

# HOUSING REHABILITATION PROGRAM

## INVITATION FOR BIDS

This project is funded with federal funds through the Community Development Block Grant (CDBG) and/or HOME Investment Partnership (HOME) program, as administered through Manatee County. There are federal regulations applied to the duration of the project's lifecycle. Bidders should be prepared to comply with state requirements, when applicable, as outlined in Section C (Compliance with Federal and State Laws) of this Invitation for Bids.

The Manatee County Community and Veterans Services Department will accept bids entered thru Neighborly for the following owner-occupied property:

Homeowner Name: **Loretta Ortiz**

Phone Number: **941-879-1064**

Property Address: **2319 15<sup>th</sup> Ave E Palmetto, Fl 34221**

Housing Type: **Single Family**

Scope of Work: Rehabilitation per WWU# **23249**

Type of Permit: **Renovation**

**Mandatory Information Conference: 10am Tuesday February 17<sup>th</sup>, 2026, at 2319 15<sup>th</sup> Ave E Palmetto, Fl 34221**

**Deadline for Clarification: 5pm Friday February 20<sup>th</sup>, 2026.**

**Bid Due Date: 2pm Tuesday March 3<sup>rd</sup>, 2026.**

**Bid Opening Date: 2pm Tuesday March 3<sup>rd</sup>, 2026, 1112 Manatee Ave W Ste 500 Bradenton, Fl 34205**

Bid information follows or documents are available from the Community and Veterans Services Department by contacting Howard Jensen at (941) 748-4501, Extension 3630  
Note: **All Overhead and Profit is to be included in each line item.**

### **LATE BIDS WILL NOT BE ACCEPTED**

Bids must be entered in Neighborly and all required attachments must be uploaded to your bid prior to clicking save and submit at the bottom of the bid. **Manatee County**

Community and Veterans Services Department, 1112 Manatee Avenue West, 5th Floor, Bradenton, FL 34205 by the due date and time.

Please enter ALL bid documents and bids thru Neighborly Software. <https://portal.neighborlysoftware/manateecountyfl/contractor> All questions regarding this bid must be submitted in writing to [howard.jensen@mymanatee.org](mailto:howard.jensen@mymanatee.org).

**CONTRACTORS  
PLEASE NOTE:  
YOU MAY NOT  
HAVE ANY  
DIRECT CONTACT  
WITH THE**

**HOMEOWNER  
UNTIL INSTRUCTED  
TO DO SO**

## INSTRUCTIONS TO CONTRACTORS

Please complete the attached Bid Form and Work Write-Up in Neighborly, by line item and click save and submit after all required forms have been uploaded. **DO NOT MODIFY OR MAKE CHANGES TO ANY SPECIFICATION IN THIS WORK WRITE-UP.**

1. The contractor shall incorporate the Work Write-Up into their contractual agreement with the Homeowner. The contractor shall provide line-item prices for each item specified on the attached Work Write-up. Profit and overhead should be included in each line item. ***All prices on the bid form must be written in ink. Signatures must be in ink. If the bid contains a mistake, it must be initialed prior to bid submittal. Once the bid is submitted, no changes may be made.***
2. Attached you will find a copy of the applicable ***General Conditions*** and the ***Contractor Payment Procedures***.
3. Please submit with your bid package with the ***Bid Form*** filled in completely and signed. **DO NOT** sign the signature lines of the Work Write-Up.

The contractor agrees that he/she has prepared the ***Bid Form*** and that the contents are consistent and accurate as to the name of the contractor, scope of work and price of the contract. The contractor acknowledges the performance requirement established in the work write-up and or contract and warrants that all work undertaken will conform to said specifications.

4. The signed ***Work Write Up*** and ***Bid Form*** must be submitted thru Neighborly by bid deadline established by the Community and Veterans Services Department. **Late proposals will not be accepted.**

Should you have any questions or concerns related to the bid process or Work Write-Up, please contact a member of our staff at (941) 748-4501.

## ATTENTION CONTRACTORS

**All measurements contained in the attached Work Write-Up are  
ESTIMATES ONLY  
Contractor is responsible for measurements prior to bidding work.**

## **CONTRACTOR PAYMENT PROCEDURES**

### **PARTIAL PAYMENTS:**

Submit an application for payment, per Construction or Rehabilitation Loan Agreement requirements with the appropriate **“Draw Checklist”** and applicable attachments, to the Community and Veterans Services Department with a copy of the Work Write-Up/Bid Package (Rehabilitation Project).

After receipt of your application for payment, the Community and Veterans Services Department Staff will make an appointment with the homeowner to inspect the work completed. (1 business day)

If there are any problems with the work or documentation is incomplete, the Community and Veterans Services Department Staff will complete and provide a Deficiency Notification and return it with the original application for payment to the contractor. (1 business day)

If all work inspected is approved, the Community and Veterans Services Department Staff will prepare the application for payment and return the payment request to the contractor for signature. The Community and Veterans Services Department will forward the payment request to the Fiscal Manager for Director’s signature and payment processing. (3 business days)

After the Director of Community and Veterans Services Department approves and signs the application for payment, it will be forwarded to the Clerk of the Circuit Court Finance Department for a check to be drawn. Per Florida Statutes, the Clerk’s Office has thirty (30) business days from the date they receive the invoice to issue a check.

### **FINAL PAYMENTS:**

In addition to the above, attach copies of the required documents per the draw schedule.

### **PAYMENT OF RETAINAGE:**

Payment of retainage is subject to the following conditions:

1. County has received the following in form and substance satisfactory to County.
2. A written requisition, in such form as required by County and approved and authorized by Owner, specifying the cost of retainage in connection with the construction of the Improvements.

(PLEASE REFER TO HOMEOWNER’S LOAN AGREEMENT DOCUMENTS FOR COMPLETE BREAKDOWN AND INSTRUCTIONS ON PAYMENT REQUIREMENTS)

## **GENERAL CONDITIONS (REHABILITATION)**

1. Scope of Services

The Contractor will furnish all labor, equipment, tools, materials and services to perform all work as described in the Work Write-Up as attached hereto. All work is to be completed in a workmanlike manner according to standard practices.

2. Completion of Work

All work is to be satisfactorily completed by the date set forth in the proposal for work unless extended in writing by the Director of Community and Veterans Services Department or designee.

3. Products, Materials, Substitution and Approval

All equipment and material shall be new and shall conform with the first-class standards of the manufacturer. Defective, damaged, sub-standard or used materials are **not acceptable**; and if used shall be removed and replaced with new materials by the Contractor at no cost.

When several materials or items are specified by name for one use, the Contractor may, with the Homeowner's concurrence, select any of those specified. Should a contractor desire to substitute another material or item for one or more specified by name, that product must be of equal quality as that specified, and must be identified, in writing, on the proposal for work. The Contractor must provide samples to the County, if requested. No such materials shall be used unless approved in writing by the County.

4. Work Write Up

The Work Write Up submitted is the Contractor's cost to acquire, deliver and install the specified item less any discounts or rebates.

5. Building Permits

The Contractor will be responsible for obtaining and paying for the necessary building permits and any surveys or engineering required by Manatee County prior to beginning construction.

6. Compliance with Federal, State and Local Laws

The Contractor shall perform all work in accordance with all applicable State and local building codes.

The Equal Opportunity Clause published at 41 CFR 60-1.4(a) of this chapter is included in this contract by reference. A copy of this clause is available at the Community Services Office.

All painting and paint removal shall comply with the Lead Based Paint Poisoning Prevention Act.

