsible for hanging notification tags at each residence a minimum of 24 hours prior to meter change-out (if for work immediately following a holiday or weekend, notice shall be taken as the day preceding the holiday or weekend). If, upon arrival to perform change-out, water use is indicated (e.g., meter motion, etc.), contractor shall communicate directly with customer to determine nature of use. If an interruptible use is indicated, contractor and customer shall agree upon a time for the change-out. If the customer is unable to agree to a time, County Customer Service department shall be contacted. The Contractor shall also, upon completion of work, be responsible for hanging another notification tag a maximum of 24 hours following completion of work. County shall provide all tags.

6.2. The Contractor shall at all times take care to protect the property and landscaping around the areas where the installations are occurring. Excavated materials shall be placed on tarps, or in containers, as to not damage any lawn areas adjacent to work areas.

6.3. Contractor shall be responsible for all equipment received from the Owner including, but not limited to, meters, boxes, installation hardware, etc., from initial receipt to installation or return to County. The check-out and check-in procedure shall be as follows:

- a. Receive authorization and data forms
- b. Check out meters (and required materials) from the Owner's warehouse. Contractor to coordinate pick-up times with Owner's normal working day. Any overtime expenses incurred as a result of pick-up outside of Owner's normal working hours shall be the responsibility of the contractor.
- c. Warehouse personnel will perform a periodic audit of the meter inventory. Contractor is responsible for missing and non-accounted for meters and boxes.

6.4. Generally the daily work procedure will be accomplished as follows, but may be revised by the Owner as necessary due to changed conditions and to improve efficiency in completing the work.

- a. Arrive at work site and perform installation or replacement as required:
  - i. Installation of New Meter:
    1. Verify location of existing service (if meter box is absent, service will be located/marked by Owner)
    2. Expose service line to sufficient depth and area to facilitate installation using hand dig methods only
    3. Install new AMR-capable meter and appurtenances in accordance with manufacturer's instructions and Owner standards including but not limited to:

i. For REUSE meters: Meter tails, one (1) 1"x3/4" brass reducer bushing, one (1) 1"x3/4" PVC reducer bushing, two (2) rubber washers. This includes: installing, resetting, relocating, and/or replacing meter boxes as needed (i.e., there is no existing meter box or the current meter box is not reusable). Installation must be performed in accordance with the most recent version of Pasco County's Standard for Design and Construction of Water, Wastewater, and Reclaimed Water Facilities. Standard details have been included for convenience.

ii. For POTABLE meters: Three (3) Rubber Washers; one (1) Dual-Check valve, and possibly a new meter box (i.e., there is no existing meter box or the current meter box is not reusable). Installation must be performed in accordance with the most recent version of Pasco County's Standard for Design and Construction of Water, Wastewater, and Reclaimed Water Facilities. Standard details have been included for convenience. The Dual-Check valve is required only for residential customers that have reuse water service in addition to potable service. Scan the meter serial number as well as the radio transmitter number for quality assurance records. Record these data, as well as GPS coordinates of meter and all other data required in section 9.3, on approved quality assurance data sheet. GPS data must be of at least +/- one meter accuracy.

4. Open the curb stop and flow one (1) gallon of water through the meter by opening then closing an outdoor faucet at the residence served by the new meter. This will initiate the start of the AMR. At this time, the installer will provide the AMR reads with a handheld device. This will assist in the quality assurance through verification of the meter's transmitter ID and verification of the initial meter readings. The Owner will provide a handheld device for this verification.

5. Open an outdoor faucet at the residence served by the new meter to flush the new meter and service line to prevent contaminated water from entering the residence. Flushing will be adequate when water flows clear for a few seconds. Close the faucet.

ii. Replacement of Existing Meter:

1. Clean meter pit to accommodate meter change-out
2. Remove old meter
3. Install new AMR-capable meter and appurtenances in accordance with manufacturer's directions and Owner

standards. For POTABLE meters: Three (3) Rubber Washers; one (1) Dual-Check valve, and possibly a new meter box (i.e., there is no existing meter box or the current meter box is not reusable). Installation must be performed in accordance with the most recent version of Pasco County's Standard for Design and Construction of Water, Wastewater, and Reclaimed Water Facilities. Standard details have been included for convenience. The dual-check valve is required only for residential customers that have reuse water service in addition to potable service.

4. Scan the meter serial number as well as the radio transmitter number for quality assurance records. Record these data, as well as GPS coordinates of meter and all other data required in section 9.3, on approved quality assurance data sheet. GPS data must be of at least +/- one meter accuracy.

5. Open the curb stop and flow one (1) gallon of water through the meter by opening then closing an outdoor faucet at the residence served by the new meter. This will initiate the start of the AMR. At this time, the installer will provide the AMR reads with a handheld device. This will assist in the quality assurance through verification of the meter's transmitter ID and verification of the initial meter readings. The Owner will provide a handheld device for this verification.

6. Open an outdoor faucet at the residence served by the new meter to flush the new meter and service line to prevent contaminated water from entering the residence. Flushing will be adequate when water flows clear for a few seconds. Close the faucet.

b. Scan data on Mobile Data Acquisition unit or record on furnished data sheet. All data will be captured in accordance with the submitted quality assurance plan as outlined in paragraph 9.3. Required information will include, but not necessarily limited to the following:

- i. Service address
- ii. Old meter make, size and serial number
- iii. Old meter reading
- iv. New meter make, size, serial number & Meter Interface Unit number
- v. New meter reading
- vi. Date meter change out occurred
- vii. Other information as required

The GPS data shall be reported in CSV format, comma separated values. CSV is a format that is useable by Excel and can be saved as a comma delimited ASCII file.

c. Restore work site, including removal of excess excavated material

- d. Proceed to next work site
- e. Turn in data sheet as instructed

## 7. OWNER RESPONSIBILITY

7.1. Owner will be responsible for supplying the contractor with work zone details, data acquisition units (when applicable), any required data sheets, AMR meters and related components, meter pit lids, meter box, and Customer Relations material concerning the meter program. Pasco County Utility Department (PCUD) will be the primary contact with the customer regarding the program.

