

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

## ***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 Template	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 A**  
**Bid Template**  
(must attach to your bid)

# Work Write-Up #23171

Hope Family Service

\* EXHIBIT 1 \*

Dated: 4/4/2025

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## **CUSTOMER INFORMATION**

HOPE Family Services, Inc.

3215 9th Street W (confidential address), Bradenton, FL 34205

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## **PREPARED BY**

Howard Jensen, Housing & Community Development Specialist

P: 941-290-8335 E-mail: [howard.jensen@mymanatee.org](mailto:howard.jensen@mymanatee.org)

Manatee County Community and Veterans Services Dept.

Community Development Division

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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

General Requirements	Quantity	Units	Total
<b>1 - PERMITS AND LICENSES</b> (Specification ID:1.00250 Estimated Qty:1)	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.

<b>2 - PROTECT BUILDING CONTENTS FROM DAMAGE DURING WORK</b> (Specification ID:1.03250 Estimated Qty:0)			
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Contractor shall take steps to protect building and contents from damage during project. Contractor is advised to use drop cloths to protect furniture, appliances, entertainment systems and other Building contents and components. Contractor shall move furniture and appliances out of and back into work areas once work is complete. Contractor is not to leave furniture, appliances, clothing or other items unprotected outside building during job.

<b>3 - GENERAL CLEAN-UP</b> (Specification ID:1.05000 Estimated Qty:0)			
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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.

NOTE: Final Cleaning is to include cleaning inside of all windows in work area, wiping tops of door jams in work area, wiping baseboards and window sills.

### Subtotal for General Requirements

## Location: Roof

Roof & Attic	Quantity	Units	Total
<b>4 - GENERAL ROOF WORK</b> (Specification ID:35.00000 Estimated Qty:0)		Ea	

Preform all required maintenance on roofs of all three buildings this includes resealing, securing flashing and any vent caps.

<b>5 - GENERAL ROOF WORK DOWN SPOUTS</b> (Specification ID:35.00000 Estimated Qty:16)	16	Ea	
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Replace 16 down spouts

### Subtotal for Roof & Attic

## Location: Parking Lot

Site Work	Quantity	Units	Total
<b>6 - GENERAL SITE WORK PARKING LOT</b> (Specification ID:20.00000 Estimated Qty:0)			

Repair, Seal and restripe parking lot

## Location: Fence

Site Work	Quantity	Units	Total
<b>7 - GENERAL SITE WORK/CONCRETE FENCE</b> (Specification ID:20.00000 Estimated Qty:1043)	1,043		

Construct a concrete fence at property line that encloses the yard area of the property. The fence is to be precast panels and is to be 8' in height. There is to be no more than 6" clear space from ground level to bottom of precast fence panel. The owner will choose color of fence from precast colors. Customer is to pick color and panel design.

<b>8 - REMOVE DEBRIS, JUNK AND TRASH FROM YARD</b> (Specification ID:20.00250 Estimated Qty:0)		Ea	
Remove debris, junk and trash from yard to legal dump site. NOTE: This work is to clear area of old fence, trash and debris so new fence can be installed.			

<b>9 - TRIM TREE OVERHANGING</b> (Specification ID:20.00750 Estimated Qty:0)		Ea	
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Trim tree limbs and remove trees as needed to install new fence around perimeter of property. Remove debris to legal dump site.

<b>10 - REPAIR EXISTING GATES</b> (Specification ID:20.03000 Estimated Qty:2)	2		
Remove deteriorated and broken Gate components. Install new components where necessary to make the Gates operate correctly, stable and safe.			

**Subtotal for Site Work**

## Location: Dumpster Enclosure

Plumbing System	Quantity	Units	Total
<b>11 - GENERAL PLUMBING WORK</b> (Specification ID:75.00000 Estimated Qty:0)			

The drain for the dumpster area does not drain as it should. Bid to clear drain and if it requires more than just clearing the drain we will address this with a change order.

Site Work	Quantity	Units	Total
<b>12 - GENERAL SITE WORK</b> <i>(Specification ID:20.00000 Estimated Qty:2)</i>	2	Ea	

Remove existing gates at dumpster enclosure and replace with new gates including all new hardware.