7. Insurance and Workman's Compensation

The Contractor shall procure, maintain and furnish evidence of Contractor's bodily injury and property damage insurance, including operations completed and products for the following limits:

Bodily Injury Insurance in any amount not less than \$100,000.00 for injuries, including accidental death, to any one person, and not less than \$300,000.00 for one occurrence; Property Damage Insurance in an amount not less than \$50,000.00, combined limits must be a minimum of \$350,000.00 The Contractor shall have on file with Manatee County evidence of this comprehensive liability coverage protecting the owner and the County of Manatee with a Certificate of Insurance and naming Manatee County as an additional insured.

The Contractor shall at all times during the life of this contract subscribe to and comply with Workman's Compensation laws of the State of Florida and pay such premiums as may be required and to hold the Owner and Manatee County harmless from any and all liability arising from or under said act. He shall also furnish at the time of the delivery of the contract, and at such times as requested, a copy of the official certificate or receipt showing payment of Workman's Compensation.

8. Guarantee of Work

Contractor shall guarantee all work performed and be responsible for any defects or other faults in the work for a period of one year.

All warranties begin on the date of final acceptance by Manatee County.

9. Damages

Any damages done to the property on the site or to any adjacent property caused by the Contractor, in the performance of this contract by any of its employees or subcontractors shall be repaired or replaced by the Contractor at no expense to the Homeowner or Manatee County.

10. The Contractor shall keep the premises clean and orderly during the course of the work and shall be broom clean upon completion.

Contractor shall provide at least one (1) container on site for the collection of waste materials, rubbish and debris. Contractor shall not allow debris, rubbish and waste materials to accumulate and become unsightly or hazardous.

At the conclusion of each workday, the Contractor is to remove debris from the ground surrounding the work site. At regular intervals during the work progress, the site shall be cleaned and waste materials must be removed from the site. Drop cloths or other appropriate protective materials or devices shall be used at all times to protect items and the grounds during construction or painting.

The Contractor shall be responsible to erect and maintain guard rails, barricades, temporary walks, etc., as may be required for workmen and homeowners.

11. Inspection of Work

The Contractor and Homeowner will permit Manatee County's representatives, with safe access to inspect all work.

The Contractor will be responsible for notifying both Manatee County's Community and Veterans Services Department and the Building Department when required inspections are needed. Work completed without the required inspection may be required to be removed at the Contractor's expense.

12. Suspension of Work by County

The County may, without cause, order the Contractor in writing to suspend, delay or interrupt the Work in whole or in part for such period of time as the County may determine.

An adjustment shall be made for increases in the cost of performance of the Agreement, including profit on the increased cost of performance, caused by suspension, delay or interruption. No adjustment shall be made to the extent:

- 12.1 That performance is, was, or would have been so suspended, delayed or interrupted by another cause for which the Contractor is responsible; or
- 12.2 That an equitable adjustment is made or denied under another provision of the Agreement.

13. Termination of Contract by County

The County may terminate the Agreement if the Contractor:

- 13.1 Persistently or repeatedly refuses or fails to supply enough properly skilled workers or proper materials.

- 13.2 Fails to make payment to Subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the Subcontractors.
- 13.3 Persistently disregards laws, ordinances, or rules, regulations or orders of a public authority having jurisdiction; or
- 13.4 Otherwise is guilty of substantial breach of a provision of the Contract Documents.

When any of the above reasons exist, the County with the concurrence of the Director, Community and Veterans Services Department, may without prejudice to any other rights or remedies of the County and after giving the Contractor and the Contractor's surety, if any, seven days written notice, terminate employment of the Contractor and may, subject to any prior rights of the surety:

- A. Take possession of the site and of all materials, equipment, tools, and construction equipment and machinery thereon owned by the Contractor.
- B. Accept assignment of subcontracts.
- C. Finish the Work by whatever reasonable method the County may deem expedient.

When the County terminates the Agreement for one of the reasons stated herein, the Contractor shall not be entitled to receive further payment until the Work is finished.

If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the County. This payment shall survive termination of the Agreement.

14. Homeowner's Responsibilities

The Homeowner shall cooperate with the Contractor to facilitate the performance of the work, including the removal and replacement of rugs, coverings and furniture, if necessary unless such item is attached to the floor or walls.

The Homeowner shall permit the Contractor to use, at no cost, existing utilities such as light, heat, power and water necessary to complete the work.

15. Subcontractors

Subcontractors shall be bound by the terms and conditions of this contract insofar as it applies to their work, but this shall not relieve the contractor from the full responsibility to the Homeowner, and County for the proper completion of all work to

be executed under this agreement and the contractor shall not be released from this responsibility by any sub-contractual arrangement that he may make with others.

16. Assignment of Contract

The contractor shall not assign the contract without written consent of the Homeowner and County.

17. Changes to Contract

Changes in any work including substitution of materials, change in the scope of work required by the detailed specifications, which may be proposed by the contractor or found necessary or desirable as work progresses shall be presented in writing with the proposed price change.

Changes as described above must be approved in advance, in writing by the Homeowner, Contractor, and the County.

**BID FORM**

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

The undersigned acknowledges that a **Rehabilitation Loan Agreement** between County and Owner and a **Contractor's Acknowledgment of Rehabilitation Loan Agreement** shall be executed by the parties if the proposal submitted is selected for award of a contract for this Work Write-Up.

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

|                           |                      |
|---------------------------|----------------------|
| Name and Title:           | <input type="text"/> |
| Company Name:             | <input type="text"/> |
| Address:                  | <input type="text"/> |
| Telephone Number:         | <input type="text"/> |
| Federal Identification #: | <input type="text"/> |
| Homeowner's Name:         | <input type="text"/> |
| Address:                  | <input type="text"/> |
| City, State, Zip:         | <input type="text"/> |

**CONTRACTORS: Submit bids and upload all required documents in Neighborly.**

# Work Write-Up

Loretta Ortiz

\* EXHIBIT 1 \*

Dated: 2/6/2026

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## **CUSTOMER INFORMATION**

Ortiz, Loretta

2319 15th Avenue East, Palmetto, FL 34221

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## **PREPARED BY**

howard.jensen@mymanatee.org

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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

Customer: \_\_\_\_\_

Contractor: \_\_\_\_\_

# Location: General Requirements

| General Requirements | Quantity | Units | Total |
|----------------------|----------|-------|-------|
|----------------------|----------|-------|-------|

Customer: \_\_\_\_\_

Contractor: \_\_\_\_\_

# 1 - General Requirements All

(Specification ID:1.00100 Estimated Qty:0)

|  |  |  |
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Community Development Division assumes no responsibility or liability. All work specified is not conclusive. All measurements, and quantities in this work write-up are approximate. Prior to bid submittal, all contractors are required to verify exact measurements, size and quantities; and to know job conditions, and to immediately notify the Community Development Division of any other necessary work to achieve quality finish products that meet or exceed applicable specs and codes prior to contract signing. The specified items in this work write-up DO NOT preempt any current applicable codes enforced by the permitting authority having jurisdiction.

Contractor shall provide all required sketches and/or drawings as required by the construction permitting authority having jurisdiction. Drawings need not be sealed. Contractor shall obtain, pay for and post on site all permits and licenses necessary to complete this project. Contractor and Subcontractors must have current license required by the State, County and City.

Contractor shall provide on-site container for construction debris removal.

Contractor shall connect replacement homes to utilities and have them turned on.

Contractor shall use only materials with low or no Volatile Organic Compounds (VOCs) on finishes, glues, adhesives, solvents, and cleaners to minimize occupant exposure to chemicals. Interior paint shall have no VOCs.

