

**ATTACHMENT E**  
**Bid Forms and Required Attachments**  
(must attach to your bid)

# Project #2 - 23156

## **BID FORM AND REQUIRED ATTACHMENTS**

Manatee County is accepting bids from contractors for the rehabilitation of the property located at\_\_\_\_\_. The final selection may not be based solely on price, but may include other criteria.

### **CONTRACTOR'S BID:**

Having read the Work Write-Up #\_\_\_\_\_ dated \_\_\_\_\_, I do hereby propose to furnish all labor, equipment, tools, materials and services in accordance with the work write-up for the sum of\_\_\_\_\_ (\$\_\_\_\_\_), as fully detailed in the Work Write-up bid. All work included in this bid will be completed within \_\_\_\_\_ days of the issuance of a Notice to Proceed.

We the undersigned hereby declare that we have carefully reviewed the bid documents, and with full knowledge and understanding of the aforementioned herewith submit this bid, meeting each and every specification, term and condition contained in this invitation to bid.

We understand that the bid specifications, terms and conditions in their entirety shall be made a part of any agreement or contract between the Property Owner and the successful bidder and their subcontractors. Failure to comply shall result in contract default, whereupon, the defaulting contractor shall be required to pay for any and all re-procurement cost, damages, and attorney fees as incurred by Property Owner.

Date of Site Visit \_\_\_\_\_

Name of Representative Who Visited Site \_\_\_\_\_

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

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

Name and Title: \_\_\_\_\_

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

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

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

Federal Identification #: \_\_\_\_\_

Attachments are listed below. This will also serve as a checklist/reminder of those documents which need to be submitted/uploaded with your bid. Attachments are listed as Mandatory or Informational/Conditional.

<b><u>Document</u></b>	<b><u>Mandatory</u></b>	<b><u>Informational/ Conditional</u></b>
A Bid Templates	X	
B Proof of Valid License	X	
C Drug Free Workplace	X	
D Public Contractors-Environmental Crime	X	
E Contractor's Questionnaire	X	
F MBE/WBE Certification - (To be supplied by contractor if applicable)		X
G Proof of Insurance	X	
H Byrd Anti-Lobbying Certificate (Must be submitted with any Bid Over \$100,000K)	X	
I Bid Bond (5% of Total Bid) (Must be submitted with any Bid Over \$100,000K)	X	
J Authorized Agent Form (If someone other than the Signator of the bid form is attending info conference)	X	
K Addendum Form		X
L Build America, Buy America (BABA) Certification		X

Reminder also upload a separate page detailing any deviation from technical specifications, if any.

## **Document A2**

### **Bid Template for Project #2 - 23156**

(must attach to your bid)

Work Write-Up 23156  
Manatee Children's Services Inc. – Project # 2

\* EXHIBIT 1 \*

Dated: 3/17/2025

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**CUSTOMER INFORMATION**

**Manatee Children's Services Inc.**

Contact: Krista Post, M.A. | Development Director  
Child Advocacy Center  
1227 9th Avenue West  
Bradenton, FL 34205  
(941) 345-1200, ext. 116  
[kristap@mcsfl.com](mailto:kristap@mcsfl.com)

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**PREPARED BY**

Howard Jensen, Housing and Community Development Specialist  
[Howard.jensen@mymanatee.org](mailto:Howard.jensen@mymanatee.org) (941) 748-4501, ext. 3630

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\* NOTE \*

THE CUSTOMER AND CONTRACTOR MUST SIGN THE BOTTOM OF EACH PAGE ONLY IF

- 1) THIS WORK WRITE-UP BECOMES PART OF A CONSTRUCTION CONTRACT
- 2) THE UNDERSIGNED CUSTOMER AND CONTRACTOR HAVE REVIEWED, APPROVED AND AGREED TO THE WORK AND PRICES DESCRIBED IN THIS WORK WRITE-UP

## Location: General Requirements

Exterior Walls	Quantity	Units	Total
<b>1 - CONTINGENCY</b> (Specification ID:0 Estimated Qty:)			

Bid 10% contingency

General Requirements	Quantity	Units	Total
<b>2 - Wind Mitigation and 4 Point</b> (Specification ID:1.00150 Estimated Qty:1)			

Contractor is to supply both a Wind Mitigation report and a 4 point inspection with all required pictures and paperwork. Should the insurance company require additional pictures or paperwork the contractor will supply what is required to complete the inspections.

<b>3 - PERMITS AND LICENSES</b> (Specification ID:1.00250 Estimated Qty:1)			
Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and subcontractors must have current licenses required by the State, County and City.			

#### 4 - PLACE A JOB SIGN IN FRONT YARD

(Specification ID:1.01250 Estimated Qty:1)

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Contractor must securely position a project sign in the front yard and within view of the street. It is the Contractor's responsibility to pick a sign up from, and return it to, the Program Administrator. Signs to be returned in good condition.

#### 5 - GENERAL WARRANTY

(Specification ID:1.02250 Estimated Qty:1)

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Materials installed and work performed shall have a one year Contractor warranty from the date of final acceptance of the work by the Homeowner and Program Administrator. Refer to project Contract for specific requirements concerning warranty.

6 - PROTECT HOUSE CONTENTS FROM DAMAGE DURING WORK

(Specification ID:1.03250 Estimated Qty:0)

Contractor shall take steps to protect house and contents from damage during project. Contractor is advised to use drop cloths to protect furniture, appliances, entertainment systems and other house contents and components. Contractor shall move furniture and appliances out of and back into work areas once work is complete. Contractor not to leave furniture, appliances, clothing or other house contents unprotected outside house during job.