7.2. The Owner shall identify specific work zones for install within an isolated demographic area that afford the Contractor the ability to minimize travel time between installations. The Owner will schedule each zone depending on the previous work zone being complete, again to minimize travel time.

7.3. Owner will also be responsible for supplying Customer Relations material concerning the meter program and will be the primary contact with the customer regarding the program.

## 8. CONTRACTOR RESPONSIBILITY

8.1. The contractor shall use fully trained full-time employees to complete this work. Temporary or day-laborers shall not be utilized for this project.

8.2. In addition to completing the work, the contractor will be accountable for all new meters and AMR components upon check out from Owner's warehouse facilities until installation is completed. The contractor will reimburse the Owner for all stolen, lost or otherwise unaccounted for metering equipment at the cost to Owner plus a 15% restocking charge. Likewise the contractor will be accountable for all used meters removed from service until checked in at Owner's warehouse facility. Contractor shall reimburse the Owner at the manufacturers' trade-in rates per meter (as defined under existing Pasco Owner meter purchasing contracts) for all removed existing (used) meters not accounted for.

8.3. The contractor will be responsible for developing and following an approved quality assurance plan that properly accounts for the meters that are checked out from Owner warehouse facilities, properly accounts for all used meters, properly captures the ending meter reading for used meters, and properly captures the initial meter reading for the replacement meters as well as other data about the meter and installation. The quality assurance plan must include an independent (i.e., someone other than the installer) verification of all data recorded on the data sheet. The final data sheet format is subject to Owner approval and the Owner is not obligated to accept data records that have not been pre-approved, in writing, as to data capture requirements and formats. Data sheets will be submitted in paper and electronic copies, in the formats approved by the Owner. Data capture shall include, but is not limited to:

- Service Address
- GPS coordinates of meter installation
- Old meter serial number
- Manufacturer
- Old reading (complete)
- New serial number
- Transmitter ID number
- Installed new reading



- The register serial # (including whatever independent apparatus is attached to meter that may have its own number)
- Date completed
- Crew(s) #, initials or name
- Location (if different than original)
- New meter box installed (yes or no)
- Miscellaneous items installed/notes

The quality assurance plan must specify how meters, both new and removed, will be kept secure, and where meters will be kept in the event that more meters are checked out than installed in a particular day. The plan shall include statements as to policy regarding replaced (old) meters that are in the installers' possession at the end of the work day (e.g., all meters are required to be returned to the Owner before new meters are obtained). The quality assurance plan data sheet containing the data captured is a required submission from the Contractor to the Owner before invoices can be paid for installations, and on the data sheet the Contractor shall certify that the meters indicated on the data sheet were successfully installed. The quality assurance plan is a required submittal with the bid response and failure to include a quality assurance plan incorporating all the items herein will result in a bid being classified as non-responsive.

8.4. The Contractor is responsible for repairing any damage done to the customers' premises in the course of doing the required work. Restoration shall be completed to the satisfaction of Owner's personnel.

## 9. WARRANTY

9.1. The Contractor shall warrant its work to be free from defects for one (1) calendar year from the date the meter installation or replacement was completed.

## 10. WORKMAN AND VEHICLE IDENTIFICATION

10.1. All Contractor staff will be required to wear identifying, appropriate uniforms while on the job as required by the Owner. In addition, the Owner shall distribute identification tags to the contractor to be utilized by work crews. Contractor vehicles will have temporary identification on each door identifying them as the Owner's meter upgrade contractor with a telephone number to call for information.

## 11. PAYMENT

11.1. The Contractor shall submit one invoice monthly to the Owner by the tenth (10th) of each month for work done for the preceding month. The County shall pay the Contractor for all services performed in accordance with this contract at the prices specified in the bid proposal following the Owner's receipt an appropriate invoice. The invoices shall be broken down by bid item.

11.2. 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. The Owner 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.

11.3. 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.

11.4. All funds for payment by the Owner under this contract are subject to the availability of an annual appropriation for this purpose by the Owner. In the event of nonappropriation of funds by The Owner for the services provided under the contract, the Owner 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 the Owner shall not be obligated under this contract beyond the date of termination.

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

- a. Check may be mailed to the remit address on the invoice. The check is mailed the day after Board approval.
- b. Check may be picked up in Dade City after 1:00 pm. 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.
- c. Payment may be wire-transferred to the Contractor's bank account. The vendor must call (352) 521-4599 for detailed instructions.

**END OF SPECIFICATIONS**

## PROPOSAL

BIDDER'S NAME: \_\_\_\_\_

NOTE TO BIDDER: Use black ink for completing this Proposal form.

TO: Pasco County Purchasing Department

ADDRESS: 8919 Government Drive  
New Port Richey, Florida 34654

PROJECT TITLE: Water Meter Replacement and Upgrade Services

PCUD BID NO.: \_\_\_\_\_ PCUD PROJECT  
NO: \_\_\_\_\_

### BIDDER'S DECLARATION AND UNDERSTANDING

1. The undersigned, hereinafter called the Bidder, declares that the only person(s) or party(s) interested in this proposal are those named herein, that this Bid is, in all respects, fair and without fraud, that it is made without collusion with any official of the Owner and that the bid is made without any connection or collusion with any person submitting another Bid on this Contract.
2. The undersigned Bidder proposes and agrees that if this Bid is accepted it shall enter into an Agreement with the Owner in the form included herein as Contract Forms and perform and furnish all goods and/or services as specified or indicated in the Agreement for the Contract Price, within the Contract Time, and in accordance with the other terms and conditions of the Agreement.
3. The Bidder has familiarized itself with the nature and extent of the Contract Forms and Agreement, sites, localities and all local conditions and laws and regulations that may in any manner affect cost, schedule, progress, performance or furnishing of the goods and/or services.
4. The Bidder has read the Contract Forms and Agreement, and accepts all of the terms and conditions of the Contract Forms and Agreement. All bids shall remain open as specified in the Instructions to Bidders.