## Location: HVAC

HVAC & Gas System	Quantity	Units	Total
<b>13 - REPLACE CENTRAL ELECTRIC HEATING AND COOLING SYSTEM</b> <i>(Specification ID:85.05000 Estimated Qty:7)</i>	7	Ea	

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: Exterior Walls

Exterior Walls	Quantity	Units	Total
<b>14 - GENERAL EXTERIOR WALL WORK</b> <i>(Specification ID:30.00000 Estimated Qty:0)</i>			

Pressure wash exterior of buildings and Dumpster Area, repair any damage, caulk all openings and prepare for paint. Dig down around building a minimum of 6" prior to painting so paint is below ground surface. Put dirt back in area dug out after paint cures. Paint building with two coats of elastomeric paint. Customer to pick colors.

## Location: Bathroom

Electrical System	Quantity	Units	Total
<b>15 - INSTALL NEW CEILING RECESSED LIGHT FIXTURE IN SHOWER</b> <i>(Specification ID:80.02100 Estimated Qty:2)</i>	2	Ea	

Install a new ceiling recessed light fixture in the shower. Light fixture must be for wet area and energy star rated LED or compact fluorescent light fixture. Fixture installation to include new wiring and a new wall switch. Installation must meet Electrical code for local jurisdiction. **\*\*NOTE\*\* A PERMIT IS REQUIRED**



Plumbing System	Quantity	Units	Total
<b>16 - Two Bathroom Building #3</b> <i>(Specification ID:0 Estimated Qty:2)</i>	2	Ea	

Both bathrooms will get shower replacements and 2 grab bars installed in each shower and a grab bar installed outside the shower as a towel bar. The showers will be have all tile removed and wallboard behind tile down to studs. The floor tile is to be removed. You will install Hardi backer board to studs, tape all joints and coat with a water sealer prior to installing tile. Client is to pick tile color and style.

## Location: Interior Walls

Walls	Quantity	Units	Total
<b>17 - GENERAL WALL WORK BUILDING #3</b> <i>(Specification ID:60.00000 Estimated Qty:0)</i>			

Install Plastic or Vinyl corner guards at all corners in building #3 Client to select color.

<b>18 - GENERAL WALL WORK BUILDINGS #1 &amp; #3</b> <i>(Specification ID:60.00000 Estimated Qty:0)</i>			
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Remove tile base through out both buildings and install new tile base in wet areas and vinyl in all other areas. Clint to choose style and color.

<b>19 - GENERAL WALL WORK FRONT BUILDING</b> <i>(Specification ID:60.00000 Estimated Qty:0)</i>			
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There are several areas with drywall damage. Repair all damage to drywall, corner bead and door jams. Match existing texture, prep for paint and paint to match existing color.

<b>20 - PAINT WALL SURFACES, TRIM AND DOORS WITH PAINT BUILDING #1</b> <i>(Specification ID:60.13500 Estimated Qty:0)</i>			
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Apply 2 coats of paint to wall surfaces and 2 coats of paint to trim which includes any baseboard; door slab; door casing and jambs; window casing, sills, stools, jambs and sashes. Where applicable, wet scrape defective paint; spot prime; seal water stains; and make any minor repairs to walls and baseboard. Make sure baseboard is securely fastened to wall. Caulk cracks in baseboard and at intersection with wall surfaces using mildew resistant caulk prior to painting. Owner to select one paint color for wall surfaces and one color for baseboard.

NOTE: You need to sand all baseboards, casing, doors and any other wood work to be painted. You need to check to see if existing paint is oil based paint and if so you need to prime with proper primer to ensure that the new paint does not peel off.

**Subtotal for Walls**

## Location: Contingency

No Category	Quantity	Units	Total
<b>21 - Contingency</b> (Specification ID:0 Estimated Qty:)			

Bid 10% contingency

## Location: Floors

No Category	Quantity	Units	Total
<b>22 - BUILDING #3 FLOOR TILE</b> (Specification ID:0 Estimated Qty:200)	200	SF	

Bid to replace 200sf of tile that is cracked.

## Location: Unassigned

Site Work	Quantity	Units	Total
<b>23 - GENERAL SITE WORK</b> (Specification ID:20.00000 Estimated Qty:0)		Ea	

Supply and install canvas shades to cover play area at rear of family building there is existing hardware attached to building from the previous shades. The shades are to be removal. Owner to select colors of shades

<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 I**  
**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.***

