



**SPECIFIC INSTRUCTIONS**  
**FOR**  
**Greenland Energy Center**  
**Circuit 909 Interconnect**

Prepared By: Jason Rinehart

Revision: 0

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# I. INTRODUCTION

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## A. Scope of Work

1. The overall project comprises of modifications to the existing Greenland Energy Center 230kV switchyard to provide a new bay to terminate a new transmission circuit designated as 909. This includes the necessary buildout of the 230kV Switchyard for new to accommodate two new 230kV 50kA breakers, including all below grade and above grade work required for the completion of the new facility. The project scope will include all civil, structural, mechanical, and electrical procurement and construction

## B. Location of Project

1. The Greenland Energy Center is located on real property owned by JEA at:

12121 Phillips Highway  
Jacksonville, Florida 32256  
Geodetic Coordinates:  
N: 30° 09' 27.42"  
W: 81° 30' 04.73"

## C. Owner Stakeholders

### 1. Project Manager:

Jason Rinehart  
(904) 665-7380  
[rineja@jea.com](mailto:rineja@jea.com)  
21 W Church Street, Tower 9  
Jacksonville, FL 32202

### 2. Project Inspector:

Greg Couture  
(904) 665-6016  
[coutg@jea.com](mailto:coutg@jea.com)  
21 W Church Street, Tower 9  
Jacksonville, FL 32202

### GEC Plant Manager

Roy Knight  
(904) 624-4537  
[knigre@jea.com](mailto:knigre@jea.com)  
Kennedy Gen Station  
Jacksonville, FL 32206

### 3. Substation Engineer:

Ryan Michael Szoke  
(904) 665-4098  
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21 W Church Street, Tower 9  
Jacksonville, FL 32202

**4. Civil Engineer:**

Lois Gabriel  
(904) 665-6348  
[gabrlj@jea.com](mailto:gabrlj@jea.com)  
21 W Church Street, Tower 9  
Jacksonville, FL 32202

**5. SP&C Engineer:**

Ajay Rao  
(904) 665-8764  
[raoak@jea.com](mailto:raoak@jea.com)  
21 W Church Street, Tower 9  
Jacksonville, FL 32202

**D. Bid/Quote Submittals**

**1. Information to be supplied with Bid by the BIDDER**

- a)** Project Execution Plan and Description of Activities
- b)** In addition to the execution plan and description of activities, the PEP shall include site safety plans, confined space procedures, etc.
- c)** Construction Schedule: The Schedule shall be a detailed schedule with a three-level work-breakdown-structure that includes the functions of all involved parties, including but not limited to the Contractor, the Vendors, and the Owner's Staff, for the life of the project.
- d)** Construction Resource Loading
- e)** Staffing Qualifications (Resumes) of key personnel
- f)** Price Proposal with Completed Schedule of Values

**2. Information provided by the OWNER**

- a)** Construction Drawings
  - (1) Neither the drawings nor the specifications provided by the Owner are intended to capture every detail, but are intended to describe the type, kind, and quantity of work to be performed, as well as the type, qualities, and quantities of materials and equipment that must be furnished as a part of this Contract.
  - (2) The Owner will furnish the Contractor two (2) complete sets of drawings and documents for completion of the work, as well as

compiled PDF digital forms. These sets will be provided at the Pre-Construction Meeting. One (1) set is intended for the Contractor's home office and one (1) set is intended for the Contractor's field office.

(3) Furnishing any additional copies that may be required by the Contractor, subcontractor, construction personnel, including copies necessary for securing permits, is the responsibility of the Contractor. The Contractor shall be responsible for the accurate reproduction of the Drawings and Specifications for use by the Contractor, subcontractor, and construction personnel in the completion of this Work, including the securing of necessary permits to perform the work. The Contractor shall be responsible for all costs incurred in the reproduction of the Construction Drawings and Specifications.