**CONTRACT EXECUTION AND BONDS**

5. The Bidder agrees that upon receipt of the Notice of Award, it shall execute and deliver to the Owner six (6) copies of the Agreement, 100% performance bonds, payment bonds, and the certificates of insurance required herein within 10 days of receipt of the notice of award.

**CERTIFICATES OF INSURANCE**

6. The Bidder agrees to furnish to the Owner, before providing services under the Agreement, and within ten (10) days from notice of award of the Contract, the certificates of insurance as specified in the Agreement.

**SALES AND USE TAXES**

7. The Bidder agrees that all applicable federal, state, and local sales and use taxes are included in the stated proposed prices for the services.

**QUALIFICATION OF BIDDERS**

8. Bidder shall document their qualifications and experience in providing water meter replacement services. This statement shall be limited to two typewritten pages.

**QUANTITIES**

9. The quantities specified on the Bid Schedule are to be used for purposes of establishing the basis of award only, and the Owner reserves the right to increase or decrease quantities shown or used without penalty.

**PRICING**

10. The Bidder acknowledges and agrees that the separate prices on the Bid Schedule, where they are applicable and deemed acceptable by the Owner, will be used by the Owner and the Bidder, if awarded the Contract, whenever similar service is added to or deducted from the Contract.

**ADDENDA**

11. The Bidder acknowledges that he has received addenda number(s):

Number	Addendum Title	Bidder Initials	Date
Number	Addendum Title	Bidder Initials	Date
Number	Addendum Title	Bidder Initials	Date

Bidder shall insert number and name of each addendum received and agrees that all

addenda issued are hereby made a part of the Contract Documents, and the Bidder further agrees that its Bid is submitted after consideration of said addenda.

## **AWARD**

12. The Bidder understands and agrees that the Owner reserves the right to award the work or negotiate a contract for the work however deemed by the Owner to be in the best interest of the Owner. Alternately, the Owner may reject all bids if the Owner deems said rejection to be in its best interest.

13. Award of the contract will be based on the lowest responsive, responsible bidder for the Total Project Base Bid who, in the sole and absolute judgment of the Owner, can provide the work required herein.

## **BID SCHEDULE**

14. Bidders Response Format - Bidders must use the forms on the following page(s) in submitting a Bid for providing Water Meter Replacement and Upgrade Services prices; failure to do so will result in Bidder being declared non-responsive. Bidders must bid all line items.

15. Bid Item Definitions - Bid items one (1) through four (4) are for replacing and upgrading 5/8" x 3/4" through 2" water meters per the General Conditions including the required meter interface unit and antenna installation. This also includes installation of new Owner furnished meter box lids and return of old meter box lids to Owner designated facilities if required.

When two or more meters are to be connected to one (1) meter interface unit assembly, the contractor will be paid for each meter replaced at the standard price per meter bid. For example, if two 5/8" x 3/4" meters are to be connected to one meter interface unit, payment will be made for two (2) 5/8" x 3/4" meter replacements.

16. All bid prices shall include all labor cost, equipment and transportation cost associated with the installation and replacement of capable meters.

## BID SCHEDULE

The Owner reserves the right to adjust quantities on this bid schedule between 50% and 150% without incurring any additional unit price costs.

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>UNITS</u>	<u>ESTIMATED QUANTITY</u>	<u>UNIT PRICE</u>	<u>TOTAL PRICE</u>
1.	Replace 5/8" x 3/4" water meters with new AMR meters complete, including but not limited to: Ball valve, meter tail, rubber or fiber washer, complete meter box or lid, dual check	ea	19,000	\$	\$
2.	Install new 5/8" x 3/4" water AMR-capable meters complete, including, but not limited to: 2-3/4" meter tails, 1-3/4" x 1" brass bushing, 1 3/4" x 1" PVC bushing, 2" rubber washers	ea	11,000	\$	\$
3.	Replace 1" water meters with new AMR meters complete	ea	50	\$	\$
4.	Install new 1" water AMR-capable meters complete	ea	10	\$	\$
5.	Replace 1 1/2" water meters with new AMR meters complete	ea	20	\$	\$
6.	Install new 1-1/2" water AMR-capable meters complete	ea	10	\$	\$
7.	Replace 2" water meters with new AMR meters complete	ea	50	\$	\$
8.	Install new 2" water AMR-capable meters complete	ea	50	\$	\$
9.	Install new/replacement meter box	ea	500	\$	\$

Total Project Base Bid: \$ \_\_\_\_\_

**END OF SECTION**

"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: \_\_\_\_\_  
(The Name on File with the Internal Revenue Service)

Doing Business as (Fictitious Name): \_\_\_\_\_

Business Organization:

☐ Corporation:

☐ Partnership:      ☐ General      ☐ Limited

☐ Limited Liability Company (LLC):