7 - GENERAL CLEAN-UP

(Specification ID:1.05000 Estimated Qty:0)

Contractor to provide clear and safe passage ways in and around structure during project. Contractor to remove debris and building materials from in and around structure being repaired to legal dump site regularly and at the end of the project. In progress and final clean-up to include--but is not limited to--damp wiping, sweeping, mopping and vacuuming.

Subtotal for General Requirements

Location: Site Work

Site Work	Quantity	Units	Total
8 - TRIM TREE OVERHANGING ROOF (Specification ID:20.00750 Estimated Qty:0)		Ea	

Trim tree limbs overhanging roof so that a vertical clearance of about 15 feet exists between the roof plane and any remaining tree limbs. Clean leaves and debris from roof. Remove debris to legal dump site.

9 - CUT TREE DOWN

(Specification ID:20.01000 Estimated Qty:1)

Cut tree down to grade line and remove tree parts to legal dump site. See Homeowner or Program Administrator for location of tree that is to be cut down.  
NOTE: The tree roots have lifted the pool decking and will need to be removed from under the pool decking and this will require you to remove part of the pool decking. The replacement of the pool decking will be a separate bid item.

Subtotal for Site Work



## Location: Exterior Walls

Exterior Walls	Quantity	Units	Total
<b>10 - CLEAN OUTDOOR FACING SURFACES OF MASONRY WALL</b> (Specification ID:30.02000 Estimated Qty:0)		SF	
Clean brick walls using cleaning agents approved for brick cleaning. Follow manufacturer's instructions for application and clean-up.			
<b>11 - PAINT OUTDOOR FACING SURFACES OF MASONRY WALLS</b> (Specification ID:30.02250 Estimated Qty:0)			
Wet scrape or pressure wash paint off outdoor surfaces of masonry walls. Make minor repairs to surfaces prior to painting. Apply one coat of masonry primer and one coat of satin masonry paint to all masonry walls. Primer and paint to have a 10 year manufacturer's warranty. Homeowner may select up to two colors. Leave unused paint with homeowner.			
<b>12 - PREPARE AND PAINT EXTERIOR WOOD COMPONENTS</b> (Specification ID:30.10000 Estimated Qty:0)		LF	
Wet scrape loose paint from all wood components, including but not limited to, trim, casing, window sashes, roof overhangs, cornice, etc. Pressure washing is not permitted. Renail loose material and caulk all cracks prior to applying primer. Reglaze windows where glazing is missing or loose. Apply appropriate primer on bare wood and as required elsewhere prior to applying two coats of acrylic latex paint to all non-pressure treated wood surfaces, windows and doors. Primer and paint to be applied using a roller or brush--spray painting not permitted. Call Program Administrator for compliance inspection between primer and paint coats. Primer and paint to high quality and have a 10 year manufacturer's warranty. Homeowner may select up to three colors. Leave unused paint with Owner.			
<b>Subtotal for Exterior Walls</b>			

## Location: Roof

Roof & Attic	Quantity	Units	Total
<b>13 - ALUMINUM FASCIA &amp; SOFFIT</b> (Specification ID:35.03000 Estimated Qty:0)			
Install new Aluminum Fascia & Vynil or Aluminum Soffit as per manufacture's specifications and to the local jurisdiction's codes. Customer to pick color. <b>**NOTE** THERE ARE TO BE NO EXPOSED NAILS ON VERTICAL SURFACE.</b>			

**14 - INSTALL NEW METAL ROOFING***(Specification ID:35.08250 Estimated Qty:41)*

Sq

Remove existing shingle roof down to decking. Repair all defective decking and re-nail all roof decking. You will install a secondary water barrier underlayment. Install a new 5V crimp minimum 26ga roof.

NOTE: Your bid is to include a minimum 5 sheets of plywood decking.

NOTE: You will need to take pictures of the nailing, Underlayment and all slopes of roof for the wind and 4point reports.

**15 - INSTALL NEW GUTTER SYSTEM MOUNTED TO FASCIA BOARD***(Specification ID:35.14000 Estimated Qty:0)*

Install a new fascia mounted aluminum gutter system at all eaves. Sizing of gutter system and locations of downspouts to permit proper drainage and to meet manufacturer's suggestions and building code requirements. New gutter system to have at least 5" 27 gauge seamless aluminum gutters, downspouts, leaders, drops and accessories including a splash block at each downspout. Gutter system to have a baked on enamel finish. Owner to select "standard" color. **\*\*NOTE\*\* ALL DOWNSPOUTS MUST DISCHARGE AT LEAST 2 FEET FROM THE BUILDING AND ON A PERMEABLE SURFACE.**

**Subtotal for Roof & Attic****Location: Garage****Doors****Quantity****Units****Total****16 - REPLACE EXISTING GARAGE DOOR***(Specification ID:45.12050 Estimated Qty:1)*

Replace existing garage door with a new door rated for wind load of area located. New door to include all new hardware, track, rollers, springs, cables, trim and labor. Homeowner to choose from standard door style with NO GLASS and standard colors.

**Electrical System****Quantity****Units****Total****17 - GENERAL ELECTRICAL WORK***(Specification ID:80.00000 Estimated Qty:2)*

Install new LED 8' low profile ceiling fixtures include wiring and switch.