**b) Substation Construction Specifications**

## II. ADMINISTRATIVE SCOPE

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**A. Project Tracking and Reporting**

**1. Pre-Construction Meeting:** The Contractor shall arrange through the Project Engineer, upon receipt of final Contract, an on-site Kickoff Meeting. The Contractor shall draft and submit an agenda for this meeting, a minimum of five (5) business days prior, to include the following items:

- a)** A listing of Key Staff Members
- b)** The Construction Schedule
- c)** Key Project Discussion Points to review in open discussion during the meeting (such as, but not limited to Project Requirements, Specifications, Drawings, and Documents, Milestones, etc.) to reinforce the project requirements, expectations, and schedule.

**2. Construction Schedule:**

- a)** A general Milestone Schedule is provided in this Specification outlining the major project milestones. The Contractor shall develop a Construction Schedule using MS Project and submit it to the Owner at the Project Kickoff.
- b)** The Schedule shall include all of the following fields, as a minimum; the Item ID, Item Name, Item Start Date, Item End Date, Item Duration (business days), sequence of events, and predecessors.
- c)** The Contractor shall update the Schedule as required (but at minimum, bi-weekly) and report to the Project Engineer of progress, and make recommendations regarding any changes that may become necessary to keep the Project on-track.

**3. Schedule of Values:** The Contractor shall populate the Schedule of Values that allocates Bid activities amongst the various tasks that the Contractor shall perform as a part of this Project. The Schedule of Values and the completion of its finite project activities will form the basis of reimbursement for the Contractor. **A complete and accurate SOV shall be submitted with the bid and used to track project payment milestones.**

**B. Construction Progress Meetings:**

Weekly Construction Progress Meetings shall be held on-site with minimum attendance to include the Contract Administrator, and Contractor Superintendent. The Project Engineer and other Owner personnel will attend as necessary. The Contractor shall be prepared to report status of the Project, and provide necessary documentation to support the status including the Construction Schedule, As-Built mark-ups and listings, etc.

**C. Submittals**

**1.** The Contractor shall provide submittals to the Owner for acceptance of any Contractor furnished materials, equipment, or installation method. These may be submitted in the form of drawings, diagrams, illustrations, schedules, or any other form deemed best to convey or illustrate the material, equipment, or installation method to the Owner. The data submitted shall be with respect to dimensions, design criteria, materials of construction, etc. for the proper review and evaluation of the submittal without unnecessary delays.

**2.** The Contractor shall submit a compiled electronic copy in PDF format of all submittals. The Owner may request up to five (5) hard copies to be mailed to a specified location. Each submittal shall be accompanied by a transmittal letter. Submittal response may be an electronic return of the submittal in PDF format or hardcopy.

**3.** Work shall not commence until approved by Owner. Any work completed or material installed prior to approval, is subject to removal at the Contractor's expense.

**4.** Materials purchased by the Contractor without an accepted submittal shall be procured at the Contractor's risk. Regardless, acceptance of a submittal shall in no way relieve the Contractor of supplying and installing products to produce a fully functional system.

**D. Working Drawings**

**1.** The Contractor will receive PDF drawings for use over the course of the Project. The Contractor shall utilize the digital format for all necessary reproduction, and is responsible for accurately reproducing, to full scale, as many copies as needed for use by craft personnel performing work at the site.

**2.** A complete, separate, clean, full size drawing set shall always be available for review by others (Owner, Contract Administrator, Contractor personnel, etc.) in the Contractor's trailer. This set will be distinct from the As-Built drawing set described herein.