NO FLOOR COVERING SHALL BE INSTALLED UNTIL ALL OTHER WORK HAS BEEN COMPLETED AND APPROVED BY THE OWNER AND COMMUNITY DEVELOPMENT DIVISION. Unless otherwise specified, all materials shall be new and shall match existing as to size, style, color and method of installation. All interior carpeting shall be FHA approved. All subflooring and underlayment shall be well secured, dry, clean, level, and free of cracks, depressions, voids and bumps before installation of finished floor covering. all applicable codes and/or manufacturer's specs shall apply.

Code compliance: Contractor shall comply with local and Florida Building Codes.

Contractor to preform work specified in Work Write-up in a high-quality workmanlike manner using specified materials or approved equals. Materials must also 1) be high quality 2) be installed in accordance with manufacturer's specs and 3) meet requirements of rehab inspector.

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 area once work is complete. Contractor not to leave furniture, appliances, or other house contents unprotected outside house during job.

Customer: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contractor responsible for professionally repairing building and site components damaged as a result or construction activity.

All new electrical wiring and plumbing lines are to be installed concealed from view inside stud walls, under floor and in attics. Unless otherwise approved by Homeowner and HDC Inspector, surface mounted wire mold and conduit are not permitted unless preapproved by Housing Specialist.

All exposed exterior wall cavities that are to be enclosed by a new wall surface material are to have code required insulation installed in the cavity before the new wall surface material is installed.

Contractor to take steps necessary to reduce and contain airborne dust created during construction, demolition and removal of defective paint. Wet scrape if removing defective paint. DO NOT use electric sander or torches if removing paint. Contractor and workers encouraged to wear protective clothing and respirators and to follow hygiene procedures approved by OSHA.

The customer is responsible for moving household items from work areas, for boxing-up and protecting any breakable items, and for removing excessive amounts of personal property from the house before construction begins.

The customer is responsible for helping the contractor by keeping the house and yard orderly during construction.

The customer is responsible for removing all junk, trash and debris from the yard prior to construction. The customer agrees to keep yard orderly following project.

The customer shall cause to have all non-current licensed and /or inoperative vehicles and vehicle parts removed from the premises prior to the commencement of the rehab construction.

## Location: Windows

| Windows  | Quantity | Units | Total |
|--|----------|-------|-------|
| <b>2 - GENERAL WINDOW WORK</b><br><i>(Specification ID:50.00000 Estimated Qty:0)</i> |          | Ea    |       |

Install impact shutters over radius top window in master bathroom.

Customer: \_\_\_\_\_

Contractor: \_\_\_\_\_

**3 - INSTALL A NEW IMPACT RESISTANT ENERGY START-RATED WINDOW**

Ea

(Specification ID:50.05500 Estimated Qty:0)

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.

**Subtotal for Windows**

**Location: Doors**

| Doors   | Quantity | Units | Total |
|---|----------|-------|-------|
| <b>4 - GENERAL DOOR WORK</b><br>(Specification ID:45.00000 Estimated Qty:0) |          | Ea    |       |

Replace entry door and side lights with a six panel impact door (no glass) both side lights to be impact insulated glass and full composite jam. New hardware handle and dead bolt. Paint with two coats exterior paint both interior and exterior of door and frame.

**5 - INSTALL NEW SLIDING INSULATED IMPACT GLASS DOOR**

(Specification ID:45.05900 Estimated Qty:0)

Install a new sliding insulated impact glass door with screen. **\*\*PERMIT REQUIRED\*\*** Install a full view sliding insulated impact glass door with screen and hardware. Repair all damage to surrounding areas and paint 1 coat primer and 2 coats paint to match existing color. Owner to pick frame color from standard colors

**Subtotal for Doors**

**Location: Flooring**

| Floors & Stairs | Quantity | Units | Total |
|-----------------|----------|-------|-------|
|-----------------|----------|-------|-------|

Customer: \_\_\_\_\_

Contractor: \_\_\_\_\_

**6 - INSTALL NEW RESIDENTIAL GRADE FLOATING VINYL PLANK FLOORING**

1,847

SF

(Specification ID:55.04250 Estimated Qty:1847)

INSTALL A NEW RESIDENTIAL GRADE 5.9"WX48"L FLOATING VINYL PLANK FLOOR 4mm THICK WITH 12 mil WEAR LAYER. Install using manufacturer recommended installation instructions. Vinyl plank to be stain and scratch resistant with protective urethane layer and a 25 year limited warranty. Install shoe mold if vinyl planks do not fit snugly under baseboard. Caulk all door jams to floor with color match caulk. Customer to pick color from contractor's samples. Cost allowance = #3.15 per square foot material only. **\*\*NOTE\*\* CONTRACTOR IS TO VERIFY MEASUREMENTS. INSTALL VINYL SHOE MOLDING FOR NEW VINYL FLOORING, COLOR TO MATCH OF FLOOR NOT WHITE**

**Location: Bedroom 1**

| Doors  | Quantity | Units | Total |
|--|----------|-------|-------|
| <b>7 - INSTALL A NEW WOOD BIFOLD CLOSET DOOR IN EXISTING DOOR OPENING</b><br>(Specification ID:45.07750 Estimated Qty:0) |          |       |       |

Install a new, 1-1/8" thick, wood bifold door with a metal track and all hardware in existing opening. Owner to select between lauan or louvered door. Paint door with two coats of semi-gloss paint. Owner to select type and color of finish.

**Location: Bedroom 2**

| Doors  | Quantity | Units | Total |
|--|----------|-------|-------|
| <b>8 - INSTALL A NEW WOOD BIFOLD CLOSET DOOR IN EXISTING DOOR OPENING</b><br>(Specification ID:45.07750 Estimated Qty:0) |          |       |       |

Install a new, 1-1/8" thick, wood bifold door with a metal track and all hardware in existing opening. Owner to select between lauan or louvered door. Paint door with two coats of semi-gloss paint. Owner to select type and color of finish.

| Walls | Quantity | Units | Total |
|-------|----------|-------|-------|
|-------|----------|-------|-------|

Customer: \_\_\_\_\_

Contractor: \_\_\_\_\_

## 9 - GENERAL WALL WORK

(Specification ID:60.00000 Estimated Qty:0)

|  |    |  |
|--|----|--|
|  | SF |  |
|--|----|--|

repair damaged drywall back wall of bedroom

## Location: Bedroom 3

| Doors   | Quantity | Units | Total |
|---|----------|-------|-------|
| <b>10 - INSTALL A PREHUNG 6-PANEL WOOD DOOR WITH A NEW LOCKSET</b><br>(Specification ID:45.07500 Estimated Qty:0) |          |       |       |

Install a new 1-3/8" thick 6-panel prehung Hard wood or Masonite door with a door stop, 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, 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.

### 11 - INSTALL A NEW WOOD BIFOLD CLOSET DOOR IN EXISTING DOOR OPENING

(Specification ID:45.07750 Estimated Qty:0)

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Install a new, 1-1/8" thick, wood bifold door with a metal track and all hardware in existing opening. Owner to select between luan or louvered door. Paint door with two coats of semi-gloss paint. Owner to select type and color of finish.

