

# CITY OF SANIBEL

## REQUEST FOR PROPOSAL SPECIFICATIONS

### Disaster Debris Monitoring Services

RFP-PW-2-2025/SK

March 3, 2025



*Public Works Department  
800 Dunlop Road, Sanibel, FL 33957  
(239)472-6397*

**PROPOSALS DUE BY: 5:00 PM, (ET) APRIL 3, 2025**

**PRE-BID CONFERENCE: NONE**

**NO QUESTIONS WILL BE ACCEPTED AFTER: 5:00 PM, (ET) MARCH 24, 2025, all questions must be submitted in writing to [scott.krawczuk@mysanibel.com](mailto:scott.krawczuk@mysanibel.com) and received by stated time.**

**SEALED ENVELOPES MUST BE MARKED WITH THE TITLE OF THE BID, BID NUMBER, NAME AND ADDRESS OF THE BIDDER.**

Courier Packages (Fedex, UPS) shall clearly state on the outer packaging, the Invitation to Bid Title and the Invitation to Bid Number. If the proper information is not on the courier's outer packaging the Bid/RFP may be sent back to the Vendor without being opened and/or given consideration for that project

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City of Sanibel

**CITY OF SANIBEL, FLORIDA**  
**REQUEST FOR PROPOSALS**

Legal Notice is hereby given that sealed proposals will be received at the Office of the City Engineer, City of Sanibel, Florida, at the Public Works Building, 750 Dunlop Road, Sanibel, until 5:00 P.M., on April 3, 2025. Any proposal offered later than the above time will be returned unopened. Please note that mailing address is 800 Dunlop Road, Sanibel, FL 33957.

The work for which proposals are to be received consists of the following:

**DISASTER DEBRIS MONITORING SERVICES**

Said proposal should conform to the specifications outlined in the request for proposal documentation. Instructions for preparation and submission of a proposal may be obtained by visiting the City website at <https://www.mysanibel.com/government/public-works-department/useful-links/city-bids>

No bidder (hereinafter "bidder" or "proposer") may withdraw its proposal within a period of ninety (90) days following the date set for receiving proposals. The City of Sanibel reserves the right to hold any and all bids for a period of not more than ninety (90) days and said bids shall be and remain valid and in full force and effect during said period. The City of Sanibel (hereinafter the "City") reserves the right to reject any and all proposals and to waive informalities.

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Scott Krawczuk  
Deputy Public Works Director

AFFIDAVIT REQUESTED  
PUBLISH ONE TIME  
Fort Myers News-Press  
March 3, 2025

## SECTION I

### INFORMATION & INSTRUCTIONS

#### **1.0 Submission Requirements:**

**1.1** The complete original proposal must be submitted in a sealed package and received in accordance with the instructions detailed in the cover letter. All proposals shall be marked **Disaster Debris Monitoring Services**. Proposers shall file all documents necessary to support their proposal and include them with their proposal. Proposers shall be responsible for the actual delivery of proposals during business hours to the address indicated on the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.

**1.2 Proposal Format:** Proposals shall include the following information at a minimum:

- a. This Request for Proposal Document signed by responsible party
- b. Detailed description of capabilities as requested
- c. Fee Proposals per instructions in Section III
- d. Information on Provider's response to a local disaster
- e. Description of vendor's staff location, capabilities and roles
- f. References (municipal agencies and/or local businesses) with contact names
- g. Provide sample of load tickets and tracking/record keeping system to ensure compliance with FEMA
- h. Description of tasks and responsibilities required by each position listed on hourly price proposal
- i. Provide copies of any applicable licenses and certifications
- j. Public Entities Crime Form
- k. Contractor Litigation Disclosure Form
- l. All information requested in the request for proposal document.

**1.3** It is the sole responsibility of the proposer to assure that they have received the entire Request for Proposal.

**1.4** Proposers will be notified in writing of any change in the specifications contained in this RFP.

**1.5** No verbal or written information which is obtained other than through this RFP or its addenda shall be binding on the City of Sanibel.

#### **1.6 Right of Rejection and for Additional Information:**

- a. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour

period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

- b. Proposals received that fail to comply with these submittal requirements may not be considered for award. Further, the City of Sanibel reserves the right to reject any and all proposals from any proposer, in accordance with Sanibel Code Sec. 2-330(I) and any other applicable law. There is no obligation for the City of Sanibel to enter into a contract on the basis of any proposal submitted in response to this document.
- c. Prior to the final selection, proposers may be required to submit additional information, to provide clarification of information, or to make oral presentations which the City may deem necessary to further evaluate the proposer's qualifications.

- 1.7 Requests for Clarification:** Any and all questions of proposers regarding this RFP, whether technical, procedural, or otherwise, must be submitted in writing to the attention of the Deputy Public Works Director at the address designated in Section 1.15 below and must be received by the date indicated on page 1 of this RFP. Only the interpretation or correction provided in writing by the Public Works Director or procurement officer shall be binding.
- 1.8 Denial of Reimbursement:** The City of Sanibel will not reimburse proposers for any cost associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
- 1.9 Right of Withdrawal:** A proposal may not be withdrawn before the expiration of NINETY (90) days from the proposal due date.
- 1.10 Right of Negotiation:** The City of Sanibel reserves the right to negotiate with the selected proposer the exact terms and conditions of the contract.
- 1.11 Exceptions to the RFP:** Proposers may find instances where they must take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the City of Sanibel and a description of the advantage to be gained or disadvantages to be incurred by the City as a result of these exceptions.
- 1.12 Rights to Submitted Materials:** All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts,

and other documentation submitted by proposers shall become the property of the City of Sanibel when received.

- 1.13 Basis of Award:** Proposals will be evaluated according to the following criteria at a minimum:

1.	Qualifications on Similar Sized Projects ( $\pm$ 400,000 cubic yards) – 10 points.
2.	Emergency Planning/Response Experience, Municipal Experience, and Litigation History Related to Experience – 20 points.
3.	Key Staff Project Understanding and Approach, Staff Ability, Location of Firm – 20 points.
4.	Management Systems/Reporting Systems/Training Manual – 20 points.
5.	Cost Proposal – 30 points.

- 1.14 Copies:** An original and THREE (3) copies of the proposal and supporting documents must be submitted in response to the RFP. In addition, include electronic PDF version of proposal to the City.

- 1.15 Contacts:** Proposers must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. Questions regarding this request for proposal should be directed to:

City of Sanibel  
Public Works Department  
Scott Krawczuk, Deputy Public Works Director  
800 Dunlop Road  
Sanibel, FL 33957  
phone (239) 472-6397  
email [scott.krawczuk@mysanibel.com](mailto:scott.krawczuk@mysanibel.com)

- 1.16 Contract:** Fee for services will be negotiated with the selected contractor (hereinafter "Contractor"), and the Contractor will be required to enter into a formal contract with the City of Sanibel, the form of which will be substantially similar to the Draft Debris Removal Contract included as part of this RFP.
- 1.17 Contract Term and Termination:** The initial term of the contract shall be for a period of five (5) years, with a two (2) year option for renewal; however, the term, option, and termination provisions are described with more particularity within the Draft Debris Removal Contract included as part of this RFP.

**1.18 Cooperative Purchasing:** Other government agencies may be allowed to piggyback on this contract.

**1.19 Compliance with Laws:** In connection with the furnishing of supplies or performance of work under the contract, the provider agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations, and executive orders to the extent that the same may be applicable and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

**1.20 Disadvantaged Business Enterprise**

Proposer is required to indicate whether the Firm and/or any proposed sub-consultants are Disadvantaged Business Enterprise (DBE). The City of Sanibel encourages the utilization and participation of DBE's in procurements, and evaluation proceedings will be conducted within the established guidelines regarding equal employment opportunity and nondiscriminatory action based upon the grounds of race, color, sex or national origin. Interested certified Disadvantaged Business Enterprise (DBE) firms as well as other minority-owned and women-owned firms are encouraged to respond.

**1.21 Public Records**

Unless specifically exempted by Florida law, in whole or in part, Contractor shall comply with the requirements of Section 119.0701, Florida Statutes, which requires a City contractor, as defined therein, to comply with public records laws, and specifically to:

- A. Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
- B. Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- C. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- D. Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

## **1.22 E-Verify**

- A. In compliance with Section 448.095, Fla. Stat., Contractor and its sub-contractor must be registered with and use the E-Verify system to verify work authorization status of all employees hired after January 1, 2021.
- (1) Contractor shall require each of its sub-contractors to provide Contractor with an affidavit stating that the sub-contractor does not employ, contract with, or sub-contract with an unauthorized alien. Contractor shall maintain a copy of the sub-contractor's affidavit as part of and pursuant to the records retention requirements of this Agreement.
  - (2) The City, Contractor, or any sub-contractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated Section 448.09(1), Fla. Stat., or the provisions of this section shall terminate the contract with the person or entity.
  - (3) The City, upon good faith belief that a sub-contractor knowingly violated the provisions of this section, but Contractor otherwise complied, shall promptly notify Contractor, and Contractor shall immediately terminate the contract with the sub-contractor.
  - (4) A contract terminated under the provisions of this section is not a breach of contract and may not be considered such. Any contract termination under the provisions of this section may be challenged pursuant to Section 448.095(2)(d), Fla. Stat., Contractor acknowledges that upon termination of this Agreement by the City for a violation of this section by Contractor, Contractor may not be awarded a public contract for at least one (1) year. Contractor further acknowledges that Contractor is liable for any additional costs incurred by the City as a result of termination of any contract for a violation of this section.
  - (5) Subcontracts. Contractor or sub-contractor shall insert in any subcontracts the clauses set forth in this section, including this subsection, requiring the sub-contractor to include these clauses in any lower tier subcontracts. CONTRACTOR shall be responsible for compliance by any sub-contractor or lower tier sub-contractor with the clauses set forth in this section.



## **SECTION II**

### **SCOPE OF WORK**

#### **2.0 PURPOSE:**

The City of Sanibel is soliciting sealed proposals to provide Disaster Debris Monitoring Services during a declared emergency activation.

The City of Sanibel plans to engage the services of a contractor or contractors for the monitoring services of removal and disposal of debris and wreckage caused by natural and/or manmade disasters. Scope of services generally includes monitoring debris removal from public and private property, stump removal, hazardous waste abatement, sand screening, debris disposal, and documentation of work; however, the specifics of the scope of services are more specifically described in the Draft Debris Monitoring Contract included as part of this RFP. The City of Sanibel is an island off of Southwest Florida linked to the mainland with a 3-mile long causeway. Over half of the island's 11,600 acres is comprised of conservation land. The City is approaching build out with approximately 8,000 dwelling units and 81 miles of roadways. Proposals should include the necessary information to demonstrate the contractor's ability to supply the equipment and personnel to handle a catastrophic event on the island. Fee for services will be negotiated with the selected contractor(s), and the contractor(s) will be required to enter into a formal agreement with the City of Sanibel.

#### **2.1 SCOPE OF SERVICES:**

#### **2.2 BACKGROUND:**

City of Sanibel lies on the West coast of the State of Florida and, as such, may experience massive destruction wrought by the impact of a hurricane landfall, violent storms spawning tornados, as well as any other natural and/or manmade disaster.

The City of Sanibel requires disaster management, recovery, and consulting services to support the oversight and management of debris recovery contractors. Other services may include, but not limited to, facilitating communication with FEMA, FHWA, the State of Florida, and other Local, State and Federal agencies.

This proposed Agreement is intended to meet, in all respects, the debris removal eligibility criteria for disaster recovery services that applicants must meet in order to receive assistance under the FEMA Public Assistance Program and shall be construed to meet such eligibility criteria and to be in compliance with all federal, state, and local requirements for such contracts.