## E. As-Built Drawings

1. The Contractor shall bear all costs associated with the accurate record keeping of As-Built drawings reflecting all the field changes.
2. When cable or conduit routing is not specified on the drawings, the Contractor shall route wiring the best way and provide wiring routing As-Built details in conduit and cable lists on the layout drawings. Additions, the naming modifications and removals or abandonments of the wiring system shall be noted on the Drawings.
3. The Contractor shall also track, using a list or spreadsheet, all As-Built markups, by date, drawing number, name of responsible person, and a clear description of the changes. The Contractor shall transmit the spreadsheet to the Owner every other week for review. As-built drawing updates and their tracking form shall not fall into arrears with respect to field conditions by more than one (1) week.
4. During the course of construction, the Contractor shall maintain a complete As-Built drawing set that meticulously and thoroughly details any and all changes to the original design. It is imperative that this set remain complete in an orderly fashion to facilitate proper tracking of field modifications. The As-Built drawings shall be marked as follows:
  - 1.1 Red – Add
  - 2.1 Green – Delete
  - 3.1 Blue – Notes to the Engineer
5. **Final as-built drawings shall be submitted within 60 calendar days of project acceptance. Each new foundation shall be surveyed by a registered Professional Land Surveyor registered in the State of Florida.**

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## III. CONSTRUCTION SCOPE

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### A. General

1. The Contractor shall have the expertise to perform the work as outlined in these specifications, drawings and documents (Documents). The work will be performed at an energized, fully-functional generating station, where safety, security, reliability, and professional workmanship must be considered of the highest regard at all times.
2. At a minimum, the Contractor shall complete all work in accordance with these Documents. Any deviations must be submitted to the Owner in writing prior to commencement.
3. The Contractor shall coordinate all construction operations and unless specifically noted otherwise, shall furnish all labor, materials, and equipment that may reasonably be inferred from these Documents, or from prevailing custom or trade usage as being required to produce the intended result, whether or not specifically stated within them. Literal adherence to the Documents shall not relieve the Contractor of the ultimate responsibility for accomplishing the intent of this

Contract, whose scope is adequately defined, and the Documents sufficiently detailed.

4. Engineering estimates for quantities of various materials have been provided within the drawings and specifications for assistance with developing Bids. The Contractor should not rely on these estimates as final needed quantities, or as a basis for change in terms and conditions of any Contract. The Contractor is responsible for furnishing all materials needed to complete the work as described within the Documents.

5. The Contractor is to verify material quantities on the Bill of Material. Miscellaneous conduits, brackets, unistrut, and other similar hardware may not be itemized on the BOM. Supply and installation detail will be the responsibility of the Contractor.

6. All cranes, scaffolding and miscellaneous lift equipment and services required for relocating, unloading, erecting, assembling, or testing electrical equipment, structures and equipment shall be supplied by the Contractor.

7. The Contractor shall provide competent construction management to direct, oversee, monitor, and coordinate and track construction activities among all sub-contractors on-site for all trades.

## B. General Construction Sequence

The below sequence is to provide the Contractor with a general construction sequence and highlight scope items in an attempt to identify sequence constraints. This section is not intended to capture every detailed task and ultimately, it is the responsibility of the Contractor to schedule construction events how best to complete the project.

### 1. Pre-Construction Preparation

- a) Prepare administrative documents and construction submittals.
- b) Security and Access: The Contractor will be required to obtain access through JEA Security to access the site. **The Contractor shall submit a list of names to the JEA Project Manager at the kickoff meeting.** The list shall include every member of every crew that will be working on the site.
- c) Familiarization: Prior to all work of this project, the Contractor shall become thoroughly familiar with the site, the site conditions and all portions of the project work scope.
- d) Procurement of subcontracts and construction materials.

### 2. Construction Preparation

- a) Establish Construction power.
- b) Perform site surveying and benchmarking, set monuments as necessary and establish construction baselines. All surveying shall be performed by a registered Professional Land Surveyor registered in the State of Florida.

- c) Verify existing utilities above and below grade.
- d) Coordinate construction laydown areas with JEA Project Manager.
- e) Site preparation and establish soil erosion control measures.

**3. Civil Site Work and Below Grade Electrical**

- a) Receive and offload all foundation anchor bolts from Owner's supplier. See Anchor Bolt Schedule for additional items to be furnished by Contractor.
- b) Install foundations for all structures and equipment.
- c) Install precast cable trench and below grade conduit.
- d) Install below grade structure and equipment ground taps.