**Subtotal for Doors**

## Location: Master Bathroom

| Cabinets | Quantity | Units | Total |
|----------|----------|-------|-------|
|----------|----------|-------|-------|

Customer: \_\_\_\_\_

Contractor: \_\_\_\_\_

**12 - INSTALL NEW VANITY CABINET AND PREFORMED SINK AND SOLID SOLID SURFACE COUNTER TOP COMBINATION**

(Specification ID:70.00150 Estimated Qty:0)

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.**

| Plumbing System  | Quantity | Units | Total |
|--|----------|-------|-------|
| <b>13 - GENERAL PLUMBING WORK</b><br>(Specification ID:75.00000 Estimated Qty:0) |          |       |       |

Existing shower and Garden tub have been removed. The shower will be enlarged to accommodate a wheel chair and this may require the removal of part of the concrete slab and replaced so there is a dap out so it is a roll-in shower. You will install two grab bars per ADA code, install a new shower valve and move plumbing as needed. You will install Hardi backer board not durarock or drywall behind tile wall surface. You will tile walls and floor in shower. Owner to choose tile using an allowance of \$10 per sf for floor tile and \$1.50 Per sf for wall tile. You will repair all wall and floor surfaces disturbed during demo and replacement. Allowance for shower valve is \$120.

| Walls   | Quantity | Units | Total |
|---|----------|-------|-------|
| <b>14 - PAINT WALL SURFACES, TRIM AND DOORS WITH PAINT</b><br>(Specification ID:60.13500 Estimated Qty:0) |          |       |       |

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.

Customer: \_\_\_\_\_

Contractor: \_\_\_\_\_

**15 - INSTALL MIRROR ON WALL***(Specification ID:60.16000 Estimated Qty:0)*

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Securely mount a minimum 3' tall mirror just above back- splash of bathroom vanity cabinet or sink. Mirror to be as wide as cabinet or sink.

**Subtotal for Walls****Location: Kitchen**

| Appliances | Quantity | Units | Total |
|------------|----------|-------|-------|
|------------|----------|-------|-------|

**16 - INSTALL A SELF CIRCULATING RANGE***(Specification ID:95.90100 Estimated Qty:0)*

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Install a new 2 speed 30" self circulating range hood with light. Owner may select range hood using a \$150 allowance.

**17 - INSTALL A NEW VENTED MICROWAVE***(Specification ID:95.99490 Estimated Qty:0)*

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Install a new self circulating microwave over range. Install and make all connections to meet local jurisdictions code requirements. Homeowner to use a \$450 purchase and installation allowance.

NOTE: If the existing hood or microwave is vented to exterior you are to connect new microwave to existing vent duct.

**18 - NEW ELECTRIC REFRIGERATOR***(Specification ID:95.99900 Estimated Qty:0)*

|  |  |  |
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|--|--|--|

Purchase and install a new energy star electric refrigerator with freezer . Hinge door on side chosen by Homeowner. Provide electrical connection. Owner to select refrigerator using a \$1200 purchase allowance including delivery and installation.

**Subtotal for Appliances**

| Cabinets | Quantity | Units | Total |
|----------|----------|-------|-------|
|----------|----------|-------|-------|

Customer: \_\_\_\_\_

Contractor: \_\_\_\_\_

**19 - INSTALL NEW BASE CABINET AND COUNTER TOP***(Specification ID:70.01250 Estimated Qty:0)*

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

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.

**20 - INSTALL NEW WALL CABINET***(Specification ID:70.02250 Estimated Qty:0)*

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

INSTALL NEW 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**

| Plumbing System | Quantity | Units | Total |
|-----------------|----------|-------|-------|
|-----------------|----------|-------|-------|

**21 - INSTALL A NEW 2-BOWL KITCHEN SINK AND FAUCET***(Specification ID:75.01250 Estimated Qty:0)*

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Install a new 8" deep double bowl stainless steel self rimming kitchen sink with two basket strainers. Install a new single control washer less kitchen sink faucet . Faucet to have a maximum flow rate of 2.5 gallons per minute. Install new stop valves and supply lines from stop valves to faucet. Faucet to have at least a 2 year warranty. Owner to select faucet using a \$120 allowance.

**Location: Garage**

| Doors | Quantity | Units | Total |
|-------|----------|-------|-------|
|-------|----------|-------|-------|

**22 - INSTALL NEW GARAGE DOOR OPENER***(Specification ID:45.12100 Estimated Qty:0)*

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Install a new garage door opener with new sensors and control wires.

**Location: Porch**

Customer: \_\_\_\_\_

Contractor: \_\_\_\_\_

| Doors  | Quantity | Units | Total |
|--|----------|-------|-------|
| <b>23 - INSTALL A NEW ALUMINUM FRAME SCREEN DOOR</b><br><i>(Specification ID:45.05750 Estimated Qty:0)</i> |          |       |       |

Install a new aluminum frame heavy duty screen door with new closer and latch

|  |              |
|--|--------------|
|  | <b>Total</b> |
|--|--------------|

Customer: \_\_\_\_\_

Contractor: \_\_\_\_\_

**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

## **A. INFORMATION TO BIDDERS**

This project is funded with federal funds through the Community Development Block Grant (CDBG) and/or HOME Investment Partnership (HOME) program, as administered through Manatee County. There are federal regulations applied to the duration of the project's lifecycle. Bidders should be prepared to comply with state requirements, when applicable, as outlined in Section C (Compliance with Federal and State Laws) of this Invitation for Bids.

### **A.01 QUALIFICATIONS OF BIDDERS**

To demonstrate qualifications to perform work, each bidder must be prepared to submit written evidence such as financial data, previous experience, present commitments and other such data as may be requested. Bidder must be able to provide evidence of Bidder's qualification to do business in the State of Florida.

**The license requirement for this project is either a General Contractor "GC", Certified Building Contractor "CBC", or a Certified Residential Contractor "CRC" issued by the Florida Department of Professional and Business Regulation. A copy of your license (s) must be attached to the bid submittal.**

A complete list of all subcontractors proposed for any portion of the work may be requested of any Bidder deemed necessary by the County. Subcontracts shall be awarded only to those subcontractors considered satisfactory by the County.

### **A.02 MANDATORY INFORMATION CONFERENCE**

**A mandatory on-site Information Conference is scheduled for 10am Tuesday February 17<sup>th</sup>, 2026, at 2319 15<sup>th</sup> Ave E Palmetto, FL 34221. BIDS WILL NOT BE CONSIDERED FROM THOSE BIDDERS WHO DO NOT ATTEND THE INFORMATION CONFERENCE.**

Whenever possible, the prime contractor should attend the information conference. If the prime contractor cannot attend, one of his/her employees (not subcontractors) may attend on the prime's behalf, if they have a signed Authorized Agent Form (Attachment K) with them at the information conference.

### **A.03 DEADLINE FOR CLARIFICATION REQUESTS**

**5pm Friday February 20<sup>th</sup>, 2026,** shall be the deadline to submit all inquiries, suggestions, or requests concerning interpretation, clarification or additional information pertaining to the Invitation for Bids.

This deadline has been established to maintain fair treatment of all potential bidders, while maintaining the expedited nature of the Economic Stimulus that the contracting of this work may achieve.

### **A.04 OPENING LOCATION**

Bids will be publicly opened at the Manatee County Administration Building, 3<sup>rd</sup> Floor, 1112 Manatee Avenue West, Bradenton, FL 34205 in the presence of County staff at **2pm**

**Tuesday March 3<sup>rd</sup>, 2026 at 1112 Manatee Avenue West, 5th Floor, Bradenton, Florida 34205.** All bidders or their representatives are invited to be present.

Any bids received after **2pm Tuesday March 3<sup>rd</sup>, 2026,** will not be considered. It shall be the sole responsibility of the bidder to have their bid entered in Neighborly on or before the stated time and date.

