

**SUBMIT BID TO:**

Solid Waste Authority of Palm Beach County  
 7501 North Jog Road  
 West Palm Beach, Florida 33412  
 Attn: PURCHASING



PURCHASING DEPARTMENT CONTACT:  
 Marina Kane  
 Telephone: 561 640-4000, ext 4520

# INVITATION TO BID

Bidder Acknowledgment

Bid Title: **Pressure Cleaning Services**

Bid No.: **SWA 14-19/PF**

**Bid must be received no later than 2:00 PM, July 28, 2014, at which time bids will be opened.**

Bidder Name:		Fed. ID No. or SS Number:	
Mailing Address: Street:		Toll Free Telephone Number:	e-Mail Address:
City:	State	ZIP	Office Number: ( ) FAX:
Is Vendor a Certified Minority? Yes No		Certified or Cashier's Check is attached, when required, in the amount of \$	
Agencies Certified with:		If returning as a " <b>NO BID</b> ", please fill out "No-Bid" Response Form and return it along with this page. Attn: Purchasing.	
Delivery: _____ calendar days ARO			
<p>ANTI-COLLUSION: The signed bidder certifies that he or she has not divulged, discussed or compared his or her bid with other bidders and has not colluded with any other bidder or parties to a bid. (Note: No premiums, rebates or gratuities permitted either with, prior to, or after any delivery of material. Any such violation will result in the cancellation and/or return of materials (as applicable) and the removal from the bid lists(s).</p>			
<p><b>X</b> _____</p> <p>Authorized Signature (Manual)</p>		<p>_____</p> <p>Authorized Name (Typed)</p>	
		<p>_____</p> <p>Title (typed)</p>	

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

It is your sole responsibility to ensure that you receive every page of the bid document and that you check the Purchasing web page @ [www.swa.org](http://www.swa.org) for any addenda to the bid document. These addenda may contain critical information that directly affects how an item should be bid. Failure to account for these addenda will most likely result in rejection of your bid submittal as non-responsive. The Authority provides this web site as a courtesy only and assumes no direct or implied responsibility for omissions which materially affect your bid submittal. Note: Responses to solicitations cannot be submitted to the Authority electronically.

## GENERAL CONDITIONS, INSTRUCTIONS AND INFORMATION FOR BIDDERS

THE AUTHORITY WILL ENDEAVOR TO SEND ANY ADDENDA TO ALL PROSPECTIVE BIDDERS ON RECORD. HOWEVER, IT IS THE BIDDERS SOLE RESPONSIBILITY TO ASCERTAIN, BY CONTACTING THE AUTHORITY'S PURCHASING SERVICES NO LESS THAN FIVE (5) CALENDAR DAYS PRIOR TO THE BID OPENING DATE, WHETHER ANY ADDENDA TO THIS BID HAVE BEEN ISSUED, AND TO SUBMIT ANY AND ALL SUCH ADDENDA PROPERLY ACKNOWLEDGED WITH THE BID RESPONSE. THE AUTHORITY WILL NOT ISSUE ADDENDA, OTHER THAN A DELAY IN BID OPENING DATE, WITHIN FIVE (5) CALENDAR DAYS OF BID OPENING.

These documents constitute the complete set of specification requirements and bid forms. All bid sheets and attachments must be executed and submitted in a sealed envelope. DO NOT INCLUDE MORE THAN ONE BID PER ENVELOPE. The face of the envelope shall contain Bidder's name, return address, the date and time of bid opening, the bid number and title. Bids not submitted on the enclosed Bid Form shall be rejected. By submitting a bid the Bidder agrees to be subject to all terms and conditions specified herein. No exceptions to the terms and conditions shall be allowed. Submittal of a bid in response to this Invitation to Bid constitutes an offer by the Bidder. Bids which do not comply with these requirements may be rejected at the option of the Authority.

- 1. EXECUTION OF BID:** Bid must contain a manual signature, in ink, of an authorized, representative, who has the legal ability to bind the Bidder in contractual obligations. Bid must be typed or legibly printed in ink. Use of erasable ink is not permitted. All corrections made by Bidder to any part of the bid document must be initialed in ink.
- 2. NO BID:** If not submitting a bid, please respond no later than the bid opening date and time, by returning the Bidder Acknowledgment and "No Bid" Response Submittal Form, noting the reason in the space provided. Failure to respond 3 times in succession without justification may be cause for removal of the Bidders name from the mailing list.
- 3. BID OPENING:** Shall be public, at the Authority's Administrative Offices located at:

on the date and at the time specified on the Invitation to Bid. The bid opening may be delayed if, at the sole discretion of the Authority, it is considered to be in the Authority's best interest. Under no circumstances shall bids delivered after the bid opening has begun be considered, such bids will be returned unopened. It is the Bidders sole responsibility to assure that his/her bid is complete and delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be considered. Offers by facsimile, telegram or telephone are **not** acceptable. A bid may **NOT** be altered by the Bidder after opening of the bids.

- 4. TAXES:** The Authority is exempt from Federal Excise and State Sales Taxes on direct purchases of tangible personal property. The Authority's exemption number is on the face of the purchase order. The Director of Purchasing Services will provide an exemption certificate to the successful Bidder. Vendors or contractors doing business with the Authority shall **not** be exempted from paying sales tax to their suppliers for materials to

7501 North Jog Road  
 West Palm Beach, Florida 33412

fulfill contractual obligations with the Authority nor shall any Vendor/Contractor be authorized to use the Authority's Tax Exemption Number in securing such materials. This exemption does not apply to purchases of tangible personal property made by contractors who use the tangible personal property in the performance of contracts for the Authority.

5. **DISCOUNTS:** Cash discounts for prompt payment shall **not** be considered in determining the lowest net cost for bid evaluation purposes.
6. **MISTAKES:** Bidders are expected to examine the specifications, delivery schedule, bid prices, extensions and all instructions pertaining to supplies and services. **FAILURE TO DO SO WILL BE AT BIDDER'S RISK.** In the event of extension error(s), the unit price will prevail and the Bidder's total offer will be corrected accordingly. Written amounts shall take precedence over numerical amounts. In the event of addition errors(s), the unit price will prevail and the Bidder's total offer will be corrected accordingly. Bids having erasures or corrections must be initialed in ink by the Bidder.
7. **INVOICING AND PAYMENT:** Payment for any and all invoice(s) that may arise as a result of a contract or purchase order issued pursuant to this bid specification shall minimally meet the following conditions to be considered as a valid payment request:
  - a. A timely submission of a properly certified invoice(s), in strict accordance with the price(s) and delivery elements as stipulated in the contract or purchase order document, and be submitted to:

Solid Waste Authority of Palm Beach County  
**Attn: Accounts Payable**  
7501 North Jog Road  
West Palm Beach, FL 33412
  - b. All invoices submitted shall consist of an original and one (1) copy; clearly reference the subject contract or purchase order number; provide a sufficient salient description to identify goods or service for which payment is requested; contain date of delivery; original or legible copy of signed delivery receipt including both manual signature and printed name of a designated Authority employee or authorized agent; be clearly marked as "partial", "complete" or "final" invoice. The Authority will accept partial deliveries.
  - c. The invoice shall contain the Bidder's Federal Employer Identification number.
  - d. The Authority's terms are "Net 30 Days" after acceptance of goods or services and receipt of an acceptable invoice as described herein. Any other terms of payment must have been previously approved by the Authority, and appear on the contract or purchase order document to be binding upon the Authority.
8. **DELIVERY:** Unless actual date is specified (or if specified delivery cannot be met), show number of days required to make delivery after receipt of purchase order or contract in space provided. Delivery time may be a basis for making of award. Delivery shall be during the normal working hours of the user department, Monday through Friday, unless otherwise specified and incorporated into contract or purchase order document. Delivery shall be to the location specified in the bid specifications.
9. **ADDITIONAL TERMS AND CONDITIONS:** No additional terms and conditions included with the bid response shall be evaluated or considered. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to this bid if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties. It is understood and agreed that the general and/or any special conditions in

these Bid Documents are the only conditions applicable to this bid and the Bidder's authorized signature on the Bid Form attests to this.

10. **INTERPRETATIONS:** All Bidders shall carefully examine the Bid Documents. Any ambiguities or inconsistencies shall be brought to the attention of the Authority in writing prior to the opening of Bids; failure to do so, on the part of the Bidder, will constitute an acceptance by the Bidder of any subsequent decision. Any questions concerning the intent, meaning and interpretations of the Bid Documents shall be requested in writing, and received by the Authority at least five (5) days prior to the Bid Opening. Inquires shall be addressed to the Director of Purchasing Services. No person is authorized to give oral interpretations of, or make oral changes to, the bid. Therefore, oral statements given before the bid opening will not be binding. Any interpretation of, or changes to, the bid will be made in the form of a written Addendum to the bid and will be furnished to all Bidders. Receipt of all addenda shall be acknowledged by the Bidders in the appropriate place on the Bid Form.
11. **DISPUTES:** Any Bidder who disputes the bid selection or contract award recommendation shall file such dispute according to the bid protest procedures. These procedures are available upon request from the Authority.
12. **CONFLICT OF INTEREST:** All Bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the Authority. Further, all Bidders must disclose the name of any Authority employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Bidder's firm or any of its branches.
13. **LEGAL REQUIREMENTS:** Bidders are required to comply with all provisions of Federal, State, County and local laws and ordinances, rules and regulations, that are applicable to the items being bid. Lack of knowledge by the Bidder shall in no way be a cause for relief from responsibility, or constitute a cognizable defense against the legal effect thereof.