## **2.3 SCOPE:**

### **A. DISASTER DEBRIS MONITORING SERVICES:**

The selected firm will be expected to provide disaster debris monitoring services to include debris generated from the public rights-of-way, drainage areas/canals, waterways, and other public, eligible, or designated areas. The successful Proposer must be knowledgeable in Federal Emergency Management Agency (FEMA), Federal Highway Administration (FHWA), and other applicable regulations, guidelines and operating policies. The successful Proposer will support the City during a disaster recovery effort and will be responsible for all aspects of the debris monitoring process. The selected Proposer shall coordinate with the disaster debris removal Contractor(s) and the City to ensure a compliant, well-managed and organized approach to debris collection and disposal within FEMA guidelines. The selected Proposer will oversee the debris removal and monitoring process utilizing the following rules and regulations as guidance: The Stafford Act, Sections 406 & 407, 44 CFR Section 206.224, FEMA Public Assistance Program and Policy Guide (FP-104-009-2/January 2018). Specific services may include:

1. Coordinating daily briefings, work progress, staffing, and other key items with the City.
2. Aid with permitting/regulatory issues as necessary.
3. Scheduling work for all team members and contractors on a daily basis.
4. Hiring, scheduling, and managing field staff.
5. Monitoring recovery contractor operations, and making/implementing recommendations to improve efficiency and expedite recovery work.
6. Assisting the City with responding to public concerns and comments.
7. Certifying contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
8. Entering load tickets and pictures into a database application.
9. Digitization of source documentation (such as load tickets and pictures of tree stumps and hangers).
10. Developing daily operational reports to keep the City informed of work progress.

11. Development of maps, GIS applications, etc., as necessary.
12. Comprehensive review, reconciliation, and validation of debris removal contractor(s) invoices prior to submission to the City for processing.
13. Project Worksheet and other pertinent report preparation required for reimbursement by FEMA, FHWA, and any other applicable agency for disaster recovery efforts by City staff and designated debris removal contractors.
14. Disaster related damage assessment and reconstruction services, as needed.
15. Final report and appeal preparation and assistance.
16. Cost recovery of eligible funds currently not obligated or potentially de-obligated by appropriate funding agencies. Separate pricing structures for this service may be included in the Consultant's proposal.
17. Ensure a quality control mechanism is in place.
18. Other disaster recovery services as requested by the City.

**B. TECHNICAL DISASTER RECOVERY ASSISTANCE AND TRAINING:**

If requested by the City, the Consultant shall provide:

1. Aid with Comprehensive Emergency Management Plans to include plan development, review, and revisions.
2. Comprehensive mitigation programs to include development of mitigation plan(s), staff training, cost benefit analysis, project management, environmental review and staff augmentation.
3. Technical support and assistance in developing public information.
4. Other training and assistance as requested by the City.
5. Other reports and data as required by the City.
6. Other emergency management and consulting services identified and required by the City.

**2.4 QUALIFICATIONS OF THE FIRM:**

- A. Contractor shall provide a description and history of the firm on previous governmental experience using following guidelines:
1. Recent experience demonstrating current capacity and current expertise in debris removal, solid waste, and hazardous waste management and disposal.
  2. Documented knowledge and experience of Federal, State, and Local emergency agencies, State and Federal programs, funding sources and reimbursement process.
  3. Recent experience managing disaster debris collection operations including, but not limited to, damage assessment, right-of-way debris removal programs, stump and leaner/hanger removal programs, processing site monitoring, and FEMA reimbursement.
- B. Provide at least three (3) municipal references for which the firm has performed services that are similar to the requirements in the Scope of Services. Provide the reference contact name, address, e-mail address, telephone numbers, and date of the contract.

## **2.5 QUALIFICATIONS OF THE STAFF:**

Provide an organizational chart, resumes, and summary of staff qualifications. Key project staff (management staff including, but not limited to, project manager, collection and disposal operations managers, FEMA reimbursement specialist, etc.) must be full time employees of the proposing firm and have experience in the following:

1. Experience demonstrating current capacity and current expertise in debris removal, solid waste and hazardous waste management and disposal. The proposer must demonstrate experience managing debris monitoring for at least three (3) government entities.
2. Documented knowledge and experience of Federal, State, and Local emergency agencies, state and federal programs, funding sources and reimbursement processes. Proposer must demonstrate experience with project worksheet preparation, contractor procurements, hauler invoice reconciliation, and appeals/reimbursement support.

## **2.6 INSURANCE:**

Contractor shall purchase and maintain such comprehensive general liability and other insurance as well as provide protection from claims set forth below which

may arise out of or result from Contractor's performance of the Work and Contractor's other obligations under the Contract Documents, whether such performance is by Contractor, by any Subcontractor, by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. All insurance policies shall be with insurers qualified to do business in Lee County, Florida.

**A.** Types: The types of insurance the Contractor is required to obtain and maintain for the full period of the Contract will be: Workers' Compensation, Commercial General Liability, and Automobile Liability as detailed in the following specifications:

1. Workers Compensation Insurance in compliance with Chapter 440, Florida Statutes, for all employees working under the contract. If any work is sublet, Contractor shall require subcontractors to provide the same statutorily required Workers' Compensation Insurance.
2. Commercial General Liability Insurance with minimum primary limits no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate limit.
3. Comprehensive Automobile Liability Insurance for all owned and non-owned vehicles which used or involved in any way for the services of Contractor pursuant to this Contract, such insurance limits at a minimum of \$100,000 for injuries per person, \$300,000 for injuries per accident, and \$50,000 for property damage per accident.

**B.** Evidence: As evidence of specified insurance coverage, the City may, in lieu of actual policies, accept a Certificate of Insurance on Accord Form 25 issued by the insurance carrier showing such policies in force for the specified period. Each policy or certificate will bear an endorsement or statement waiving right of cancellation or reduction in coverage without thirty (30) days' notice in writing to be delivered by registered mail to the City. Should any policy be canceled before final payment by the City to the Contractor and the Contractor fails immediately to procure other insurance as specified, the City reserves the right to procure such insurance and to deduct the cost thereof from any sum due the Contractor under this Contract.

**C.** Adequacy of Performance: Any insurance bearing on adequacy of performance shall be maintained after completion of the project for the full guaranty period. Should such insurance be canceled before the end of the guaranty period and the Contractor fails immediately to procure other insurance as specified, the City reserves the right to procure such insurance and to charge the cost thereof to the Contractor.

**D. Payment of Damages:** Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its operations under this Contract.

**2.7 INDEMNIFICATION:** Proposer, at its own expense and without exception, in consideration of the first One Hundred Dollars (\$100.00) to be paid under this contract, the receipt and sufficiency of which is accepted, shall indemnify, defend, and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the City of Sanibel, its employees, and agents, from all suits, actions or any other liability of any nature or kind, including attorney's fees and all costs of litigation and judgments of any name and description arising out of or incidental to the performance of this contract or work performed hereunder.

**2.8 TECHNICAL APPROACH:**

Provide a description of the proposer's approach to the project, to include startup procedures/requirements, debris estimate methodology, analysis of debris recovery operations and management of the debris recovery contractor(s), billing/invoices reporting procedures to FEMA and the City. Provide a copy of proposer's internal training program.

**2.9 COST PROPOSAL:**

Each proposer must complete and submit the Cost Proposal Form/Fee Schedule included herein. The Cost Proposal will be evaluated on the rates submitted on the cost proposal form for the labor positions listed. Reasonable travel, per diem, and other direct project costs will be billed to the City at cost without markup. All listed positions may not be required for every project. The types and numbers of required positions shall be coordinated by the City and contractor prior to mobilization.

**SECTION III**

**PROPOSAL**

I have read and understand the requirements of this proposal, and agree to provide the required services in accordance with this proposal and all attachments, exhibits, etc. I agree to furnish the services as described in RFP except where specific exception has been taken.

The rates shall include all applicable overhead and profit. All non-labor related project costs (including travel, lodging, per diem, communications, supplies, rental equipment, and other direct project expenses) will be billed to the City at cost without mark-up.

Detailed pricing to be provided in Exhibit B(2) Unit Rate Schedule.

**OTHER REQUIRED POSITIONS:**

Proposer may include other positions, with hourly rates, as needed.

<b>Positions:</b>	<b>Hourly Rates:</b>
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<hr/>	<hr/>
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**ADDENDA**

Receipt of Addenda Nos. \_\_\_\_\_ is hereby acknowledged.

Respectfully submitted,

\_\_\_\_\_  
Contractor  
(Individual\_\_\_\_)(Partnership\_\_\_\_)  
or (Corporation\_\_\_\_)

(SEAL)

Signed \_\_\_\_\_

Name (print) \_\_\_\_\_

Address \_\_\_\_\_

City/State \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

DATE:

\_\_\_\_\_

NOTE: The legal status of the bidder, whether as an individual, partnership or corporation, must be indicated above, and all pertinent information as required of the Specifications must be furnished.



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

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A  
NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to:

\_\_\_\_\_  
(print name of the public entity)

by \_\_\_\_\_  
(print individual's name and title)

For \_\_\_\_\_  
(print name of entity submitting sworn statement)

whose business address is:

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

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

\_\_\_\_\_

(If the entity has no FEIN, include the Social Security Number of the individual  
signing this sworn statement:

\_\_\_\_\_

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or

information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (indicate which statement applies.)  
  
\_\_\_\_\_ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.  
  
\_\_\_\_\_ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

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

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

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

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_, 20\_\_.

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

OR Produced identification \_\_\_\_\_

\_\_\_\_\_  
(type of identification)  
expires \_\_\_\_\_

\_\_\_\_\_  
Notary Public - State of Florida

My commission

\_\_\_\_\_  
(printed, typed or stamped  
commissioned name of notary  
public.)

END OF  
SECTION

## Contractor Litigation Disclosure Form

Instructions: Please fill out the following form accurately and completely. Failure to disclose any current or past litigation may result in disqualification from the bidding process.

### **Contractor Information**

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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

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

### **Litigation Disclosure**

Have you or your company been involved in any litigation or binding arbitration (collectively "litigation") within the past 5 years? (Please check one)

Yes ☐

No ☐

If "Yes," please provide details below for each litigation case using the forms that follow.

Contractor Litigation Disclosure Form  
(continued)

Case Style or Title: \_\_\_\_\_

Court or Arbitration Name and Venue of Litigation: \_\_\_\_\_

Case Number: \_\_\_\_\_

Nature of Litigation: \_\_\_\_\_

Status of Litigation: \_\_\_\_\_

Outcome of Litigation (if resolved): \_\_\_\_\_

Please provide any additional details you believe are relevant to the disclosed litigation:

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Contractor Litigation Disclosure Form  
(continued)

Case Style or Title: \_\_\_\_\_

Court or Arbitration Name and Venue of Litigation: \_\_\_\_\_

Case Number: \_\_\_\_\_

Nature of Litigation: \_\_\_\_\_

Status of Litigation: \_\_\_\_\_

Outcome of Litigation (if resolved): \_\_\_\_\_

Please provide any additional details you believe are relevant to the disclosed litigation:

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Contractor Litigation Disclosure Form  
(continued)

Case Style or Title: \_\_\_\_\_

Court or Arbitration Name and Venue of Litigation: \_\_\_\_\_

Case Number: \_\_\_\_\_

Nature of Litigation: \_\_\_\_\_

Status of Litigation: \_\_\_\_\_

Outcome of Litigation (if resolved): \_\_\_\_\_

Please provide any additional details you believe are relevant to the disclosed litigation:

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Contractor Litigation Disclosure Form  
(continued)

Case Style or Title: \_\_\_\_\_

Court or Arbitration Name and Venue of Litigation: \_\_\_\_\_

Case Number: \_\_\_\_\_

Nature of Litigation: \_\_\_\_\_

Status of Litigation: \_\_\_\_\_

Outcome of Litigation (if resolved): \_\_\_\_\_

Please provide any additional details you believe are relevant to the disclosed litigation:

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Contractor Litigation Disclosure Form  
(continued)

Case Style or Title: \_\_\_\_\_

Court or Arbitration Name and Venue of Litigation: \_\_\_\_\_

Case Number: \_\_\_\_\_

Nature of Litigation: \_\_\_\_\_

Status of Litigation: \_\_\_\_\_

Outcome of Litigation (if resolved): \_\_\_\_\_

Please provide any additional details you believe are relevant to the disclosed litigation:

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Contractor Litigation Disclosure Form  
(continued)

**Certification**

By submitting this form, I certify that all information provided is true and accurate to the best of my knowledge.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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

**Submission Instructions**

Please submit this form along with your bid documents. Incomplete or inaccurate forms may result in disqualification from the bidding process.