State Registered In: \_\_\_\_\_ Year: \_\_\_\_\_

☐ Sole Proprietorship:      Owner: \_\_\_\_\_

☐ Other: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

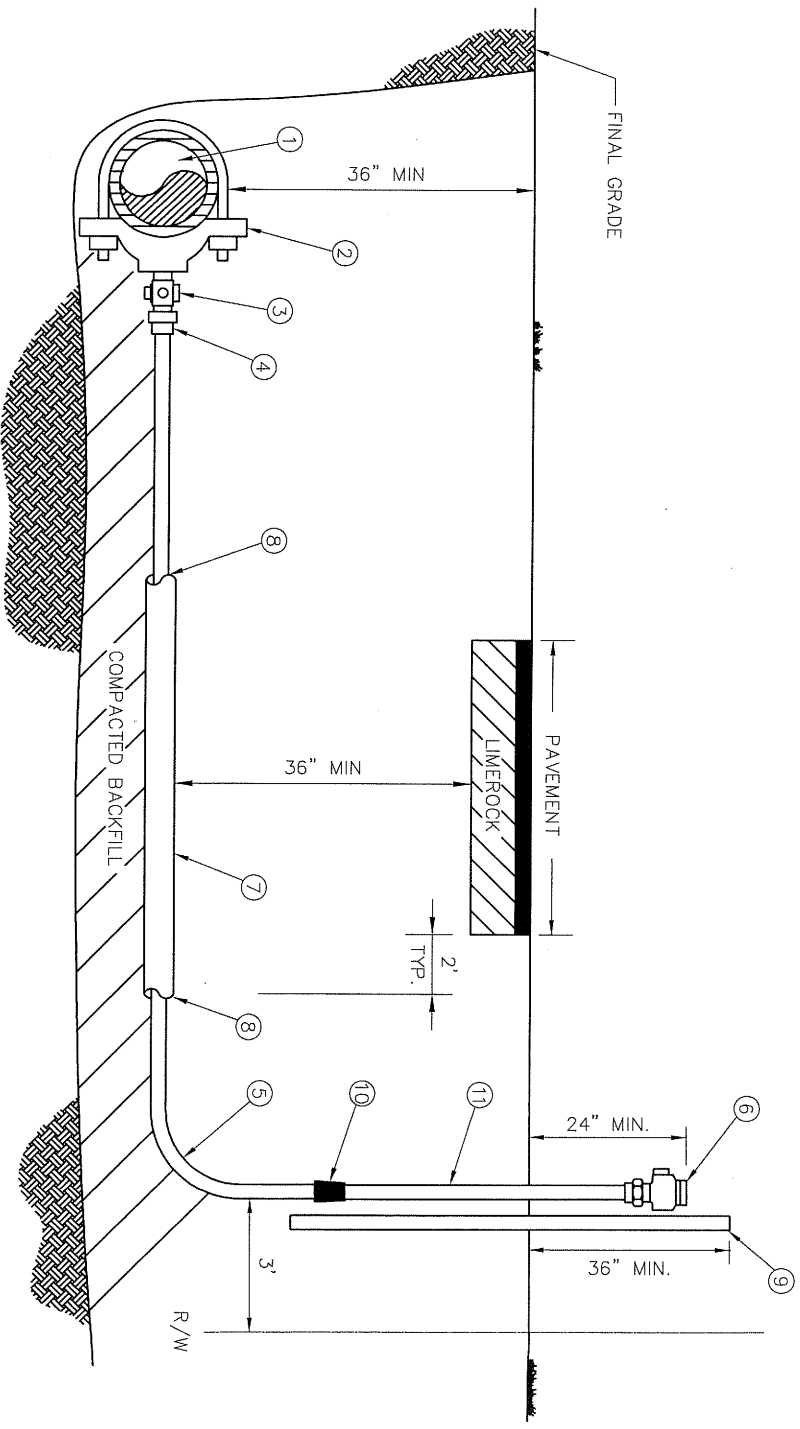
# Pasco County Reuse System Map Book

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# Standard Details from Pasco County Standard for Design and Construction of Water, Wastewater and Reclaimed Water Facilities

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### M A T E R I A L S

ITEM	QUANT.	DESCRIPTION
1	*	PIPE, PVC (DR-18) OR D.I.P.
2	1	SADDLE, SERVICE W/ 1" F.I.P. THREAD
3	1	1" CORPORATION (M.I.P. x COMP.)
4	1	1" INSERT (STAINLESS STEEL)
5	*	1" TUBING, POLYETHYLENE
6	1	3/4" WATER OR 1" REUSE CURB STOP BALL
7	*	VALVE W/ LOCK WINGS (F.I.P. x COMP.)
8	*	2" CASING, PVC OR HDPE -- 2' BEYOND EDGE PAVEMENT
9	1	SEALER, RAM-NEK
10	1	2" x 4" P.T. MARKER STAKE
11	1	1" x 3/4" COUPLING (COMP. x COMP.) WATER ONLY
11	1	3/4" WATER OR 1" REUSE TUBING, POLYETHYLENE 4"

NOTES: — ALL FITTINGS FOR POLYETHYLENE TUBING ARE BRASS

COMPRESSION TYPE.

- A VALVE BOX MAY BE REQUIRED AS SPECIFIED BY THE ENGINEER.
- CURB STOP TO TERMINATE 24" ABOVE GROUND AT R/W LINE.
- REUSE CURB STOPS = 1" / WATER CURB STOPS = 3/4"
- TUBING TO BE YARDLEY 3406 OR EQUAL.
- SADDLES 2" — 3" TO BE BRASS FULL CIRCLE TYPE.
- SADDLES 4" AND LARGER TO BE D.I. DUAL STRAP TYPE.
- CURB STOPS TO BE TIED TO MARKER STAKE.
- SADDLE MAY BE INSTALLED AT ANGLE (WITHIN 45° OF HORIZONTAL).
- MARKER STAKES PAINTED SAFETY BLUE FOR WATER, PURPLE FOR REUSE.