**A.05 CLARIFICATION & ADDENDUM(S)**

Each bidder shall examine all Invitation for Bids documents and shall judge all matters relating to the adequacy and accuracy of such documents. Any inquiries, suggestions or requests concerning interpretation, clarification or additional information pertaining to the Invitation for Bids shall be submitted in writing to Manatee County. The County shall not be responsible for oral interpretations given by any County employee, representative, or the homeowner. The issuance of a written addendum is the only official method whereby interpretation, clarification or additional information can be given.

**If any addendum(s) are issued to this Invitation for Bids, it shall be the responsibility of each bidder, to contact Manatee County prior to submitting their bid, to determine if addendums were issued and to make such addendums a part of their bid. If addendums were issued, an Addendum Acknowledgement Form (Attachment D) must be attached to your bid submittal.**

**A.06 LOBBYING**

After the issuance of any solicitation, prospective bidders, bidders, or their agents, representatives or persons acting at the request of such bidder shall not contact, communicate with or discuss any matter relating to the IFB with the Homeowner or any officer, agent or employee of Manatee County other than the Purchasing Official or the contact identified in this IFB, pursuant to the Manatee County Code of Laws. This prohibition includes copying such persons on all written communication, including email correspondence. This requirement begins with the issuance of an IFB and ends upon execution of the final Agreement or when the IFBC has been cancelled. Violators of this prohibition shall be subject to sanctions as provided in the Manatee County Code of Laws.

**A.07 RESERVED RIGHTS**

Manatee County reserves the right to accept or reject any and/or all bids, to waive irregularities and technicalities, and to request resubmission. Also, Manatee County reserves the right to accept all or any part of the bid and to increase or decrease quantities to meet additional or reduced requirements of the homeowner. Any sole response received by the first submission date may or may not be rejected by Manatee County depending on available competition and current needs of the homeowner. For all items combined, the bid of the lowest responsive, responsible bidder will be accepted, unless all bids are rejected.

The responsive, responsible bidder shall mean that bidder who makes the lowest bid to sell goods and/or services of a quality which conforms closest to or most exceeds the quality of goods and/or services set forth in the attached specifications or otherwise required by Manatee County, and who is fit and capable to perform the bid as made.

To be responsive, a bidder shall submit a bid which conforms in all material respects to the requirements set forth in the Invitation for Bids. To be a responsible bidder, the bidder

shall have the capability in all respects to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance. Also, Manatee County reserves the right to make such investigation as it deems necessary to determine the ability of any bidder to furnish the service requested. Information Manatee County deems necessary to make this determination shall be provided by the bidder. Such information may include but shall not be limited to: current financial statements, verification of availability of equipment and personnel, and past performance records.

Manatee County reserves the right to make such investigation as it deems necessary to determine the ability of any bidder to furnish the service requested. Information Manatee County deems necessary to make this determination shall be provided by the bidder. Such information may include but shall not be limited to: current financial statements, verification of availability of equipment and personnel, and past performance records.

#### **A.08 APPLICABLE LAWS**

Bidders must be authorized to transact business in the State of Florida. All applicable laws and regulations of the State of Florida and ordinances and regulations of Manatee County, and all applicable federal and state regulations, as outlined in Section C, will apply to any resulting contract or agreement.

#### **A.09 RIGHT TO PROTEST**

Any actual or prospective offeror who is aggrieved in connection with the solicitation of a contract, or any actual bidder aggrieved in connection with the award or notice of intent to award a contract, where such grievance is asserted to be the result of a violation of the requirements of Manatee County's purchasing code or any applicable provision of law by the officers, agents or employees of the county, may file a written protest to the board to be investigated by the administrator or his or her designee.

Protests shall be made in writing to the board, in duplicate, and shall be filed and stamped as received by the board's administrative offices within seven (7) calendar days after the protestor knows or should have known of the facts giving rise thereto, but no later than seven (7) days after the purchasing official provides actual or electronic notice of intent to award. Protests received after the seven-day period shall not be considered.

Any actual bidder, proposer, or contractor who is aggrieved in connection with the notice of intent to award of a contract with a value greater than \$250,000 where such grievance is asserted to be the result of a violation of the requirements of the Manatee County Procurement Code or any applicable provision of law by the officers, agents, or employees of the County, may file a protest to the Procurement Official.

Protest must be in writing and delivered via email at [purchasing@mymanatee.org](mailto:purchasing@mymanatee.org) or by hand delivery to the Procurement Division at 1112 Manatee Avenue West, Suite 803, Bradenton, FL 34205 by 5:00 p.m. on the fifth business day following the date of posting of the Notice of Intent to Award on the County website. There is no stay of the procurement process during a protest. The Procurement Official shall have the authority to settle and resolve a protest concerning the intended award of a contract.

For additional information regarding the County protest process, visit the Procurement Division webpage on the County website.

**A.10 COLLUSION**

Bidder certifies that its Bid is made without prior understanding, agreement, or connection with any other corporation, firm or person submitting a Bid for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud.

Any such violation may result in contract cancellation, return of materials or discontinuation of services and the possible removal of Bidder from participation in future County solicitations for a specified period.

The County reserves the right to disqualify a Bidder during any phase of the solicitation process and terminate for cause any resulting contract upon evidence of collusion with intent to defraud on the part of the Bidder.

**A.11 DRUG FREE WORK PLACE**

Drug Free Workplace Program requirements apply to this project. The award of bids to any person or entity that has not submitted written certification to Manatee County that it has complied with the Drugfree Workplace Program requirements shall be prohibited. **A Drug Free Work Place Certification Form (Attachment B) must be attached to the bid submittal.**

**A.12 PUBLIC ENTITY CRIMES**

In accordance with Section 287.133, Florida Statutes, 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 on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids or proposals on leases or real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017 for Category Two (as of 1/01/2005 is \$25,000) for a period of 36 months from the date of being placed on the convicted contractor list.

**A.13 PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION**

Federal and state regulations prohibit the award of contracts to persons, business entities, or affiliates of business entities who have not submitted written certification to Manatee County that they have not been convicted of bribery, attempted bribery, collusion, restraints of trade, price fixing, and violations of certain environmental laws. **A Public Contracting and Environmental Crimes Non-Conviction Certification Form (Attachment C) must be attached to the bid submittal.**

**A.14 MBE/WBE**

The State of Florida, Office of Supplier Diversity provides the certification process and the database for identifying certified MBE/WBE firms. This service may be directly accessed at: <http://www.osd.dms.state.fl.us/iframe.htm>. If you have any questions regarding this State service, please contact their office at (850) 487-0915.

**If claiming MBE/WBE status, you must attach a copy of your certification in your bid submittal to receive the pricing consideration.**

## **A.15 SECTION 3 REQUIREMENTS**

The purpose of Section 3 is to ensure that economic opportunities generated from HUD funded (partially or fully) projects will be directed to low- and very low-income persons. See IFB Section C.01(g) for the Section 3 Clause. The following minimum thresholds have been set by HUD for determining compliance with Section 3 requirements:

1. All contractors/subcontractors must attempt to fill at least 30% of newly created positions with Section 3 residents.
2. All prime contractors must attempt to award at least 25% of the total cost all subcontracts for Section 3 covered contracts to Section 3 businesses.
3. A combination of 1 and 2 above

### **Demonstrating Compliance with Section 3 Resident Requirements**

All contractors and subcontractors must attempt to provide training and/or employment opportunities, as prioritized below, for at least thirty percent (30%) of newly created positions required for the project:

- i. Section 3 residents residing in the service area or neighborhood in which the Section 3 covered project is located (category 1 residents)
- ii. Participants in HUD Youth build Programs (category 2 residents)
- iii. Homeless persons residing in the service area or neighborhood in which the Section 3 covered project is located
- iv. Other Section 3 residents

### **Demonstrating Compliance with Section 3 Business Requirements**

All prime contractors must attempt to award subcontracts to Section 3 businesses whenever feasible, as prioritized below:

- i. A business that is 51 percent or more owned by Section 3 residents: or
- ii. A business who's permanent, full time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within 3 years of the date of first employment with the business were Section 3 residents: or
- iii. A business that provides evidence of a commitment to sub-contract in excess of 25 percent of the dollar award of all sub-contractors to be awarded to businesses that meet the qualifications set forth in paragraphs 1 & 2 above.