This form is designed to gather essential information from contractors regarding their involvement in any litigation, ensuring transparency and compliance with state regulations during the bidding process in Florida.

## **DRAFT DEBRIS MONITORING CONTRACT**

**\*\*\*Please Note: this draft contract follows the "Initial Model Debris Monitoring Contract" developed by the Florida Division of Emergency Management (FDEM).**

Contract Number: \_\_\_\_\_

ITN#, RFP#, ITB#, RFQ#: \_\_\_\_\_

### **CONTRACT**

THIS AGREEMENT is entered into by and between the City of Sanibel, (hereinafter, "Government"), and \_\_\_\_\_ (hereinafter, "Contractor" or "Vendor"), an entity duly authorized to conduct business in the State of Florida. In consideration of the mutual promises contained in this Agreement (the terms "Agreement" and "Contract" are used interchangeably herein), the parties agree as follows:

#### **1. PURPOSE OF THE AGREEMENT**

- A. The purpose of this Agreement is to provide products and/or services as described in the Scope of Work attached hereto as Exhibit "A" and made part hereof.
- B. No work shall commence until both parties have signed the Agreement.
- C. Order of Precedence. The following exhibits, including the entirety of request for proposal ("Solicitation"), are incorporated into and made a part of this Agreement. In the event of a conflict in terms or provisions of these exhibits or between any of the components of this Agreement, the order of precedence for resolving such conflict shall be as follows with 1) being the highest:
  - 1) The express terms of this Agreement, minus Exhibits
  - 2) Exhibit A - "Scope of Work";
  - 3) Exhibit B1 - "Technical Service Cost & Contractor Tasks";
  - 4) Exhibit B2 – Unit Rate Schedule
  - 5) Addenda, in reverse order of issuance.

#### **2. TERM**

- A. The term shall begin upon execution of the Agreement by both parties and, unless terminated earlier in accordance with the provisions of section 10 of this Agreement, shall end five (5) years thereafter.
- B. In accordance with section 287.057(14), Florida Statutes, and subject to the limitations outlined herein, the Government and the Contractor may renew this Agreement, in whole or in part, for a period of two (2) years. Any renewal shall specify the renewal price, as set forth in the solicitation response. Additionally, any renewal: must be in writing and signed by both parties;

is contingent upon satisfactory performance evaluations; and, is subject to availability of funds.

### 3. PERFORMANCE

- A. Time is of the essence with regard to each and every obligation of the Contractor. Each such obligation is deemed material, and a breach of any such obligation (including a breach resulting from untimely performance) is a material breach.
- B. The Contractor shall immediately notify the Government in writing if its ability to perform is compromised in any manner during the term of this Agreement.
- C. The Contractor agrees to perform all tasks and provide deliverables as set forth in the Scope of Work and all contractual documents attached to this Agreement. The Government shall be entitled at all times to be advised, at its request, as to the status of work being done by the Contractor and of the details thereof. Coordination shall be maintained by the Contractor with representatives of the Government, or of other agencies interested in the project on behalf of the Government.
- D. If the Government determines that the performance of the Contractor is unsatisfactory, the Government will notify the Contractor of the deficiency to be corrected, which correction shall be made within a time-frame specified by the Government. The Contractor shall, within the time specified in the contractual documents after notice from the Government, provide the Government with a corrective action plan describing how the Contractor will address all issues of contract non-performance, unacceptable performance, and failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Government, the Contractor will be assessed a non-performance retainage equivalent to 10% of the total invoice amount or as specified in the contractual documents. The retainage will be applied to the invoice for the then-current billing period. The retainage will be withheld until the Contractor resolves the deficiency. If the deficiency is subsequently resolved, the Contractor may bill the Government for the retained amount during the next billing period. If the Contractor is unable to resolve the deficiency, the funds retained may be forfeited at the end of the agreement period.
- E. The Government reserves the right to inspect, at any reasonable time with prior notice, the equipment or product or plant or other facilities of the Contractor to assess conformity with Contract requirements and to determine whether they are adequate and suitable for proper and effective Contract performance.
- F. Unless otherwise prohibited by law, the Government may require the Contractor to furnish, without additional cost to the Government, a performance bond or irrevocable letter of credit or other form of security for the satisfactory performance of work hereunder. The Government shall determine the type and amount of security.

- G. Upon request, the Contractor shall furnish literature reasonably related to the product offered, for example, user manuals, price schedules, catalogs, descriptive brochures, etc.
- H. If the Contractor believes that any governmental restrictions have been imposed that require alteration of the material, quality, workmanship or performance of the products offered under the Contract, then the Contractor shall immediately notify the Government in writing, indicating the specific restriction. The Government reserves the right and the complete discretion to accept any such alteration or to cancel the Contract at no further expense to the Government.
- I. Prices shall include all charges for packing, handling, freight, distribution, and inside delivery. Tangible product shall be securely and properly packed for shipment, storage, and stocking in appropriate, clearly labeled, shipping containers and according to accepted commercial practice, without extra charge for packing materials, cases, or other types of containers; additionally, no extra charges shall be applied for boxing, crating, packing, or insurance. All containers and packaging shall become and remain the Government's property. All purchases are F.O.B. destination, transportation charges prepaid. A complete packing list must accompany each shipment. Transportation of goods shall be F.O.B Destination to any point within thirty (30) days after the Government places an Order. The Government assumes no liability for merchandise shipped to other than the specified destination. Items received in excess of quantities specified may, at the Government's option, be returned at the Contractor's expense. Substitutions are not permitted. The Contractor, within five (5) days after receiving a purchase order, shall notify the Government of any potential delivery delays. Evidence of inability or intentional delays shall be cause for Contract cancellation and Contractor suspension.
- J. Matters of inspection and acceptance are addressed in section 215.422, Florida Statutes. Until acceptance, risk of loss or damage shall remain with the Contractor. The Contractor shall be responsible for filing, processing, and collecting all damage claims. To assist the Contractor with damage claims, the Government shall: record any evidence of visible damage on all copies of the delivering carrier's Bill of Lading; report damages to the carrier and the Contractor; and, provide the Contractor with a copy of the carrier's Bill of Lading and damage inspection report. When the Government rejects a product, the Contractor shall remove it from the premises within ten days after notification or rejection. Upon rejection notification, the risk of loss of rejected or non-conforming product shall remain with the Contractor. Rejected product not removed by the Contractor within ten days shall be deemed abandoned by the Contractor, and the Government shall have the right to dispose of it as its own property. The Contractor shall reimburse the Government for costs and expenses incurred in storing or effecting removal or disposition of rejected product.
- K. Where installation is required, the Contractor shall be responsible for placing and installing the product in the required locations at no additional charge, unless otherwise designated in this Agreement. The Contractor's authorized product and price list shall clearly and separately identify any additional installation charges. All materials used in the installation shall be of good quality and shall be free of defects that would diminish the appearance of the product or render it structurally or

operationally unsound. Installation includes the furnishing of any equipment, rigging, and materials required to install or replace the product in the proper location. The Contractor shall protect the site from damage and shall repair damages or injury caused during installation by the Contractor or its employees or agents. If any alteration, dismantling, excavation, etc., is required to achieve installation, the Contractor shall promptly restore the structure or site to its original condition. The Contractor shall perform installation work so as to cause the least inconvenience and interference with the Government and with proper consideration of others on site. Upon completion of the installation, the location and surrounding area of work shall be left clean and in a neat and unobstructed condition, with everything in satisfactory repair and order.

- L. As applicable, the Contractor shall comply with all state and Federal rules and regulations when performing under this Agreement. The Contractor shall comply with all Federal Emergency Management Agency (FEMA) rules and regulations applicable to services rendered under this Agreement.

#### 4. COMPENSATION AND PAYMENT

- A. The total funding amount of this Agreement for the purchase of commodities or the performance of services as described in Exhibit "A" of this Agreement is shown in Exhibit "B".
- B. The Contractor will be paid upon submission of properly certified invoice(s) to the Government after delivery and acceptance of commodities or services is confirmed in writing by the Government. Invoices shall contain detail sufficient for a proper pre-audit and post audit thereof and shall contain any Purchase Order and the Vendor's Federal Employer Identification Number or Social Security Number.
- C. No payment requirements shall start until a properly completed invoice is provided to the Government, inspected, and approved. Invoices that must be returned to the Contractor due to preparation errors will result in a delay in payment.
- D. The Government does not pay Federal excise or sales taxes on direct purchases of tangible personal property. The State will not pay for any personal property taxes levied on the Contractor or for any taxes levied on employees' wages. All taxes will be borne by the Contractor.
- E. The Contractors providing goods and services to the Government should be aware of the following time frames:
  - 1) Pursuant to section 215.422(1), Florida Statutes, an invoice submitted to the Government shall be recorded in the financial systems of the State, approved for payment by the Government, and filed with the Chief Financial Officer not later than twenty (20) days after receipt of the invoice and receipt, inspection, and approval of the goods or services, except that in the case of a bona fide dispute the invoice recorded in the financial systems of the State shall contain a statement of the dispute and authorize payment only in the amount not disputed.

- 2) Notwithstanding the 20-day requirement above, the five (5) working day requirement, set forth in section 215.422(1), Florida Statutes, to inspect and approve goods or services rendered under this Agreement shall not apply. The Government will make a good faith effort to abide by the five (5) working day requirement but shall not be penalized if the inspection and approval take more than five (5) working days. Items may be tested for compliance with specifications. Items delivered not conforming to specifications may be rejected and returned at the Contractor's expense. Any resulting increase in cost will be charged against the Contractor.
  - 3) Pursuant to section 215.422(3)(b), Florida Statutes, the Government shall issue payment to the Contractor within forty (40) days after the invoice has been received, inspected, and approved. Failure to issue the warrant within forty (40) days may result in the Government paying interest at the rate established under section 55.03(1), Florida Statutes. The Government shall not be held to the five (5) working day inspection and approval requirement in section 215.442(1), Florida Statutes.
- F. The Contractor shall report and pay the transaction fee on a quarterly calendar basis using the Department of Management Service's Form PUR 3776, which is incorporated by reference. Any misrepresentation shall be punishable under law, including but not limited to chapter 817, Florida Statutes.
- G. The Contractor may call (850) 413-7269 Monday through Friday to inquire about the status of payments by State Agencies. The Government is responsible for all payments under the Agreement. The Government's failure to pay, or delay in payment, shall not constitute a breach of the Agreement and shall not relieve the Contractor of its obligations to the Government.
- H. A Vendor Ombudsman, whose duties include acting as an advocate for Vendors who may be experiencing problems in obtaining timely payment(s) from an Agency may be contacted at 850-413-5516 or by calling the State Comptroller's Hotline, 1-800- 848-3792.
- I. The Government, during any fiscal year, shall not expend money, incur any liability, or enter into any contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Government shall require a statement from the Office of Policy and Budget that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding one (1) year, but any contract so made shall be executed only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years.
- J. All refunds or repayments due to the Government under this Agreement shall be made payable to the order of the "City of Sanibel \_\_\_\_\_" and mailed directly to the attention of the City Manager. The Contractor shall also notify the

Government Program Manager (identified in subsection 16.B. of this Agreement) that it has issued a refund to the Government.

5. SURETY BOND

☐ This provision applies.

☒ This provision does not apply.