**18 - REPLACE EXISTING WALL LIGHT FIXTURE WITH A NEW FIXTURE EXTERIOR***(Specification ID:80.02550 Estimated Qty:2)*

REPLACE EXISTING WALL LIGHT FIXTURE WITH A NEW LIGHT FIXTURE. Install a new wall mounted energy star rated LED or Compact fluorescent bulb light fixture. Customer to pick style and color using a \$75 purchase allowance.

## 19 - INSTALL A NEW SAFETY PLUG-IN AND WIRING EXTERIOR

(Specification ID:80.06750 Estimated Qty:1)

Install a new GFCI safety receptacle at counter height in location required by electrical code. Use new wiring that includes a ground wire. Run new wiring behind building surface materials unless otherwise approved by Program Administrator. Materials and method of installation must also meet with approval of electrical inspector. **\*\*NOTE\*\* PERMIT IS REQUIRED**

### Subtotal for Electrical System

## Location: Windows

Windows	Quantity	Units	Total
<b>20 - INSTALL A NEW IMPACT RESISTANT ENERGY START-RATED WINDOW</b> (Specification ID:50.05500 Estimated Qty:12)		Ea	

Install a new impact energy star-rated aluminum or vinyl frame window, with lock and fiberglass screen, to meet energy and building codes. If windows are located in a bedroom, at least one window must meet egress requirements. If window is located in a bathroom, it must be obscured glass. Window can be single hung, casement or horizontal slider. Contractor will repair, texture, and paint area damaged by window installation. Texture and paint to match existing as close as possible. Homeowner to pick frame color from standard colors.

## Location: Doors

Doors	Quantity	Units	Total
<b>21 - INSTALL A NEW HURRICANE RATED PREHUNG 6-PANEL INSULATED DOOR WITH LOCKS</b> (Specification ID:45.03750 Estimated Qty:5)		Ea	

Install a new impact rated prehung 6-panel insulated fiberglass door unit including jamb, casing, hinges, striker plate, threshold and weather-stripping. Install a new entry and single cylinder deadbolt lockset keyed alike and manufactured by Kwikset, Yale, Weiser or approved equal. Allow \$30 for entry lock and \$25 for deadbolt lock. Install a hinge or wall mount door stop. Caulk, fill and sand nail holes, prime and apply two coats of high quality semi-gloss paint on door, jamb and casing. Owner to select lockset finish and paint color. **\*\*NOTE\*\* ALL EXTERIOR DOOR JAMS TO BE COMPOSITE MATERIAL.**

**22 - INSTALL A PREHUNG SOLID CORE WOOD DOOR WITH A NEW LOCKSET***(Specification ID:45.07250 Estimated Qty:6)*

Ea

Install a new 1-3/8" thick prehung solid core door with a split jamb, casing and a new lockset. Lockset to be appropriate for door type--privacy or passage. Lockset to be manufactured by Kwikset, Yale, Weiser or approved equal using a \$20 allowance. Caulk, prime and apply two coats of high quality acrylic latex semi-gloss paint on door, jamb and casing. Owner to select lockset finish and paint color.

**Subtotal for Doors****Location: HVAC**

HVAC & Gas System	Quantity	Units	Total
<b>23 - REPLACE CENTRAL ELECTRIC HEATING AND COOLING SYSTEM</b> <i>(Specification ID:85.05000 Estimated Qty:1)</i>			

Install a new replacement UL listed electric heat pump meeting the SEER 2 rating and sized to properly heat and cool the house. Provide material necessary to connect heat pump to existing duct system. Install new thermostat. Provide electrical connections. Material and method of installation to comply with mechanical and electrical code requirements. Remove and dispose of old unit. Provide written manufactures warranty to owner.

**Location: Kitchen**

Cabinets	Quantity	Units	Total
<b>24 - INSTALL NEW BASE CABINET AND COUNTER TOP</b> <i>(Specification ID:70.01250 Estimated Qty:0)</i>			

INSTALL NEW BASE CABINETS AND COUNTER TOP. Field measure and install high quality medium-priced, standard -stock cabinet and counter top. Cabinets shall be built by a professional cabinet maker or cabinet manufacturer. Homeowner shall make selection of color and style from within the offered group of medium-priced, standard-stock cabinets and/or countertops. Price to include all labor, material, and hardware. ALL SQUARE EDGE COUNTER TOPS ENDING AT/OR NEAR A DOOR OR WALK WAY WILL HAVE RADIOUS CORNER.

**25 - INSTALL NEW WALL CABINET 42" TALL***(Specification ID:70.02250 Estimated Qty:0)*

INSTALL NEW 42" WALL CABINET. Field measure and install high quality medium-priced, standard-stock wall cabinets built by a professional cabinet maker or cabinet manufacturer. Homeowner shall make selection of color and style from within the offered group of medium-priced, standard-stock cabinets. Price to include all labor, material, and hardware.

**Subtotal for Cabinets**

Ceilings	Quantity	Units	Total
<b>26 - GENERAL CEILING WORK</b> <i>(Specification ID:65.00000 Estimated Qty:0)</i>			

Remove existing soffit. Install all needed framing and drywall to match existing ceiling surface. Paint ceiling with two coats of ceiling white.

Electrical System	Quantity	Units	Total
<b>27 - INSTALL NEW CEILING RECESSED LIGHT</b> <i>(Specification ID:80.02100 Estimated Qty:6)</i>		Ea	

Install a new ceiling recessed light fixtures. Fixture installation to include new wiring and a new wall switch. Installation must meet Electrical code for local jurisdiction. **\*\*NOTE\*\* A PERMIT IS REQUIRED**

## Location: Bathroom 1

Walls	Quantity	Units	Total
<b>28 - GENERAL WALL WORK</b> <i>(Specification ID:60.00000 Estimated Qty:0)</i>			

Delete window and infill opening, match exterior surface and interior surface. The area where the window is removed may become a Niche.