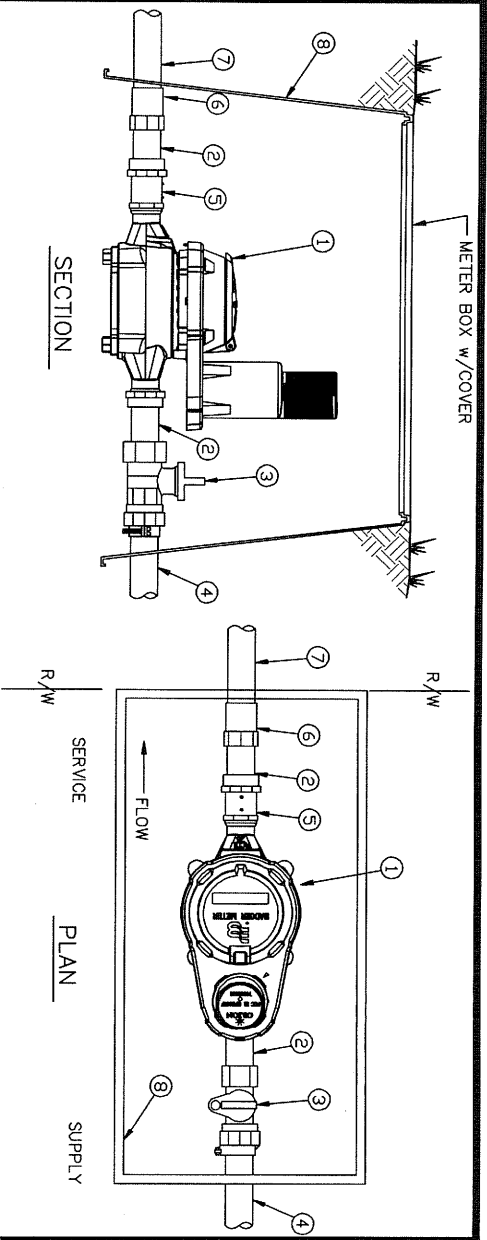
CREATED 02/24/03  
REVISED

SINGLE FAR SIDE WATER SERVICE — 3/4"  
SINGLE FAR SIDE REUSE SERVICE — 1"  
POLYETHYLENE TUBING

PROVIDED FOR INFORMATIONAL  
PURPOSES ONLY.  
NO MODIFICATIONS WITHOUT  
WRITTEN PCU APPROVAL

PASCO COUNTY UTILITIES

DETAIL 18

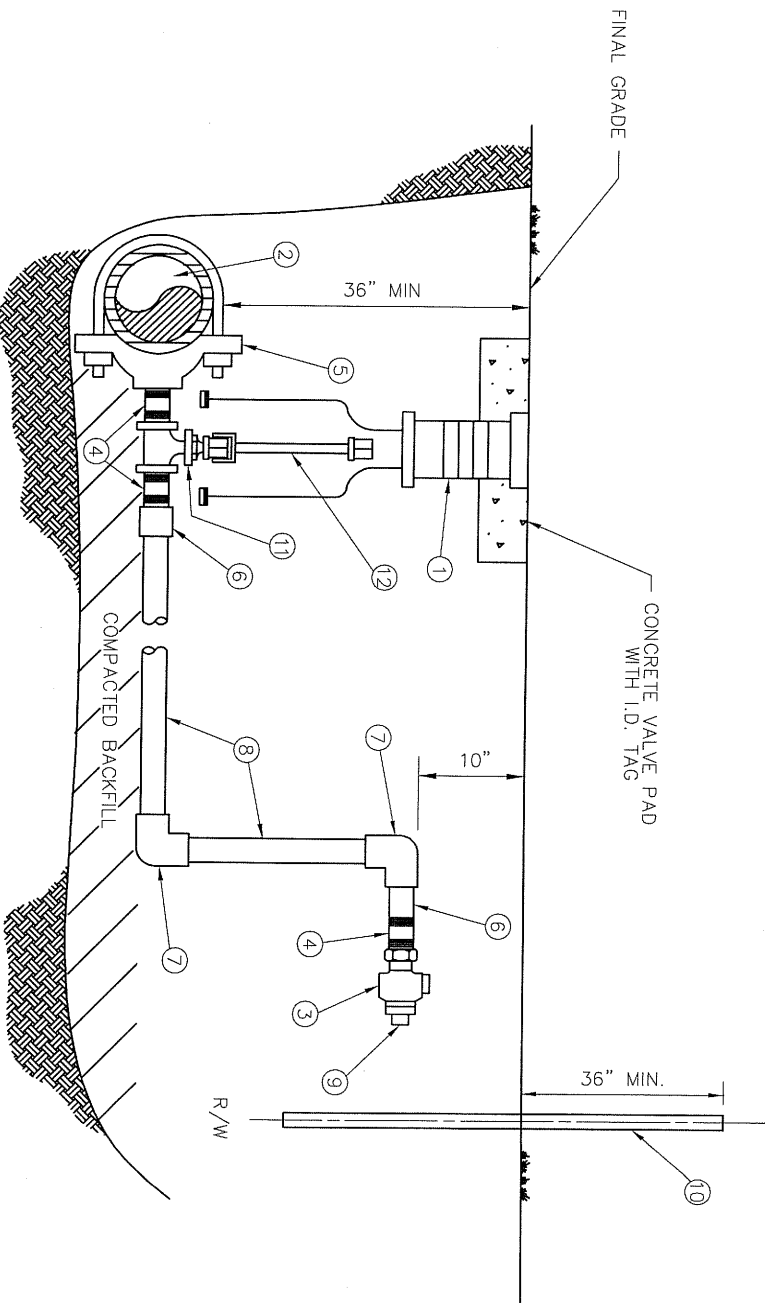


M A T E R I A L S		
ITEM	QUANT.	DESCRIPTION
1	1	RECORDALL WATER METER w/ADE & ORION INTEGRAL PIT TRANSMITTER (5/8" x 3/4" RCDL M25 OR 1" RCDL M55)
2	2	METER TAIL, 3/4" OR 1" LONG, BRONZE MULTISIDED, w/RUBBER WASHER
3	1	CURB STOP BALL VALVE, 3/4" WATER OR 1" REUSE, w/LOCK WING (TIPX COMP)
4	*	3/4" WATER OR 1" REUSE TUBING, POLYETHYLENE
5	1	3/4" OR 1" DUAL CHECK VALVE (FMTR X MMTR)
6	1	3/4" OR 1" COUPLING, PVC (TYP)
7	*	PIPE, PVC (TYP)
8	1	METER BOX w/READER COVER, NDS D1200 OR EQUAL

NOTES:

- A DUAL CHECK VALVE IS REQUIRED ON POTABLE SERVICE SIDE WHEN CUSTOMER HAS REUSE AVAILABLE.
- SEE DETAIL 18 FOR WATER SERVICE DETAILS.
- METER BOX TO BE LOCATED INSIDE R.O.W. @ PROPERTY LINE.
- TOP OF BOX TO BE AT FINISHED GRADE.
- ALL FITTINGS FOR POLYETHYLENE TUBING ARE BRASS COMPRESSION TYPE.
- RECLAIMED WATER METERS INCLUDE A 'PURPLE' REGISTER LID & SHROUD
- POTABLE WATER METERS INCLUDE A 'BLACK' REGISTER LID & SHROUD
- METER BOX & COVER ARE 'PURPLE' FOR RECLAIM APPLICATION
- METER BOX & COVER ARE 'BLACK' FOR POTABLE APPLICATION

CREATED	06/20/07	AMR METER INSTALLATION POTABLE OR RECLAIMED 5/8" x 3/4" OR 1"	PROVIDED FOR INFORMATIONAL PURPOSES ONLY. NO MODIFICATIONS WITHOUT WRITTEN PCU APPROVAL
REVISED	07/02/07		
PASCO COUNTY UTILITIES		DETAIL 18A	



### M A T E R I A L S

ITEM	QUANT.	DESCRIPTION
1	1	BOX, VALVE CAST IRON SLIP TYPE
2	*	4" & LARGER PIPE, PVC (DR-18) OR D.I.P. (CLASS 50)
3	2	1 1/2", 2" CURB STOP BALL VALVE W/ LOCK WINGS (FIP x FIP OR FIP x CTS)
4	3	1 1/2", 2" NIPPLE, BRASS OR STAINLESS STEEL
5	1	1 1/2", 2" SADDLE, SERVICE (I.P. THREADS)
6	2	1 1/2", 2" ADAPTER (PVC SCH 40 / SLIP x FPT OR BRASS MIP x CTS)
7	2	1 1/2", 2" 90° ELBOW (SLIP x SLIP) SCH 40 (NOT REQUIRED FOR HDPE)
8	*	1 1/2", 2" PIPE, PVC (SCH 40) OR HDPE (3408) - LENGTH VARIES
9	1	1 1/2", 2" PLUG, THREADED (W/ TEFLON TAPE)
10	1	2" x 4" P.T. MARKER STAKE
11	1	2" GATE VALVE, IRON BODY W/ SQUARE NUT
12	1	VALVE EXTENSION ROD, AS REQUIRED ( 3' MAX. BELOW GRADE)

#### NOTE:

- A VALVE BOX SHALL BE REQUIRED ON ALL GATE VALVES.
- SERVICE SADDLES SHALL BE INSTALLED ON ALL TAPS TO P.V.C. (DR-18) WATER MAINS.
- 2" GATE VALVE TO BE RESILIENT WEDGE IRON BODY TYPE WITH 2" OPERATING UNIT.
- SADDLES 4" AND LARGER TO BE DUCTILE IRON DUAL STRAP TYPE.
- 1 1/2" BRASS REDUCER BUSHING REQUIRED WITH ITEM NO. 11 FOR 1 1/2" SERVICE.
- MARKER STAKES PAINTED SAFETY BLUE FOR WATER, PURPLE FOR REUSE.
- 4" DIAMETER CASING REQUIRED FOR ROAD CROSSINGS

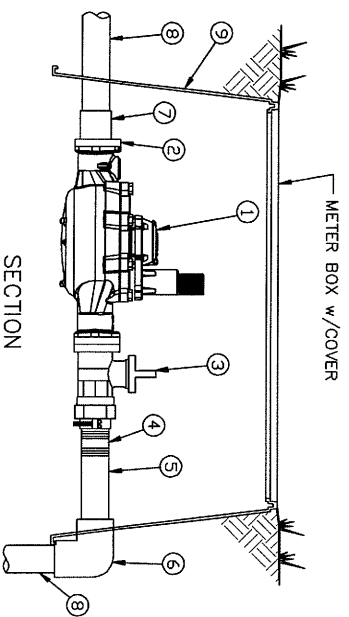
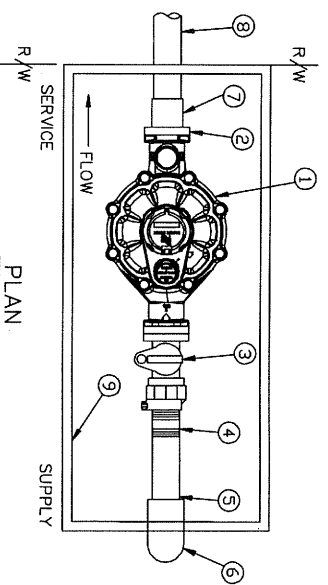
CREATED 02/24/03  
REVISED

WATER AND REUSE LATERAL SERVICE  
1 1/2" OR 2"  
SERVICE LATERAL PVC (SCHEDULE 40)

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PASCO COUNTY UTILITIES

DETAIL 21



M A T E R I A L S	
ITEM	QUANT. DESCRIPTION
1	1 RECORDALL WATER METER W/ADP & ORION INTEGRAL PIT TRANSMITTER (1-1/2" RCDL M120 ELLIPTICAL OR 2" RCDL M170 ELLIPTICAL)
2	1 FLANGE, 1-1/2", 2" OVAL, BRASS, FIP. W/SOLID RUBBER GASKET AND 2-SS 5/8"-11 X 2 1/2" BOLTS W/NUTS
3	1 1-1/2", 2" CURB STOP BALL VALVE W/LOCK WING
4	1 (FIP X FLANGE OR FLANGE X CTS)
5	1 1-1/2", 2" NIPPLE, BRASS OR STAINLESS
6	1 1-1/2", 2" ADAPTER (PVC SCH 40/ SLIP X FPT OR BRASS MIP OR CTS)
7	1 1-1/2", 2" 90 DEGREE ELBOW (SLIP X SLIP) SCH 40 (NOT RECD. FOR HDPE)
8	1 1-1/2", 2" ADAPTER ( S X MIP), PVC
9	1 1-1/2", 2" PIPE, PVC OR HDPE (TYP)
9	1 METER BOX W/READER COVER, NDS D1500 OR EQUAL