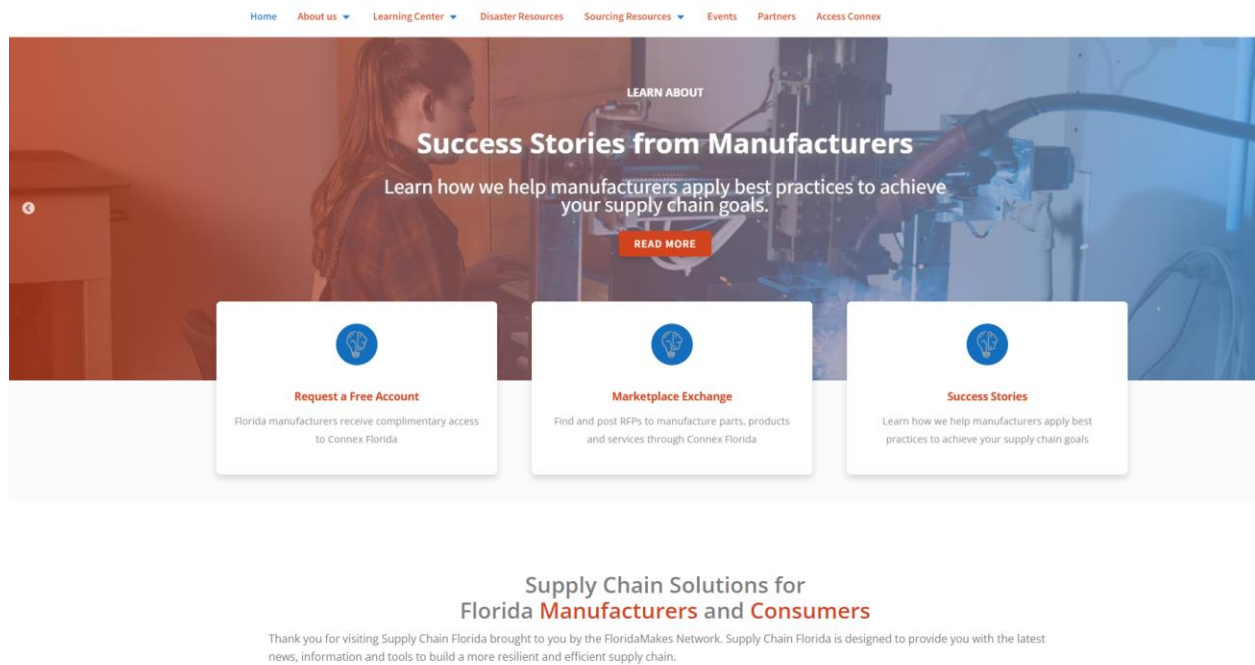
I hereby certify this information is complete and accurate and agree to provide documentation collected on the country of origin for all covered materials I caused to be incorporated into or affixed to an infrastructure project to the CPD grantee and HUD upon request. I understand and agree that the 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.