Preference shall be given to business with **Drug-Free Work Place (DFW)** programs. Whenever two or more bids which are equal with respect to price, quality, and service are received by the Authority for the procurement of commodities or contractual services, a bid received from a business that completes the attached DFW form certifying that it is a DFW shall be given preference in the award process.
14. **SMALL BUSINESS ENTERPRISE (SBE):** The Governing Board of the Authority has set 15% as the Authority's goal for SBE participation in contracts and purchases. The goal is to encourage doing business with SBE's certified by other governmental entities. Proof of current certification from these governmental entities will be required. An SBE wishing to participate in the Authority procurement process may contact Purchasing Services for information and assistance.
15. **PUBLIC ENTITY CRIMES:** Pursuant to F.S. 287.133, as amended: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in s. 287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

- 16. AWARDS:** As the best interest of the Authority may require, at its sole discretion, the right is reserved to reject the bid of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who is not in a position to perform properly under this award and to make award(s) by individual item, group of items, "All or None", or a combination thereof; with one or more suppliers; to reject any or all bids, or waive any minor irregularity or technicality in bids received, and may, at its sole discretion, request a re-bid. Bidders are cautioned to make no assumption until the Authority has entered into a contract or purchase order. NOTE: Bid tabulations will be furnished upon written request which includes an enclosed, self-addressed, stamped envelope. The award recommendation will be posted for review by interested parties at Purchasing Services for a period of five (5) calendar days. Failure to file a written protest to the Director of Purchasing Services within the time prescribed in the AUTHORITY'S Purchasing Manual, Section 10, shall constitute a waiver of proceedings. It is the Bidder's sole responsibility to ascertain the time of posting of the award recommendation. This may be accomplished by telephone, FAX, E-Mail or other means deemed timely by the Bidder.
- 17. PROMOTIONAL PRICING:** In addition, bidder shall offer to the Authority during the contract period any items(s) offered on a "promotional" basis from the manufacturer. It will be the successful bidder's responsibility to monitor said item(s) and report any that are or will be offered at lower price.
- 18. EEO STATEMENT:** The Authority is committed to assuring equal opportunity in the award of contracts, and, therefore complies with all laws prohibiting discrimination on the basis of race, color, religion, national origin, age or sex.
- 19. CONTRACTUAL AGREEMENT:** The terms, conditions, and provisions in this Invitation to Bid shall be included and incorporated in any final contract or purchase order. The order of precedence will be Bid Document and response, purchase order or contract, and general law. Any and all legal action necessary to enforce a contract or purchase order will be interpreted according to the laws of Florida. The venue shall be Palm Beach County, Florida.
- 20. GOVERNMENTAL RESTRICTIONS:** In the event that any governmental restrictions are imposed which would necessitate alteration of the material quality, workmanship or performance of the items offered on this bid prior to their delivery, it shall be the responsibility of the Bidder to notify Purchasing Services at once, indicating in his/her letter the specific regulation which required an alteration, including any price adjustments occasioned thereby. The Authority reserves the right to accept such alteration or to cancel the contract or purchase order at no further expense to the Authority.
- 21. PATENTS AND ROYALTIES:** The Bidder, without exemption, shall indemnify and save harmless, the Authority, its employees and/or any of its Board Members from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or item manufactured by the Bidder. Further, if such a claim is made, or is pending, the Bidder may, at its option and expense, procure for the Authority the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the Authority agrees to return the article on request to the Bidder and receive reimbursement. If the Bidder used any design, device, or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the bid prices shall include all royalties or cost arising from the use of such design, device, or materials in any way involved in the work.
- 22. ADVERTISING:** In submitting a bid, Bidder agrees not to use the results therefrom as a part of any commercial advertising, without the express written approval, by the appropriate level of authority within the Authority.
- 23. ASSIGNMENT:** Any purchase order or contract issued pursuant to this bid invitation and the monies which may become due hereunder are not assignable except with the prior written approval of the Authority, through Purchasing Services.
- 24. COMPLIANCE WITH OCCUPATIONAL SAFETY AND HEALTH:** Bidder certifies that all material, equipment, services, etc., contained in his/her bid meets all applicable O.S.H.A. requirements. Bidder further certifies that, if he/she is the successful Bidder, and the material, equipment, etc., delivered is subsequently found to be defective in any applicable O.S.H.A. requirement in effect on the date of delivery, all costs necessary to comply with the requirements shall be borne by the Bidder.
- 25. FACILITIES:** The Authority reserves the right to inspect the Bidder's facilities at any reasonable time, during normal working hours, with prior notice to determine that Bidder has a bona fide place of business, and is a responsible Bidder.
- 26. REPRESENTATION:** A Bidder must have at the time of bid opening, a manufacturing plant in operation, or be a fully authorized agent or representative of the product bid, and capable of producing or providing the items bid, and so certify upon request.
- 27. DISQUALIFICATION OF BIDDER:** More than one bid from an individual, firm, partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that a Bidder is involved in more than one bid for the same work will be cause for rejection of all bids in which such Bidders are believed to be involved. Any or all bids will be rejected if there is reason to believe that collusion exists between Bidders. Bids in which the prices obviously are unbalanced will be subject to rejection. This provision is not meant to prohibit submission of alternate bids in separate sealed envelopes.
- 28. ALTERNATIVES:** Unless otherwise specified, the mention of the particular manufacturer's brand name or number in the specifications does not imply that this particular product is the only one that will be considered for purchase. This reference is intended solely to designate the type or quality of merchandise that will be acceptable. Alternate offers will be considered and must include descriptive literature and/or specifications. Failure to provide descriptive literature and/or specifications with alternate offers may be cause for disqualification of the bid.
- The determination as to whether any alternate product or service is or is not equal shall be made by the Solid Waste Authority and such determination shall be final and binding upon all bidders.
- Although the Authority provides for the consideration of alternate bids, it reserves the right to make an award in the best interest of the Authority. Such award may not necessarily be given to the lowest bid offered.
- 29. ADJUSTMENTS/CHANGES/DEVIATIONS:** No adjustments, changes or deviations shall be accepted on any item unless conditions or specifications of a bid expressly so provide. Any other adjustments, changes or deviations shall require prior written approval, and shall be binding **ONLY** if issued by the Authority's Purchasing Services. The Bidder shall bear sole responsibility for any and all costs of claims arising from any adjustments, changes or deviations not properly executed as required herein.

**30. INDEMNIFICATION:** Contractor agrees to protect, defend, indemnify, and hold harmless the Authority, its employees and representatives, from any and all claims and liabilities including all attorney's fees and court costs, including appeals, for which the Authority, its employees and representatives, can or may be held liable as a result of injury (including death) to persons or damage to property occurring by reason of any acts or omissions of the Contractor, its employees, or agents, arising out of or connected with this Agreement. The Contractor shall not be required to indemnify the Authority or its agents, employees, or representatives, when an occurrence results solely from the wrongful acts or omissions of the Authority, or its agents, employees or representatives.

**31. ANNUAL APPROPRIATIONS:** The Authority's obligation to pay under this contract is contingent upon annual appropriations.

**32. PUBLIC RECORDS:** Upon award recommendation *"any material submitted in response to this solicitation shall be subject to the applicable provisions of chapter 119, Florida Statutes (Public Record Law)."* Bidders must claim the applicable exemptions to disclosure provided by law in their response to the Invitation to Bid by identifying materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary and legal. The Authority reserves the right to make any final determination of the applicability of the Public Records Law.

**33. UNCONTROLLABLE FORCES:** Neither the AUTHORITY nor AWARDED BIDDER(S) shall be considered to be in default of this Bid/Contract/Purchase Order if delays in or failure of performance shall be due to Uncontrollable Forces, the effect of which, by the exercise of reasonable diligence, the non-performing party could not avoid. The term "Uncontrollable Forces" shall mean any event which results in the prevention or delay of performance by a party of its obligations under this Bid/Contract/Purchase Order and which is beyond the reasonable control of the nonperforming party. It includes, but is not limited to fire, flood, earthquakes, storms, lightning, epidemic, war, riot, civil disturbance, sabotage, and governmental actions.

Neither party shall, however, be excused from performance if nonperformance is due to forces which are preventable, removable, or remediable and which the nonperforming party could have, with the exercise of reasonable diligence, prevented, removed or remedied with reasonable dispatch. The nonperforming party shall, within a reasonable time of being prevented or delayed from performance by an uncontrollable force, give written notice to the other party describing the circumstances and uncontrollable forces preventing continued performance of the obligations of this Bid/Contract/Purchase Order.

**34. DEFAULT:** The Authority may, by written notice of default to the successful Bidder, terminate the contract in whole or in part if the successful Bidder fails to satisfactorily perform any provisions of this solicitation or resultant contract, or fails to make progress so as to endanger performance under the terms and conditions of this solicitation or resultant contract, or provides repeated non-performance, or does not remedy such failure within a period of 10 days (or such period as the Director of Purchasing Services may authorize in writing) after receipt of notice from the Director of Purchasing Services specifying such failure. In the event the Authority terminates this contract in whole or in part because of default of the successful Bidder, the Authority may procure goods and/or services similar to those terminated, and the successful Bidder shall be liable for any excess costs incurred due to this action.