**4. Structure Erection and Above Grade Electrical Equipment Installation**

- a) Receive and offload all substation structures, equipment, and materials from Owner's supplier.
- b) Erect 230kV steel structures, insulators, buswork, switches, and lighting and connect to the ground grid.
- c) Install lightning arrestors, PTs, junction box, and equipment jumpers.
- d) Receive, offload, and set the substation relay panel(s) inside the control house.
- e) Extend conduits, pull cable, and terminate all cables shown in the Cable Schedule.
- f) Disable existing ground switches.

**5. Commissioning**

- a) Completion of equipment and relay commissioning testing by JEA Forces.
- b) Upon JEA commencing the serving of load but not more than 60 days beyond punch list completion, the Contractor shall inspect and correct all electrical connections for hot spots.

**6. Finishing**

- a) Complete backfilling, compaction and stabilization of the substation site and establish final grades.
- b) Restore all areas used or impacted during Construction to conditions that existed prior to construction. The Contractor shall restore area to proper grade, properly amend soil and install surfacing that matches surrounding and/or pre-existing conditions.
- c) Site clean-up and disposal of debris.

- d) General inspection of the project by JEA Forces.
- e) Completion of all punch list items and final adjustments as necessary after Owner inspection.

**7. Project Closeout**

- a) Prepare and submit any As-Built field marked prints, final project documents and instruction books. As-built shall include survey of newly established foundations.

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## IV. SITE SPECIFIC INSTRUCTIONS

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**A. Operational Limits**

1. 24-hour access is required by the Owner to the existing facilities. Care must be taken not to impede or impact access with construction materials, vehicles, equipment, etc.
2. Contractor's activities at the Site shall be limited to the areas designated on the Contract Drawings.
3. Parking facilities will be provided for cars of Contractor's employees for use at their risk. Parking will be allowed only in areas designated by Owner. Owner reserves the right to restrict the number of Contractor vehicles allowed on Site.
4. Unprotected storage areas will be provided by Owner. The areas to be used by Contractor will be designated by Owner. Storage space is limited, and Contractor shall limit Site storage of materials and equipment to the space assigned. The locations, construction and appearance of structures erected by Contractor for the storage of materials and equipment shall be subject to prior approval of Owner.
5. Contractor personnel shall enter and leave the Site through gates designated by Owner. All personnel and their vehicles entering or leaving the Site are subject to search. Firearms or weapons of any type are strictly prohibited.
6. Visitors to Contractor, including vendors and delivery personnel, will be required to wear visitor hard hats or hard hats clearly marked with the Contractor's name and safety glasses with hard side shields and appropriate work shoes.

**B. Site Familiarization**

1. The Contractor shall be responsible for locating existing facilities of every type either below, on, or above the ground which may be in the path of proposed construction. The Contractor shall cooperate with the Owner's of any facilities on, over, or under the proposed path of construction by scheduling and performing the Work in and around any facilities so as to facilitate their preservation, relocation, and/or reconstruction. The Contractor shall be responsible for the full restoration or replacement of any utilities damaged by Construction.

2. The Owner has attempted to indicate on the Drawings all Owner facilities. It will be the responsibility of the Contractor to verify the data furnished, to investigate and locate additional obstructions. Changes in location, grade, further excavation, or back-filling caused by any obstructions shall be at the Contractor's expense. The obstructions shall not serve as a basis for requests for additional compensation.

**C. Site Access and Security**

1. It will be the responsibility of the Contractor to maintain access to the construction site at all times. In addition, security for the Owner's equipment and materials must be provided at all times during Construction by the Contractor regardless of whether the equipment and materials are stored on-site or offsite during Construction. Questions about Site Access and Security should be referred to the Contract Administrator. Generally, substation security must include at least one (1) of the following, at a minimum, at all times:

- a) Temporary Construction Fence: The Contractor may choose to establish a temporary construction fence that shall meet the following Specifications: 1) the fence shall establish a closed perimeter over the majority of the site and shall cover all areas where materials of any kind are stored, and 2) the fence shall be substantially similar to a permanent chain link fence, but excepting top rail, slats, decorative appurtenances, and signage. The temporary fence will allow for use of lockable (double) 8' leaf gates. As an additional level of security, it is recommended that expensive and/or long lead time materials be securely stored in locked Conex boxes.
- b) Temporary Security Guard: The Contractor may choose to establish temporary, 24 hour, 365 day security via subcontracting with a Florida Licensed Security service that will supply on-site security personnel at all times that the Contractor does not have activities on-site. Said personnel shall maintain plainly visible picture ID and copies of the ID shall be provided to the Contract Administrator prior to assignment. Also, persons who perform this security function shall be subject to attendance of JEA's Substation Safety training class prior to work and attendance at such class shall be at no additional cost to JEA.

**D. Safeguards in Construction**

1. Known underground facilities exist within the work area. All underground conductors and ducts shall be considered "Live" (energized, pressurized, or otherwise) until confirmed otherwise. A detailed subsurface utility investigation in combination with existing drawings and field inference will assist the Contractor in identifying these facilities.

2. The Contractor shall exercise caution when excavating, and contact the Owner immediately upon discovering unknown underground facilities before proceeding with further excavation. The Contractor shall temporarily support and protect existing utilities as required.

3. Care shall be used while operating equipment within areas of known underground facilities. Restrictions may be placed regarding the use of certain equipment. All equipment must be grounded by approved methods.

4. Contractor shall designate a Site Safety Representative to represent Contractor in matters of safety and health. The Representative shall attend any safety meetings conducted by the Owner.
5. Contractor shall hold one safety meeting with its craft personnel at least every ten working days. Contractor shall keep records of these safety meetings and provide two copies to the Owner.
6. Contractor shall furnish to the Owner copies of all safety and health reports sent to government authorities. In addition, Contractor shall furnish the following reports (**in duplicate**) to the Owner:
  - a) Monthly man hour/injury statistics as required by the Owner.
  - b) Notification, as soon as possible, to the Owner of all occupational injuries/illnesses which require medical attention other than first aid, followed by a written investigative report (Incident Report), completed before the end of the shift which the incident occurred.
  - c) Notification, as soon as possible, to the Owner of accidents/fires involving property damage followed by a written investigative report (Incident Report), completed before the end of the shift which the incident occurred.
7. Contractor shall bring Contractor-to-Contractor safety interface problems to the attention of the Owner immediately for resolution.
8. Proper PPE including eye protection, hard hats, and safety shoes shall be worn at all times in the work area.
9. If applicable to this Contract, Contractor shall provide qualified confined space attendants who have been adequately trained to meet the minimum the Owner (see Attachment) and OSHA (OSHA Standard 29 CFR 1910.146) requirements for confined space. Confined space attendants shall be trained prior to the commencement of the Work by the Contractor. **A copy of the Contractor's Confined Space Procedures shall be furnished with the Bid.** The Contractor shall provide the Owner Site Contact certifications of a Fit Test for each employee of the Contractor, or for each Subcontractor of the Contractor who will enter a confined workspace.

**E. Construction Laydown**

1. The Contractor shall propose and JEA shall approve any area located within the GEC property that shall function as a material laydown area. The laydown area shall be maintained and returned to the original condition by the Contractor immediately after use. The Contractor shall install and maintain temporary fences and gates to secure the designated area. **NOTE:** A suitably constructed and maintained temporary construction fence, when such fence encompasses a closed perimeter, shall be sufficient for the purposes of this Paragraph.
  - a) The Contractor bears full responsibility for any issues (such as material interference with the offloading of the Major Equipment) that may arise due to the Contractor's choice to store material at the site, regardless of any allowance given by the Owner.
  - b) Any Owner property stored at an offsite location must first be approved by the Owner. If Owner property is stored at an offsite laydown location, the property will be in the care, custody, and control of the Contractor.