- NOTES:
- AN RPZ BACKFLOW PREVENTER IS REQUIRED ON POTABLE SERVICE SIDE (COMMERCIAL & RESIDENTIAL)WHEN CUSTOMER HAS REUSE AVAILABLE. SEE DETAIL 12.
  - SEE DETAIL 21 FOR SERVICE LATERAL DETAILS.
  - METER BOX TO BE LOCATED INSIDE R.O.W. ● PROPERTY LINE.
  - TOP OF METER BOX TO BE AT FINISHED GRADE.
  - ALL FITTINGS FOR POLYETHYLENE TUBING ARE BRASS COMPRESSION TYPE.
  - RECLAIMED WATER METERS INCLUDE A 'PURPLE' REGISTER LID & SHROUD
  - POTABLE WATER METERS INCLUDE A 'BLACK' REGISTER LID & SHROUD
  - METER BOX & COVER ARE 'PURPLE' FOR RECLAIM APPLICATION
  - METER BOX & COVER ARE 'BLACK' FOR POTABLE APPLICATION

CREATED 06/20/07

REVISED 07/02/07

AMR METER INSTALLATION

POTABLE OR RECLAIMED

1-1/2" x 2"

PASCO COUNTY UTILITIES

DETAIL 21A

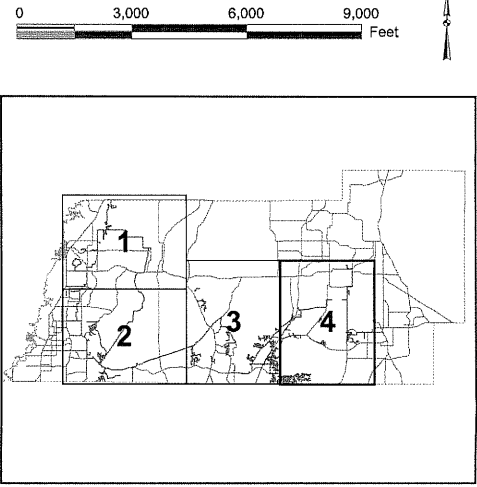
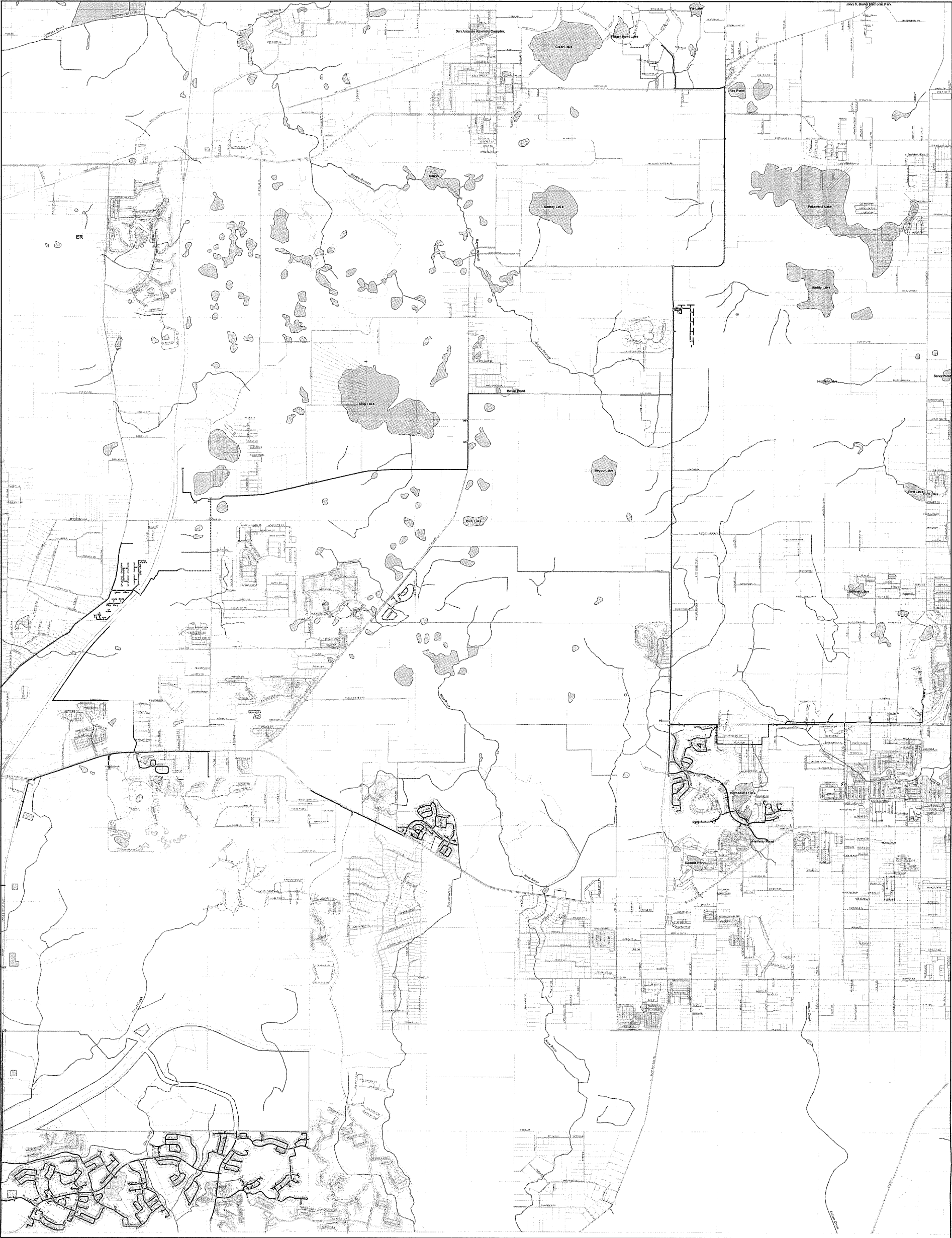
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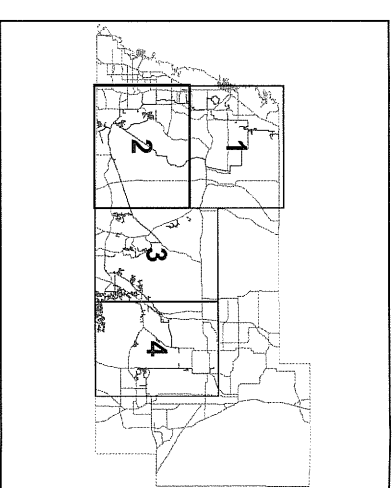
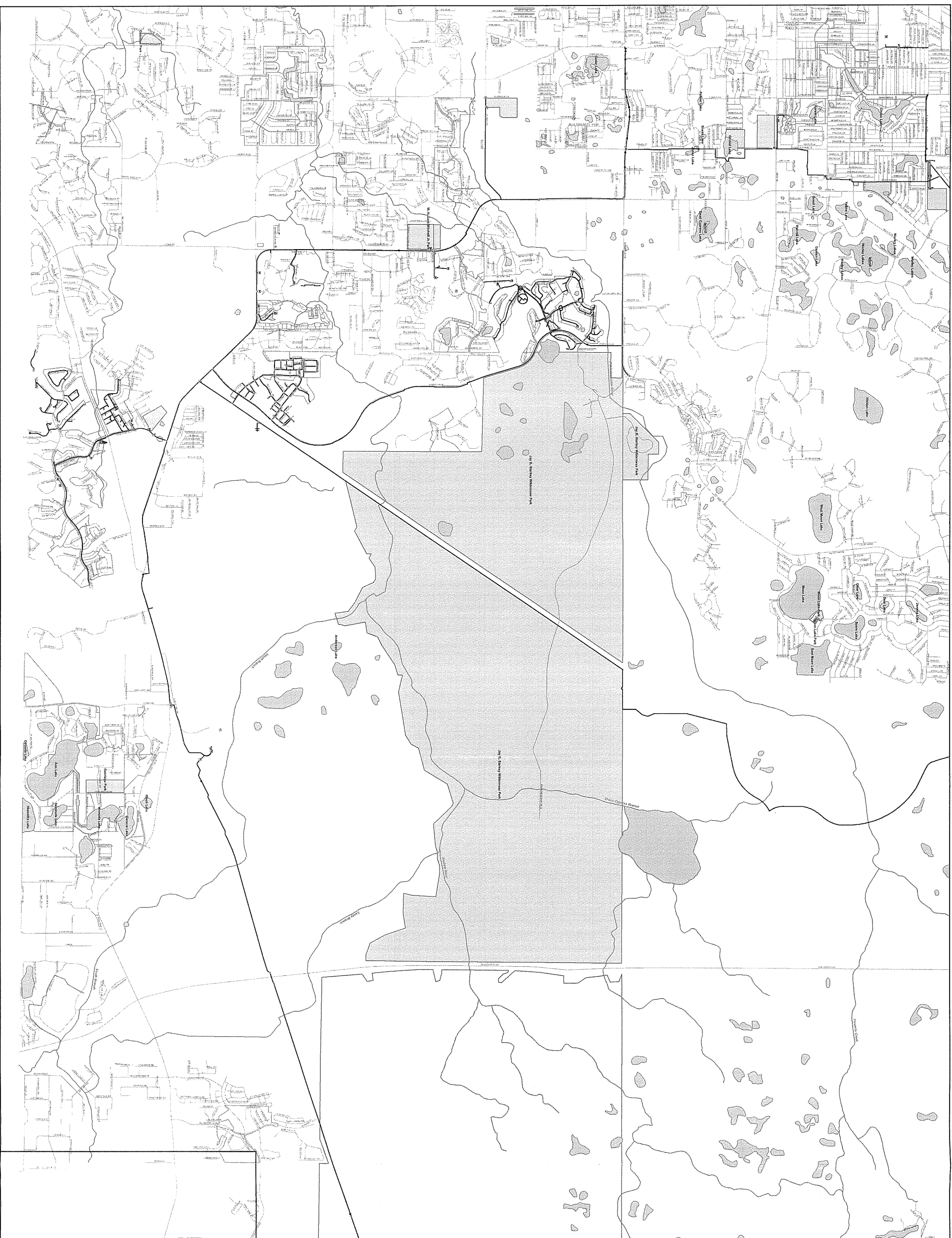


