

**State of Florida  
Department of Transportation**



**EXHIBIT “B”, METHOD OF COMPENSATION**

**TO PROVIDE DISTRICTWIDE TITLE SEARCH SERVICES  
FOR DISTRICT SIX, FLORIDA DEPARTMENT OF  
TRANSPORTATION (FDOT)**

**PROPOSAL NUMBER: DOT- RFP-19/20-6172SD-REBID  
FINANCIAL PROJECT NUMBER: 250697-1-3B-06**

## METHOD OF COMPENSATION

### 1.0 PURPOSE:

This Exhibit defines the limits and method of compensation to be made to the Vendor for services set forth in Exhibit "A" and the method by which payments shall be made.

### 2.0 ASSIGNMENT OF WORK:

The Department shall request Vendor services on an as-needed basis; services to be provided will be initiated and completed as directed by the Contract/Project Manager/Designee. The Contract/Project Manager/Designee may issue a notice of available funds/funds authorization, followed by the issuance of a work authorization for the assignment of work .

### 3.0 COMPENSATION:

The Vendor shall be paid up to a Maximum Amount of \$TBA. It is agreed that this amount will be the limit of all compensation due to the Vendor for satisfactory performance of the services described in Exhibit "A". The Vendor shall not provide services that exceed the maximum amount without an approved Amendment from the Department.

Currently, \$TBD of the total amount has been approved and encumbered on this contract. The Department will provide written authorization if and when subsequent funding is approved and encumbered for this contract.

This is a Term Contract for an Indefinite Quantity whereby the Vendor agrees to furnish services during a prescribed period of time. The specific period of time completes such a contract. The Department, based on need and availability of budget, may increase or decrease the Maximum Amount by Amendment. Execution of this Contract does not guarantee that the work will be authorized.

The total amount of this Contract is expected to be funded by multiple appropriations and the State of Florida's performance and obligation to pay under this Contract is contingent upon annual appropriation by the Legislature.

The Contract/Project Manager/Designee shall obtain a funds approval for each authorization by an approved encumbrance prior to issuing each notice of available funds/funds authorization and/or work authorization.

### 4.0 ESTABLISHMENT OF LETTER OF AUTHORIZATION AMOUNT:

For each work authorization, the Department shall request services from the Vendor based on the rates established in Exhibit "C", and allowable expenses. Once a maximum limiting amount has been established for services by the Department and the Vendor; the Contract/Project Manager/Designee will issue a work authorization for each task. The Contract/Project Manager/Designee will issue additional work authorizations for requested services as needed. All work authorizations shall be completed within the term of this Contract.

Therefore, it is agreed that the Vendor may not perform services except pursuant to receipt of the work authorization. The Vendor will not be obligated to perform services, nor incur costs, which would result in exceeding the approved work authorization; nor will the Department be obligated to reimburse the Vendor for services, or costs, or make payments in excess of the approved work authorization.

#### 5.0 PROGRESS PAYMENTS:

The Vendor shall submit monthly invoices in a format acceptable to the Department. For the satisfactory performance of the services detailed in each work authorization, the Vendor shall be paid up to the maximum limiting amount of each Authorization. Payment for services shall be made at the billing rates in Exhibit "C", as approved by the Department. The billing rates shall include the costs of salaries, overhead, fringe benefits and operating margin. Payment for expenses shall be made on the basis of actual allowable costs incurred as authorized and approved by the Department. The invoice shall include documentation of man-hours provided and itemization of costs incurred.

Invoices shall be submitted to: Florida Department of Transportation  
Right-of-Way Engineering  
Attn: Cristina Albury  
1000 NW 111 Avenue, Room 6212A  
Miami, Florida 33172

The Vendor has certified that \_\_\_\_% MBE/DBE utilization would be achieved for this contract. If MBE utilization was certified by the Vendor, an MBE payment certification form shall be submitted with each invoice to verify the MBE utilization.

If DBE utilization was certified, DBE payments are to be input each month at the following link: <https://www3.dot.state.fl.us/EqualOpportunityOffice/bizweb/>

New users reporting DBE payments will need to contact the FDOT Service Desk at [FDOT.ServiceDesk@dot.state.fl.us](mailto:FDOT.ServiceDesk@dot.state.fl.us) to get a BizWeb user ID and password to access the application.

#### 6.0 DETAILS OF UNIT RATES:

Details of Unit Rates are contained in Exhibit "C", for the performance of the Vendor's services set forth in Exhibit "A", are attached hereto and made a part hereof.

#### 7.0 TANGIBLE PERSONAL PROPERTY:

This contract does not involve the purchase of Tangible Personal Property, as defined in Chapter 273, F.S.