## Location: Bathroom 2

Cabinets	Quantity	Units	Total
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## 29 - INSTALL NEW VANITY CABINET AND PREFORMED SINK AND SOLID SOLID SURFACE COUNTER TOP COMBINATION

(Specification ID:70.00150 Estimated Qty:1)

Field measure and install a high quality bathroom vanity base cabinet. All visible wood surfaces to be protected with water resistant coating. Install a cultured marble counter top with back splash and end splashes. Apply a bead of mildew resistant caulk where top of splashes meet wall surfaces. Owner to select color of cabinet , style and top color from contractors samples. **\*\*NOTE\*\* ALL NEW VANITIES ARE TO INCLUDE A NEW FAUCET, STOPS AND WATER LINES FROM STOPS TO FAUCET. OWNER TO SELECT FAUCET USING A PURCHASE ALLOWANCE OF \$75.**

## Location: Florida room

Floors & Stairs	Quantity	Units	Total
<b>30 - GENERAL FLOOR &amp; STAIR WORK</b> (Specification ID:55.00000 Estimated Qty:0)			

R&R existing flooring so the subfloor can be leveled using a self leveling cement. The floor slopes in the outer left of room.

Walls	Quantity	Units	Total
<b>31 - INSTALL NEW BASEBOARD SIMILAR IN STYLE AND DIMENSION TO ORIGINAL</b> (Specification ID:60.08750 Estimated Qty:0)			

Install baseboard that is similar in dimension and style to baseboard found throughout room or house. Use finish nails to install baseboard. Fill and sand ALL nail and joints. Paint baseboard with 2 coats of semi-gloss acrylic latex paint.

## Location: Pool Area

Porches & Entrances	Quantity	Units	Total
<b>32 - GENERAL POOL AREA WORK</b> (Specification ID:40.00000 Estimated Qty:0)		Ea	

Pool Cage Framing Repair. Repair pool cage framing and rescreen.

<b>33 - GENERAL POOL AREA WORK</b> (Specification ID:0 Estimated Qty:-)			
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Pool Equipment Building. Remove existing siding on equipment building, repair all framing and install Hardi siding to framing. Paint Harding siding with two coats of exterior paint. Owner to pick Hardi siding and paint color.

**34 - GENERAL POOL AREA WORK***(Specification ID:0 Estimated Qty:)*

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Pool Shower. Install a new light for the pool shower. Owner to select light.

**35 - GENERAL POOL AREA WORK***(Specification ID:0 Estimated Qty:)*

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There is an area off the pool area that has a screeded roof. Repair or replace framing and rescreen roof. Repair all stucco in this area and make ready for paint.

**Subtotal for Porches & Entrances****Location: Livingroom**

Ceilings	Quantity	Units	Total
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**36 - GENERAL CEILING WORK***(Specification ID:65.00000 Estimated Qty:0)*

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Repair ceiling in Livingroom

**37 - PAINT CEILING SURFACE WITH FLAT PAINT***(Specification ID:65.05500 Estimated Qty:0)*

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Apply 2 coats of ceiling white paint on ceiling surfaces and, if applicable, 2 coats of semi-gloss acrylic paint on any wood ceiling trim. Use stain killer and primer if necessary. Wet scrape any defective paint and make any minor repairs to ceiling surfaces prior to painting. Owner to select color.

**Subtotal for Ceilings**

<b>Total</b>		
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**OWNER ACCEPTS SCOPE OF WORK**

I have read the contents of this work write up and received a copy. I fully understand the repairs to be made to my property.

x \_\_\_\_\_  
Owner:

\_\_\_\_\_  
Date

**CONTRACTOR ACCEPTS SCOPE OF WORK**

I have read the contents of this work write up and agree to perform all work called for in accordance with the bid submitted on \_\_\_\_\_.

x \_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

x \_\_\_\_\_

Construction Specialist

\_\_\_\_\_

Date



**Document B**  
**Proof of Valid License**  
(must attach to your bid)

**Document C**  
**Drug Free Work Place Certification**  
(must attach to your bid)

# Certification for a Drug-Free Workplace

U.S. Department of Housing  
and Urban Development

Applicant Name

Program/Activity Receiving Federal Grant Funding

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

**2. Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here ☐ if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.  
**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Title

Signature

Date

X

**Document D**  
**Public Contracting and Environmental**  
**Crimes Certification**  
(must attach to your bid)

## PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

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

This sworn statement is submitted to the Manatee County Board of County Commissioners by:

\_\_\_\_\_ for  
[print individual's name and title]

\_\_\_\_\_  
[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:

I understand that no person or entity shall be awarded or receive a County contract for public improvements, procurement of goods or services (including professional services) or a County lease, franchise, concession or management agreement, or shall receive a grant of County monies unless such person or entity has submitted a written certification to the County that it has not:

been convicted of bribery or attempting to bribe a public officer or employee of Manatee County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States; any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid a fixed price or otherwise; or

been convicted of a violation of an environmental law that, in the sole opinion of the County's Purchasing Director, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

made an admission of guilt of such conduct described in items (1), (2), or (3) above, which is a matter of record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of *nolo contendere*; or

where an officer, official, agent or employee of a business entity has been convicted of or has admitted to any of the crimes set forth above on behalf of such entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors. For purposes of this form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both

entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgement has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to the County's Purchasing Director. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the County.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR MANATEE COUNTY IS VALID THROUGH DECEMBER OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE CONTRACTING OFFICER OR THE COUNTY ADMINISTRATOR DETERMINES THAT SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.