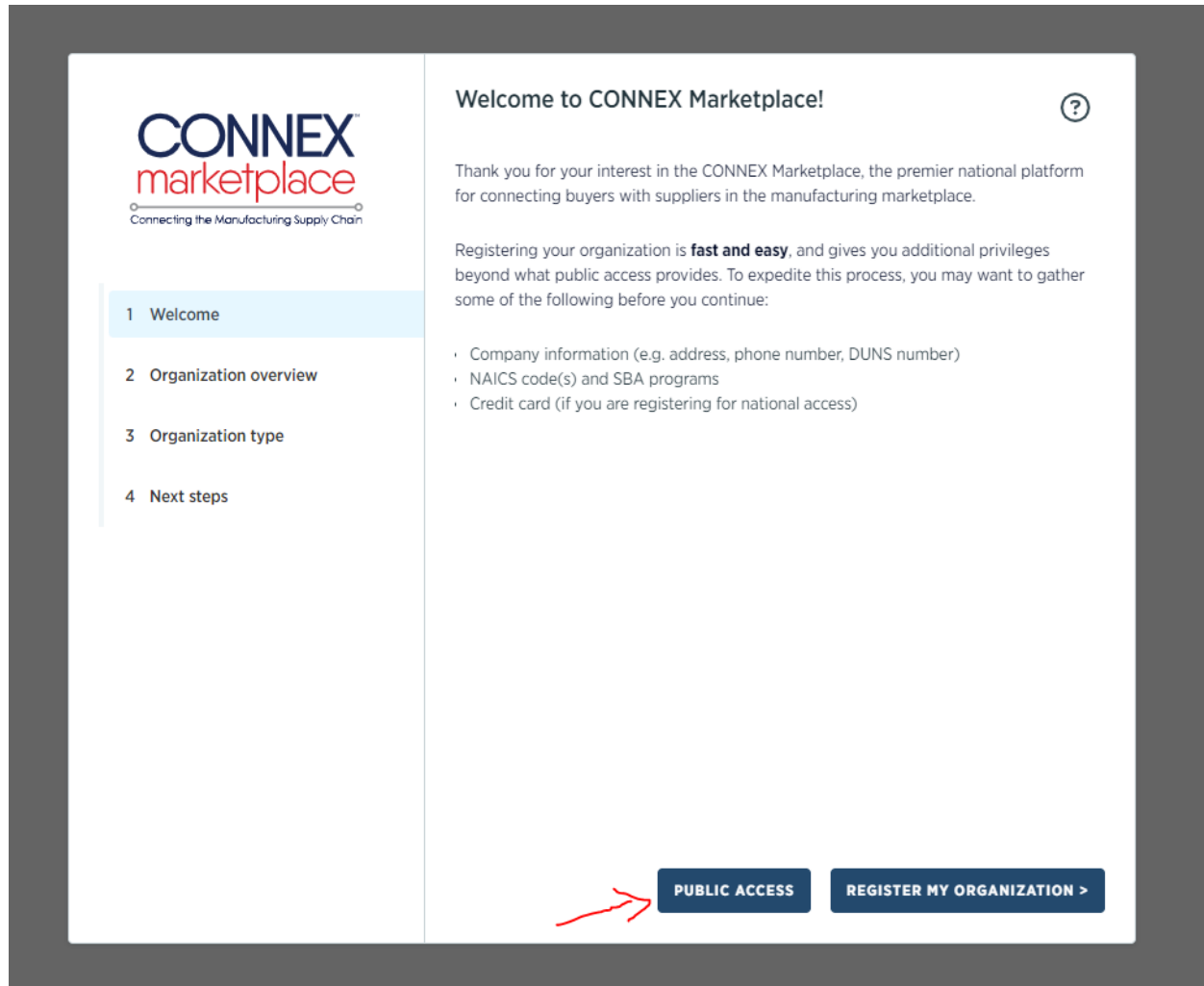


Success!

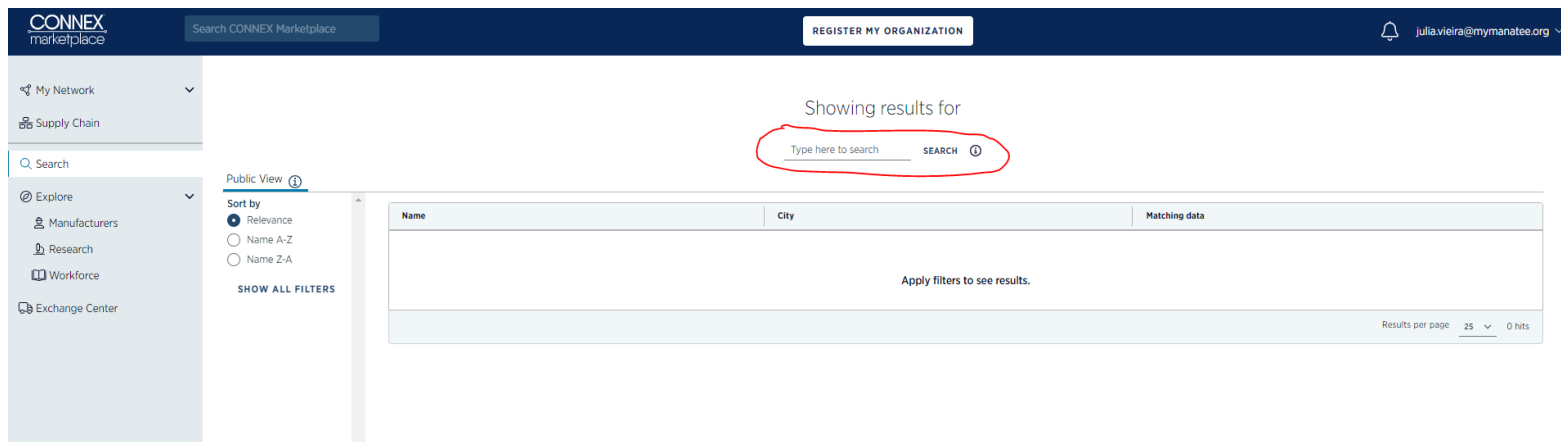


CREATE ACCOUNT

## 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

Showing results for

cement

SEARCH

Public View

Sort by

- Relevance
- Name A-Z
- Name Z-A

State (reset)

- Florida (243)

City

- Miami, FL (24)
- West Palm Beach, FL (17)
- Fort Lauderdale, FL (9)
- Fort Myers, FL (9)
- Jacksonville, FL (8)

NAICS Code

- No matching data

SHOW ALL FILTERS

	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>