- LEGEND**
- METERS
  - PUMP STATIONS
  - AIR RELEASE VALVES
  - BLOW-OFF VALVES
  - VALVES
  - EXISTING REUSE SUPPLY AND PUMP STATIONS
  - FUTURE REUSE SUPPLY AND PUMP STATIONS
  - DRY LINE
  - IN SERVICE LINE
  - RIVERS
  - PROPOSED SUBDIVISIONS
  - CURRENT SUBDIVISIONS SERVED
  - LAKES
  - PUBLIC LANDS, PRIVATE LANDS, AND PARKS
  - PARCELS



**FIGURE 4**  
**PASCO COUNTY REUSE WATER**  
**SYSTEM MAP OVERVIEW**  
Bid Documents for Installation of AMR-Capable Meters for Potable and Reclaimed Water System Services





## LEGEND

- METERS
- PUMP STATIONS
- AIR RELEASE VALVES
- BLOW-OFF VALVES
- VALVES
- EXISTING REUSE SUPPLY AND PUMP STATIONS
- FUTURE REUSE SUPPLY AND PUMP STATIONS
- DRY LINE
- IN SERVICE LINE
- RIVERS
- PROPOSED SUBDIVISIONS
- CURRENT SUBDIVISIONS SERVED LAKES
- PUBLIC LANDS, PRIVATE LANDS, AND PARKS PARCELS



**FIGURE 2**  
**PASCO COUNTY REUSE WATER**  
**SYSTEM MAP OVERVIEW**  
Bid Documents for Installation of AMR-Capable Meters  
for Potable and Reclaimed Water System Services