- A. A surety bond shall be required of the successful bidder in an amount equal to one million dollars (\$1,000,000.00). If the total value of the Agreement later exceeds the initial surety bond amount, the Contractor shall timely increase the surety bond amount to match that new amount. Specifically, Contractor agrees to increase the amount to one hundred percent (100%) of the estimated value of the assigned disaster-related work within seventy-two (72) hours after written notice of the disaster. The surety bond must comply with section 287.0935, Florida Statutes. The surety on such bond shall be a surety company authorized to do business in the state. The Surety Bond will be at no cost to the Government. All bonds shall be payable to the Government and conditioned for the prompt, faithful, efficient, and full performance of the Agreement to provide products and services specified in the Agreement during an emergency declared pursuant to section 252.36, Florida Statutes, and within the time period specified in the Agreement.
- B. The surety bond provided under this section shall be used to the extent necessary to satisfy the damage claims made by the State, to ensure timely performance by the Contractor of the Agreement, and to ensure prompt payment of all persons defined in section 713.01, Florida Statutes, furnishing labor, materials, equipment, supplies, services, and licenses to or for the Contractor in its performance of this Agreement. In no event shall the surety bond be construed as a penalty bond.
- C. Before beginning any work under the Agreement, the Contractor shall maintain a copy of the payment and performance bond required under this section at its principal place of business and at the job-site office, if one is established, and the Contractor shall provide a copy of the payment and performance bond within 5 days after receiving a written request for the bond. A copy of the payment and performance bond required under this section may also be obtained directly from the Government by making a request pursuant to chapter 119, Florida Statutes. A claimant has a right of action against the Contractor and surety for the amount due him or her, including unpaid finance charges due under the claimant's Agreement. The action may not involve the Government in any expense.
- D. A claimant, except a laborer, who is not in privity with the Contractor shall, before commencing or not later than 90 days after commencing to furnish labor, materials, or supplies for the prosecution of the work, furnish the Contractor with a notice that he or she intends to look to the bond for protection. A claimant who is not in privity with the Contractor and who has not received payment for his or her labor, materials, or supplies shall deliver to the Contractor and to the surety written notice of the performance of the labor or delivery of the materials or supplies and of the nonpayment. The notice of nonpayment may be served at any time during the progress of the work or thereafter but not before 45 days after the first furnishing of labor, services, or materials, and not later than 90 days after the final furnishing of the labor, services, or materials by the claimant or, with respect to rental equipment, not later than 90 days after the date that the rental equipment was last on the job site



available for use. An action by a claimant, except a laborer, who is not in privity with the Contractor for the labor, materials, or supplies may not be instituted against the Contractor or the surety unless both notices have been given. Notices required or permitted under this section may be served in any manner provided in section 713.18, Florida Statutes.

- E. An action must be instituted by a claimant, whether in privity with the Contractor or not, against the Contractor or the surety on the payment bond or the payment provisions of a combined payment and performance bond within 365 days after the final acceptance of the Contractor's work by the Government. A claimant may not waive in advance his or her right to bring an action under the bond against the surety. In any action brought to enforce a claim against a payment bond under this section, the prevailing party is entitled to recover a reasonable fee for the services of his or her attorney for trial and appeal or for arbitration, in an amount to be determined by the court, which fee must be taxed as part of the prevailing party's costs, as allowed in equitable actions.
- F. The Government shall have no liability for anticipated profits for unfinished work on an Agreement which has been determined to be in default.
- G. The Government may recover from the Contractor, amounts paid by the Government for damages suffered by third parties as a result of the Contractor's failure to complete the project within the time stipulated in the Agreement or within such additional time as may have been granted by the Government, unless the failure to timely complete the project was caused by the Government's act or omission. This provision is in addition to of the liquidated damages resulting from the failure of the Contractor to complete the project within the time stipulated in the Agreement or within such additional time as may have been granted by the Government. However, nothing herein shall create a cause of action against the Government.
- H. The bond shall be subject to the additional obligation that the principal and surety executing the same shall be liable to the state in a civil action instituted by the Government, or any officer of the state authorized in such cases, for double any amount in money or property the state may lose or be overcharged or otherwise defrauded of, by reason of any wrongful or criminal act, if any, of the Contractor, the Contractor's agent, or employees.
- I. Within 30 days of the execution of this Agreement, and by March 1st of each year following the Effective Date of this Agreement, the Contractor shall provide the Government with a surety bond continuation certificate or other acceptable verification that the bond is valid and has been renewed for an additional year.
- J. As an alternative to the surety bond described in this section and at the sole discretion of the Government, the Contractor may use an irrevocable letter of credit on an annually renewable basis, which in the reasonable judgment of the Government effectuates a surety bond. By March 1st of each year following the Effective Date of this Agreement, the Government may determine in its sole discretion whether to discontinue the irrevocable letter of credit in favor of the surety bond described in this section.

6. PERFORMANCE BOND

- ☐ This provision applies.  
☒ This provision does not apply.

- A. Within 30 days of contract execution, Contractor will deliver to the Government's Contract Manager, a Performance Bond or Irrevocable Letter of Credit in the amount equal to the lesser of           dollars (\$          ) or the average annual price of the contract (averaged from the initial contract term pricing) at no cost to the Government. The bond or letter of credit shall be used to guarantee at least satisfactory performance by Contractor throughout the term of the contract (including renewal years). At any time after contract execution, the Contractor's bond may be reduced, or the requirement removed, for the remainder of the term (including any renewal periods).
- B. The bond shall be maintained throughout the term of the Contract, issued by a reliable surety company which is licensed to do business in the State of Florida, as determined by the Government, and must include the following conditions:
- 1) Obligee: The Government shall be named as the beneficiary of the bond. The insurer or bonding company shall pay losses suffered by the State directly to the Government.
  - 2) Notice of Attempted Change: The Contractor shall provide the Government prior written notice or immediate notice upon knowledge of any attempt to cancel or to make any other material change in the status, coverage or scope of the required bond or of the Contractor's failure to pay bond premiums.
  - 3) Premiums: The Government shall not be responsible for any premiums or assessments on the bond.
  - 4) Purpose of Bond: The performance bond is to protect the Government and the State against any loss sustained through failure of the Contractor's performance of the Services in accordance with the Contract. No payments shall be made to the Contractor until the performance bond is in place and approved by the Government in writing.

7. INDEMNITY AND PAYMENT FOR CLAIMS

- A. INDEMNITY. The Contractor shall be fully liable for the actions of its agents, employees, partners, assignees, or subcontractors and shall fully indemnify, defend, and hold harmless the State and the Government, and their officers, agents, and employees, from suits, actions, damages, and costs, including attorneys' fees, arising from or relating to personal injury and damage to real or personal tangible property alleged to be caused in whole or in part by the Contractor, its agents, employees, partners, or subcontractors; provided, however, the Contractor shall not indemnify for that portion of any loss or damages proximately caused by the negligent act or omission of the State or the Government.

Further, the Contractor shall fully indemnify, defend, and hold harmless the State from any suits, actions, damages, and costs of every name and description, including attorneys' fees, arising from or relating to violation or infringement of a trademark, copyright, patent, trade secret or intellectual property right; provided, however, that the foregoing obligation shall not apply to the Government's misuse or modification of the Contractor's products or the Government's operation or use of the Contractor's products in a manner not contemplated by the Agreement. If any product is the subject of an infringement suit, or in the Contractor's opinion is likely to become the subject of such a suit, the Contractor may at its sole expense procure for the Government the right to continue using the product or to modify it to become non-infringing. If the Contractor is not reasonably able to modify or otherwise secure for the Government the right to continue using the product, the Contractor shall remove the product, and refund to the Government the amounts paid in excess of a reasonable rental for past use. The Government shall not be liable for any royalties.

The Contractor's obligations under the preceding paragraphs with respect to any legal action are contingent upon the State giving the Contractor (1) written notice of any action or threatened action, (2) the opportunity to take over and settle or defend any such action at Contractor's sole expense, and (3) assistance in defending the action at Contractor's sole expense. The Contractor shall not be liable for any cost, expense, or compromise incurred or made by the Government in any legal action without the Contractor's prior written consent, which shall not be unreasonably withheld.

Any Contractor which is a State agency or subdivision, as defined in section 768.28, Florida Statutes, agrees to be fully responsible for its negligent or tortuous acts or omissions which result in claims or suits against the Government, and agrees to be liable for any damages proximately caused by the acts or omissions to the extent set forth in section 768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by any Contractor to which sovereign immunity applies.

Nothing herein shall be construed as consent by a State agency or subcontractor of the State of Florida to be sued by third parties in any matter arising out of any contract.

- B. **LIMITATION OF LIABILITY.** For all claims against the Contractor under this Agreement, and regardless of the basis on which the claim is made, the Contractor's liability under this Agreement for direct damages shall be limited to the greater of \$1,000,000, the dollar amount of the Agreement, the dollar amount of the purchase order(s) issued to Contractor under this Agreement, or two times the charges rendered by the Contractor under any purchase order(s) issued under this Agreement. This limitation shall not apply to claims arising under the Indemnity paragraph contained in this Agreement.

Unless otherwise specifically enumerated in this Agreement or resulting purchase order, no party shall be liable to another for special, indirect, punitive, or consequential damages, including lost data or records (unless the contract or purchase order requires the Contractor to back-up data or records), even if the party has been advised that such damages are possible. No party shall be liable for lost profits, lost revenue, or lost institutional operating savings. The State and Government may, in addition to other remedies available to them at law or equity and upon notice to the Contractor,

retain such monies from amounts due Contractor as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them. The State may set off any liability or other obligation of the Contractor or its affiliates to the State against any payments due the Contractor under any contract with the State.

- C. PAYMENT OF CLAIMS. The Contractor guaranties the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Contractor or any subcontractor, in connection with the Agreement.
- D. LIABILITY INSURANCE. The Contractor shall carry and keep in force during the term of this Agreement insurance policies with a company or companies authorized to do business in Florida. For the services to be rendered in accordance with this Agreement, the Contractor agrees to provide the following proof of insurance: 1. General liability insurance in the amount of at least five million dollars (\$5,000,000) per occurrence; 2. Business motor vehicle liability insurance with combined bodily injury limits of at least \$250,000 per person and \$500,000 each occurrence, and property damage insurance of at least \$250,000 each occurrence; 3. Pollution liability insurance in the amount of at least one million dollars (\$1,000,000); and 4. Other insurance policies necessary for the services to be rendered in accordance with this Agreement.

Providing and maintaining adequate insurance coverage is a material obligation of the Contractor. Upon request, the Contractor shall provide certificate of insurance. The limits of coverage under each policy maintained by the Contractor shall not be interpreted as limiting the Contractor liability and obligations under the Agreement. All insurance policies shall be through insurers authorized or eligible to write policies in Florida.

- E. WORKERS COMPENSATION. The Contractor shall maintain Workers' Compensation insurance as required under the Florida Workers' Compensation Law.

8. COMPLIANCE WITH LAWS:

- A. The laws of the State of Florida shall govern this Agreement. The Government and the Contractor submit to the jurisdiction of the courts of the State of Florida exclusively for any legal action related to this Agreement. Further, the Contractor hereby waives any and all privileges and rights relating to venue it may have under chapter 47, Florida Statutes, and any and all such venue privileges and rights it may have under any other statute, rule, or case law, including, but not limited to those grounded on convenience. The Contractor hereby submits to venue in the county chosen by the Government, to wit: Leon County, Florida.
- B. The Contractor must be registered with the Florida Department of State, Government of Corporations. Online-filing is available at: <http://www.sunbiz.org>.
- C. The Contractor shall allow public access to all documents, papers, letters, or other material subject to the provisions of chapter 119, Florida Statutes, and made or received by the Contractor in conjunction with this Agreement. In accordance with

section 119.0701(2), Florida Statutes, a vendor providing contractual services and acting on behalf of the Government must:

- 1) Keep and maintain public records that ordinarily and necessarily would be required by the public agency in order to perform the service.
- 2) Provide the public with access to public records on the same terms and conditions that the public agency would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law.
- 3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law.
- 4) Meet all requirements for retaining public records and transfer, at no cost, to the public agency all public records in possession of the contractor upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the public agency in a format that is compatible with the information technology systems of the public agency.

**IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

**Sanibel City Clerk  
Sanibel, FL 33957  
239-474-3700  
Scotty.kelly@mysanibel.com**

- D. Pursuant to section 287.058(1)(c), Florida Statutes, the Government may unilaterally cancel a contract if the vendor refuses to allow public access to all non-exempt documents, papers, letters, or other material made or received by the contractor in conjunction with the contract.
- E. The Contractor agrees that it shall make no statements, press releases, or publicity releases concerning this Agreement or its subject matter or otherwise disclose or permit to be disclosed any of the data or other information obtained or furnished in compliance with this Agreement, or any particulars thereof, during the period of the Agreement, without first notifying the Government's Contract Manager or the Government's designated contact person and securing prior written consent. The Contractor shall maintain confidentiality of all confidential data, files, and records related to the services and/or commodities provided pursuant to this Agreement and shall comply with all state and federal laws, including, but not limited to sections 381.004, 384.29, 392.65, and 456.057, Florida Statutes. The Contractor's confidentiality procedures shall be consistent with the most recent version of the Government's security policies, protocols, and procedures. The Contractor shall also comply with any applicable professional standards with respect to confidentiality of information.

The Contractor shall comply with all laws, rules, codes, ordinances, and licensing requirements that are applicable to the conduct of its business, including those of federal, state, and local agencies having jurisdiction and authority. For example, the Contractor shall comply with Section 247A of the Immigration and Nationality Act, the Americans with Disabilities Act, Health Insurance Portability and Accountability Act, and all prohibitions against discrimination on the basis of race, religion, sex, creed, national origin, handicap, marital status, or veteran's status. Pursuant to Section 287.058(1), Florida Statutes, the provisions of section 287.058(1)(a)-(c), and (i), Florida Statutes, are hereby incorporated by reference, to the extent applicable.

- F. The Contractor should identify any products that may be used or adapted for use by visually, hearing, or other physically impaired individuals.
- G. All manufactured items and fabricated assemblies subject to operation under pressure, operation by connection to an electric source, or operation involving connection to a manufactured, natural, or LP gas source shall be constructed and approved in a manner acceptable to the appropriate State inspector. Acceptability customarily requires, at a minimum, identification marking of the appropriate safety standard organization, where such approvals of listings have been established for the type of device offered and furnished, for example: the American Society of Mechanical Engineers for pressure vessels; the Underwriters Laboratories and/or National Electrical Manufacturers' Association for electrically operated assemblies; and the American Gas Association for gas-operated assemblies. In addition, all items furnished shall meet all applicable requirements of the Occupational Safety and Health Act and state and federal requirements relating to clean air and water pollution.
- H. If regulated by the Florida Department of Business and Professional Regulation, the Contractor and its employees shall be bound by the standard of conduct provided in applicable Florida Statutes and applicable rules of the Board of Business and Professional Regulation as they relate to work performed under this Agreement. The Contractor further covenants and agrees that when a former State employee is employed by the Contractor, the Contractor will require strict adherence by a former State employee to section(s) 112.313 and 112.3185, Florida Statutes, as a condition of employment for said former State employee. These statutes will by reference be made a part of this Agreement as though set forth in full. The Contractor agrees to incorporate the provisions of this subsection in any subcontract into which it might enter for the work performed under this Agreement.
- I. A person or affiliate who has been placed on the convicted Contractor list following a conviction for a public entity crime may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals or replies on leases of 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 following the date of being placed on the convicted Contractor list.
- J. An entity or affiliate who has been placed on the discriminatory Vendor list may not submit a bid, proposal or reply on a contract to provide any goods or service to a public

entity, may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals or replies on leases of real property to a public entity, may not be awarded or perform work as a Vendor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity.

- K. The Government shall verify the Contractor and any subcontractor's against the Federal Excluded Parties List System to ensure the Contractor or subcontractor is not disbarred or excluded from receiving Federal contracts.
- L. The Contractor shall E-Verify the employment status of all employees and subcontractors to the extent permitted by federal law and regulation. The Government shall consider the employment by any Contractor of unauthorized aliens a violation of section 274A (e) of the Immigration and Nationality Act. If the Contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. Furthermore, the Contractor agrees to utilize the U.S. Agency of Homeland Security's E-Verify system, <https://e-verify.uscis.gov/emp>, to verify the employment eligibility of all new employees hired during the term of this Agreement for the services specified in this Agreement. The Contractor shall also include a requirement in subcontracts that the subcontractor shall utilize the E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the term of this Agreement.
- M. Pursuant to section 216.347, Florida Statutes, the Contractor shall not expend any State funds for the purpose of lobbying the State Legislature, the Judiciary, or an Agency.
- N. In accordance with section 20.055(5), Florida Statutes, the Contractor shall cooperate fully with the Inspector General in any investigation, audit, inspection, review, or hearing conducted pursuant to the Inspector General's statutory authority. Additionally, upon request of the Inspector General or any other authorized State official, the Contractor shall provide any type of information the Inspector General deems relevant to the Contractor's integrity or responsibility. Such information may include, but shall not be limited to, the Contractor's business or financial records, documents, or files of any type or form that refer to or relate to this Agreement. The Contractor shall retain such records in accordance with the General Records Schedules maintained by the Florida Department of State (available at: <http://dos.myflorida.com/library-archives/records-management/general-records-schedules/>). The Contractor agrees to reimburse the State for the reasonable costs of investigation incurred by the Inspector General or other authorized State official for investigations of the Contractor's compliance with the terms of this or any other agreement between the Contractor and the State which results in the suspension or debarment of the Contractor. Such costs shall include, but shall not be limited to: salaries of investigators, including overtime; travel and lodging expenses; and expert witness and documentary fees. The Contractor shall not be responsible for any costs of investigations that do not result in the Contractor's suspension or debarment.
- O. The Contractor shall not, in connection with this or any other agreement with the State, directly or indirectly (1) offer, confer, or agree to confer any pecuniary benefit on

anyone as consideration for any State officer or employee's decision, opinion, recommendation, vote, other exercise of discretion, or violation of a known legal duty, or (2) offer, give, or agree to give to anyone any gratuity for the benefit of, or at the direction or request of, any State officer or employee. For purposes of clause (2), "gratuity" means any payment of more than nominal monetary value in the form of cash, travel, entertainment, gifts, meals, lodging, loans, subscriptions, advances, deposits of money, services, employment, or contracts of any kind.

- P. The Government may, at its option, terminate the Contract if the Contractor is found to have submitted a false certification as provided under section 287.135(5), Florida Statutes, or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or been engaged in business operations in Cuba or Syria, or to have been placed on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel.
- Q. Pursuant to section 287.05805, Florida Statutes, if state funds are being used for the purchase of or improvements to real property pursuant to the terms of this Agreement, the state funds are contingent upon the Contractor or political subdivision granting to the state a security interest in the property at least to the amount of state funds provided for at least five (5) years from the date of purchase or the completion of the improvements or as further required by law.

#### 9. COPYRIGHT, PATENT AND TRADEMARK

**EXCEPT AS PROVIDED BELOW, ANY AND ALL PATENT RIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY RESERVED TO THE STATE OF FLORIDA; AND, ANY AND ALL COPYRIGHTS ACCRUING UNDER OR IN CONNECTION WITH THE PERFORMANCE OF THIS AGREEMENT ARE HEREBY TRANSFERRED BY THE SUB-RECIPIENT TO THE STATE OF FLORIDA.**

- A. All plans, specifications, computer files, and reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived from them shall be the exclusive property of the Government without restriction or limitation on their use and shall be made available, upon request, to the Government at any time during the performance of such services and/or upon completion or termination of this Agreement.
- B. The Contractor shall not copyright any material and products or patent any invention developed under this Agreement. Any and all patent rights and any and all copyright accruing under or in connection with the performance of this Agreement are hereby reserved to the State of Florida. If the Contractor brings to the performance of this Agreement a pre-existing patent or copyright, the Contractor shall retain all rights and entitlements to that pre-existing patent or copyright unless the Agreement provides otherwise.



- C. If any discovery or invention arises or is developed in the course of or as a result of work or services performed under this Agreement, or in any way connected with this Agreement, the Contractor shall refer the discovery or invention to the Government for a determination whether patent protection will be sought in the name of the State of Florida. Any and all patent rights accruing under or in connection with the performance of this Agreement are reserved to the State of Florida. If any books, manuals, films, or other copyrightable material are produced, the Contractor shall notify the Government. Any and all copyrights accruing under or in connection with the performance under this Agreement are transferred by the Contractor to the State of Florida.
- D. Within thirty days (30) of execution of this Agreement, the Contractor shall disclose all intellectual properties relevant to the performance of this Agreement which he or she knows or should know could give rise to a patent or copyright. The Contractor shall retain all rights and entitlements to any pre-existing intellectual property which is disclosed. Failure to disclose will indicate that no such property exists. The Government shall then, under subsection C, have the right to all patents and copyrights which occur during performance of the Agreement.

#### 10. SUSPENSION OF WORK AND TERMINATION OF THE AGREEMENT

- A. **SUSPENSION.** The Government may in its sole discretion suspend any or all activities under this Agreement, at any time, when in the best interests of the State to do so. The Government shall provide the Contractor written notice outlining the particulars of suspension. Examples of the reason for suspension include but are not limited to: budgetary constraints; declaration of emergency; or, other such circumstances. After receiving a suspension notice, the Contractor shall comply with the notice and shall not accept any purchase orders. Within ninety (90) days, or any longer period agreed to by the Contractor, the Government shall either: (1) issue a notice authorizing resumption of work, at which time activity shall resume; or, (2) terminate the Agreement. Suspension of work shall not entitle the Contractor to any additional compensation.
- B. **TERMINATION FOR CONVENIENCE.** This Agreement may be terminated by the Government in whole or in part at any time in the best interest of the Government. The Contractor shall not furnish any product after it receives the notice of termination (whether for convenience or for cause), except as necessary to complete the continued portion of the Contract, if any. If this Agreement is terminated before performance is completed, then the Contractor shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed an amount which is the same percentage of the agreement price as the amount of work satisfactorily completed is a percentage of the total work called for by this Agreement. All work in progress shall become the property of the Government and shall be turned over promptly by the Contractor. The Contractor shall not be entitled to recover any cancellation charges or lost profits.
- C. **TERMINATION FOR CAUSE.** The Government may terminate the Agreement if the Contractor fails to: (1) deliver the product within the time specified in the Agreement or any extension; (2) maintain adequate progress, thus endangering performance of

the Agreement; (3) honor any term of the Agreement; (4) timely cure a default; or, (5) abide by any statutory, regulatory, or licensing requirement (Rule 60A-1.006(3), F.A.C., governs the procedure and consequences of default). The Contractor shall continue work on any work not terminated. Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs if the failure to perform the Agreement arises from events completely beyond the control, and without the fault or negligence, of the Contractor. If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is completely beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted products were obtainable from other sources in sufficient time for the Contractor to meet the required delivery schedule. If, after termination, it is determined that the Contractor was not in default, or that the default was excusable, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of the Government. The rights and remedies of the Government in this clause are in addition to any other rights and remedies provided by law or under the Contract.