If it is determined that the successful Bidder was not in default or that the default was excusable (e.g., failure due to causes beyond

the control of, or without the fault or negligence of, the successful Bidder), the rights and obligations of the parties shall be those provided in Section 34 "Termination for Convenience."

**35. TERMINATION FOR CONVENIENCE:** The Director of Purchasing Services may, whenever the interests of the Authority so require, terminate the contract, in whole or in part, for the convenience of the Authority. The Director of Purchasing Services shall give five (5) days prior written notice of termination to the successful Bidder, specifying the portions of the contract to be terminated and when the termination is to become effective. If only portions of the contract are terminated, the successful Bidder has the right to withdraw, without adverse action, from the entire contract.

Unless directed differently in the Notice of Termination, the successful Bidder shall incur no further obligations in connection with the terminated work, and shall stop work to the extent specified and on the date given in the Notice of Termination. Additionally, unless directed differently, the successful Bidder shall terminate outstanding orders and/or subcontracts related to the terminated work.

Unless the successful Bidder is in breach of this contract, the Bidder shall be paid for services rendered to the AUTHORITY'S satisfaction through the date of termination.

**36. BUSINESS TAX RECEIPTS:** In order to provide goods and/or services specified in this bid, a current business tax receipt issued in Palm Beach County is required. This business tax receipt shall be issued for the services being bid herein. A photocopy of the business tax receipt shall be submitted with bid.

**37. LOCAL BUSINESS TAX EXEMPTION:** In accordance with Florida Statue §205.065 Exemption; nonresident (Palm Beach County) persons regulated by the Department of Business and Professional Regulation, engaging in or managing a business, profession, or occupation regulated by the Department of Business and Professional Regulation has paid a business tax for the current year to the county or municipality in the state where the person's permanent business location or branch office is maintained, is not required to pay other local governing authority a business tax, or any registration or regulatory fee equivalent to the business tax, on the person for performing work or services on a temporary or transitory basis in another municipality or county.

Please note that in order to be exempt from the Palm Beach County Business Tax Receipt requirement, a bidder requesting exemption **must submit with his/her bid** the following documentation:

- A copy of their business tax for the current year to the county or municipality in the state where the permanent business location or branch office is maintained.

The name and address on the Business Tax Receipt must be the same name and address that is included in the submittal to the Authority, and that the attached Business Tax Receipt must accompany the Bid at the time of Bid submission.

Other instances where the bidder is exempt per Florida Statue Chapter 205 shall be considered after he/she has furnished the necessary proof of exemption.

**38. PURCHASING AGREEMENTS WITH OTHER GOVERNMENT AGENCIES:** All Bidders submitting a response to this Invitation to Bid agree that such response also constitutes a bid to all political subdivisions under the same conditions, for the same prices and the same effective period as this bid, should the Bidder feel it is in their best interest to do so.

This agreement in no way restricts or interferes with the right of any political subdivision to rebid any or all items.

- 39. CONE OF SILENCE:** Bidders are advised that a Cone of Silence that prohibits any communication, except for written correspondence, regarding a particular request for proposal, request for qualification, bid, or any other competitive solicitation between Bidders or any person representing the Bidders and any member of the Solid Waste Authority Governing Board, their staff, any Authority employee authorized to act on behalf of the Authority to award the contract under this bid, or any member of the selection committee authorized to evaluate the bids.

The Cone of Silence shall be in effect as of the deadline to submit bids even if bid is withdrawn or is otherwise eliminated from consideration consistent with the procedures as outlined in this bid. The Cone of Silence shall remain in effect until the Governing Board, or Authority staff, if authorized to act on behalf of the Board, awards or approves the contract, rejects all bids or otherwise takes action which ends the solicitation process.

The provisions of this article shall not apply to oral communications at any public proceeding, including pre-bid conference, oral presentations before selection committees, and contract negotiations during any public meetings, presentations made to the Board and protest hearings. Further, the Cone of Silence shall not apply to contract negotiations between Authority employees and the intended awardees, any dispute resolution process following the filing of a protest between the person filing the protest and any Authority employee, or any written correspondence at any time with any Authority employee, Board member or Advisory board member, or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The Governing Board by means of action taken at any properly noticed Governing Board meeting may invoke the cone of silence earlier than the time specified in this section for any procurement.

- 40. OFFICE OF THE INSPECTOR GENERAL:** Palm Beach County has established the Office of the Inspector General, Ordinance (OIG) No. 2009-049 which is authorized and empowered to review past, present and proposed county contracts, transactions, accounts and records. The Solid Waste Authority (Authority) has entered into an Interlocal Agreement (ILA) for Inspector General Services. This agreement provides for the Inspector General to provide services to the Authority in accordance with the authority, functions and powers set out in the Palm Beach County Office of Inspector General Ordinance. All parties doing business with the Authority and receiving Authority funds shall fully cooperate with the Inspector General including providing access to records relating to this Agreement. The Inspector General has the power to subpoena witnesses, administer oaths, require the production of records, and audit, investigate, monitor, and inspect the activities of the Contractor, its officers, agents, employees, and lobbyists in order to ensure compliance with contract specifications and detect corruption and fraud. Failure to cooperate with the Inspector General or interference or impeding any investigation shall be in violation of Ordinance 2009-049, and punished pursuant to Section 125.69, Florida Statutes, in the same manner as a second degree misdemeanor.

- 41. SCRUTINIZED COMPANIES:** As provided in F.S. 287.135, by entering into any agreement with the Authority, or performing any work in furtherance hereof, Contractor hereby certifies that Contractor and Contractor's affiliates, suppliers, subcontractors and consultants who will perform hereunder, have not been placed on the Scrutinized Companies With Activities in Sudan List or

Scrutinized Companies With Activities in The Iran Petroleum Energy Sector List created pursuant to F.S. 215.473. If the Authority determines, using credible information available to the public, that a false certification has been submitted by Contractor, this Agreement may be terminated and a civil penalty equal to the greater of \$2 million or twice the amount of this Agreement shall be imposed, pursuant to F.A. 287.135.

- 42. NON-EXCLUSIVE:** The Authority reserves the right to acquire some or all of these goods and services through a State of Florida contract, any contract awarded by any other city or county governmental agencies, any school board, any other community college/state university system cooperative bid agreement, if it is in the best Authority's interest to do so. This reservation applies both to the initial award of this solicitation and to acquisition after a term contract may be awarded. Additionally, the Authority reserves the right to award other contracts for goods and services falling within the scope of this contract when the specifications differ from this contract, or for goods and services specified in this contract when the scope substantially differs from this contract, if it is in its best Authority's interest to do so.

**NOTE:** ANY AND ALL SPECIAL CONDITIONS AND SPECIFICATIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.

## **SPECIAL TERMS AND CONDITIONS**

### **PRESSURE CLEANING SERVICES**

SWA Bid No. 14-19/PF

#### **43 PURPOSE**

The purpose of this solicitation is to establish a contract for the purpose of **Pressure Cleaning Services** in conjunction with the Authority's needs on an as needed basis. (No guarantee of amount of work).

#### **44 AWARD**

Award will be made on an "All-or-None Total Offer per Lot" basis.

The Authority reserves the right to make a primary and secondary award. The lowest and best Bid from a responsive, responsible Bidder shall be the primary Bidder, subject to the specifications, terms and conditions contained herein. The next lowest and best Bid from a responsive, responsible Bidder shall be secondary Bidder, subject to the specifications, terms and conditions contained herein. The secondary Bidder's prices shall remain the same as originally bid and shall remain firm for the duration of the contract.

Awards will be made by lot to a primary and secondary vendor. Therefore, it is necessary for a bidder to bid on every item in the particular lot for which the bidder submits a bid in order to have a bid considered. **It is also required that the Bidder carefully consider each item, and make sure that each one meets the specifications as indicated. In the event that one item in a lot does not meet said specifications the entire lot bid will be disqualified. All cleaning chemicals and dilution rates proposed on Bid Proposal Form – 10, MUST receive prior approval from the Authority's Risk Management Department.**

In the event the primary Bidder cannot fulfill his or her contract, subject to the terms and conditions as provided herein, the Authority reserves the right to use the secondary Bidder to perform requested services. The secondary Bidder will be required to provide to the Authority the requisite certificate of insurance within seven (7) days prior to issuance of a purchase order or blanket purchase order.

#### **45 OPTION TO RENEW FOR TWO ADDITIONAL YEARS (With Price Adjustment)**

The initial contract prices resultant from this solicitation shall prevail for a one (1) year period from the contract's initial effective date. Prior to, or upon satisfactory completion, of that initial term, the Authority shall have the option to renew this contract for an additional two (2) year period on a year to year basis. Prior to completion of each exercised contract term, the Authority may consider an

adjustment to price based on changes in the following pricing index: All Urban consumers, Miami-Fort Lauderdale, Florida, other Goods and Services.

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the vendor's request for adjustment should be submitted thirty (30) days prior to expiration of the then current contract term. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the Authority will assume that the vendor has agreed that the optional term may be exercised without pricing adjustment.