\_\_\_\_\_  
[Signature]

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

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

Personally known \_\_\_\_\_ OR produced identification

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

expires \_\_\_\_\_  
[Notary Public Signature]

\_\_\_\_\_  
[Print, type or stamp commissioned name of Notary Public]

Signatory Requirement – In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

**Document E**  
**Contractor's Questionnaire**  
**(must complete and include in bid**  
**package – answer all questions or**  
**indicate why the question does not**  
**apply to you - do not leave any blanks)**

## CONTRACTOR'S QUESTIONNAIRE

The Bidder warrants the truth and accuracy of all statements and answers herein contained (include additional sheets if necessary).

THIS QUESTIONNAIRE MUST BE COMPLETED AND SUBMITTED WITH YOUR BID.

LICENSE # and COMPANY NAME: \_\_\_\_\_

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

TELEPHONE NUMBER: (    ) \_\_\_\_\_ FAX: (    ) \_\_\_\_\_

Bidding as an individual: \_\_\_\_; a partnership: \_\_\_\_; a corporation: \_\_\_\_; a joint venture: \_\_\_\_

If a partnership, list names and addresses of partners. If a corporation, list names of officers, directors, shareholders, and state of incorporation. If a joint venture, list names and address of venturers and the same if any venture is a corporation for each such corporation, partnership or joint venture:

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Your organization has been in business under this firm's name as a  
\_\_\_\_\_ for how many years? \_\_\_\_\_

Describe and give the date and owner of the last three government projects you've completed which are similar in cost, type, size and nature as the one proposed. Include contact names and phone numbers:

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Have you ever been assessed liquidated damages under a contract during the past (5) five years? If so, state when, where and why and provide contact names, addresses and phone numbers.

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Have you ever failed to complete work awarded to you? If so, state when, where and why and provide contact names, addresses and phone numbers.

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Have you ever been debarred or prohibited from bidding on a governmental entity's construction project? If yes, name the entity and describe the circumstances:

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Name three individuals, governmental entities, or corporations for which you have performed work (preferably similar in nature) and to which you refer. Include contact name and phone number:

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What specific steps have you taken to examine the physical conditions at or contiguous to the site, including but not limited to, the located of existing underground facilities?

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What specific physical conditions, including but not limited to the location of existing underground facilities have you found, which will in any manner affect the cost, progress performance or completion of the work?

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Will you subcontract out any part of this work? If so, describe which major portion(s):

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List any/all WBE/MBEs that will be utilized in this project, including the contract amount:

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What equipment do you own that will be used for this project?

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What equipment will you purchase/rent that will be used for this project?

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If applicable, list the Surety that will provide the bond(s) for this project:

Surety's Name: \_\_\_\_\_

Surety's Address: \_\_\_\_\_

\_\_\_\_\_

Surety's resident agent for service of process in Florida:

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

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

\_\_\_\_\_

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

## **Document F**

### **MBE/WBE/Section 3 Certification**

(must be attached to your bid to be eligible for  
up to 10% pricing consideration)

**Document G**  
**Proof of Insurance**  
(must be attached to your bid)

**Document H**  
**Byrd Anti-Lobbying Certificate**  
(must be attached to bids over \$100,000K)

## BYRD ANTI-LOBBYING CERTIFICATE

### **Certification for Contracts, Grants, Loans and Cooperative Agreements (to be submitted with each bid)**

The undersigned 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 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 making lobbying contacts to 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—LL, "Disclosure Form to Report Lobbying," in accordance with its instructions as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96).
- (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 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). 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.

Pursuant to 31, U.S.C. § 1352 (c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.

The Contractor, \_\_\_\_\_, 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. § 3801, *et seq.*, apply to this certification and disclosure.

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

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

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

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

## **Document I2**

### **Project #2 Bid Bond (5% of Total Bid)**

**(Must be included in bid package for any  
Bid over \$100,000K)**

## **Document J**

### **Authorized Agent Form**

(must be completed, notarized and brought  
to the Information Conference  
when Prime sends alternate  
to act on his behalf)



## AUTHORIZED AGENT FORM

DATE: \_\_\_\_\_

I, \_\_\_\_\_ (name of Owner), authorize  
\_\_\_\_\_ (name of agent), to be an agent for  
\_\_\_\_\_ (company name) in all matters regarding  
my business. This authorization shall include but not be limited to the signing of  
contracts, leases, agreements, accounts and any other related documents that shall be  
necessary.

\_\_\_\_\_  
Signature - (NAME OF OWNER)

\_\_\_\_\_  
Signature - (NAME OF AGENT)

State of Florida

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_ by \_\_\_\_\_, who produced identification  
OR is personally known to me and who did/did not take an oath.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
My Commission Expires

**Document K**  
**Addendum Acknowledgement Form**  
(must attach to your bid when addendums are  
issued)

### **ADDENDUM ACKNOWLEDGEMENT FORM**

We, the undersigned hereby declare that we have carefully reviewed the bid documents/addendum(s), and with full knowledge and understanding of the aforementioned herewith submit this bid, meeting each and every specification, term and condition contained in this Invitation for Bids.