2. The Contractor shall permit, clear, supply, and install any cribbing, temporary culverts, and any other materials and devices as necessary, to obtain access to the laydown area. The Contractor shall remove the temporary materials and devices and restore the area to original condition after Construction is complete.

**F. Temporary Power**

1. JEA will provide temporary three phase construction power via existing electrical outlets and facilities at the site. The Contractor shall bear all costs associated with temporary power, and supply the necessary material and temporary infrastructure for this installation.

**G. Contractor's Sanitary Facilities**

1. The Contractor is permitted to use the washroom facility in the switchyard's control house. Optionally, the Contractor may provide their own facilities.

**H. Fire Protection**

1. Piping and fire hydrants are provided on Site for the use of the Owner and the Fire Department in the fighting of fires. The use of fire protection water by the Contractor for other than its intended purpose is prohibited unless previously authorized and controlled by the Owner on a daily basis. Contractor shall provide hand fire extinguishers for hot work, office and storage areas and other places of Work if there is a fire hazard.

2. The Contractor shall coordinate with the Contract Administrator to obtain Hot Work permits prior to any hot work being performed.

**I. Smoking**

1. Smoking on Site will only be allowed in designated smoking areas. The Contractor shall meet with the Site contract coordinator to determine the location of the designated smoking area and the Contractor shall supply a canister for butts, signs designating the area and a fire extinguisher. Contractor will also be responsible for the housekeeping in the designated smoking area.

**J. Construction Coordination**

1. The Contractor shall have its craftsmen at the site cooperate with craftsmen under the control of other contractors. When the Contractor is required to place, install or connect up material or equipment furnished by others, the Contractor shall notify the Owner in advance when such equipment or material will be needed, and the Contractor shall cooperate with the Owner in scheduling such Work.

2. The Contractor shall obtain prior written authorization from the Owner for any demolishing, modifying, or repairing any work of other contractors.

3. Any work to be outside of the property limits shall be coordinated with and approved by the Owner prior to construction commencing. Pre-construction conditions shall be restored upon completion of project work in these areas.

## V. MILESTONE SCHEDULE

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### A. Construction Milestones

B. Below are the major construction milestones, based upon a Contract Award in January 2019.

<b>Task Name</b>	<b>Complete By</b>
Commence Construction & Pre-Construction Meeting	Mon 1/8/18
Construction Walkdown, Site Preparation, Mobilization, Survey	Tue 1/9/18
230kV Yard Conduit, Manhole, Trench Installation	Mon 1/15/18
230kV Foundation Installation	Mon 1/22/18
230kV Yard Steel Installation	Tue 2/20/18
230kV A-Frame Installation	Tue 2/20/18
230kV Breaker Installation & Equipment Erection	Mon 3/5/18
Install and Terminate 230kV Low Voltage and Control Cabling	Mon 3/19/118
230kV Switchyard Relaying Modifications; 230kV Yard P&C Checkout	Mon 4/9/18
Energize Bay	Fri 5/18/18
Construction Substantially Complete	Fri 5/18/18

C. The Contractor should take note that, while the actual delivery dates of material items and equipment are not precisely known at this time, the schedule provided is synchronized with the expected delivery schedule for certain materials, equipment, transformers, etc. The Contractor is responsible under this Contract to conform to and facilitate these delivery schedules.

### D. Schedule Constraints

1. The JEA Electric System Operator has commitments which require that this Work be completed on time. Therefore, adherence to the Project Schedule is of high importance.

2. JEA requires, as a part of this Contract, that the Contractor assure and guarantee that the installation of the substation be substantially completed and operable by the Substantial Completion Date to allow JEA sufficient time for complete checkout of the substation prior to energization. The Contractor shall assure and further guarantee that the entire project, including substation rock, punch list, landscaping, etc. shall be complete no later than Project Completion Date. Reference Liquidated Damages, if these dates are not met. JEA intends to test, check out the substation, and place all equipment in-service and serve load by the Substation Energization Date.