The Authority reserves the right to reject any price adjustments submitted by the vendor and/or to not exercise any otherwise available option period based on such price adjustments. Continuation of the contract beyond the initial period, and any option subsequently exercised, is an Authority prerogative, and not a right of the vendor. This prerogative will be exercised only when such continuation is clearly in the best interest of the Authority.

#### **46 QUALIFICATION OF BIDDERS**

This bid shall be awarded only to a responsible Bidder qualified to provide the work specified. **The Bidder shall submit the following information with his proposal or within three (3) days of request:**

- A. Experience record showing the Bidder's training and experience in similar work.
- B. List and brief description of similar work satisfactorily completed with location, dates of contracts, names, addresses and phone numbers of owners. **(SEE FORM REF-1)**
- C. List of equipment and facilities available to do the work. **(SEE FORM EQUIP-1)**
- D. Inspection of Facilities Verification for all locations, in which a Bidder submits a bid.

Failure to submit the above requested information with proposal or within three (3) days of request, may be cause for rejection of your bid. Information previously submitted to the Authority in response to another Invitation to Bid shall not satisfy this requirement. The term "*experience*", as used in this requirement, shall mean the experience gained and possessed by the business entity proper (single proprietorship, partnership, corporation, or joint venture) responding to this solicitation. It shall not mean the experience of individual employee(s).

#### **47 BID SUBMITTAL**

One (1) manually signed original and two (2) photocopies of the bid must be sealed in one package. The Bidder's name, return address, date and time of bid opening, the bid number and title must be clearly annotated on the outside of the package. Bids not conforming to the

instructions, terms and conditions provided herein may be subject to disqualification at the sole option of the Authority.

Each bid shall be legibly written or printed in ink, submitted on the bid form included herewith, and shall be manually signed in ink by an officer or employee having authority to legally bind the company or firm. If erasures or other changes appear on the form, each erasure shall be signed or initialed by the person signing the bid. If initialed, the Authority may require the Bidder to identify any alteration so initialed.

Complete sets of bidding documents shall be used in preparing bids. The Authority will not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of bidding documents, by Bidders or their sub-bidders.

#### **48 LICENSES AND PERMITS**

It shall be the responsibility of the successful Bidder to obtain, at no additional cost to the Authority, any and all licenses and permits required to complete this contractual service. A copy of these licenses and permits shall be submitted to the Authority prior to commencement of work, if applicable.

#### **49 METHOD OF ORDERING**

Service shall be ordered via individual purchase orders on an "as needed" basis or Blanket orders for services at specified intervals for the term of the contract. **Invoices must be submitted against each individual purchase order or blanket purchase order release and must be accompanied by a completed, signed, Job Log Form.** The Job Log form, (Attch1) must be signed by an authorized Authority representative after service is complete. It is the awarded Bidder's responsibility to arrange for inspection of completed work and sign off by Authority representative prior to submission of an invoice for the work.

#### **50 QUANTITY ESTIMATED**

The quantities shown are estimated. The Authority reserves the right to increase or decrease the total quantities as necessary to meet actual requirements.

#### **51 RIGHT TO TERMINATE**

In the event that any of the provisions of the contract are violated by the successful Bidder, the Authority shall serve written notice upon such Bidder of its intention to terminate the contract. Such notice is to state the reason(s) for such intention to terminate the contract. The liability of the Bidder for any and all such violation(s) shall not be affected by any such termination.



## **52 OCCUPATIONAL HEALTH AND SAFETY**

Bidder, as a result of award of the bid, delivering any toxic substances item as defined in Code of Federal Regulation Chapter 29, shall furnish to the Purchasing Department, a Safety Data Sheet (SDS). The SDS shall be provided with initial shipment and shall be revised on a timely basis as appropriate. All SDS and toxic substances shall be in compliance with phased in implementation of Globally Harmonized System of classification and labeling of chemicals. Any questions regarding this requirement should be directed to: Department of Labor and Employment Security, Bureau of Industrial Safety and Health, Toxic Waste Information Center.

The SDS must include the following information:

- (a) The chemical name and the common name of the toxic substance.
- (b) The hazards or other risks in the use of the toxic substance, including:
  - 1. The potential for fire, explosion, corrosivity, and reactivity;
  - 2. The known acute and chronic health effects of risks from exposure, including the medical conditions which are generally recognized as being aggravated by exposure to the toxic substance; and
  - 3. The primary routes of entry and symptoms of overexposure.
- (c) The proper precautions, handling practices, necessary personal protective equipment, and other safety precautions in the use of or exposure to the toxic substances, including appropriate emergency treatment in case of overexposure.
- (d) The emergency procedure for spills, fire, disposal, and first aid.
- (e) A description in lay terms of the known specific potential health risks posed by the toxic substance intended to alert any person reading this information.
- (f) The year and month, if available, that the information was compiled and the name, address, and emergency telephone number of the manufacturer responsible for preparing the information.

## **53 CODES AND REGULATIONS**

The vendor must strictly comply with all Federal, State and local building and safety codes.

## **54 PROTECTION OF PROPERTY**

The successful Bidder shall at all times guard against damage or loss to the property of the Authority or of other vendors or Contractors and shall be held responsible for replacing or repairing any such loss or damage. The Authority may withhold payment or make such deductions as deemed necessary to insure reimbursement or replacement for loss or damage to property through negligence of the successful Bidder or his agents.

**55     INSURANCE REQUIRED**

The Bidder shall not commence work on any Authority Property until all insurance required as stated herein has been obtained and such insurance has been approved by the Authority.

All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Bidder shall furnish certificates of insurance to the Authority's Risk Management Section prior to the commencement of services. The certificates shall clearly indicate that the Bidder has obtained insurance of the type, amount, and classification as required for strict compliance with insurance requirements as stated herein, and that no change or cancellation of the insurance shall be effective without sixty (60) days prior written notice to the Authority. Non-compliance with the foregoing requirements shall not relieve the vendor of their liability and obligations under this contract.

The Bidder shall maintain comprehensive general liability insurance in the amount of \$1,000,000 per occurrence.

The Bidder shall maintain comprehensive automobile liability insurance in the following amounts:

Bodily Injury and/or	\$ 500,000 each occurrence
Property Damage	\$ 500,000 aggregate
	or
Combined Single Limit	\$ 500,000 each occurrence/aggregate

These limits are to protect the Bidder and the Authority from claims for damage, which may arise from general operations or from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by the vendor or by anyone directly or indirectly employed by the vendor.

The Bidder shall maintain Workers Compensation insurance as per statutory requirements and Employers Liability limits no less that \$500,000 per occurrence.

**ALL** insurance shall specifically include the Authority as an "Additional Insured".

**56     ESCALATION CLAUSE**

The Solid Waste Authority acknowledges the fluctuating nature of prices for items specified. Accordingly an escalator/de-escalator clause will be accepted only under the following conditions.

1. Price increase(s) and price decrease(s) comparable to documented manufacturer's price changes or changes in industry-related indices.
2. Receipt of proper notification, to Purchasing, in writing, of all items affected by price increases/decreases.

3. Where all prices shall have remained firm a minimum of 120 calendar days after effective date of contract price adjustment.
4. All price increase(s) and decreases(s) to be approved by Director of Purchasing Services.

The Authority reserves the right to cancel primary Awarded Bidder(s) contract and make award to the secondary Awarded Bidder(s) if the primary Awarded Bidder(s) price escalation changes their position as lowest responsive responsible Bidder(s), and the secondary awardee agrees to maintain its current prices. The Authority may, at its option, request price updates from any Bidder if awarded Bidder requests a price increase.

#### **57 EQUITABLE ADJUSTMENT**

The Authority may, in its sole discretion, make an equitable adjustment in the Contract terms and/or pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all the following criteria: (1) the volatility is due to causes wholly beyond the successful bidder's control, (2) the volatility affects the marketplace or industry, not just the particular successful bidder's source of supply, (3) the effect on pricing or availability of supply is substantial, and (4) the volatility so affects the successful Bidder that continued performance of the Contract would result in a substantial loss. Any adjustment would require irrefutable evidence and written approval by the Director of Purchasing Services.

#### **58 PURCHASING AGENT**

All questions and communications concerning this procurement process must be directed to Mr. ***Phillip Ford***, Purchasing Supervisor, Purchasing Services. All requests for clarifications or additional information must be submitted in writing via electronic mail to [pford@swa.org](mailto:pford@swa.org), or by facsimile to 561-640-3400.

#### **59 AREA REPRESENTATIVE**

Bidder must indicate in space provided on the Bid Proposal Form the name, address, telephone number, and e-mail address, if available, of the vendor's representative who will be available upon request to resolve delivery and billing problems.

#### **60 PREFERENCE APPLICATIONS**

A Bidder who meets the qualifications for Local Preference and whose bid is within 5% of the low bidder who does not meet those qualifications, may be granted an opportunity to offer a best and final bid along with the low bidder and any other bidder(s) whose bid amount is equal to or less than the highest local bidder within 5% of the low bid. Contract will be awarded to the lowest best and final bid; in case of a tie for the lowest best and final bid the contract will be awarded to the

lowest best and final bid offered by the local bidder. Ties between local bidders will be determined by a coin toss.