We understand that the bid specifications, terms and conditions in their entirety shall be made a part of any agreement or contract between the Homeowner and the successful bidder and their subcontractors. Failure to comply shall result in contract default, whereupon, the defaulting contractor shall be required to pay for any and all re-procurement costs, damages, and attorney fees as incurred by Manatee County and the Homeowner.

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

Acknowledge Addendum No. \_\_\_\_ Dated: \_\_\_\_\_

Acknowledge Addendum No. \_\_\_\_ Dated: \_\_\_\_\_

Acknowledge Addendum No. \_\_\_\_ Dated: \_\_\_\_\_

Acknowledge Addendum No. \_\_\_\_ Dated: \_\_\_\_\_

Acknowledge Addendum No. \_\_\_\_ Dated: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_  
\_\_\_\_\_  
(Print Name & Title of Signer)

DATE: \_\_\_\_\_

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

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**Document L**  
**Build America, Buy America (BABA)**  
**Certification**

(must attach to your bid when BABA  
Compliance is possible)

If bidder requires a Waiver from BABA Requirements,  
please reach out to Project Manager:

Julia H. Vieira, Community Development Project Manager  
(941) 748-4501, ext. 1266  
[Julia.vieira@mymanatee.org](mailto:Julia.vieira@mymanatee.org)

**CERTIFICATION**

# Build America, Buy America Act: Optional Buy America Preference (BAP) Certification



## Project Information

Grantee	
Grant Number	
Activity Name	
Activity Number (IDIS/DRGR)	

This “Optional Buy America Preference Certification” is used to certify that, as required by the Build America, Buy America (BABA) Act, all of the iron, steel, manufactured products, and construction materials incorporated into an infrastructure project are produced in the United States, unless exempted by a HUD general waiver or a project-/product-specific waiver approved by the Made in America Office (MIAO) at the Office of Management and Budget (OMB).

**For covered materials not otherwise exempted from the Buy America Preference (BAP), the undersigned certifies the following:**

- All iron and steel used in the project are produced in the United States. This means all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States;
- All manufactured products used in the project are produced in the United States. This means the manufactured product was manufactured in the United States, and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total cost of all components of the manufactured product, unless another standard that meets or exceeds this standard has been established under applicable law or regulation for determining the minimum amount of domestic content of the manufactured product;
- All construction materials used in the project are manufactured in the United States. This means that all manufacturing processes for the construction material occurred in the United States.

***Attach a list of all covered materials procured by the signatory and used in the project.***

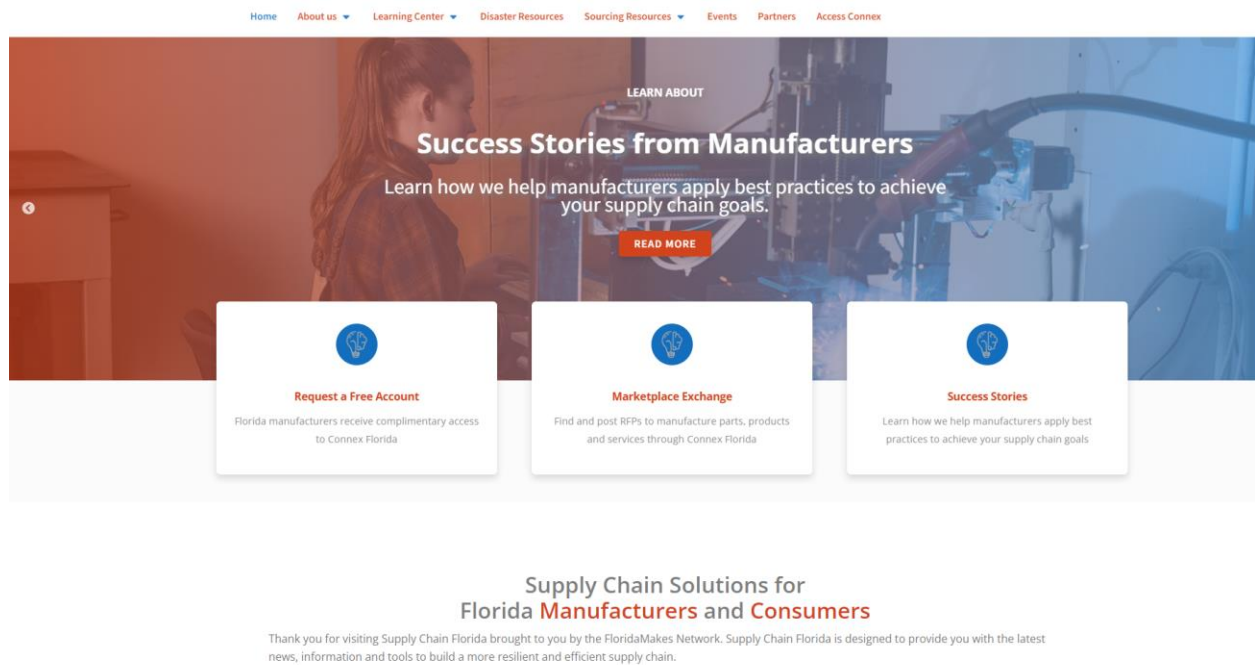
I hereby certify this information is complete and accurate and agree to provide documentation collected on the country of origin for all covered materials I caused to be incorporated into or affixed to an infrastructure project to the CPD grantee and HUD upon request. I understand and agree that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature	Title/Organization	Date

# Build America, Buy America Act (BABA) Buy America Preference Requirements for HUD funded Projects (CDBG & HOME)

**National Database of Construction Materials produced in the United States.**

**Step 1:** <https://www.floridamakes.com/supplychainflorida/home>



**Step 2: Click on Register to obtain access to Connex Florida manufacturers database.**

The Connex Florida platform contains in-depth information on a broad scale along with detailed search functions to find specific manufacturers' production capabilities, including equipment and manufacturing processes, as well as industry certifications, material types, industry sectors, NAICS and SIC codes, and more.