All efforts undertaken by each contractor/subcontractor to meet Section 3 requirements must be documented, regardless of whether those efforts result in job training or creation. The proposer/bidder selected for this project will be required to submit a Section 3 Plan for each contractor/subcontractor, which includes but is not limited to all efforts that will be undertaken to address Section 3 requirements, such as names and payroll histories of existing employees that will be utilized for the project, hiring needs by job classification, and efforts to secure Section 3 business concerns/residents.

For assistance in obtaining Section 3 status, contractors can contact the Manatee County Community and Veterans Services Department, William O'Shea at (941) 748-4501,

extension 6858 for information. Section 3 status is not a requirement for award of this contract but will be given preference in award evaluation.

All efforts undertaken by each contractor/subcontractor to meet this requirement must be documented, regardless of whether those efforts result in job training or creation. Documentation must be submitted to the Manatee County Community and Veterans Services Department prior to commencement of the project. A Contractor and Subcontractor Report (Attachment I), designed to capture necessary Section 3 information, must be submitted by all contractors and subcontractors who work on this project.

**If claiming Section 3 status, you must have been certified through Manatee County and include a copy of the certification in your bid package to receive the up to 10% pricing consideration.**

**In order to be eligible for this project, all bidders and their contractors/subcontractors listed in the bid must register with the CareerSource Suncoast Office, an employment agency.** Rachel Infanti at the CareerSource Suncoast Office, 1112 Manatee Avenue East, Bradenton, Florida 34208, phone: (941) 358-4080, ext. 3116, fax: (941) 358-2944. email: [rinfanti@careersourcesc.com](mailto:rinfanti@careersourcesc.com). **Proof of registration must be included in the bid submittal.**

**A.16 AMERICANS WITH DISABILITIES ACT**

The Homeowner or Manatee County does not discriminate upon the basis of any individual's disability status. Anyone requiring reasonable accommodation for an Information Conference or Bid Opening should contact the person named on page 1 of this bid document at least twenty-four (24) hours in advance of either activity.

**A.17 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE**

Manatee County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all contractors that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

**A.18 MATHEMATICAL ERRORS**

In the event of multiplication/extension error(s), the unit price shall prevail. In the event of addition error(s) the extension totals will prevail. All bids shall be reviewed mathematically and corrected, if necessary, using these standards, prior to additional evaluation.

**A.19 PUBLIC RECORDS AND DISCLOSURE**

Upon receipt, all inquiries and responses to inquiries related to this Bid become "Public Records" and shall be subject to public disclosure consistent with Florida Statute, Chapter 119.

Bids become subject to disclosure thirty (30) days after the opening or when notice of intent to award is made, whichever occurs first, as provided by Florida Statutes § 119.071(1)(b).

If County rejects all Bids and concurrently notices its intent to reissue the solicitation, the rejected Bids are exempt from public disclosure until such time the County provides notice of an intended decision concerning the reissued solicitation or until County withdraws the reissued solicitation. A bid is not exempt for longer than twelve (12) months after the initial notice of rejection of all Bids.

Pursuant to Florida Statute 119.0701, to the extent Successful Bidder is performing services on behalf of County, Successful Bidder must:

Keep and maintain public records required by public agency to perform the service. That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Manatee County public record policies. Bidder agrees, prior to providing goods/services, it will implement policies and procedures, which are subject to approval by County, to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and County policies including but not limited to Section 119.0701, Florida Statutes.

Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.

Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Successful Bidder does not transfer the records to the public agency.

Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of contractor or keep and maintain public records required by the public agency to perform the service. If the Successful Bidder transfers all public records to County upon completion of the contract, the Successful Bidder shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Successful Bidder keeps and maintains public records upon completion of the contract, the Successful Bidder shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to County, upon request from County's custodian of public records, in a format that is compatible with the information technology systems of County.

IF THE SUCCESSFUL BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO ANY RESULTING CONTRACT, CONTACT COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT: (941) 742-5845, sebbie.scaccianoce@mymanatee.org, Attn: Records Manager, 1112 Manatee Avenue West, Bradenton, FL 34205.

#### **A.20 SUBCONTRACTORS**

Subcontractors shall be bound by the terms and conditions of this contract insofar as it applies to their work, but this shall not relieve the prime contractor from the full

responsibility to the Homeowner and Manatee County for the proper completion of all Work to be executed under this contract. The employment of unauthorized aliens by any contractor is considered a violation of Section 274(e) of the Immigration and Employment Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this agreement.

#### **A.21 INSURANCE**

The contractor shall not commence work, until the contractor has obtained all insurance under this section, and such insurance coverage as required by the County. The contractor shall obtain, at his expense, the following minimum amounts of insurance (inclusive of any amounts provided by an umbrella or excess policy):

The Contractor shall maintain such insurance as will protect him from claims for damages for personal injury, including death, which may arise from work performed on this project, whether such work be by himself or by any subcontractor or anyone directly or indirectly employed by either of them. Contractor shall present Project Manager with certificate of insurance evidencing comprehensive public liability insurance coverage of not less than \$100,000/\$300,000 in the event of bodily injury including death, and \$50,000/\$100,000 in the event of property damage arising out to the work performed by the Contractor. Contractor shall also carry Worker's Compensation insurance as required by State law.

#### **Certificates of Insurance and Copies of Policies for Bid Package**

Certificates of Insurance evidencing the minimum insurance coverage specified in the above paragraphs must be included in the bid package. Contractors who are claiming an exemption from Worker's Compensation Insurance must include a copy of their State of Florida Exemption in the bid package.

#### **Certificates of Insurance and Copies of Policies Before Commencement of Work**

The required certificates of insurance shall name the types of policy, policy number, date of expiration, amount of coverage, companies affording coverage, and also shall refer specifically to the bid number (if one was assigned), project title and location of project. Insurance shall remain in force at least one year after completion and acceptance of the project by the County, in the amounts and types as stated herein, including coverage for all products and services completed under this contract.

**ADDITIONAL INSURED: - The successful contractor shall name Manatee County and Loretta Ortiz as additional insured in the required policies, prior to commencement of work, and shall provide a copy of the policy to the Community and Veterans Services Department.**

If the initial insurance expires prior to the completion of operations and/or services by the contractor, renewal certificates of insurance and required copies of policies shall be furnished by the contractor and delivered to Manatee County thirty (30) days prior to the date of their expiration.

Nothing herein shall in any manner create any liability of the Homeowner or Manatee County in connection with any claim against the contractor for labor, services, or materials, or of subcontractors; and nothing herein shall limit the liability of the contractor or his

sureties to the Homeowner or Manatee County or to any workers, suppliers, material men or employees.