**61      LOCAL PREFERENCE QUALIFICATION**

In order to qualify to receive points for location, the firm must have had its headquarters or branch office located within Palm Beach County for a minimum of one (1) year. The firm must have been incorporated or legally begun business, being fully licensed, at least one (1) year prior to the issuance of the solicitation. A valid Business Tax Receipt issued by the Palm Beach County Tax Collector is required and will be used to verify that the proposer had a permanent place of business one year prior to the issuance of the solicitation. Please note that in order to receive a local preference, the name and address on the Business Tax Receipt must be the same name and address that is included in the submittal to the Authority, and that the attached Business Tax Receipt must accompany the bid at the time of bid submission. Copies of licensure, leases of office space (or proof of ownership of office site) may be required by Authority staff as proof of compliance. The firm's office must be of a permanent nature not temporary or transient (i.e., mobile homes shall be without wheels and permanently affixed to the land). The firm's office shall be fully staffed with personnel including at least one of those assigned to the Authority's projects, office furniture, office equipment, and, if applicable, professional equipment/computers as required by the type of work to be performed. A site visit by Authority staff may be required to confirm local presence. The firm will be required to maintain said office, or other Authority approved offices, for the entire term of the contract. Failure to submit this information will cause the firm not to be qualified under this Section to receive a local preference. The Authority may require a firm to provide additional information for clarification purposes at any time prior to the award of the contract.

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## **TECHNICAL SPECIFICATIONS**

### **PRESSURE CLEANING SERVICES**

SWA Bid No. 14-19/PF

The purpose of this specification is to describe the work required for various types of pressure cleaning at the Solid Waste Authority of Palm Beach County (Authority) facilities.

Vendor is to indicate all chemicals to be used for cleaning vehicles, heavy equipment and various facilities with dilution ratios to be used for each. SWA reserves the right to request Contractor change chemical and /or dilution ratios if cleaning results are not acceptable.

Vendor shall not use SWA washdown or fire hoses to clean any vehicles or facilities, to wash down floors or for any other reason.

#### **Description of Work:**

The work shall include, but not necessarily limited to the following:

1. Pressure clean scales and all concrete areas surrounding scalehouse building including islands and sidewalks and all concrete approach areas. De-greasing compound and/or bleach shall be used to remove any residual oil and grease.
2. Pressure clean scalehouse buildings. De-greasing compound and/or bleach shall be used to remove any grease or oil.
3. Pressure clean exterior of transfer stations as specified. A rust remover shall be used to remove irrigation stains from building.
4. Pressure clean interior walls, support columns, beams, (incoming ceiling beams) purlings, etc. (all structural steel). A de-greasing compound and/or bleach shall be used to remove any residual oil, grease and diesel exhaust. Hand scrub with brush to remove residuals if necessary.
5. Pressure clean loading bays at all transfer stations and compactor bays. Bleach shall be used as a cleaning solution and bays shall be cleaned from ceiling to floor with special attention to cracks, crevices, etc. where garbage and dirt accumulate.
6. Pressure clean portable scales area using de-greasing compound and /or bleach to remove residual oil and grease around oil-holding tank and surrounding concrete/asphalt.

7. Pressure clean exterior of Administration; including sidewalks, patios, entrance and loading dock area. Additionally, pressure clean exterior of Utility Plant, Landfill and Hazardous Waste buildings on Jog Road, approximately twice per year including all windowsills. Windows are to be squeegeed and wiped, free of spots and streaks. Bidder will be required to clean Administration Building from ladders (not from bucket truck or lift equipment), if the Authority's representative determines the grounds around the building are too wet to support lift equipment.
8. Pressure clean scalehouse building overhangs and canopies where diesel exhaust sticks. Hand-scrub with brush to remove diesel exhaust if necessary.
9. Pressure clean SWA Truck Wash Facility. The facility is to be cleaned on a bi-monthly schedule. Facility walls are to be free of all stains. Vendor may use water hook up at the truck wash.
10. Pressure clean drive lanes and walkways at the Home Chemical and Recycling Centers. Vendor shall pay specific attention to the area in front of drop off cabinets. Vendor may be required to move spill pads or booms around tanks as needed. Relocated equipment shall be returned to their original location upon completion of cleaning.
11. Pressure clean other buildings and sites as directed by the Authority on a daily or hourly cost basis.

### **INSPECTION OF FACILITIES**

It is the Bidders responsibility to become fully informed as to the nature and extent of the work required and its relation to any other work in the area, including possible interference from other site activities. Arrangements for Bidder's inspection of facilities may be secured from those individuals listed below. All Bidders must complete the Inspection Verification, Pages BFM 7-9 and return it with the bid response. The list of facilities and contact information are on pages TEC 2 and 3. **Failure to visually inspect the facilities may be cause for disqualification of your bid.**

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Facilities Inspection Locations and Contacts

**NCRRF Plant Scalehouse**

6895 North Jog Road  
West Palm Beach, FL 33412  
Contact: Jackie Newell  
561-640-4000 x 4546

**Utilities Plant**

6329 North Jog Road  
West Palm Beach, FL 33412  
Contact: Ron Schultz  
561-689-9623

**South West County Transfer  
Station and Scalehouse**

13400 South State Rd 7,  
Delray Beach, FL 33446  
Contact: Roger Britt  
561-616-7180

**North County Landfill Scalehouse**

6554B North Jog Road  
West Palm Beach, FL 33412  
Contact: Jackie Newell  
561-640-4000 x 4546

**Central County Transfer  
Station, Scalehouse & Multi-Purpose Room**

1810 Lantana Road  
Lantana, FL 33462  
Contact: Steve Puleo  
561-656-3100

**Central County Commercial  
Recycling Facility (CCCRF)**

1810 Lantana Road  
Lantana, FL 33462  
Contact: Steve Puleo  
561-656-3100

**Belle Glade Transfer Station and Scalehouse**

1701 State Road 15  
Belle Glade, FL 33430  
Contact: Mike Russell  
561-616-7140

**Administration Building**

7501 North Jog Road  
West Palm Beach, FL 33412  
Contact: Brad Vermeulen  
561-307-1316

**Hazardous Waste Facility**

6161 North Jog Road  
West Palm Beach, FL 33412  
Contact: Bob Madden  
561-687-1100

**Education Center**

North Jog Road  
West Palm Beach FL 33412  
Contact: Tia Kitchen  
561-640-4000 x 4408

**West Central Transfer Station  
and Scalehouse**

9743 Process Drive  
Royal Palm Beach, FL 33411  
Contact: Larry Brown  
561-616-7170

**North County Transfer  
Station and Scalehouse**

14185 North Military Trail  
Jupiter, FL 33458  
Contact: David Hernandez  
561-616-7160

**Landfill Buildings (2)**

6880 North Jog Road  
6890 North Jog Road  
West Palm Beach, FL 33412  
Contact: Keith Kinley  
561-688-9002

**Environmental Lab**

6153 North Jog Road  
West Palm Beach, FL 33412  
Contact: Bob Madden  
561-687-1100

**South County Transfer Station**

1901 SW 4<sup>th</sup> Avenue  
Delray Beach, FL 33444  
Contact: Fred Garcia  
561-616-7150

**Truck Wash Facility**

6255 North Jog Road  
West Palm Beach, FL 33412  
Contact: Bob Wright  
561-640-4000 ext. 4841

**Facility/Utilities Maintenance Building**

6527 N. Jog Road  
West Palm Beach, FL 33412  
Contact: Brad Vermeulen  
561-307-1316

Facilities Description:

The Authority's facilities consist primarily of the following:

1. Administration Building, 7501 North Jog Road, West Palm Beach, FL. 33412
2. Resource Recovery Plant Scalehouse, 6895 North Jog Road, West Palm Beach, FL. 33412
3. North County Landfill Scalehouse, 6554-B North Jog Road, West Palm Beach, FL. 33412
4. Utilities Plant, 6329 North Jog Road, West Palm Beach, FL. 33412
5. Hazardous Waste Facility, 6161 North Jog Road, West Palm Beach, FL. 33412
6. South West County Transfer Station and Scalehouse, 13400 South State Rd 7, Delray Beach, FL. 33446
7. Central County Transfer Station, Scalehouse & Multi-Purpose Room, 1810 Lantana Road, Lantana, FL. 33462
8. Central County Commercial Recycling Facility, CCCR, 1810 Lantana Road, Lantana, FL. 33462
9. North County Transfer Station and Scalehouse, 14185 North Military Trail, Jupiter, FL. 33458
10. West Central County Transfer Station and Scalehouse, 9743 Process Drive, Royal Palm Beach, FL. 33411
11. Belle Glade Transfer Station and Scalehouse, 1701 State Road 15, Belle Glade, FL. 33430
12. Various Building and Office Trailers operated by the Authority throughout Palm Beach County
13. Facility/Utilities Maintenance Building, 6527 N. Jog Road, West Palm Beach, FL 33412



14. Landfill Buildings (2), 6880 and 6890 N. Jog Rd., West Palm Beach, FL 33412
15. Environmental Lab, 6153 North Jog Road West Palm Beach, FL 33412
16. South County Transfer Station, 1901 SW 4<sup>TH</sup> Ave, Delray Beach, FL 33444
17. SWA Truck Wash Facility, 6255 N. Jog Road, West Palm Beach, FL 33412

Additional Facilities:

The Authority reserves the right to add additional facilities similar in design, style and size to any of those listed above at the price quoted for the most similar facility above. Addition of facilities will take place only upon written agreement between the Authority and the awarded Bidder.