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## VI. PERMIT REQUIREMENTS

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### A. NPDES General Permit

The Contractor shall obtain a State of Florida, Department of Environmental Protection, NPDES Generic Permit for Stormwater Discharge from Large and Small Construction Activities including the Notice of Intent and Notice of Termination as well as all permit fees. All construction activities including, but not limited to, the applicable BMP installations, inspections, and maintenance shall be conducted in accordance with the practices and procedures contained in the site specific BB15-LI-024-0011 – Stormwater Pollution Prevention Plan (SWPPP) which is included as an Appendix to this Specification. All aspects of the SWPPP are the responsibility of the Contractor. The Contractor shall be responsible for utilizing a groundwater dewatering system(s) to remove the water from excavations in accordance with the NPDES Generic Permit for Stormwater Discharge from Large and Small Construction Activities.

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## VII. REVISION HISTORY

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Version	Date	Author	Change Summary
0	6/29/2018	Jason Rinehart	Initial version

Appendix B - Bid Form  
016-19 Greenland Energy Center Switchyard - 230kV Bay and Breaker Addition for Circuit 909

Submit an **original, two (2) copies and one (1) CD or thumb drive** along with other required forms in a sealed envelope to: JEA Procurement Dept., 21 W. Church St., Bid Office, Customer Center, 1<sup>st</sup> Floor, Room 002, Jacksonville, FL 32202-3139.

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

Company's Address \_\_\_\_\_

License Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ FAX No: \_\_\_\_\_ Email Address: \_\_\_\_\_

<p><b><u>BID SECURITY REQUIREMENTS</u></b></p> <p><input type="checkbox"/> None required</p> <p><input checked="" type="checkbox"/> Certified Check or Bond Five Percent (5%)</p>	<p><b><u>TERM OF CONTRACT</u></b></p> <p><input type="checkbox"/> One Time Purchase</p> <p><input type="checkbox"/> Annual Requirements</p> <p><input checked="" type="checkbox"/> Other, Specify - Project Completion</p>
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<p><b><u>SAMPLE REQUIREMENTS</u></b></p> <p><input checked="" type="checkbox"/> None required</p> <p><input type="checkbox"/> Samples required prior to Response Opening</p> <p><input type="checkbox"/> Samples may be required subsequent to Bid Opening</p>	<p><b><u>SECTION 255.05, FLORIDA STATUTES CONTRACT BOND</u></b></p> <p><input type="checkbox"/> None required</p> <p><input checked="" type="checkbox"/> Bond required 100% of Bid Award</p>
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<p><b><u>QUANTITIES</u></b></p> <p><input type="checkbox"/> Quantities indicated are exacting</p> <p><input checked="" type="checkbox"/> Quantities indicated reflect the approximate quantities to be purchased Throughout the Contract period and are subject to fluctuation in accordance with actual requirements.</p>	<p><b><u>INSURANCE REQUIREMENTS</u></b></p> <p style="text-align: center;"><b>Insurance required</b></p>
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**PAYMENT DISCOUNTS**

1% 20, net 30

2% 10, net 30

Other \_\_\_\_\_

None Offered

Description of Services	TOTAL BID PRICE
Total Bid Price for Work as described in this Solicitation 016-19	\$

**I have read and understood the Sunshine Law/Public Records clauses contained within this solicitation. I understand that in the absence of a redacted copy my proposal will be disclosed to the public "as-is".**

**BIDDER CERTIFICATION**

By submitting this Bid, the Bidder certifies that it has read and reviewed all of the documents pertaining to this Solicitation, that the person signing below is an authorized representative of the Bidding Company, that the Company is legally authorized to do business in the State of Florida, and that the Company maintains in active status an appropriate contractor's license for the work (if applicable). The Bidder also certifies that it complies with all sections (including but not limited to Conflict Of Interest and Ethics) of this Solicitation.

We have received addenda

\_\_\_\_\_ through \_\_\_\_\_

\_\_\_\_\_  
Handwritten Signature of Authorized Officer of Company or Agent      Date

\_\_\_\_\_  
Printed Name and Title