**A.22 INDEMNIFICATION**

The successful bidder covenants and agrees to indemnify and hold harmless the Homeowner and the County, its agents and employees, from and against all claims, suits, actions, damages, causes of action, or judgments arising out of the terms of the resulting agreement for any personal injury, loss of life, or damage to the property sustained as a result of the performance or non-performance of services or delivery of goods; from and against any orders, judgments, or decrees, which may be entered against the Homeowner and the County, its agents or employees; and from and against all costs, attorney's fees, expenses and other liabilities incurred in the defense of any such claim, suit or action, and the investigation thereof. Nothing in the award, resulting agreement, contract or Purchase Order shall be deemed to affect the rights, privileges and immunities of the County as set forth in Florida Statute Section 768.28.

**A.23 PLACEMENT OF PROJECT FUNDING SIGN IN AREA VISIBLE TO THE PUBLIC (where applicable)**

Contractor must securely position a Project Funding sign (provided by Manatee County Community and Veterans Services Department), in the front yard and within view of the street. It is the Contractor's responsibility to pick-up the sign from the Community and Veterans Services Department. Signs are to be returned to Manatee County upon completion of the project. Failure to return sign at the completion of the project may result in a delay of the final payment to the Contractor.

**A.24 WITHDRAWAL OR REVISION OF BIDS**

Bidders may withdraw Bids under the following circumstances:

If Bidder discovers a mistake(s) prior to the Due Date and Time. Bidder may reopen his/her bid in Neighborly and make corrections and save and submit, or if choosing to withdraw bid, bidder would not save and submit after reopening bid, in this case the bidder would need to turn a notice of no bid before bidding due date and time. Bidder may withdraw its Bid by submitting a written notice to the Community and Veterans Services Department. The notice must be received at CVS offices prior to the Due Date and Time for receiving Bids. A copy of the request shall be retained, and the unopened Bid returned to the Bidder; or

After the Bids are opened but before a contract is signed, Bidder alleges a material mistake of fact if:

The mistake is clearly evident in the solicitation document; or

Bidder submits evidence which clearly and convincingly demonstrates that a mistake was made in the Bid. Request to withdraw a Bid must be in writing and approved by the Department Director.

**A.25 ERRORS OR OMISSIONS**

Once a Bid is opened, the County will not accept any request by Bidder to correct errors

or omissions in the Bid other than as identified in Section A. 23 Withdrawal or Revision of Bids.

## B. BASIS OF AWARD

Evaluation factors are primarily price, but quality and perceived ability of the contractor to complete the project in the most timely and efficient manner will be considered, as determined from the responses in the Invitation for Bids and subsequent investigation by the Homeowner or Manatee County. Note that all submittals shall be judged on their relative merits; therefore, price shall not be the sole evaluative factor in making the selection.

### B.01 BASIS OF AWARD

Award shall be made to the most responsive, responsible bidder meeting specifications and having the lowest Total Bid Price, in accordance with the requirements listed in the Work Write-Up as set forth in this Invitation for Bids. Bid Prices shall include costs for furnishing all labor, equipment and/or materials for the completion of the work in accordance with and in the manner set forth and described in the bid documents to the Homeowner's satisfaction within the prescribed time. Overhead and profit must be included in each line item and may not be calculated as a percentage of the bid price for each line item.

**This project is being funded with CDBG and/or HOME funding with a monetary limit of \$ 60,300.00.**

In evaluating bids, Manatee County shall consider the qualifications of the bidders; and if required, may also consider the qualifications of the subcontractors, suppliers, and other persons and organizations proposed. Manatee County may also consider the operating costs, maintenance requirements, performance data and guarantees of major items of materials and equipment proposed for incorporation in the work.

**Based upon the requirements of the Community Development Block Grant, bids received from a Section 3 Businesses (SEC3) shall be given preference in award if the bid:**

- i. Is within the maximum total contract price established in the budget for the specific project for which bids are being received; and**
- ii. Is not more than "10%" higher than the total bid price of the lowest responsive bid from any responsible bidder as set forth on the following chart.**

**Based upon the requirements of the Community Development Block Grant, bids received from a Minority or Woman Business Enterprise (MBE/WBE) shall be given preference in award if the bid:**

- i. Is within the maximum total contract price established in the budget for the specific project for which bids are being received; and**
- ii. Is not more than "5%" higher than the total bid price of the lowest responsive bid from any responsible bidder as set forth on the following chart.**

\*Contractor can only receive the higher of the two percentages if qualified for both preferences.

| <b>LOWEST RESPONSIVE BID</b>             | <b>"X" = lesser of:</b>                 |
|--|---|
| <b>&lt;\$65,000</b>                      | <b>5% of that bid or \$3,250</b>        |
| <b>&lt;\$100,000</b>                     | <b>10% of that bid or \$9,000</b>       |
| <b>≥\$100,000 and &lt; \$200,000</b>     | <b>9% of that bid or \$16,000</b>       |
| <b>≥\$200,000 and &lt; \$300,000</b>     | <b>8% of that bid or \$21,000</b>       |
| <b>≥\$300,000 and &lt; \$400,000</b>     | <b>7% of that bid or \$24,000</b>       |
| <b>≥\$400,000 and &lt; \$500,000</b>     | <b>6% of that bid or \$25,000</b>       |
| <b>≥\$500,000 and &lt; \$1,000,000</b>   | <b>5% of that bid or \$40,000</b>       |
| <b>≥\$1,000,000 and &lt; \$2,000,000</b> | <b>4% of that bid or \$60,000</b>       |
| <b>≥\$2,000,000 and &lt; \$4,000,000</b> | <b>3% of that bid or \$80,000</b>       |
| <b>≥\$4,000,000 and &lt; \$7,000,000</b> | <b>2% of that bid or \$105,000</b>      |
| <b>≥\$7,000,000</b>                      | <b>1½% of that bid; no dollar limit</b> |

Tie Bids: Whenever two or more bids are equal with respect to price, quality and service, the bid received from a Certified Minority or Woman Owned Business shall be given preference in award. Whenever two or more bids which are equal with respect to price, quality and service are received, and both bids or neither of these bids are received from a certified MBE/WBE business, the award shall be determined by a chance drawing conducted by Manatee County and open to the public.

**B.02 AWARD OF CONTRACT**

Contract is conditional on the subsequent submission of other documents as specified herein, to demonstrate compliance with applicable Federal or State regulations. The successful Bidder may be in default of the contractual obligations if any of the required documents are not submitted in a timely manner and in the form required by the County. If the successful Bidder is in default, Manatee County will void the Bidder's offer and may determine to accept the offer from the second lowest responsive, responsible bidder or re-advertise for bids.

## C. COMPLIANCE WITH FEDERAL AND STATE LAWS

### C.01 GENERAL PROVISIONS

- a) Equal Employment Opportunity – Contractor is required to comply with EO 11246, “Equal Employment Opportunity,” as amended by E.O 11246, Equal Employment Opportunity,” as amended by E.O. 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and as supplemented by regulations at 41 CFR, Part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”; and
- b) Copeland “Anti-Kickback” Act (18 U.S.C. 874 and 40 U.S. 276c) Contractor is required to comply with the Copeland “Anti-Kickback” Act (18 USC 874), as supplemented by Department of Labor Regulations (29 CFR Pat 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he is otherwise entitled; and
- c) Rights to Inventions Made Under a contract or agreement – Contractor is required to comply with 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 HUD; and
- d) Byrd Anti-Lobbying Amendment (31 U.S.C., 1352) – Contractor is required to 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 other award covered by 31 USC 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award (*Attachment H*); and
- e) Debarment and Suspension (E.O.s 12549 and 12689 – No contract shall be made to parties listed on the General Services Administration’s List of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with E.O.s 12549 and 12689, “Debarment and Suspension,” as set forth at 24 CFR part 24. This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding its exclusion status and that of its principal employees; and
- f) Drug-Free Workplace Requirements – The Drug-Free Workplace Act of 1988 (42 U.S.C. 701) requires grantees (including individuals) of federal agencies, as a prior condition of being awarded a grant, to certify that they will provide drug-free workplaces. Contractor is required to comply with drug-free workplace requirements

in accordance with the Act and with HUD's rules at 24 CFR part 24, subpart F (*Attachment B*); and

- g) Section 3 Clause - All Section 3 covered contracts shall include the following clause (referred to as the section 3 clause):
- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended; 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
  - B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
  - C. The contractor agrees to send each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding; if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause and will post copies of the applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
  - D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135; and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause; upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
  - E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
  - F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
  - G. With respect to work performed in connection with section 3 covered Indian housing assistance; section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i)

preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

#### C.02 **FEDERAL REQUIREMENTS FOR CONSTRUCTION PROJECTS (where applicable)**

- a) **Davis Bacon Act**, as amended (40 U.S.C. 267a to a-7) – **Contractor is required to comply with the Davis-Bacon Act** (40 U.S.C. 276a to a-7) and as supplemented by Department of Labor regulations (29 CFR part 5, “Labor Standards Provisions Applicable to Contracts governing Federally Financed and Assisted Construction”). Under this Act, contractors shall be required to pay wages to laborers and mechanics at a rate not less than the minimum wages specified in a wage determination made by the Secretary of labor. In addition, contractors shall be required to pay wages not less than once a week. (*See Attachment J for Current Federal Wage Decision*); and
- b) **Contract Work Hours and Safety Standards Act** (40 U.S.C. 327 through 333) Contractor is required to comply with Sections 103 and 107 of the Contract Work Hours Safety Standards Act (40 U.S.C. 327-333), as supplemented by Department of Labor regulations (29 CFR, Part 5). Under Section 102 of the Act, each contractor shall be required to 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 1 ½ times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Section 107 of the Act is applicable to construction work and provides that no laborer or mechanic shall be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous; and
- c) **Clean Air Act** (42 U.S.C. 7401 et seq.) and the **Federal Water Pollution Control Act** (33 U.S.C. 1251 et seq.), as amended – Contractor is required to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.); and

#### C.03 **LABOR STANDARDS (where applicable)**

The following Federal Labor Standards provisions are in effect and must be complied with by all contractors and Sub-Contractors. As before mentioned it is mandatory that these legislative acts are complied with. Specific reporting requirements include, but shall not be limited to the following:

- a) **Federal Wage Decision for Manatee County in Florida.** Per the Davis-Bacon Act, these are applicable prevailing federal wage rates for this project. There are no State prevailing wage rates. These wage rates will be compared against those posted by the U.S. Department of Labor. In the event the Federal Wage Decision has been

updated, proposers will be notified in writing in accordance with the current *Federal Wage Decision (Attachment J)*; and

- b) United States Department of Labor, Payroll Form WH-347 (OMB Approval No. 1215-0149) with accompanying Statement of Compliance. Per the Davis-Bacon Act and the Copeland Act, the awarded contractor and its subcontractors are required to submit weekly payrolls, being accompanied by the Statement of Compliance, bearing an original signature; and
- c) United States Department of Housing and Urban Development and the Office of Labor Relations, Record of Employee Interview, form HUD-11 (OMB Approval No 2501-0009). Employees of the Contractor and its sub-contractors will be interviewed at different intervals for public recording purposes only and is used to measure compliance with the Federal Labor Standards.

**ATTACHMENT A**  
**Proof of Valid License**  
(must attach to your bid)

**ATTACHMENT B**  
**Drug Free Workplace 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 Federalagency 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

form HUD-50070 (3/98)  
ref. Handbooks 7417.1, 7475.13, 7485.1 & .3

**ATTACHMENT C**  
**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.

**ATTACHMENT D**  
**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: \_\_\_\_\_

**ATTACHMENT E**  
**Proof of Registration with**  
**CareerSource Suncoast**  
(must be attached to your bid to be eligible  
for the project)

**ATTACHMENT F**  
**MBE/WBE/SEC3 Certification**  
(must be attached to your bid to be eligible  
for up to 10% pricing consideration)

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

**ATTACHMENT 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: \_\_\_\_\_

**ATTACHMENT I**  
**Contractor and Subcontractor Report**  
(informational only – do not submit with  
your bid)

# Manatee County Community Development Block Grant Contractor and Subcontractor Report

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

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

Contractor/Subcontractor: \_\_\_\_\_  
(circle one)

Street: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

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

Contractor /Subcontractor IRS Identification Number: \_\_\_\_\_

Contractor/Subcontractor DUNS Number: \_\_\_\_\_

Contractor/Subcontractor Race/Ethnicity: (Circle One)

1 – White American; 2 – Black American; 3- Native American

4 – Hispanic American; 5- Asian/Pacific American; 6 – Hasidic Jew

Women Owned Business?: Yes No (Circle One, Attach Certification)

Section 3 Contractor?: Yes No (Circle One)

Contracts/Subcontracts Awarded for this Project:

|  | Type Contract |                  |
|--|---------------|------------------|
|  | Construction  | Non-Construction |
| Total dollar amount of all contracts/subcontracts awarded                      |               |                  |
| Total dollar amount awarded to Section 3 businesses                            |               |                  |
| Percentage of the total dollar amount that was awarded to Section 3 businesses |               |                  |
| Total number of Section 3 businesses receiving contracts                       |               |                  |

**Employment and Training Resulting from this Project:**

| <b>Job Category</b>             | <b>Number of New Hires</b> | <b>Number of New Hires that are Section 3 Residents</b> | <b>Number of Section 3 Trainees</b> |
|---------------------------------|----------------------------|---|-------------------------------------|
| <b>Professionals</b>            |                            |   |                                     |
| <b>Technicians</b>              |                            |   |                                     |
| <b>Office/Clerical</b>          |                            |   |                                     |
| <b>Sales</b>                    |                            |   |                                     |
| <b>Craft Workers (skilled)</b>  |                            |   |                                     |
| <b>Operatives (semiskilled)</b> |                            |   |                                     |
| <b>Laborers (unskilled)</b>     |                            |   |                                     |
| <b>Service Workers</b>          |                            |   |                                     |
| <b>Other (List)</b>             |                            |   |                                     |
| <b>Total</b>                    |                            |   |                                     |

**Detailed Narrative Description of Specific Actions Taken to Comply with Section 3 Requirements (attach additional supporting documentation):**

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**ATTACHMENT J**  
**Federal Prevailing Wage Decision**  
(may apply if awarded multiple projects –  
check with CVS on applicability)

**FEDERAL PREVAILING WAGE**

**General Decision Number:**  
**State: Florida**  
**Construction Type: Residential**  
**County: Manatee County**  
**Publication Date:**

**(SEE ATTACHED)**

# **ATTACHMENT K**

## **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  
For  
Manatee County Community and Veterans Services Department

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

I, \_\_\_\_\_ (name of contractor),  
authorize \_\_\_\_\_ (name of agent), to be  
an agent in and of \_\_\_\_\_ (company name) in  
all matters with my work regarding the Manatee County Community and Veterans  
Services Department. This authorization shall include but not be limited to the  
signing of contracts, change orders and any other related documents that shall be  
necessary.

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

\_\_\_\_\_  
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