Performance:

All work shall be performed on a regular schedule or as directed by the Authority's Facilities Maintenance Department, Transfer Station Supervisors, Risk Management or all other facility Supervisors/Managers. All work shall be performed either after hours or on Sundays for Scale Houses and Transfer Stations. Administration and Maintenance buildings will be cleaned on weekends. Work shall not conflict with normal Authority operations.

1. The Contractor will furnish all materials and equipment necessary to perform the service specified above. Cost of materials and equipment shall be included in bid as part of the over-all total price. Contractor shall not use Authority hoses.
2. All rates shall include all personnel required to perform work. In no case shall awarded Bidder allow personnel to work alone after Authority business hours or in any application where the operator is performing work while not standing on the ground or permanent building floor. All personnel shall be listed on Job Log form.
3. All daily /hourly work shall be performed on an "as requested" basis.
4. Daily and hourly rates for personnel and equipment shall commence upon arrival at site. The Authority will reimburse no travel time. Bidder must list all equipment and personnel included in daily and hourly rates.
5. Contractor shall cover and protect from moisture the following prior to cleaning:
  - a. Door Operators
  - b. Fire Alarm boxes
  - c. Stop/Start stations
  - d. Overhead/lights
  - e. Wall Packs
  - f. Card Readers
  - g. Cameras

6. Contractor shall not touch switches or buttons of any kind. Contractor will reimburse any damage costs. The Contractor shall reimburse any charges for false fire alarms.

All lights are to be off or damage will occur along with it being a life safety issue. If the Authority leaves lights on, the Contractor shall contact the Supervisor for that location.

Response Time:

- Daily and hourly rated work shall have a response time of 24 hours.
- Contractor shall provide one week notice prior to cleaning.
- Contractor shall return any and all phone messages/calls made to Contractor within 4 hours.

Equipment:

Contractor shall provide a complete list and description of all equipment available to provide the required service. The Contractor, at no additional cost to the Authority, shall furnish all equipment and materials needed to perform the required work. This shall include, but not be limited to, the following:

1. Sufficient pressure cleaning equipment to perform the work required, (minimum 2,500 psi operating pressure equipment required).
2. All cleaning chemicals required for each application. Indicate chemical and dilution rate proposed for each application (SEE PAGE BFM -10). The Authority's Risk Management Department must approve all chemicals prior to application.
3. Fuel

Service Procedure:

Requests for service will be coordinated through the Authority's Facilities Maintenance Department, Transfer Division personnel, Risk Management and all other facility Supervisors/Managers.

Upon completing service, Contractor shall complete the Job Log Form (ATTACHMENT 1) with the following information:

1. Date
2. Purchase Order or Blanket Order Number
3. Location where service was performed
4. Employees performing service
5. Time in and out and total hours worked.
6. Description of services performed
7. Materials used to perform services
8. Signature of SWA representative

All of the above information must appear on all Job Log Forms. After completion of a service call, Contractors representative must fill out a Job Log form before leaving the site. This form must be signed by an authorized employee of the Authority verifying the hours spent and/or satisfactory completion of the service prior to submission of an invoice for the work. **No invoices will be paid unless accompanied by a completed, properly signed "Job Log Form".**

- *The presence of invoices/Job Log Form in drop boxes and other designated areas will trigger verifying inspections by our on-site staff and subsequent approval of these invoices for payment. Due to the nature of our business, it is not possible to verify service by looking at the service site or equipment even a few days later.*
- *No invoices shall be paid if Supervisor cannot confirm services have been rendered.*
- *A courtesy call the day before services are scheduled to Supervisor shall be given.*
- *A printed schedule shall be given to each Supervisor. Any schedule changes to be given to and approved by Authority Supervisor.*
- *The Contractor(s) shall be required to re-clean any and all areas not satisfactorily cleaned within 24 hours at no additional cost to the Authority.*

No Guarantee of Amount of Work:

The Bidder(s) should fully understand that the Authority does not, hereunder, contract to do any specific amount of work during the contract period. The Authority reserves the right to modify or terminate cleaning schedules at their discretion.

Character or Workmen and Equipment:

All equipment and workmen provided by the Contractor for the work hereunder shall be the best available for the kind of work being performed. Any person employed by the Contractor, whom the Authority may deem temporarily or permanently incompetent or unfit to perform the work, shall under written instruction of the Authority be removed from the job, and such person shall not again be employed on Authority projects. Failure by the Contractor to provide adequate equipment may result in annulment of this contract as herein provided.

Laws to be Observed:

In the prosecution of this contract, the Contractor shall exercise care to see that all Federal, State, County and Municipal laws, ordinances or regulations are observed, both by himself and his/her direct or indirect employees. He shall take reasonable care at all times to insure that proper protection of personnel involved is provided.

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**BID PROPOSAL FORM**

**PRESSURE CLEANING SERVICES**

Bid No. SWA 14-19/PF

THE UNDERSIGNED BIDDER, having familiarized himself with the specifications in the Invitation to Bid, and all laws, regulations and other factors affecting performance of the work, and having satisfied himself of the expense and difficulties attended in the performance of a contract.

HEREBY PROPOSES AND AGREES, in this **BID NO. SWA 14-19/PF**, that the Bidder hereby accepts all terms and conditions as stated herein, and shall enter into a Contract to perform for the following price.

<b>LOT 1A</b>	<b>Description</b>	<b>Cost Per Cleaning</b>	<b>Annual Qty</b>	<b>Annual Cost</b>
<b>PRESSURE CLEAN SCALES AND SURROUNDING CONCRETE AREAS AT INTERVALS INDICATED BELOW.</b>				
A.	Landfill Scale (bi-weekly)	\$	26	\$
B.	NCRRF Scale (bi-weekly)	\$	26	\$
C.	South West County T/S Scale (monthly)	\$	12	\$
D.	Central County T/S Scale (monthly)	\$	12	\$
E.	North County T/S Scale (monthly)	\$	12	\$
F.	West Central T/S Scale monthly)	\$	12	\$
G.	Belle Glade T/S Scale bi-monthly)	\$	6	\$
H.	South County T/S Scale House (Monthly)	\$	12	\$
<b>ANNUAL LOT 1A COST (A-H INCLUSIVE)</b>				<b>\$ _____</b>

<b>LOT 1B</b>	<b>Description</b>	<b>Cost Per Cleaning</b>	<b>Annual Qty</b>	<b>Annual Cost</b>
<b>PRESSURE CLEAN SCALEHOUSE BUILDINGS.</b>				
A.	Landfill Scalehouse	\$	6	\$
B.	NCRRF Scalehouse	\$	6	\$
C.	South West County T/S Scalehouse	\$	6	\$
D.	Central County T/S Scalehouse	\$	6	\$
E.	North County T/S Scalehouse	\$	6	\$
F.	West Central T/S Scalehouse	\$	6	\$
G.	Belle Glade T/S Scalehouse	\$	6	\$
H.	South County T/S Scale House	\$	6	\$
<b>ANNUAL LOT 1B COST (A-H INCLUSIVE)</b>				<b>\$ _____</b>

Bidder(Company) \_\_\_\_\_ Signature \_\_\_\_\_  
 SWA 14-19/PF BFM-1

LOT 1C	Description	Cost Per Cleaning	Annual Qty	Annual Cost
SCALEHOUSE OVERHANGS AND CANOPIES*: PRESSURE CLEAN LANDFILL SCALEHOUSE AND NCRR PLANT SCALEHOUSE OVERHANGS AND CANOPIES.				
A.	Landfill Scalehouse	\$	2	\$
B.	*NCRRF Plant Scalehouse	\$	2	\$
C.	West Central T/S Scalehouse	\$	2	\$
D.	North County T/S Scalehouse	\$	2	\$
E.	South West County T/S Scale House	\$	2	\$
F.	South County T/S Scale House	\$	2	\$
ANNUAL LOT 1C COST (A-F INCLUSIVE)				\$ _____

\*Bucket Truck or lift equipment may be required for this service.