The result is an innovative platform that allows buyers and suppliers to search through thousands of local and national manufacturers to quickly find those that match their needs. In an instant, discover the services companies provide, build user relationships with one another, and decrease gaps in the supply chain.

Using the Connex Florida Exchange Center, businesses connect by posting and responding to RFQs, RFIs, and RFPs, leading to new market opportunities. By gathering industries under one platform, Connex Florida can strengthen our supply chain, and significantly improve production integrity, accuracies, and efficiencies in our manufacturing ecosystems.



**Step 3: You will be prompted to the following screen. Please create an account.**

**CONNEX™**  
**marketplace**  
Connecting the Manufacturing Supply Chain

Email

Password

LOG IN

[Create an account](#)  
[Forgot password](#)



Welcome to CONNEX™ Florida - your supply chain database tool.  
Share your capabilities. Connect with manufacturers.

**Thank you to our partners.**

As part of a collaborative effort among many state and national partners, we provide Florida manufacturers with complimentary access to CONNEX™ Florida.

**What can I do in CONNEX™ Florida?**

You have the ability to list detailed information about your capabilities, perform in-depth searches and exchange information regarding sourcing needs, requirements and opportunities.

**National CONNEX™ Marketplace**

Florida manufacturers who have a valid CONNEX™ Florida account can also access the national CONNEX™ Marketplace for \$500/year.

**Where can I sign up?**

If you are a Florida manufacturer and would like to request a complimentary CONNEX™ Florida account or sign up for the national CONNEX™ Marketplace, please click here.

For more information about CONNEX™ Florida, please click here or contact [connex@floridamakes.com](mailto:connex@floridamakes.com).

Proudly supported by:



**Step 4: Fill out Registration information.**

**CONNEX™**  
**marketplace**  
Connecting the Manufacturing Supply Chain

**Create an account**  
or [log in](#)

First name

Nikola

Last name

Tesla

Email address

ntesla@edisonco.com

Password

\*\*\*\*\*

☐ I agree with the Terms and Conditions and Privacy Policy.