## 11. REMEDIES

- A. Any dispute concerning performance of this Agreement shall be decided by the Government's designated contract manager, who shall reduce the decision to writing and serve a copy on the Contractor. The decision shall be final and conclusive unless within twenty-one (21) days from the date of receipt, the Contractor files with the Government a petition for administrative hearing. The Government's decision on the petition shall be final, subject to the parties' right to review pursuant to chapter 120, Florida Statutes. Exhaustion of administrative remedies is an absolute condition precedent to the Contractor's ability to pursue any other form of dispute resolution; provided, however, that the parties may employ the alternative dispute resolution procedures outlined in chapter 120.
- B. In the event the Contractor fails to satisfactorily perform or has failed to adhere to the terms and conditions under this Agreement, the Government shall, upon fifteen (15) calendar days written notice to the Contractor and upon the Contractor's failure to cure within those fifteen (15) calendar days, exercise any one or more of the following remedies, either concurrently or consecutively:
  - 1) Withhold or suspend payment of all or any part of a request for payment.
  - 2) Require that the Contractor refund to the Government any monies used for ineligible purposes under the laws, rules and regulations governing the use of these funds.
  - 3) Exercise any corrective or remedial actions, to include but not be limited to:
    - a) Requesting additional information from the Contractor to determine the reasons for or the extent of non-compliance or lack of performance;

- b) Issuing a written warning to advise that more serious measures may be taken if the situation is not corrected;
  - c) Advising the Contractor to suspend, discontinue or refrain from incurring costs for any activities in question; or,
  - d) Requiring the Contractor to reimburse the Government for the amount of costs incurred for any items determined to be ineligible.
- C. Pursuing any of the above remedies will not keep the Government from pursuing any other rights or remedies which may be otherwise available under law or in equity. If the Government waives any right or remedy in this Agreement or fails to insist on strict performance by the Contractor, it will not affect, extend or waive any other right or remedy of the Government, or affect the later exercise of the same right or remedy by the Government for any other default by the Contractor.
- D. The Contractor and the State of Florida recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the State of Florida. Therefore, the Contractor hereby assigns to the State of Florida any and all claims for such overcharges as to goods, materials or services purchased in connection with this Agreement.

## 12. LIQUIDATED DAMAGES

- ☒ This provision applies.  
☐ This provision does not apply.

- A. The Contractor shall be responsible for any and all consequential damages resulting from the breach of this Agreement, and if consequential damages are not calculable, then this Liquidated Damages provision shall apply.
- B. NOTICE OF DEFAULT. The Contractor will promptly notify the Government upon becoming aware of any circumstances that may reasonably be expected to jeopardize the timely and successful completion (or delivery) of any Service, Deliverable, or Project; or if the Contractor uses or authorizes a third party to use Government Materials beyond the license for use. The Contractor will use commercially reasonable efforts to avoid or minimize any delays in performance and will inform the Government of the steps the Contractor is taking, or will take to do so, and the projected actual completion (or delivery) time. If the Contractor believes a delay in performance by the Government has caused or will cause the Contractor to be unable to perform its obligations on time, the Contractor will promptly so notify the Government and use commercially reasonable efforts to perform its obligations on time notwithstanding the Government's delay. Provided that the Contractor satisfies the requirements of the immediately foregoing sentence, the Contractor will not be liable for liquidated damages if and only to the extent that the Contractor's applicable failure to perform or delay in performing is caused by the Government.
- C. AMOUNT OF LIQUIDATED DAMAGES. Applicable liquidated damages are the amounts established in the following schedule:

Original Contract Amount	Daily Charge Per Calendar Day
\$50,000 and under.....	\$956
\$50,000.01 to \$249,999.99.....	\$964
\$250,000 to \$499,999.99.....	\$1,241
\$500,000 to \$2,499,999.99.....	\$1,665
\$2,500,000 to \$4,999,999.99.....	\$2,712
\$5,000,000 to \$9,999,999.99.....	\$3,447
\$10,000,000 to 14,999,999.99.....	\$4,866
\$15,000,000 to \$19,999,999.99.....	\$5,818
\$20,000,000 and over.....	\$9,198 plus 0.00005 of any amount over \$20 million (round to nearest whole dollar)

- D. DETERMINATION OF NUMBER OF DAYS OF DEFAULT. For all contracts, regardless of whether the Contract Time is stipulated in calendar days or working days, the Contractor will count default days in calendar days.
- E. CONDITIONS UNDER WHICH LIQUIDATED DAMAGES ARE IMPOSED. If the Contractor, in the case of default, fails to complete the work within the time stipulated in the Contract, or within such extra time that the Government may have granted the Contractor, then the surety shall pay to the Government not as a penalty, but as liquidated damages, the amount so due as provided in the schedule above.
- F. RIGHT OF COLLECTION. The Government has the right to apply as payment on such liquidated damages, any money the Government owes the Contractor.
- G. ALLOWING CONTRACTOR TO FINISH WORK. The Government does not waive its right to liquidated damages due under the Contract by allowing the Contractor to continue and to finish the work or any part of it after the expiration of the Contract Time.
- H. COMPLETION OF WORK BY THE Government. In the case of a default of the Contract and the completion of the work by the Government, the Contractor and his surety are liable for the liquidated damages under the Contract, but the Government will not charge liquidated damages for any delay in the final completion of the Government's performance of the work due to any unreasonable action or delay on the part of the Government.

### 13. EMPLOYEES, ASSIGNMENT, AND SUBCONTRACTS

- A. INDEPENDENT CONTRACTOR. The Contractor and its employees, agents, representatives, assignees, and subcontractors are not employees or agents of the Government and are not entitled to the benefits of State of Florida employees. The Government shall not be bound by any acts or conduct of the Contractor or its employees, agents, representatives, assignees, or subcontractors. The Contractor agrees to include this provision in all of its subcontracts under this Agreement.

- B. **ALL EMPLOYEES, SUBCONTRACTORS, AND AGENTS.** All Contractor employees, assignees, subcontractors, or agents performing work under this Agreement shall be properly trained technicians who meet or exceed any specified training qualifications and shall have all current licenses and permits required for all of the particular work for which they are hired by the Contractor. Upon request, the Contractor shall furnish a copy of technical certification or other proof of qualification. All employees, assignees, subcontractors, or agents performing work under this Agreement must comply with all security and administrative requirements of the Government and shall comply with all controlling laws and regulations relevant to the services they are providing under the Agreement. The State may conduct, and the Contractor shall cooperate in, a security background check or otherwise assess any employee, assignee, subcontractor, or agent furnished by the Contractor. The State may refuse access to, or require replacement of, any personnel for cause, including, but not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with the Government's security or other requirements. Such approval shall not relieve the Contractor of its obligation to perform all work in compliance with the Agreement. The State may reject and bar from any facility for cause any of the Contractor's employees, assignees, subcontractors, or agents. The Government and the State shall take all actions necessary to ensure that Contractor's employees, assignees, subcontractors and other agents are not employees of the State of Florida. Such actions include, but are not limited to, ensuring that Contractor's employees, assignees, subcontractors, and other agents receive benefits and necessary insurance (health, workers' compensations, and unemployment) from an employer other than the State of Florida.
- C. **CONVICTED AND DISCRIMINATORY VENDORS.** In accordance with sections 287.133 and 287.134, Florida Statutes, an entity or affiliate who is on the Convicted Vendor List or the Discriminatory Vendor List may not perform work as a contractor, supplier, sub-contractor, or consultant under this Agreement.
- D. **WARRANTY TO PERFORM.** The Contractor warrants that, to the best of its knowledge, there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish the Contractor's ability to satisfy its Contract obligations. The Contractor warrants that neither it nor any affiliate is currently on the convicted or discriminatory vendor lists, or on any similar list maintained by any other state or the federal government.
- E. **ASSIGNMENT.** The Contractor shall not sell, assign or transfer any of its rights, duties or obligations under this Agreement without the prior written consent of the Government. In the event of any assignment, the Contractor remains secondarily liable for performance of this Agreement, unless the Government expressly waives such secondary liability. The Government may assign this Agreement with prior written notice to Contractor.
- F. **SUBCONTRACTS.** The Vendor may subcontract any work under this Purchase Order. Subcontractors must be approved in writing. The Vendor is fully responsible for satisfactory completion of all subcontracted work.

#### 14. MODIFICATION OF CONTRACT

This Agreement contains all the terms and conditions agreed upon by the parties, which terms and conditions shall govern all transactions between the Government and the Contractor. This Agreement may only be modified or amended upon mutual written agreement of the Government and the Contractor. No oral agreements or representations shall be valid or binding upon the Government or the Contractor. No alteration or modification of the Contract terms, including substitution of product, shall be valid or binding against the Government. The Contractor may not unilaterally modify the terms of this Agreement by affixing additional terms to product upon delivery (e.g., attachment or inclusion of standard preprinted forms, product literature, "shrink wrap" terms accompanying or affixed to a product, whether written or electronic) or by incorporating such terms onto the Contractor's order or fiscal forms or other documents forwarded by the Contractor for payment. The Government's acceptance of product or processing of documentation on forms furnished by the Contractor for approval or payment shall not constitute acceptance of the proposed modification to terms and conditions.

#### 15. MONITORING

The Contractor agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the Government or its agents, employees, or designee, including the Florida Chief Financial Officer, or Florida Auditor General. In the event the Government determines that a limited scope audit of the Contractor is appropriate, the Contractor agrees to comply with any additional instruction provided by the Government to the Contractor regarding such audit. The Contractor further agrees to comply and cooperate with any inspection reviews, investigation or audits deemed necessary by the Florida Chief Financial Officer or Florida Auditor General.

Records of costs incurred by the Contractor under terms of this Agreement shall be maintained by the Contractor and made available upon request to the Government at all times during the period of this Agreement. Copies of these documents and records shall be furnished to the Government upon request. Records of costs incurred shall include the Contractor's general accounting records and the project records, together with supporting documents and records of the Contractor and all subcontractors performing work on the project, and all other records of the Contractor and subcontractors considered necessary by the Government for a proper audit of project costs.

#### 16. NOTICE AND CONTACT

A. Pursuant to section 287.057(14), Florida Statutes, the Government's Contract Manager shall be responsible for enforcing performance of the contract terms and conditions and the Government's Contract Manager shall serve as liaison with the Contractor. Additionally, the Contract Manager for the Government shall (1) monitor and document Contractor performance; and, (2) review and document all deliverables for which the Contractor requests payment.

B. The Government's Contract Manager is Deputy Public Works Director Scott Krawczuk.

- C. In the event that different representatives or addresses are designated by either party after execution of this Agreement, notice of the name, title, and address of the new representative will be provided to the other party in writing via letter or electronic email.
- D. All notices required under the Agreement shall be delivered to the following:

For Government (Contract Manager)	For CONTRACTOR
800 Dunlop Road	
Sanibel, FL 33957	
Tel: (239) 472-6397	Tel:
Email:scott.krawczuk@mysanibel.com	Email:

#### 17. MISCELLANEOUS

- A. All services shall be performed by the Contractor to the satisfaction of the Government who shall decide all questions, difficulties and disputes of any nature that may arise under this Agreement, the prosecution and fulfillment of the services under it and the character, quality, and value thereof; and the decision upon all claims, questions and disputes shall be final and binding upon all parties hereto. Adjustments of compensation and contract time because of any major changes in the work that may become necessary or desirable as the work progresses shall be subject to mutual agreement of the parties, and Amendments(s) shall be entered into by the parties in accordance with the changes.
- B. Records of costs incurred under terms of this Agreement shall be maintained and made available upon request to the Government at all times during the period of this Agreement and for five (5) years after completion of the work pursuant to this Agreement. Copies of these documents and records shall be furnished to the Government, its agents, employees or designee, including agents of other State agencies or the Federal government upon request. Records of costs incurred shall include the Contractor's general accounting records and the project records, together with supporting documents and records, of the Contractor and all subcontractors performing work on the project, and all other records of the Contractor and subcontractors considered necessary by the Government for a proper audit of project costs.
- C. Each person signing this Agreement warrants that he or she is duly authorized to do so and to bind the respective party to the Contract.
- D. All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.
- E. This Agreement embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties hereto.