**TOTAL COST (LOT 1A thru LOT 1C INCLUSIVE) \$ \_\_\_\_\_**

LOT 2A	Description	Cost Per Cleaning	Annual Qty	Annual Cost
PRESSURE CLEAN EXTERIOR OF TRANSFER STATIONS.				
A.	Central County T/S	\$	1	\$
B.	CCCRF	\$	1	\$
C.	North County T/S	\$	1	\$
D.	West Central County T/S	\$	1	\$
E.	Belle Glade T/S	\$	1	\$
F.	South County T/S	\$	1	\$
G.	South West County T/S	\$	1	\$
ANNUAL LOT 2A COST (A-G INCLUSIVE)				\$ _____

LOT 2B	Description	Cost Per Cleaning	Annual Qty	Annual Cost
PRESSURE CLEAN INTERIOR OF TRANSFER STATIONS.				
A.	Central County T/S	\$	2	\$
B.	CCCRF	\$	2	\$
C.	North County T/S	\$	2	\$
D.	West Central County T/S	\$	2	\$
E.	Belle Glade T/S	\$	2	\$
F.	South County T/S	\$	2	\$
G.	South West County T/S	\$	2	\$
ANNUAL LOT 2B COST (A-G INCLUSIVE)				\$ _____

Bidder(Company) \_\_\_\_\_ Signature \_\_\_\_\_

LOT 2C	Description	Cost Per Cleaning	Annual Qty	Annual Cost
PRESSURE CLEAN LOADING BAYS AND COMPACTOR BAYS (IF APPLICABLE) AT TRANSFER STATIONS AS SPECIFIED.				
A.	South West County T/S	\$	4	\$
B.	Central County T/S	\$	4	\$
C.	CCCRF	\$	4	\$
D.	North County T/S	\$	4	\$
E.	Belle Glade T/S	\$	4	\$
F.	West Central County T/S	\$	4	\$
G.	South County T/S	\$	4	\$
ANNUAL LOT 2C COST (A-G INCLUSIVE)				\$ _____

LOT 2D	Description	Cost Per Cleaning	Annual Qty	Annual Cost
PRESSURE CLEAN PLATFORM SCALES AREA AS REQUESTED.				
A.	North County T/S	\$	12	\$
B.	West Central County T/S	\$	12	\$
C.	Central County T/S (2 Scales)	\$	12	\$
D.	South County T/S	\$	12	\$
E.	South West County T/S	\$	12	\$
ANNUAL LOT 2D COST (A-E INCLUSIVE)				\$ _____

**TOTAL COST (LOT 2A thru LOT 2D INCLUSIVE) \$ \_\_\_\_\_**

LOT 3A	Description	Cost Per Cleaning	Annual Qty	Annual Cost
PRESSURE CLEAN EXTERIOR OF UTILITY PLANT AND HAZARDOUS WASTE BUILDINGS.				
A.	Utility Plant Bldg	\$	1	\$
B.	Hazardous Waste Bldg	\$	2	\$
C.	Hazardous Waste Bldg (SWCTS)	\$	2	\$
D.	Environmental Lab	\$	1	\$
E.	Landfill Building 6880	\$	1	\$
F.	Landfill Building 6890	\$	1	\$
ANNUAL LOT 3A COST (A-F INCLUSIVE)				\$ _____

Bidder(Company) \_\_\_\_\_ Signature \_\_\_\_\_  
 SWA 14-19/PF BFM-3

LOT 3B	Description	Cost Per Cleaning	Annual Qty	Annual Cost
PRESSURE CLEAN DRIVE LANES AND WALKWAYS AT THE HOME CHEMICALS AND RECYCLING CENTERS.				
A.	North County T/S	\$	2	\$
B.	West Central County T/S	\$	2	\$
C.	Central County T/S	\$	2	\$
D.	South County T/S	\$	2	\$
E.	South West County T/S	\$	2	\$
F.	Hazardous Waste Facility (N Jog Rd)	\$	2	\$
ANNUAL LOT 3B COST (A-F INCLUSIVE)				\$ _____

LOT 3C	Description	Cost Per Cleaning	Annual Qty	Annual Cost
PRESSURE CLEAN EXTERIOR OF ADMINISTRATION BUILDING WITH PATIOS, SIDEWALK, WALKWAYS AND LOADING DOCK.				
A.	Administration Bldg	\$	3	\$
ANNUAL LOT 3C COST				\$ _____

**TOTAL COST (LOT 3A thru LOT 3C INCLUSIVE)** \$ \_\_\_\_\_

LOT 4	Description	Cost Per Cleaning	Annual Qty	Annual Cost
PRESSURE CLEAN INTERIOR OF SWA MAINTENANCE TRUCK WASH FACILITY				
A.	Truck Wash Facility	\$	6	\$
ANNUAL LOT 4 COST				\$ _____

LOT 5	Description	Cost Per Cleaning	Annual Qty	Annual Cost
MULTI-PURPOSE BUILDING AT CENTRAL COUNTY (LANTANA) TRANSFER STATION				
A.	Pressure clean entrance, ceiling, and walkways (monthly)	\$	12	\$
ANNUAL LOT 5 COST				\$ _____

Bidder(Company) \_\_\_\_\_ Signature \_\_\_\_\_  
 SWA 14-19/PF BFM-4

Is the Drug-Free Workplace Form attached? Yes\_\_\_\_\_ No\_\_\_\_\_

Is Qualification of Bidders information enclosed? Yes\_\_\_\_\_ No\_\_\_\_\_

Is completed Facilities Inspection Verification Enclosed? Yes\_\_\_\_\_ No\_\_\_\_\_

Bidder understands that the Authority reserves the right to reject all Bids and to waive any informality in bidding. The Bidder agrees that this Bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids, prior to award.

**Payment Terms: Net 30 days**

By ( <b>Signature</b> ):		Date:
Name ( <b>Printed</b> ):		Title:
Company Name:		
Address:		
Contact Information:	FAX:	Office:
	Cell/Mobile:	E-Mail:

**State or County License #** \_\_\_\_\_



# SAVINGS

**(For internal information purposes only. Not a factor in award of this contract)**

Bidder is required to furnish the percent (%) savings in prices offered in this bid compared to prices that would be paid by the purchaser without benefit of a contract resulting from this bid.

BID PRICES OFFERED AVERAGE \_\_\_\_\_ % LOWER THAN:

☞(CIRCLE ONE OF THE FOLLOWING NUMBERS)

1. Price that would be obtained without benefit of a contract resulting from this bid.
2. Manufacturer's current wholesale price list.
3. Other (specify) \_\_\_\_\_

## SMALL BUSINESS ENTERPRISE

**(For internal information purposes only. Not a factor in award of this contract except in the event of a tie bid as prescribed in the Authority's Purchasing Manual, Section 7.2, Tie Bid Preference)**

If you are a Small Business Enterprise please complete the following. This information will assist us in identifying your small business enterprise in our database.

Are you currently certified as a Small Business Enterprise (SBE) vendor with a government entity? Yes    No



**\*\* THE FOLLOWING INFORMATION IS FOR TRACKING PURPOSES ONLY**

Are you currently certified as a minority or woman (M/WBE) vendor with a government entity? Yes    No

With what agency(s)? *(Attach copy of certification certificate(s) with your response with this bid/quotation.)*

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bidder(Company) \_\_\_\_\_ Signature \_\_\_\_\_  
SWA 14-19/PF BFM-6

# FACILITIES INSPECTION VERIFICATION

NCRRF Plant/Scalehouse  
6895 North Jog Road  
West Palm Beach, FL 33412  
Contact: Jackie Newell  
561-640-4000  
Ext: 4546

Date Inspected: \_\_\_\_\_  
Inspected by: \_\_\_\_\_  
Bidder: \_\_\_\_\_  
SWA: \_\_\_\_\_

Utilities Plant  
6329 North Jog Road  
West Palm Beach, FL 33412  
Contact: Brad Vermeulen  
561-307-1316

Date Inspected: \_\_\_\_\_  
Inspected by: \_\_\_\_\_  
Bidder: \_\_\_\_\_  
SWA: \_\_\_\_\_

South West County Transfer  
Station and Scalehouse  
13400 South State Rd 7  
Delray Beach, FL 33446  
Contact: Roger Britt  
561-616-7180

Date Inspected: \_\_\_\_\_  
Inspected by: \_\_\_\_\_  
Bidder: \_\_\_\_\_  
SWA: \_\_\_\_\_

South County Transfer  
Station and Scalehouse  
1901 SW 4<sup>th</sup> Ave  
Delray Beach, FL 33444  
Contact: Fred Garcia  
561-616-7150

Date Inspected: \_\_\_\_\_  
Inspected by: \_\_\_\_\_  
Bidder: \_\_\_\_\_  
SWA: \_\_\_\_\_

North County Landfill Scalehouse  
6554B North Jog Road  
West Palm Beach, FL 33412  
Contact: Jackie Newell  
561-640-4000 x 4645

Date Inspected: \_\_\_\_\_  
Inspected by: \_\_\_\_\_  
Bidder: \_\_\_\_\_  
SWA: \_\_\_\_\_

Central County (Lantana) Transfer Station, CCCRF, Multi-Purpose and Scalehouse  
1810 Lantana Road  
Lantana, FL 33462  
Contact: Steve Puleo  
561-656-3100

Date Inspected: \_\_\_\_\_  
Inspected by: \_\_\_\_\_  
Bidder: \_\_\_\_\_  
SWA: \_\_\_\_\_

Administration Building  
7501 North Jog Road  
West Palm Beach, FL 33412  
Contact: Brad Vermeulen  
561-307-1316

Date Inspected \_\_\_\_\_  
Inspected by: \_\_\_\_\_  
Bidder: \_\_\_\_\_  
SWA: \_\_\_\_\_

North County (Jupiter) Transfer Station and Scalehouse  
14185 North Military Trail  
Jupiter, FL 33458  
Contact: David Hernandez  
561-616-7160

Date Inspected: \_\_\_\_\_  
Inspected by: \_\_\_\_\_  
Bidder: \_\_\_\_\_  
SWA: \_\_\_\_\_

Hazardous Waste Facility  
6161 North Jog Road  
West Palm Beach, FL 33412  
Contact: Bob Madden  
561-687-1100