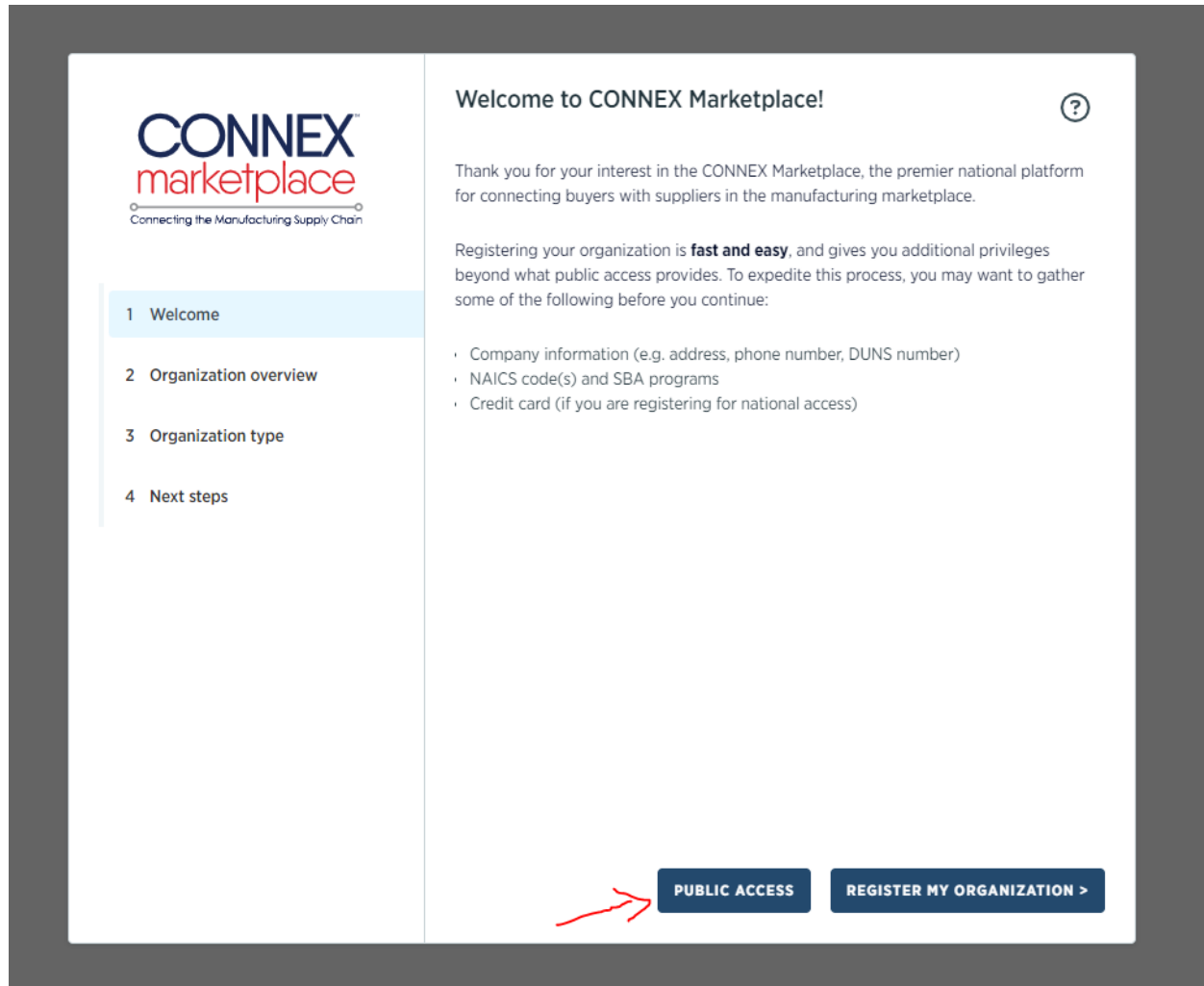


Success!

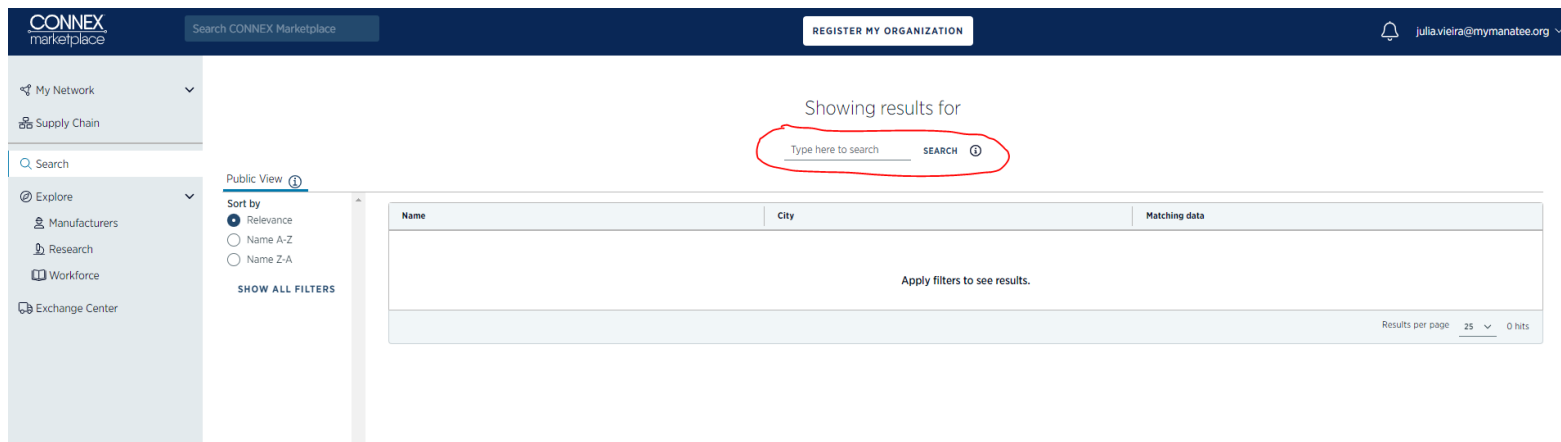


CREATE ACCOUNT

## Step 5: After logging in, you may choose to just select “Public Access”.



## Step 6: Landing page for research: type the key word for the material you are looking for.





Here is an example of search results when searching for “cement”:

CONNEX  
marketplace

Search CONNEX Marketplace

REGISTER MY ORGANIZATION

julia.vieira@mymanatee.org

My Network

Supply Chain

Search

Explore

Manufacturers

Research

Workforce

Exchange Center

Help

Public View

Sort by

Relevance

Name A-Z

Name Z-A

State

Florida (243)

City

Miami, FL (24)

West Palm Beach, FL (17)

Fort Lauderdale, FL (9)

Fort Myers, FL (9)

Jacksonville, FL (8)

Show all (11)

NAICS Code

No matching data

SHOW ALL FILTERS

Showing results for

cement

SEARCH

	Name	City	Matching data
>	Cement Industries, Inc.	Fort Myers, FL	<div>Name</div> <div>About</div>
>	Cement Products Inc	Port Richey, FL	<div>Name</div> <div>About</div>
>	Suwannee American Cement LLC	Branford, FL	<div>Name</div> <div>About</div>
>	Cement Precast Products, Inc.	Gainesville, FL	<div>Name</div> <div>About</div>
>	Basecrete Technologies LLC	Sarasota, FL	<div>About</div>
>	David Sayne Masonry Inc	Deland, FL	<div>About</div>
>	Gulf Coast Materials of Southwest Florida, Inc.	Fort Myers, FL	<div>About</div>
>	Tremron, Inc.	Miami, FL	<div>About</div>
>	Cast Keystone Inc	Miami, FL	<div>About</div>
>	Cemex Materials, LLC	West Palm Beach, FL	<div>About</div>
>	Concraft Inc	Greenacres, FL	<div>About</div>
>	A-1 Block Corporation	Orlando, FL	<div>About</div>
>	Bedrock Industries, Inc.	Orlando, FL	<div>About</div>
>	Herpel Inc	West Palm Beach, FL	<div>About</div>
>	Jahna Concrete Inc	Avon Park, FL	<div>About</div>
>	Mancini, Inc.	Pompano Beach, FL	<div>About</div>
>	Marbon Inc	West Palm Beach, FL	<div>About</div>
>	Perl, Inc.	Inverness, FL	<div>About</div>