- F. Should a court determine any provision of this Agreement is invalid, the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if this Agreement did not contain the provision held to be invalid.
- G. If this Agreement is the result of a formal solicitation (Invitation to Bid, Request for Proposal or Invitation to Negotiate), the Department of Management Services Form(s) PUR 1000 and PUR 1001, included in the solicitation, are incorporated herein by reference and made part of the Agreement unless modified. If this Agreement is not the result of a formal solicitation, the Contractor is subject to the terms and conditions as outlined in Form PUR 1000 which, unless modified, are incorporated by reference and made part of this Agreement. Additional Contract Terms and Conditions ("Special Conditions") Modifying Florida PUR 1000 General Contract Conditions may also apply.
- H. The Government may require the Contractor and its employees, agents, representatives and subcontractors to provide fingerprints and be subject to such background screen as determined by the Agency and conducted by the Florida Department of Law Enforcement or the Federal Bureau of Investigation. The cost of the background screen(s) shall be borne by the Contractor. The Government may require the Contractor to exclude the Contractor's employees, agents, representatives or subcontractors based on the background screening results.
- I. The delay or failure by the Government to exercise or enforce any of its rights under this Contract shall not constitute or be deemed a waiver of the Government's right thereafter to enforce those rights, nor shall any single or partial exercise of any such right preclude any other or further exercise thereof or the exercise of any other right.
- J. Pursuant to their own governing laws, and subject to the agreement of the Contractor, other entities may be permitted to make purchases at the terms and conditions contained herein.
- K. This Agreement may be executed in counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.
- L. The Government may unilaterally require, by written order, changes altering, adding to, or deducting from the Contract specifications, provided that such changes are within the general scope of this Agreement. The Government may make an equitable adjustment in the Contract price or delivery date if the change affects the cost or time of performance. Such equitable adjustments require the written consent of the Contractor, which shall not be unreasonably withheld. If unusual quantity requirements arise, the Government may solicit separate bids to satisfy them.
- M. Notice of Delay, and No Damages for Delay. In case of any delay the Contractor believes is excusable, the Contractor shall notify the Government in writing of the delay or potential delay and describe the cause of the delay either (1) within ten (10) days after the cause that creates or will create the delay first arose, if the Contractor could reasonably foresee that a delay could occur as a result, or (2) if delay is not reasonably foreseeable, within five (5) days after the date the Contractor first had



reason to believe that a delay could result. THE FOREGOING SHALL CONSTITUTE THE CONTRACTOR'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY. Providing notice in strict accordance with this subsection is a condition precedent to such remedy. No claim for damages, other than for an extension of time, shall be asserted against the Government. The Contractor shall not be entitled to an increase in the Contract price or payment of any kind from the Government for direct, indirect, consequential, impact or other costs, expenses or damages, including but not limited to costs of acceleration or inefficiency, arising because of delay, disruption, interference, or hindrance from any cause whatsoever. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this subsection, after the causes have ceased to exist the Contractor shall perform at no increased cost, unless the Government determines, in its sole discretion, that the delay will significantly impair the value of the Contract to the State or to Government, in which case the Government may (1) accept allocated performance or deliveries from the Contractor, provided that the Contractor grants preferential treatment to Government with respect to products subjected to allocation, or (2) purchase from other sources (without recourse to and by the Contractor for the related costs and expenses) to replace all or part of the products that are the subject of the delay, which purchases may be deducted from the Contract quantity, or (3) terminate the Contract in whole or in part.

18. CONTRACT TERMS REQUIRED BY FEDERAL LAW.

Any contract or subcontract funded by this Agreement must contain the applicable provisions described in Appendix II to 2 C.F.R. Part 200. It is the responsibility of the Contractor to include any of the required provisions in its sub-contracts.

A. Equal Employment Opportunity. During the performance of this contract, the Contractor agrees as follows:

- 1) The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- 2) The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

- 3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- 4) The Contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 5) The Contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- 6) The Contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- 7) In the event of the Contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- 8) The Contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Contractor may request the United States to enter into such litigation to protect the interests of the United States.

B. Davis-Bacon Act, if applicable.

- 1) All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141- 3144, and 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The contractor shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.
- 2) Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.
- 3) Additionally, contractors are required to pay wages not less than once a week.

C. Copeland "Anti-Kickback" Act, if applicable.

- 1) Contractor. The Contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.
- 2) Subcontracts. The Contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as the FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime Contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.
- 3) Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a Contractor and subcontractor as provided in 29 C.F.R. § 5.12.

D. Contract Work Hours and Safety Standards Act. In accordance with 40 U.S.C. 3702 of the Act, the Contractor shall compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation.

- E. Clean Air Act and the Federal Water Pollution Control Act. Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387) and will report violations to FEMA and the Regional Office of the Environmental Protection Agency (EPA) and the appropriate EPA Regional Office.
- F. Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.
- G. Debarment and Suspension.
- 1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such the Contractor is required to verify that none of the contractor, its principals (defined at 2 C.F.R. § 180.995), or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
  - 2) The Contractor and any subcontractors must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
  - 3) This certification is a material representation of fact relied upon by the Government. If it is later determined that the Contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to the Government, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.
  - 4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.
- H. Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended). Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection

with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

**APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING**  
Certification for Contracts, Grants, Loans, and Cooperative Agreements for an award of \$100,000 or more.

The Contractor certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, by executing this Agreement, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Ch. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

- I. Additionally, a Contractor's or any other non-federal entity's contracts must contain all or any applicable provisions described in 2 C.F.R. Ch. II, pt. 200, App. II (2022) (hereby incorporated by reference, as applicable).

J. It is solely the responsibility of the Contractor to comply with and/or include in its subcontracts all applicable provisions, including but not limited to:

- 1) Contractor shall also comply with the requirements of 2 C.F.R. § 200.216 (Prohibition on certain telecommunication and video surveillance services or equipment).
- 2) Contractor shall also comply with the requirements of 2 C.F.R. §§ 200.321 (Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms).
- 3) Contractor shall also comply with the requirements of 2 C.F.R. §§ 200.322 (Domestic Preferences for procurements).
- 4) Contractor shall also comply with the requirements of 2 C.F.R. §§ 200.323 (Procurement of recovered materials).
- 5) Contractor shall also comply with the requirements of 2 C.F.R. §§ 200.327 (Contract Provisions).

19. ADDITIONAL CONTRACT TERMS REQUIRED BY THE CITY.

A. ACCESS TO RECORDS.

The following access to records requirements apply to this contract: (1) The Contractor agrees to provide the State of Florida (or any of its agencies), the City of Sanibel, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions. (2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. (3) The contractor agrees to provide the FEMA Administrator or his or her authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

B. COMPLIANCE WITH FEDERAL LAW, REGULATIONS AND EXECUTIVE ORDERS.

This is an acknowledgement that FEMA financial assistance may be used to fund the contract. The contractor will comply with all applicable federal law, regulations, executive orders, FEMA policies, procedures, and directives.

C. NO OBLIGATION BY FEDERAL GOVERNMENT.

The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

#### D. EQUAL EMPLOYMENT OPPORTUNITY

In addition to the equal opportunity obligations contained elsewhere within the Contract pertaining to the obligations of the Contractor, the City of Sanibel agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized officers on the day, month and year set forth above.

#### **CONTRACTOR**

By: \_\_\_\_\_  
(Authorized Signature) (Date)

\_\_\_\_\_  
(Print/Type Name)

Title: \_\_\_\_\_

#### **GOVERNMENT**

By: \_\_\_\_\_  
(Authorized Signature) (Date)

\_\_\_\_\_  
(Print/Type Name)

Title: \_\_\_\_\_

Federal Tax ID# \_\_\_\_\_

**EXHIBIT A**  
**TO AGREEMENT FOR DISASTER DEBRIS MONITORING SERVICES**

The following is a listing of services and/or tasks to be provided by CONTRACTOR to CITY upon receipt by CONTRACTOR of a Notice to Proceed (Services to also comply with all requirements of RFP dated March 3, 2025):

**1. SCOPE OF SERVICES ONE - DEBRIS MONITORING**

**Overview:**

As a result of a hurricane or other disaster, the Contractor provides assistance with load inspections regarding storm debris cleanup being performed by one or more collection contractor(s) or municipal agencies.

Contractor shall supply sufficient number of trained monitors and trained supervisors to accommodate the volume of debris to be removed at collection sites and debris staging areas.

Contractor shall supply supervisors as directed by the City to oversee crew leaders. The City, based on geographical locations of debris monitoring teams and the scope of the project shall determine the number of supervisors required.

Contractor shall supply an initial work force of monitors, as directed by the City, within 24 hours of notification to proceed.

Contractor shall designate one monitor as a working crew leader for each crew of monitors. Crew leader will act as contact and be responsible for time sheets, assist City representative with scheduling of monitors and coordination of ticketing and load verifications.

Contractor shall remove any of its employees from City of Sanibel service, immediately upon notice from City. Contractor shall replace any dismissed employees within the next 24 hours.

Contractor's employees shall not present themselves as City of Sanibel employees and shall not direct or quote policy to the customers. Information on collection schedules or operations shall be referred to City of Sanibel staff.

**Task 1 Collection Monitoring:**

Contractor will perform work area inspections of storm debris collection. Work areas as directed by the City. The Contractor will provide sufficient trained field inspections for debris collected in assigned work areas utilizing load tickets and other documentation processes. These services may include:

- a. Responsible for monitoring work with multiple truck pickups.
- b. Conduct daily/weekly briefings, work progress, staffing, and other key items with the City.



- c. Responsible for scheduling work for all team members and contractors on a daily basis.
- d. Responsible for hiring, scheduling, and managing field staff.
- e. Certify contractor vehicles for debris removal using methodology and documentation practices appropriate for contract monitoring.
- f. Issue accurate detailed load tickets in the field for each fully loaded debris removal truck.
- g. Tickets must include street names and addresses (where possible) for where debris was collected.
- h. Generally monitoring the work performance and productivity of the trucks. Make photographic records as appropriate.
- i. Remain in contact with the central dispatch/staging operations.
- j. Sign (legibly) each load ticket before allowing truck to leave the work area and proceed to the disposal site, noting volume of load / %full.
- k. Coordinate with each truck in order to determine the location for the truck to return immediately following the delivery of its full load to the disposal location.
- l. Troubleshoot questions and problems in the work area and identify issues that could impact eligibility for cost reimbursements. Make and implement recommendations to improve efficiency and expedite recovery work.
- m. Make sure tailgate is secured and all debris is safely confined within truck bed prior to leaving work area.
- n. Survey and record the areas in which larger items such as tree stumps, hazard trees, and construction & demolition debris require special pick-up. Identify potential problems and maintain a location list of these areas for review at the close of each day.
- o. Monitor stump removal program in compliance with State and Federal requirements.
- p. Record on maps the streets in which debris was previously collected for disposal.
- q. Perform other disaster recovery duties as written and directed by City.
- r. Contractor shall compile daily and supply weekly, for each employee, legibly signed time sheets in triplicate with the original supplied to the City representative. Each time sheet shall include the date, hours of work performed, location of work performed, and shall be verified and signed by authorized City staff member.
- s. Monitor waterway debris removal program in compliance with State and Federal requirements.
- t. Monitor sand removal and screening program in compliance with State and Federal requirements.

**Task 2 Monitor Temporary Debris Storage and Reduction Sites (TDSR site):**

Contractor will provide TDSR site inspection and recordation services related to debris collected and delivered to the TDSR site(s), including but not limited to:

- a. Responsible for monitoring work with multiple contractors and multiple trucks delivering materials to the TDSR site(s).
- b. Verify that each truck that delivers to the TDSR site matches its manifest truck ticket and indicate actual truck loading capacity (% full of debris) on load ticket.
- c. Make sure tailgate of truck is in place and secured and truck loaded safely.
- d. Photograph each loaded truck bed in accordance with FEMA 325 Guidance Manual and link digital photographic records with truck's manifest.
- e. Verify that trucks depart TDSR site empty.
- f. Maintain manifest tickets in an organized manner for proper record review and storage.
- g. Initial load tickets before permitting truck to leave the TDSR site(s) check-in area to empty its load.
- h. Troubleshoot questions and problems at the TDSR site and identify issues that could impact eligibility for cost reimbursements.
- i. Remain in contact with the central office/staging operation command center.
- j. Perform other duties as directed by the City such as conduct final inspections and issue closeout documents.
- k. Contractor shall compile daily and supply weekly, for each employee, legibly signed time sheets in triplicate with the original supplied to the City representative. Each time sheet shall include the date, hours of work performed, location of work performed, and shall be verified and signed by authorized City staff member.