Date Inspected: \_\_\_\_\_  
Inspected by: \_\_\_\_\_  
Bidder: \_\_\_\_\_  
SWA: \_\_\_\_\_

Hazardous Waste Facility (SWCTS)  
13400 South State Rd 7 Blvd D  
Delray Beach, FL 33446  
Contact: Jose Garcia  
561-635-8551

Date Inspected: \_\_\_\_\_  
Inspected by: \_\_\_\_\_  
Bidder: \_\_\_\_\_  
SWA: \_\_\_\_\_

West Central Transfer Station and Scalehouse  
9743 Process Drive  
Royal Palm Beach, FL 33411  
Contact: Larry Brown  
561-616-7170

Date Inspected: \_\_\_\_\_  
Inspected by: \_\_\_\_\_  
Bidder: \_\_\_\_\_  
SWA: \_\_\_\_\_

Bidder(Company) \_\_\_\_\_ Signature \_\_\_\_\_  
SWA 14-19/PF

Belle Glade Transfer Station  
and Scalehouse  
1701 State Road 15  
Belle Glade, FL 33430  
Contact: Mike Russell  
561- 616-7140

Date Inspected: \_\_\_\_\_  
Inspected by: \_\_\_\_\_  
Bidder: \_\_\_\_\_  
SWA: \_\_\_\_\_

Education Center (under construction)  
West Palm Beach FL 33412  
Contact: Tia Maria Kitchen  
561 640-4000 x4408

Date Inspected: NOT AVAILABLE FOR  
INSPECTION

Facility/Utility Maintenance Bldg  
6527 North Jog Road  
West Palm Beach FL 33412  
Contact: John Low  
561 358-1941

Date Inspected: \_\_\_\_\_  
Inspected by: \_\_\_\_\_  
Bidder: \_\_\_\_\_  
SWA: \_\_\_\_\_

Environmental Lab  
6153 North Jog Road  
West Palm Beach FL 33412  
Contact: Bob Madden  
561 687-1101

Date Inspected: \_\_\_\_\_  
Inspected by: \_\_\_\_\_  
Bidder: \_\_\_\_\_  
SWA: \_\_\_\_\_

Landfill Building  
6880 North Jog Road  
West Palm Beach FL 33412  
Contact: Keith Kinley  
561 688-9002

Date Inspected: \_\_\_\_\_  
Inspected by: \_\_\_\_\_  
Bidder: \_\_\_\_\_  
SWA: \_\_\_\_\_

Landfill Building  
6890 North Jog Road  
West Palm Beach FL 33412  
Contact: Keith Kinley  
561 688-9002

Date Inspected: \_\_\_\_\_  
Inspected by: \_\_\_\_\_  
Bidder: \_\_\_\_\_  
SWA: \_\_\_\_\_

SWA Maintenance Truck Wash  
6255 North Jog Road  
West Palm Beach FL 33412  
Contact: Bob Wright  
561 687-2993

Date Inspected: \_\_\_\_\_  
Inspected by: \_\_\_\_\_  
Bidder: \_\_\_\_\_  
SWA: \_\_\_\_\_

Bidder(Company) \_\_\_\_\_ Signature \_\_\_\_\_  
SWA 14-19/PF

Proposed chemical(s) and dilution rates for each application:

<b>1</b> Scales	
<b>2</b> Scalehouse Buildings	
<b>3</b> Transfer Station – exterior	
<b>4</b> Transfer Station interior	
<b>5</b> Transfer Station – loading and compactor bays	
<b>6</b> Transfer Station – citizen drop- off area	
<b>7</b> Jog Road buildings	
<b>8</b> SWA Maintenance Truck Wash	

***REMAINDER OF PAGE INTENTIONALLY LEFT BLANK***

**REFERENCES**  
**PRESSURE CLEANING SERVICES**  
**SWA BID 14-19/PF**

This information will be used in the evaluation of this bid.

List a minimum of three (3) references per **STC #46 QUALIFICATION OF BIDDERS** to bidder's training and experience in similar work. Provide scope of work, contact name, addresses, telephone numbers and dates of service. Please Print or Type. Use additional sheets if necessary.

Reference #1

Name of Firm:	Address:
Scope of work or services provided:	
Cost of Service: \$	Date of Service:
<b>Contact Person:</b>	Office Phone:
<b>Title:</b>	FAX:
<b>E-mail:</b>	Cell phone:

Reference #2

Name of Firm:	Address:
Scope of work or services provided:	
Cost of Service: \$	Date of Service:
<b>Contact Person:</b>	Office Phone:
<b>Title:</b>	FAX:
<b>E-mail:</b>	Cell phone:

Reference #3

Name of Firm:	Address:
Scope of work or services provided:	
Cost of Service: \$	Date of Service:
<b>Contact Person:</b>	Office Phone:
<b>Title:</b>	FAX:
<b>E-mail:</b>	Cell phone:

Reference #4

Name of Firm:	Address:
Scope of work or services provided:	
Cost of Service: \$	Date of Service:
<b>Contact Person:</b>	Office Phone:
<b>Title:</b>	FAX:
<b>E-mail:</b>	Cell phone:

Reference #5

Name of Firm:	Address:
Scope of work or services provided:	
Cost of Service: \$	Date of Service:
<b>Contact Person:</b>	Office Phone:
<b>Title:</b>	FAX:
<b>E-mail:</b>	Cell phone:





**DRUG-FREE WORK PLACE FORM**

**PRESSURE CLEANING SERVICES**

SWA Bid No. 14-19/PF

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

\_\_\_\_\_ does:

(Name of Business)

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United State or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

\_\_\_\_\_  
BIDDER'S SIGNATURE

\_\_\_\_\_  
DATE

**CONDITIONS FOR EMERGENCY/HURRICANE OR DISASTER**

**PRESSURE CLEANING SERVICES**

Bid No. SWA 14-19/PF

It is hereby made a part of this Invitation to Bid that before, during and after a public emergency, disaster, hurricane, flood, or acts of God that the Solid Waste Authority of Palm Beach County shall require a "first priority" basis for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation which may threaten public health and safety, as determined by the Solid Waste Authority of Palm Beach County. Vendor/contractor agrees to rent/sell/lease all goods and services to the Solid Waste Authority of Palm Beach County or any other government entity as opposed to a private citizen, on a first priority basis. The Solid Waste Authority of Palm Beach County expects to pay a fair and reasonable price not to exceed those quoted in this bid for all products in the event of a disaster, emergency or hurricane. Vendor/contractor shall furnish a 24-hour phone number in the event of such an emergency.

I hereby understand and agree to the above statement:

**X**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Print Title

**EMERGENCY/24 HOUR PHONE NUMBER(S):** \_\_\_\_\_

Office Phone Number: \_\_\_\_\_ Home Phone Number: \_\_\_\_\_

Beeper/Cellular Number: \_\_\_\_\_ **FAX Number:** \_\_\_\_\_

Nearest Branch Office Phone Number: \_\_\_\_\_

and Location: \_\_\_\_\_

Other out of Area Branch Office Locations and Phone Numbers:

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

**JOB LOG FORM**  
SOLID WASTE AUTHORITY

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*A copy of this completed form must accompany all Invoices for work to be performed under  
SWA Bid No. 14-19/PF*

---

DATE: \_\_\_\_\_ Purchase Order or Blanket Purchase Order Number: \_\_\_\_\_  
Locations: Check (  ) one or write in Location

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> NCRRF Scalehouse                | <input type="checkbox"/> Hazardous Waste Facility           | <input type="checkbox"/> Compost Facility        |
| <input type="checkbox"/> South West County T/S           | <input type="checkbox"/> South West County T/S Scalehouse   | <input type="checkbox"/> Recycling Facility      |
| <input type="checkbox"/> North County Landfill           | <input type="checkbox"/> North County Landfill Scalehouse   | <input type="checkbox"/> Utilities Plant         |
| <input type="checkbox"/> Central County (Lantana) T/S    | <input type="checkbox"/> Central County T/S Scalehouse      | <input type="checkbox"/> Visitor Center          |
| <input type="checkbox"/> North County (Jupiter) T/S      | <input type="checkbox"/> North County T/S Scalehouse        | <input type="checkbox"/> Facility/Utility Maint. |
| <input type="checkbox"/> West Central County (RPB)T/S    | <input type="checkbox"/> West Central County T/S Scalehouse | <input type="checkbox"/> Environmental Lab       |
| <input type="checkbox"/> West County (Belle Glade) T/S   | <input type="checkbox"/> Administration Building            | <input type="checkbox"/> Landfill Buildings      |
| <input type="checkbox"/> South County T/S                | <input type="checkbox"/> Central County Multi-use Building  | <input type="checkbox"/> SWA Maint. Truck wash   |
| <input type="checkbox"/> Central County Recycle Building | <input type="checkbox"/> Other: _____                       |  |

**VENDOR EMPLOYEES PERFORMING WORK:**

<u>NAME OF EMPLOYEE:</u>	<u>TIME IN/OUT:</u>	<u>HOURS WORKED:</u>
_____	_____	_____
_____	_____	_____

Description of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Materials used in above work (include MFG/Brands) (attach additional sheet if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Authority Representative hereby signifies that above work has been satisfactorily completed.

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Initial