**Task 3 Data Management:**

Contractor will coordinate data recordation and information management systems, including but not limited to:

- a. Prepare detailed estimates and submit to State, FHWA, FEMA, and other applicable agencies for use in Project Worksheet preparation.
- b. Digitize source documentation such as load tickets and pictures.
- c. Implement and maintain an approved electronic disaster debris management system linking load ticket and TDSR site information, including reconciliation and photographic documentation processes.
- d. Provide daily, weekly or other periodic reports for City staff noting work progress and efficiency, current/revised estimates, project completion and other schedule forecasts/updates.
- e. Develop maps, GIS applications, etc., as necessary.
- f. Comprehensively review, reconcile and validate debris removal contractor(s) invoices prior to submission to the City for processing.
- g. Finalize report, prepare appeal(s) and assist the City.
- h. Perform other disaster recovery services as requested in writing by the City.

## 2. SCOPE OF SERVICES TWO - TECHNICAL DISASTER RECOVERY ASSISTANCE

### **Task 1 Emergency Management Planning and Training:**

If requested by the City, the Contractor shall provide:

See Note (1) at end of section

- a. Aid with Comprehensive Emergency Management Plans to include plan development, review, and revisions.
- b. Comprehensive mitigation programs to include development of mitigation plan(s), staff training, cost benefit analysis, project management, environmental review and staff augmentation.
- c. Technical support and assistance in developing public information.
- d. Other training and assistance as requested by the City.
- e. Other reports and data as required by the City.
- f. Other emergency management and consulting services identified and required by the City.

NOTE (1): This is the concept of complete recovery management support where CONTRACTOR would assist an applicant on all aspects of the recovery process. CONTRACTOR personnel cannot assume the Sovereign Duties of the CITY officials; therefore, these services shall be in the form of guidance and consultation.

## 3. ACKNOWLEDGEMENT BY CONTRACTOR THAT CITY IS CONTRACTING WITH TWO QUALIFIED FIRMS

CONTRACTOR acknowledges, understands in entering into this Agreement that CITY selected two (2) qualified bidders for disaster debris monitoring services, that CITY will enter into contracts with both qualified bidders, and that it is CITY'S intent to provide a Notice to Proceed to either CONTRACTOR or the other contracted qualified bidder, or to both at the same time, depending upon the extent and damage caused by an Event. Such decision to use one or both recovery services providers shall be at the sole discretion of the CITY. CONTRACTOR agrees that it will at all times be staffed, prepared, and when necessary, mobilize, respond, and provide disaster recovery services to CITY upon issuance of the CITY'S Notice to Proceed to CONTRACTOR, as if it were the CITY'S only disaster recovery services CONTRACTOR. CONTRACTOR agrees that at no time shall the CITY'S contract with another disaster debris monitoring services contractor/provider affect the CONTRACTOR'S timing, speed or quality of response in the event that CONTRACTOR is directed by CITY through a Notice to Proceed to respond during or immediately after an Event.

**EXHIBIT B1**  
**TO AGREEMENT FOR DISASTER DEBRIS MONITORING SERVICES**

The following is a listing of costs for technical services and/or tasks to be provided by CONTRACTOR to CITY upon issuance to the CONTRACTOR of a Notice to Proceed. Costs denoted by an hourly dollar amount represent an hourly rate for personnel services only. Costs denoted by a unit price denote the reasonable non-labor reimbursable expenses to provide the appropriate services of debris monitoring.

**1. CONTRACTOR INVOICING**

The CONTRACTOR may invoice the CITY not more than once every fifteen (15) days. Fifteen (15) days after beginning work and/or providing services described in a Notice to Proceed, the CONTRACTOR may submit the first payment request to the CITY. The payment request shall be filled out and signed by the CONTRACTOR covering the work performed during the period covered by the payment request and supported by such data as the CITY may reasonably require. The CITY shall make payment in accordance with the CITY's Prompt Payment Policies, Sec. 2-306 Sanibel Code, a copy of which CONTRACTOR acknowledges receipt. CONTRACTOR will be subject to audit by Federal, State and local agencies pursuant to this Contract.

**2. COSTS FOR SCOPE OF SERVICES ONE - DEBRIS MONITORING**

Payment for Monitoring the gathering, pick-up, hauling and processing of Debris from Public Property:

Disaster Debris Monitoring Services on an as needed basis when requested by the City of Sanibel at a cost per hour. The CITY and the CONTRACTOR shall have inspectors in the field with each work crew to monitor, record, and sign time sheets for the actual times worked for each crew-member present at a particular work site. These signed records shall be the basis for the CONTRACTOR'S invoice to the CITY. For debris monitoring of removal, hauling, storage, and reduction, the CONTRACTOR shall receive payment for those prices listed in Exhibit B2 Pricing Schedule. Reasonable travel, per diem, and other direct project costs will be billed to the City at cost without markup. Receipts and in-house logs are required for all non-labor reimbursable expenses (such as meals). Not-to-Exceed charges for vehicle travel allowance and lodging are listed in Exhibit B2.

3. COSTS FOR SCOPE OF SERVICES TWO - TECHNICAL DISASTER  
RECOVERY ASSISTANCE

Emergency management planning and training:

Technical Disaster Recovery Assistance related to Emergency Management Planning and Training on an as needed basis when requested by the City of Sanibel at a cost per hour. CONTRACTOR shall receive payment for services with those prices listed in Attachment 2(B), Pricing Schedule. Reasonable travel, per diem, and other direct project costs will be billed to the City at cost without markup. Receipts and in-house logs are required for all non-labor reimbursable expenses (such as meals). Not-to-Exceed charges for vehicle travel allowance and lodging are listed in Exhibit B2.

**Exhibit B2**  
**Agreement for Disaster Debris Monitoring Services**  
**Pricing Schedule**

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**Contractor's Personnel Hourly Rate Schedule**

**Positions**

<b>Personnel Description</b>	<b>Unit</b>		<b>Unit Price</b>
Project Manager	Hour		
Operations Manager	Hour		
GIS Analyst	Hour		
Field Supervisor	Hour		
TDSR Site / Tower Monitors	Hour		
Collection Site Monitors	Hour		
Load Ticket Data Entry Clerk	Hour		
Billing and Invoice Analysts	Hour		
Project Assistants	Hour		
Field Coordinators (Roving Monitors)	Hour		

**Other Positions**

<b>Personnel Description</b>	<b>Unit</b>		<b>Unit Price</b>
Automated Debris Management System (ADMS)	Hour		

**NOTES:**

1. The hourly labor rates include equipment (cell phones, computers, printers, cameras and GPS units), supplies, labor, overhead, overtime pay, profits, freight, taxes and insurance.
2. All non-labor related project costs (including travel, lodging, per diem, communications, supplies, rental equipment, and other direct expenses) will be billed to the City at cost without mark-up with prior authorized City staff member approval.

**Exhibit B2**  
**Agreement for Disaster Debris Monitoring Services**  
**Pricing Schedule**

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**Contractor's Non-Personnel Reimbursable Expenses and Costs**

Item		Basis of Charge
Vehicle Travel Allowance		
Lodging (Per Person, Per Day)		
Per Diem (Per Person, Per Day)		
Other –Based on Project Need		

\*\*Fiscal Year 2019 GSA Rate Schedules

**NOTES:**

1. Non-Personnel travel expenses listed above are based on the current GSA rate schedule in effect at the time of the expenditure being incurred and are updated on an annual basis. The rates can be found at: [FY 2025 per diem rates for ZIP Code 33957 | GSA](#) and [Privately owned vehicle \(POV\) mileage reimbursement rates | GSA](#)
2. Receipts and in-house logs are required for all non-personnel reimbursable expenses.
3. All non-labor related project costs (including travel, lodging, per diem, communications, supplies, rental equipment, and other direct expenses) will be billed to the City at cost without mark-up with prior authorized City staff member approval.



### Daily lodging rates (excluding taxes) | October 2024 - September 2025


Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the [Census Geocoder](#).

Filter results...

Primary destination	County	2024 Oct	Nov	Dec	2025 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
Fort Myers	Lee	\$139	\$139	\$139	\$216	\$216	\$216	\$139	\$139	\$139	\$139	\$139	\$139

Showing 1 to 1 of 1 entries





### Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See [M&IE breakdowns](#) for information related to the individual meal amounts.

Filter results...

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
Fort Myers	Lee	\$80	\$20	\$22	\$33	\$5	\$60.00

Showing 1 to 1 of 1 entries



Plan a trip

Overview

Per diem rates

Transportation (airfare rates, POV rates, etc.)

Privately owned vehicle (POV) mileage reimbursement

[POV mileage rates \(archived\)](#)



[Airfare rates - City Pair Program](#)

[Rail travel](#)

[Lodging](#)

[Travel charge card/account](#)

Privately owned vehicle (POV) mileage reimbursement rates

 GSA has adjusted all POV  mileage reimbursement rates effective January 1, 2025.

Modes of transportation	Effective/applicability date	Rate per mile
Airplane*	January 1, 2025	\$1.75
If use of privately owned automobile is authorized or if no government-furnished automobile is authorized and available	January 1, 2025	\$0.70
If government-furnished automobile is authorized and available	January 1, 2025	\$0.21
Motorcycle	January 1, 2025	\$0.68

Relocation	Effective/applicability date	Rate per mile
Standard mileage rate for moving purposes	January 1, 2025	\$0.21

## NOTICE TO PROCEED

TO:

FROM: City of Sanibel

Consistent with the Agreement for Disaster Debris Monitoring Services executed by the aforementioned parties on \_\_\_\_\_ the City hereby executes a Notice to Proceed to \_\_\_\_\_. for Hurricane \_\_\_\_\_ Disaster Debris Monitoring Services. The City's representative for coordinating with \_\_\_\_\_ is \_\_\_\_\_, Director of Public Works.

AUTHORIZATION:

\_\_\_\_\_

-

City Manager

\_\_\_\_\_

Date

# RIGHT-OF-ENTRY AND LICENSE AGREEMENT

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I, \_\_\_\_\_, as Owner(s) of the property located at \_\_\_\_\_, Sanibel, Florida, 33957 (hereinafter Property Owner(s)), am authorized to grant and do hereby grant this Right of Entry and License to the City of Sanibel, it's officials, employees, agents, contractors and subcontractors (hereinafter "City of Sanibel"). This Right of Entry and License Agreement is for the purpose of accessing and clearing, substantially or in part, the above-referenced property of disaster-related debris determined by the City of Sanibel to be an imminent threat to life, safety or health of the general public, which may include, but is not limited to:

- (1) Structures, if such structures have been irreparably damaged or destroyed based upon an evaluation by the City's Building Official or designated and licensed appointee; and
- (2) Vegetative debris, including downed trees, limbs, etc.; and
- (3) Miscellaneous debris originating from other lots or the above-referenced property but which are located on the above-referenced property at the time of disaster recovery.

In consideration of the above-described debris removal efforts and activities, Property Owner(s) does hereby release and hold harmless the City of Sanibel, including all contractors and subcontractors, from any and all liabilities, claims, demands, action, losses or damages and/or expenses including, without limitation, reasonable attorney's fees and costs arising from or in any way connected to the entry by the City of Sanibel onto the Property Owner(s) property or any and all debris removal activities conducted thereon.

This Right of Entry and license is of a temporary duration and shall expire upon the total completion of the debris removal and clean-up efforts and activities associated with the above-referenced property.

This Right of Entry and License is hereby granted this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone