

State of Florida  
Department of Transportation  
Procurement Office, MS 7-700  
11201 North McKinley Drive  
Tampa, Florida 33612-6456

**INVITATION TO NEGOTIATE (ITN) REGISTRATION**

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**PLEASE COMPLETE AND RETURN THIS FORM ASAP  
E-MAIL TO [ENRIQUE.GARCIA@DOT.STATE.FL.US](mailto:ENRIQUE.GARCIA@DOT.STATE.FL.US)**

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ITN Number: ITN-DOT-17/18-7026EG

Title: RAPID INCIDENT SCENE CLEARANCE (RISC) FOR DISTRICT SEVEN

Sealed Reply Due Date & Time: See Timeline in Introduction Section

Vendors should notify our office by returning this Registration Form as soon as possible after downloading. Complete the information below and fax this sheet only to the Florida Department of Transportation Procurement Office at (813) 975-6473, or by e-mail to Enrique Garcia at [enrique.garcia@dot.state.fl.us](mailto:enrique.garcia@dot.state.fl.us).

**THE ITN DOCUMENT YOU RECEIVED IS SUBJECT TO CHANGE. Notice of changes (Addenda), will be posted on the Florida Vendor Bid System (VBS) at [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu), under this ITN number (click on "Search Advertisements", click on the drop-down arrow beside the box under "Advertisement Type", select "Competitive Solicitation", click on the drop-down arrow beside the box under "Agency", select "DEPARTMENT OF TRANSPORTATION", then go to the bottom of the same page and click on "Advertisement Search"). It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your reply.**

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

Address: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Internet E-Mail Address: \_\_\_\_\_

For further information on this process, e-mail or telephone: Enrique Garcia, Purchasing Agent at [enrique.garcia@dot.state.fl.us](mailto:enrique.garcia@dot.state.fl.us), (813) 975-6156, or (800) 226-7220 x6156.

**State of Florida  
Department of Transportation**



INVITATION TO NEGOTIATE  
**RAPID INCIDENT SCENE CLEARANCE (RISC) FOR  
DISTRICT SEVEN**

**ITN-DOT-17/18-7026EG**

**CONTACT FOR QUESTIONS:**

Enrique Garcia, Purchasing Agent  
[enrique.garcia@dot.state.fl.us](mailto:enrique.garcia@dot.state.fl.us)  
Phone: (813) 975-6156 or (800) 226-7220 x6156  
Procurement Office MS 7-700  
11201 North McKinley Drive  
Tampa, Florida 33612-6456

# INTRODUCTION SECTION

## 1) INVITATION

The State of Florida Department of Transportation (hereinafter referred to as the "Department") is soliciting written replies from vendors interested in participating in competitive negotiations to establish a term contract to provide **Rapid Incident Scene Clearance (RISC) services for District Seven.** It is anticipated that the term of the contract will begin on July 1, 2018 and be effective for five years.

The Department considers that time is of the essence in the vendor's performance of required services. The incident scene clearance services described herein are considered by the Department to be the required emergency action for each motor vehicle crash or incident covered under this contract.

The Department intends to execute non-exclusive contracts with all responsive and responsible Vendors whose replies are determined by the Technical Review Committee to comply with contract specifications.

## 2) TIMELINE

Provided below is a list of critical dates and actions. These dates are subject to change. Notice of changes (Addenda), will be posted on the Florida VBS at [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu), under this ITN number (click on "Search Advertisements", click on the drop-down arrow beside the box under "Advertisement Type", select "Competitive Solicitation", click on the drop-down arrow beside the box under "Agency", select "DEPARTMENT OF TRANSPORTATION", then go to the bottom of the same page and click on "Advertisement Search"). It is the responsibility of all potential proposers to monitor this site for any changing information prior to submitting your reply.

<b><u>ACTION / LOCATION</u></b>	<b><u>DATE</u></b>	<b><u>LOCAL TIME</u></b>
<b>PUBLIC OPENINGS (Replies)</b> Florida Department of Transportation Pelican Conference Room 11201 North McKinley Drive Tampa, Florida 33612-6456	<b>5-16-2018</b> Subsequent openings will be held on the second Wednesday of every month at 11:00a.m. (as needed)	<b>11:00 AM</b>
<b>PUBLIC MEETING FOR SELECTION</b> Florida Department of Transportation Flamingo Conference Room 11201 North McKinley Drive Tampa, Florida 33612-6456	<b>5-23-2018</b> Subsequent meetings will be held on the third Wednesday of every month at 11:00a.m. (as needed)	<b>11:00 AM</b>
<b>POSTING OF INTENDED AWARD ON VBS</b>	<b>AS NEEDED</b>	<b>11:00 AM</b>

### 3) PUBLIC MEETING AGENDA

#### **Agenda – Public Opening (Initial Replies)**

Agenda for Public Opening of initial replies to ITN-DOT-17/18-7026EG:

Starting Time: see “Timeline” in ITN solicitation

- Opening remarks of approximately two minutes by Department Procurement Office personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the ITN solicitation.
- At conclusion of public input or 15 minutes, whichever occurs first, the initial replies received timely will be opened, with respondent’s name read aloud and tabulated.
- Adjourn meeting.

#### **Agenda – Meeting to Summarize & Determine Intended Award**

Agenda for Meeting to Summarize and Determine Intended Award for ITN-DOT-17/18-7026EG:

Starting Time: see Timeline in ITN solicitation

- Opening remarks of approximately two minutes by Department Procurement Office personnel.
- Public input period – To allow a maximum of 15 minutes total for public input related to the ITN solicitation.
- At conclusion of public input or 15 minutes, whichever occurs first, recap and discussion among evaluation team(s) to determine selection for award.
- Announce respondent(s) selected for Intended Award.
- Announce time and date the decision will be posted on the VBS.
- Adjourn meeting.

### 4) SPECIAL ACCOMMODATIONS

Any person with a qualified disability requiring special accommodations at a pre-reply conference, public meeting, oral presentation and/or opening shall contact the contact person at the phone number, e-mail address or fax number provided on the title page at least five working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at (800) 955-8771 (TDD).

## **SPECIAL CONDITIONS**

### 1) MYFLORIDAMARKETPLACE

VENDORS MUST BE ACTIVELY REGISTERED IN THE STATE OF FLORIDA'S MYFLORIDAMARKETPLACE SYSTEM BY THE TIME AND DATE THE SEALED REPLIES ARE DUE OR THEY MAY BE CONSIDERED NON-RESPONSIVE (see Special Condition 18). All prospective vendors that are not registered, should go to <https://vendor.myfloridamarketplace.com/> to complete on-line registration, or call (866) 352-3776 for assisted registration.

All payment(s) to the vendor resulting from this competitive solicitation WILL be subject to the MFMP Transaction Fee in accordance with the referenced form PUR 1000 General Contract Condition #14. However, all vendors should be aware that effective July 1, 2017 through June 30, 2018, in accordance with House Bill 5003, Sec.73, the Transaction Fee will be seven-tenths of one percent (0.70%) of the payment issued. The Transaction Fee imposed shall be based

upon the date of issuance of the payment.

## **2) FLORIDA DEPARTMENT OF FINANCIAL SERVICES W-9 REQUIREMENT**

The Florida Department of Financial Services (DFS) requires all vendors that do business with the state to submit an electronic Substitute Form W-9. Vendors must submit their W-9 forms electronically at <https://flvendor.myfloridacfo.com> to receive payments from the state. Contact the DFS Customer Service Desk at (850) 413-5519 or [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com) with any questions.

## **3) QUESTIONS AND ANSWERS**

In accordance with section 287.057(26), Florida Statutes (F.S.), respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any technical questions arising from this ITN must be forwarded, in writing, to the procurement agent identified below. Questions must be received no later than the time and date reflected on the Timeline. The Department's written response to written inquiries submitted timely by vendors will be posted on the Florida VBS at [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu) (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements"), under this ITN number. It is the responsibility of all potential vendors to monitor this site for any changing information prior to submitting their reply.

**WRITTEN TECHNICAL QUESTIONS** should be submitted to:

Enrique Garcia, Purchasing Agent  
[enrique.garcia@dot.state.fl.us](mailto:enrique.garcia@dot.state.fl.us)  
Fax: (813) 975-6473  
Florida Department of Transportation  
Procurement Office, MS 7-700  
11201 North McKinley Drive  
Tampa, Florida 33612-6456

Questions regarding administrative aspects of the procurement process should be directed to the procurement agent in writing at the address above or by phone: (813) 975-6156 or (800) 226-7220 x6156.

## **4) CHANGES TO THE ITN (ADDENDA)**

Notices of changes (addenda) will be posted on the Florida VBS at [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu) (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", click on "Search Advertisements") under this ITN number. It is the responsibility of all potential vendors to monitor this site for any changing information prior to submitting your reply. All addenda will be acknowledged by signature and subsequent submission of addenda

with reply when so stated in the addenda.

## 5) **PUBLIC MEETINGS**

Specific events in the competitive negotiation process will be conducted at a public meeting of the Technical Review Committee (TRC). The specific events are noted in the Timeline (see Section 2 of Introduction Section). Minutes will be taken at all Public Meetings and will be retained in the procurement file.

## 6) **SCOPE OF SERVICES**

Details of the desired commodity/services, information and items to be furnished by the Vendor are described in Exhibit "A", Scope of Services, attached hereto and made a part hereof. Documentation of any revisions that may occur during the competitive negotiation process will be retained in the procurement file.

## 7) **QUALIFICATIONS**

7.1 All requirements are included in Exhibit "A", Scope of Services.

7.2 Authorized To Do Business in the State of Florida

In accordance with sections 607.1501, 605.0211(2)(b), and 620.9102, F.S., out-of-state corporations, out-of-state limited liability companies, and out-of-state limited partnerships must be authorized to do business in the State of Florida. Such authorization should be obtained by the reply due date and time, but in any case, must be obtained prior to posting of the intended award of the contract. For authorization, contact:

Florida Department of State  
Tallahassee, Florida 32399  
(850) 245-6051

7.3 Licensed to Conduct Business in the State of Florida

If the business being provided requires that individuals be licensed by the Department of Business and Professional Regulation, such licenses should be obtained by the reply due date and time, but in any case, must be obtained prior to posting of the intended award of the contract. For licensing, contact:

Florida Department of Business and Professional Regulation  
Tallahassee, Florida 32399-0797  
(850) 487-1395

## 8) **LIABILITY INSURANCE**

The Vendor shall not commence any work until they have obtained the following types of insurance, and certificates of such insurance have been received by the Department. Nor shall the Vendor allow any subcontractor to commence work on this project until all similar insurance required of the subcontractor has been so obtained. The Vendor shall submit the required Certificates of Insurance to the **Florida Department of Transportation, Procurement Office,**

**Attn: Enrique Garcia, Purchasing Agent, MS 7-700, 11201 North McKinley Drive, Tampa, Florida 33612-6456** within 10 days after the ending date of the period for posting the intended award decision.

The Vendor must carry and keep in force during the period of the contract a general liability insurance policy or policies with a company authorized to do business in the State of Florida, affording public liability insurance with combined bodily injury limits of at least \$200,000.00 per person and \$300,000.00 each occurrence, and property damage insurance of at least \$200,000.00 each occurrence, for the services to be rendered in accordance with the contract.

All insurance policies shall be with insurers qualified and licensed to do business in the state of Florida. Such policies shall provide that the insurance is not cancellable except upon 30 days prior written notice to the Department.

The Department shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Vendor or subcontractor providing such insurance.

## **9) DIVERSITY ACHIEVEMENT**

### **MINORITY BUSINESS ENTERPRISE (MBE) UTILIZATION**

The Department, in accordance with ***Title VI of the Civil Rights Act of 1964, 42 USC 2000d-2000d-4, Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21***, Nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that the Department will affirmatively ensure that in any contract/agreement entered into pursuant to this advertisement, minority and disadvantaged business enterprises will be afforded the full opportunity to submit bids in response to this invitation and will not be discriminated on the basis of race, color, national origin, or sex in consideration for an award.

The Department encourages small, minority, women, and service-disabled veteran businesses to compete for Department contracts, both as "Vendor" and as subcontractors. The Department, its vendors, suppliers, and consultants should take all necessary and reasonable steps to ensure that small, minority, women, and service-disabled veteran businesses have the opportunity to compete for and perform contract work for the Department in a nondiscriminatory environment. Vendors are requested to indicate their intention regarding MBE participation on the MBE Planned Utilization form and to submit the completed form with their Reply. The contract vendor will be asked to submit payment certification for MBE subcontractors used.

To request certification or to locate certified MBEs, call the Office of Supplier Diversity, Department of Management Services at (850) 487-0915, or access their MBE directory on the Internet at [www.osd.dms.state.fl.us/](http://www.osd.dms.state.fl.us/).

## **10) CONTRACTUAL OBLIGATIONS**

### **10.1 Standard Written Agreement**

The Department's "Standard Written Agreement" is attached hereto and made a part hereof. The terms and conditions contained therein will become an integral part of the contract resulting from

this solicitation. In submitting a reply, the vendor agrees to be legally bound by these terms and conditions.

#### **11) METHOD OF COMPENSATION**

Exhibit "B", Method of Compensation, is attached hereto and made part of this solicitation.

#### **12) EVALUATION PROCEDURE**

The TRC, composed of at least three members who collectively have experience and knowledge of the program areas and services requirements, will evaluate the replies. Once each committee member has conducted their individual review of the replies, the TRC may conduct an on-site visit to the vendor's facilities.

The Department will enter into negotiations with those firms determined to have submitted a responsive reply.

#### **13) REVIEW OF VENDOR'S FACILITIES AND QUALIFICATIONS**

The Department reserves the right to perform or have performed an on-site review of the Vendor's facilities and qualifications. This review will serve to verify data and representations submitted by the Vendor and may be used to determine whether the Vendor has an adequate, qualified, and experienced staff, and can provide overall management facilities. Should the Department determine that the reply/proposed negotiations have material misrepresentations or that the size or nature of the Vendor's facilities or the number of experienced personnel (including technical staff) are not adequate to ensure satisfactory contract performance, the Department has the right to reject the reply.

#### **14) PROTEST OF INVITATION TO NEGOTIATE SPECIFICATIONS**

Any person who is adversely affected by the contents of this ITN must file the following with the FDOT, Clerk of Agency Proceedings, Haydon Burns Building, 605 Suwannee Street, MS-58, Tallahassee, Florida 38399-0450:

1. A written notice of protest within 72 hours after the posting of the solicitation, (the notice of protest may be faxed to (850) 414-5264), and
2. A formal written protest in compliance with Section 120.57(3), F.S., within 10 days of the date on which the written notice of protest is filed.

Failure to file a protest within the time prescribed in section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, F.S.

#### **15) CONTRACT RENEWAL**

All resulting contracts from this ITN may be renewed for a period that may not exceed three years or the term of the original contract, whichever period is longer. Renewals shall be contingent upon satisfactory performance evaluations by the Department and subject to the availability of funds. Renewal of the contract shall be by mutual agreement in writing and shall be subject to the same



terms and conditions set forth in the initial contract and any written amendments signed by the parties.

## **16) REPLY REQUIREMENTS**

### **16.1 Copies**

The Vendor shall submit one original and three copies of their reply. The Department reserves the right to make additional copies of this material for its own use during the evaluation process.

### **16.2 Reply Content**

Vendors shall complete the reply forms contained in Exhibit C and D.

## **17) COOPERATIVE PURCHASING**

In addition to use by the Department, and with the consent of the Vendor and the Department, other road/highway entities in the State of Florida may obtain the services of the Vendor under the terms and conditions of this contract agreement. The applicable purchasing laws, rules, and regulations of those governmental entities shall apply to their use of this contract.

## **18) RESPONSIVENESS OF REPLIES**

Other conditions which may cause rejection of replies include, but are not limited to, evidence of collusion among Vendors, obvious lack of experience or expertise to perform the required work, failure to perform or meet financial obligations on previous contracts, or in the event an individual, firm, partnership, or corporation is on the General Services Administration Excluded Parties List.

## **19) COPYRIGHTED MATERIAL**

Copyrighted material will be accepted as part of the reply or a negotiation session only if accompanied by a waiver that will allow the Department to make paper and electronic copies necessary for the use of Department staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, F.S.. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

## **20) ATTACHMENT TO ITN SUBMITTALS - CONFIDENTIAL MATERIAL**

The Vendor must include any materials it asserts to be exempted from public disclosure under Chapter 119, F.S., in a separate bound document labeled "Attachment to ITN, Number ITN-DOT-17/18-7026EG - Confidential Material". The Vendor must identify the specific statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Vendor asserts to be exempt from public disclosure and placed elsewhere in the reply will be considered waived by the Vendor upon submission, effective after opening.

## **21) UNAUTHORIZED ALIENS**

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized

aliens, such violation shall be cause for unilateral cancellation of the contract.

## **22) COSTS INCURRED IN RESPONDING**

This ITN does not commit the Department or any other public agency to pay any costs incurred by an individual firm, partnership, or corporation in the submission of a reply or subsequent negotiations or to make necessary studies or designs for the preparation thereof, nor to procure or contract for any articles or services.

## **23) MAIL OR DELIVER REPLIES TO: (DO NOT FAX OR SEND BY E-MAIL)**

**Florida Department of Transportation  
Procurement Office, MS 7-700  
Attn: Enrique Garcia, Purchasing Agent  
11201 North McKinley Drive  
Tampa, Florida 33612-6456  
Phone: (813) 975-6156 or (800) 226-7220 x6156**

Submit one original and three copies of your reply. Replies to this ITN must be submitted in a sealed envelope/package that should be labeled with the ITN number and may be submitted at anytime. Sealed replies will be received until such time the Department withdraws the program. Replies will be processed in the order received by the Department.

## **24) OPENING OF SEALED REPLIES**

All reply openings are open to the public. Replies will be opened by the Department at the date, time and location in the Timeline (See Introduction Section 2, Timeline), unless the date is a state holiday wherein the opening will be the next work day at the same time. The public may attend the opening but may not review any replies submitted until they become public records in accordance with Section 119.07, F.S.

## **25) PROPOSED NEGOTIATION PROCESS**

The Department intends to negotiate with each vendor whose reply to this ITN has been determined responsive. The negotiations will focus on vendor's proposed areas of coverage given response time requirements as set forth in the contract scope of services. The Department and the Vendor will agree upon primary coverage areas.

## **26) MULTIPLE AWARDS**

The Department intends to enter into a contract with each vendor the Department has selected and in which the Department has successfully completed negotiations.

## **27) POSTING OF INTENDED AWARD**

27.1 Once the Department has successfully completed negotiations with the firm, the Department intended award decision will be posted according to law and rule. The Department intended awards as indicated through posting will not be binding on the Department until an agreement has been executed by the parties. Since multiple awards will be made under this procurement and such awards will be made over time, the

Department's posting of its intended awards will be made on Tuesday of each week provided an intended award is to be posted.

27.2 The Department's decision will be posted on the Florida VBS, at [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu), under this ITN number (click on "Search Advertisements", click on the drop-down arrow beside the box under "Advertisement Type", select "Agency Decisions", click on the drop-down arrow beside the box under "Agency", select "DEPARTMENT OF TRANSPORTATION", then go to the bottom of the same page and click on "Advertisement Search") on the date and time in the Timeline, and will remain posted for a period of 72 hours. Any vendor who is adversely affected by the Department's recommended award or intended decision must file the following with the Florida Department of Transportation, Clerk of Agency Proceedings, Haydon Burns Building, 605 Suwannee Street, MS-58, Tallahassee, Florida 38399-0450:

1. A written notice of protest within 72 hours after posting of the Intended Award, (the notice of protest may be faxed to (850) 414-5264), and
2. A formal written protest and protest bond in compliance with Section 120.57(3), F.S., within 10 days of the date on which the written notice of protest is filed. At the time of filing the formal written protest, a bond (a cashier's check or money order may be accepted) payable to the Department must also be submitted in an amount equal to one percent (1%) of the estimated contract amount based on the contract price submitted by the protestor.

Failure to file a protest within the time prescribed in Section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, F.S. If the notice advises of the bond requirement but a bond or statutorily authorized alternate is not posted when required, the agency shall summarily dismiss the petition.

## **28) AWARD OF THE CONTRACT**

Following expiration of the posting period for an intended award as described in Section 27, the Department will execute a standard written agreement with those Vendors selected by the Department. The standard written agreement will include the final negotiated terms, conditions, specifications, and prices.

## **29) ATTACHED FORMS**

Exhibit "C", Replier's Areas of Coverage

Exhibit "D", Reply Forms for RISC

Drug-Free Workplace Program Certification (Form 375-040-18)

MBE Planned Utilization (Form 375-040-24)

Vendor Certification Regarding Scrutinized Companies Lists (Form 375-030-60) (proposals of \$1,000,000 or more)

## **30) TERMS AND CONDITIONS**

### **30.1 General Contract Conditions (PUR 1000)**

The State of Florida's General Contract Conditions are outlined in form PUR 1000, which is a downloadable document incorporated into this ITN by reference. Any terms and conditions set forth in this ITN document will take precedence over the PUR 1000 form where applicable.

<http://www.dms.myflorida.com/content/download/2933/11777/1000.pdf>

The following paragraphs do not apply to this ITN:

Paragraph 31, Dispute Resolution - PUR 1000

Paragraph 40, PRIDE – PUR 1000, when federal funds are utilized.

### **30.2 General Instructions to Respondents (PUR 1001)**

The State of Florida's General Instructions to Respondents are outlined in form PUR 1001, which is a downloadable document incorporated into this ITN by reference. Any terms and conditions set forth in this ITB document take precedence over the PUR 1001 form where applicable.

<http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf>

The following paragraphs do not apply to this ITN:

Paragraph 3, Electronic Submission - PUR 1001

Paragraph 4, Terms and Conditions - PUR 1001

Paragraph 5, Questions - PUR 1001

### **31) ORDER OF PRECEDENCE**

All responses are subject to the terms and conditions of this solicitation, which, in case of conflict, shall have the following order of precedence listed:

Special Conditions

Exhibit "A", Scope of Services

Attachment "A", Open Roads Policy

Attachment "B", Traffic Incidents Utilization

Attachment "C", Equipment and Vehicle Requirements

Exhibit "C", Replier's Areas of Coverage

Exhibit "B", Method of Compensation

Standard Written Agreement

Instructions to Respondents (PUR 1001)

General Conditions (PUR 1000)

Introduction Section

**State of Florida  
Department of Transportation**



**EXHIBIT "A"  
SCOPE OF SERVICES**

**RAPID INCIDENT SCENE CLEARANCE  
(RISC) FOR DISTRICT SEVEN**

## **EXHIBIT “A”**

### **SCOPE OF SERVICES**

#### **RAPID INCIDENT SCENE CLEARANCE (RISC) FOR DISTRICT SEVEN**

##### **1. PROJECT OBJECTIVE**

- 1.1 In an effort to provide the traveling public of the State of Florida a cost effective, high quality, transportation infrastructure, the Florida Department of Transportation (hereinafter referred to as "Department" or "FDOT") has implemented the "Open Roads Policy" attached hereto as Attachment "A" for Quick Clearance for Safety and Mobility to make travel in Florida safer and more efficient. Consistent with the Open Roads Policy, FDOT District Seven (hereinafter referred to as District or Department) has adopted an innovative clearance strategy by implementing the Rapid Incident Scene Clearance (RISC) Program in order to significantly reduce the time it takes to clear major accidents and incidents.
- 1.2 Towing regulations for heavy-duty wreckers currently used in Florida were developed decades ago. Heavy trucks hauling larger loads now require specialized equipment and skilled operators to quickly remove them after an incident. This contract provides an incentive to clear wreckage and open roads as quickly as possible. This contract does not eliminate the current Class "C" (heavy duty) wrecker class that will continue to be utilized to remove trucks and buses that are disabled.
- 1.3 This contract and RISC funding will be for use on limited access highways and roadways identified by the District Program Manager. The District Program Manager will coordinate with state and local agencies to ensure that coverage for non-limited access highways identified in this contract does not interfere with an established wrecker rotation. See section 8.3 for the list of roadways that are included in the District's RISC Program.

##### **2. GENERAL DESCRIPTION**

- 2.1 The Department may grant to a towing and recovery company (hereinafter "Vendor") a nonexclusive privilege to provide RISC services, for those events, crashes or traffic incidents described in Attachment "B", on that portion of the Department's roadway system selected by the Vendor.
- 2.2 The Vendor agrees to provide the professional incident clearance and vehicle recovery services in accordance with the terms and conditions described herein and in compliance with all Florida Highway Patrol (hereinafter "FHP") and FDOT, local, city and county police officers, and FDOT Rules and Regulations, all local,

city and county Rules and Regulations, and applicable provisions of the Florida Administrative Code (F.A.C.) and Motor Vehicle Statutes.

- 2.3 The Vendor's relationship to the Department is that of an independent contractor authorized to perform incident scene clearance and vehicle recovery services on the Department's roadway system, including other systems outside of the District boundaries, in strict compliance with the terms and conditions contained herein.
- 2.4 Should the Department determine that the Vendor under this contract is unable to assist, perform, or provide adequate services or equipment; the Department reserves the right to utilize additional services or equipment from any available source. The Department also reserves the right to modify the designated limits of responsibility of the Vendor at any time.
- 2.5 The Vendor and all their operators, employees and subcontractors shall cooperate and comply with the guidance of the FHP, local law enforcement and/or Department authorized representatives pertaining to scene safety and traffic control.

### **3. GENERAL REQUIREMENTS**

- 3.1 The Vendor shall perform all work in accordance with Department Specifications (including all Supplemental Specifications and Special Provisions in the Specification Workbook), the latest edition of the Design Standards and Manual of Uniform Traffic Control Devices (MUTCD).

Internet locations:

2017-2018 FDOT Design Standards:

<http://www.fdot.gov/design/standardplans/DS.shtm>

MUTCD: [https://mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf\\_index.htm](https://mutcd.fhwa.dot.gov/pdfs/2009r1r2/pdf_index.htm)

- 3.2 Proper health and safety measures will be taken to insure safety for the traveling public, Department employees, Vendor employees, and subcontractor employees.
- 3.3 The owner(s) of heavy duty recovery companies applying for RISC vendor status shall submit a copy of the Florida Department of Law Enforcement (FDLE) background investigation prior to final contract acceptance. Fees associated with the background investigation shall be the responsibility of the Vendor.

### **4. INCIDENT RESPONSE REQUIREMENTS**

- 4.1 The Vendor shall respond to Department requests for vehicle recovery and clearance services as soon as possible but no later than **five** minutes from the Department's authorized representative initial contact with Vendor requesting

RISC activation. The Vendor acknowledges that time is of the essence and shall arrive with the two recovery wreckers and the recovery support vehicle with required equipment, and materials as specified in Attachment "C", and with all necessary traffic control devices at the incident site within **60 minutes** from the time RISC activation is requested in order to qualify for RISC incentive payments. The 60-minute time frame begins with initial call to the Vendor. If the selected Vendor has not responded within five minutes of the initial call, the next available Vendor will be contacted. The need for additional trucks and heavy equipment shall be jointly determined at the incident scene by the Department authorized representative or Asset Maintenance Contractor, FHP, local law enforcement and the Vendor's representatives. If necessary, the Department representative shall have final authority to make the decision on additional equipment. The need for the additional trucks and heavy equipment described herein shall not increase the time required by the Vendor to perform services.

- 4.2 The Vendor shall be available to provide these services on a **24 hours** a day, **seven days** a week basis, and to provide the arrival status of their personnel and equipment upon request by the Department. The Vendor shall provide the Department with a telephone number at which the Vendor can be contacted at all times. Under no circumstances will answering services be allowed.
- 4.3 Upon the Department's request for RISC services, the Vendor shall provide the Department an estimated arrival time. The Vendor will not transfer calls for recovery services to another Vendor. In the event the Vendor is unable to respond, the Vendor **must** notify the requestor. The Vendor will be rotated to the bottom of the rotation list and the next Vendor on the list will be contacted to respond. If no Vendors within the local service area are able to respond, the next closest Vendor from another service area may be called. If a Vendor in the next closest service area is called, the response time will be adjusted accordingly.

The response time specified herein shall be strictly enforced. Failure to respond to a call for RISC services or arrive at the incident site within the time required and with all necessary materials and equipment as specified herein will result in non-payment of the incentive feature. Failure to respond after the Vendor has agreed to the request for RISC implementation shall be considered a breach of this Contract. Vendors with multiple incidents of failure to arrive may be removed from the RISC rotation list at the District Contract Manager's discretion.

- 4.4 Notification – The Vendor shall notify the FDOT Traffic Management Center at the following points:
  - 4.1 When the Vendor is en-route to the incident scene.
  - 4.2 When the Vendor arrives at the incident scene with all required equipment.
  - 4.3 When the additional equipment arrives on scene.
  - 4.4 When the Vendor is given the Notice to Proceed (NTP).
  - 4.5 When NTP is halted and restarted, if required, and why.



4.6 When all travel lanes are cleared.

Phone numbers for the FDOT Traffic Management Center will be provided to the Vendor upon acceptance of this contract by both parties.

**5. MISCELLANEOUS**

- 5.1 This is a non-exclusive contract. The Department intends to allow other companies to perform vehicle recovery and incident scene clearance on a rotation basis within the area being serviced by the Vendor. Initially, assignment within a rotation shall be based on contract execution date with the Vendor having the earlier contract execution date given the first roadway incident scene clearance. Once a Vendor performs rapid scene clearance services, the Vendor will be placed at the bottom of the rotation. New Vendors added to the rotation will always be added to the bottom of the rotation even though another Vendor may have already performed services as the rotation existed at the time of contract execution. In some instances, there may be only one Vendor in a given service area and there would not be a rotation list. The one Vendor would receive all RISC calls for that area until such time as another vendor(s) is contracted with to provide services in that service area. The rotation list shall be managed by the District. The District shall have the sole discretion to establish the number of Vendors that are allowed to perform RISC operations on the roadways within its boundaries. Furthermore, the District shall have the authority to approve/add or deny/remove Vendors from the RISC rotation, as needed.
- 5.2 If the Vendor is contacted by a party other than the Department to provide the services described herein, the Vendor shall notify the Department of the request and obtain approval of the request prior to responding. Failure to do so will automatically cause the Vendor to forfeit the performance payments contained in Exhibit "B", Method of Compensation. However, the Vendor would be eligible for the performance payments if the Vendor was at the top of the rotation list and authorized by the Department prior to responding.
- 5.3 The Vendor or any of its operators or employees will not provide any gratuities, commissions, kick-backs or complimentary services of any kind to any officials, officers, employees, consultants or agents that are involved with activating and/or running RISC.
- 5.4 Vendor agrees to provide copies of their itemized invoice to the Department for review and use.
- 5.5 Vendor must take digital photographs both prior to and subsequent to scene cleanup. Photos must be detailed in showing lane blockage and affected traffic from the incident scene. Copies of all photos taken are to be provided to the FDOT Contract Manager at the same time the invoice is submitted. Electronic copies are acceptable. Vendor is to retain all originals.

**6. RECOVERY AREAS**

- 6.1 The Department may review the recovery area boundaries periodically to ensure that level of service in each area is consistent with the quick clearance goals stated in the Open Roads Policy.
- 6.2 Recovery wrecker companies need not be located within the area boundaries, but they must mobilize and respond to calls within the indicated response time.
- 6.3 This contract covers RISC by the Vendor for those segments of the following limited access highways, interchanges, ramps, and other roadways identified within the jurisdiction and operational control of the Department and agreed to by the Vendor. Other areas in and outside the District boundaries may be added at any time as the need arises and/or in order to coordinate RISC response with other districts.

DESCRIPTION	COUNTY
I-75, I-4, I-275	Hillsborough
I-275, I-175, I-375	Pinellas
I-75	Pasco and Hernando
I-4	Polk
I-75 from Hillsborough/Manatee line to the I-275/75 southern apex, Apex to Sunshine Skyway Bridge South Rest Area	Manatee

- 6.4 From the roadway described in 8.3, the Vendor has selected to provide services for those areas described in Exhibit “C”. The FDOT representative can allow additional response time (arrival to scene with all three pieces of contract required equipment, i.e., two wreckers and support vehicle) for a Vendor who is responding to a RISC activation outside of his originally contracted area.
- 6.5 Coverage areas may be negotiated with the Vendor. If a Vendor cannot meet all of the areas or can cover a wider/different range other than what is specified, the Department may negotiate different coverage areas with that Vendor. The Department may also negotiate a new/different coverage area with a Vendor after the contract is awarded. Once a new/different area is accepted by the Department, the Vendor will receive a contract amendment. These areas may exceed the District boundaries.
- 6.6 If an incident occurs and no Vendor assigned that area are available, the Department may contact a RISC Vendor outside of that area and ask them to respond and grant an extension to the normal response time.

## **7. VENDOR REQUIREMENTS AND QUALIFICATIONS**

- 7.1 The owner/owners of the wrecker company shall be required to submit documentary proof showing previous experience and extensive knowledge in working heavy duty towing and recovery business. Vendor shall be in good standing on the FHP wrecker rotation list for the coverage areas identified in this contract. The District shall be responsible for coordinating with FHP to verify the standing of Vendors on the FHP wrecker rotation list. The project description, dates, photos and locations of successfully completed projects shall be submitted with the Vendor's proposal. Award of the contract will be contingent on the demonstrated experience, knowledge, quality of work and inspection/approval of equipment and facilities.
- 7.2 When applicable, the Vendor must be registered with the State of Florida Department of Agriculture and Consumer Services and maintain registration for the term of the contract.
- 7.3 If the Vendor's primary place of business is located within a county or municipality that requires by local ordinance, an occupational license, said license must be maintained for the term of the contract.
- 7.4 If the Vendor's primary place of business is located within a county or municipality that requires operators to have a special license, certification or background check, operators shall have and maintain said licenses, certifications or background checks for the term of the contract.
- 7.5 The Vendor must comply with all rules and statutes and provide evidence of current and valid insurance coverage required by the State of Florida and by the FHP Authorized Wrecker Program.

Florida Highway Patrol Policy# 17.02

Florida State Statute 321.051

Florida Administrative Code Rule 15B-9 or other applicable law.

Vendor shall be subject to the standard rules and policies already established by the FHP. Suspensions from towing rotation list will be grounds for termination of this contract.

- 7.6 The Vendor must maintain current and up to date Commercial Driver License (CDL) driving records, employment records and training records on all operators and make them available for inspection by the FHP, local law enforcement, and FDOT or their authorized representatives.
- 7.7 The Vendor shall be proficient and able to demonstrate "Expedited Roadway Clearance Practices" and "Incident Scene Safety" including:

- 7.7.1 Single lane up righting of loaded tractor trailers.
- 7.7.2 Relocation of loaded, overturned, tractor trailers from travel lanes.
- 7.8 The Vendor shall be or become proficient and able to demonstrate such proficiency in the following areas within the time frames specified in 8.1.
  - 7.8.1 Setting up incident scene Traffic Control in accordance with the MUTCD.
  - 7.8.2 The mitigation of accidental discharges of motor vehicle fluids, per the Florida Guidelines (see Attachment D – Guidelines for the Mitigation of Accidental Discharges of Motor Vehicle Fluids (non-cargo)).
  - 7.8.3 Disposition of any hazardous materials (cargo and/or non-cargo) shall be conducted in accordance with all applicable city, county, state and federal laws.
- 7.9 The RISC Vendor agrees that upon activation of the RISC contract, the responsible party, unless otherwise directed by the Investigating Law Enforcement Officer, can request towing of the damaged vehicle(s) to a location of their choice with the understanding that they will be charged for the tow at the rate established by the county or FHP where the incident occurred or as negotiated by the owner.
- 7.10 The Department shall have no involvement with the Vendor's effort to recover costs from the responsible party.
- 7.11 The Vendor shall attend Traffic Incident Management (TIM) meetings to discuss any RISC activations that may have occurred.

**8 QUALIFICATIONS, TRAINING AND CERTIFICATION OF VENDOR'S OPERATORS**

- 8.1 Within one year of the execution of this contract or one year of their hiring date, the Vendor must provide documentation proving that all recovery wrecker operators have completed the following:
  - 8.1.1 Intermediate Maintenance of Traffic (MOT) training from a certified Department approved training agency. It is recommended that support personnel involved in the recovery effort also complete the Intermediate MOT training from a certified Department approved training agency. When completed and available, recovery operators and support personnel shall complete the MOT Training Course for Incident Responders from a certified Department approved training agency.
  - 8.1.2 Receive instruction, training and if applicable, examination in each of the following specialized recovery wrecker operator services:
    - 8.1.2.1 State recognized Ultra Heavy/Rotator Training Wrecker and Recovery Practices.

- 8.1.2.2 Hazardous Materials Awareness.
- 8.1.2.3 Federal Highway Administration (FHWA) Strategic Highway Research Program (SHRP) 2 Training.
- 8.1.2.4 Traffic Incident Management Practices including:
  - 8.1.2.4.1 Incident Scene Traffic Safety.
  - 8.1.2.4.2 The Florida "Open Roads" policy.
  - 8.1.2.4.3 The Florida "Guidelines for the Mitigation of Accidental Discharges of Motor Vehicle Fluids (non-cargo).
  - 8.1.2.4.4 Incident Scene Traffic Control in accordance with the MUTCD.

## **9 AREAS WITH NO AVAILABLE 'RISC' VENDORS**

9.1 It is anticipated that there may be areas in which the Department does not have under contract a RISC Vendor or times when a Vendor or Vendors for an area are unavailable to respond to a request for services. In such situations, the Department reserves the right to contact any available RISC Vendor. The Department will attempt to call the Vendor whose facilities appear to be closest to the accident. Such Vendor shall be eligible for performance payment under paragraphs 2.2 and 2.3 of Exhibit "B" provided the Vendor is able to respond immediately with the two required recovery wreckers and recovery support vehicles regardless of whether or not the Vendor arrives on the scene within the required 60 minutes provided all travel lanes are open within 90 minutes after the NTP is given by the Department authorized representative. The Vendor should also be eligible to receive any additional performance payments provided the contract times are met.

9.2 The Department may establish specific response times for out of area responses once Vendors are identified.

## **10 VENDOR PERFORMANCE**

The Department will evaluate the Vendor's performance following each incident and will maintain such evaluations for use in administering this contract and in future contract awards.

## **11 ADDITIONAL VENDORS**

The Department reserves the right to add new Vendors to provide services in accordance with this contract at such time as the prospective Vendor is able to provide the Department with documentary proof of compliance with the requirements and qualifications specified herein. The Department shall have sole discretion to determine the number of Vendors chosen to provide services in accordance with this contract.

## **12 PAYMENT OF TOLLS**

The Vendor will be required to pay tolls, as applicable to the general public.

ATTACHMENT "A"  
RAPID INCIDENT SCENE CLEARANCE (RISC)  
FOR DISTRICT SEVEN

**State of Florida**

**OPEN ROADS POLICY AGREEMENT**  
(Revised January 2014)

*Quick Clearance for Safety and Mobility*

This Open Roads Policy Agreement (Agreement) is entered into between the Florida Highway Patrol (FHP) and the Florida Department of Transportation (FDOT) and establishes a policy for FHP and FDOT personnel to expedite the removal of vehicles, cargo, and debris from roadways on the State Highway System to restore, in an **URGENT MANNER**, the safe and orderly flow of traffic following a motor vehicle crash or other traffic incident on Florida's roadways.

*Whereas*, public safety is the highest priority and must be maintained on Florida's roadways before, during, and after traffic incidents; and

*Whereas*, the quality of life in the State of Florida is heavily dependent upon the free movement of people, vehicles, and all types of commerce, and FHP and FDOT share the responsibility for achieving and maintaining the degree of order necessary to make this free movement possible; and

*Whereas*, traffic incidents account for approximately twenty-five percent of non-recurring congestion and the impacts on commerce can be minimized with sound traffic incident management practices by responding agencies; and

*Whereas*, nationally, it is estimated that five fire personnel, twelve police officers, and sixty tow truck operators are killed in struck-by incidents each year, and governmental entities have the responsibility to do whatever is reasonable to reduce the risks to responders; and

*Whereas*, secondary crashes pose safety risks to incident responders and all motorists; and

*Whereas*, the expeditious clearance of traffic incidents promotes safety, and that vehicle removal, move-over laws, and quick clearance policies minimize exposure and the potential for secondary crashes; and

*Whereas*, it is understood that damage to vehicles or cargo or both may occur as a result of clearing the roadway on an urgent basis. While reasonable attempts to avoid such damage shall be taken, the priority of responders is to safely restore traffic to normal conditions because traffic incident related congestion has an enormous cost to society. This cost is significantly greater than the salvage value of an already damaged vehicle and its cargo.

**NOW, THEREFORE**, in consideration of the mutual covenants contained in this Agreement, the parties agree as follows:

1. Roadways will be cleared of damaged vehicles, spilled cargo, and debris as soon as it is safe to do so. Reasonable attempts will be made to avoid unnecessary damage to vehicles and cargo in the process of clearing the roadway.

2. The following operating standards are based on the philosophy that the State Highway System will not be closed or restricted any longer than is absolutely necessary following a traffic crash or other roadway traffic incident.

3. Florida Highway Patrol Operating Standards:

a. Members of FHP who respond to the scene of traffic incidents will make clearing the travel portion of the roadway a high priority. When an investigation is required, it will be conducted in as expedient a manner as possible considering the severity of the incident. Non-critical portions of the investigation may be delayed until lighter traffic conditions allow completion of those tasks. FHP will close only those lanes absolutely necessary to safely conduct the investigation. FHP will coordinate with FDOT representatives to set up appropriate traffic control, establish alternate routes, expedite the safe movement of traffic at the scene, and restore the roadway to normal conditions as soon as possible.

b. Whenever practical, damaged vehicles on access-controlled roadways will be removed to off ramps, accident investigation sites, or other safe areas for completion of investigations to reduce delays. Tow truck operators will be requested as soon as it is evident that they will be needed to clear the roadway. FHP will assure that all authorized tow operators have met established competency levels and that the equipment is of appropriate size, capacity, and design to meet all standards of the State of Florida.

c. FHP will not unnecessarily cause any delay in reopening all or part of a roadway to allow a company to dispatch its own equipment to off-load cargo or recover a vehicle or load that is impacting traffic during peak traffic hours or creating a hazard to the public. FHP and FDOT will cooperate in planning and implementing clearance operations in the most safe and expeditious manner, to include the use of FDOT's Rapid Incident Scene Clearance (RISC) Procedure Number 750-030-020 when and where appropriate.

4. Florida Department of Transportation Operating Standards:

a. When requested by FHP or any other emergency response agency, FDOT will respond and deploy resources to major traffic incidents 24 hours a day, 7 days per week. Each FDOT District will develop and implement response procedures to meet the goal of providing initial traffic control within **30 minutes** of notification during the assigned working hours of each maintenance yard, and **60 minutes** after hours.



b. FDOT, in coordination with FHP, will upgrade traffic controls, determine detour routes, and discuss clearance strategies. When requested, FDOT will provide temporary traffic controls to ensure a safe work zone for all responders and the motoring public.

c. FDOT, in cooperation with FHP, will determine and deploy the necessary heavy equipment and manpower to reopen the roadway if there is a delay in clearing the travel lanes, or if the task is beyond the capabilities of the tow truck operator on scene. If cargo or spilled loads [non-hazardous] are involved, FDOT will make every effort to assist in the relocation of the materials in the shortest possible time, using whatever equipment necessary. All such materials or any vehicles relocated by FDOT will be moved the minimum practical distance to eliminate traffic hazards.

d. FDOT personnel will document all hours and equipment used for traffic control, roadway clearance, and debris clean up. FDOT will place traffic control devices at the scene should any damaged vehicles or cargo remain on the shoulder adjacent to the travel lanes for removal at a later time.

5. FDOT and FHP will continually work together to ensure that the needs of motorists on state roadways are being met in the most professional, safe, and efficient manner.

6. FHP and FDOT will evaluate and continually update and modify their operating policies, procedures, rules, and standards to assure they are consistent with this Agreement.

7. FHP, together with FDOT, will research, evaluate, and conduct training in the most advanced technologies, equipment, and approved methods for the documentation and investigation of crash or traffic incident scenes. FHP, using these techniques, will prioritize the investigative tasks that impede traffic and reopen travel lanes upon completion of such tasks that must be conducted in order to minimize impeding traffic.

8. Roadways will be cleared as soon as possible. It is the **goal** of all agencies that **all incidents be cleared from the roadway within 90 minutes of the arrival of the first responding officer**. This goal is made with the understanding that more complex scenarios may require additional time for complete clearance.

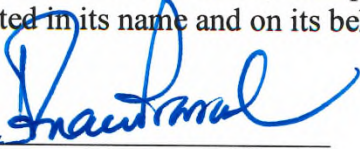
9. This Agreement applies to the impacts of roadway traffic incidents and does not apply to closures that are necessary for the furtherance of motorists' safety such as those undertaken for high winds, flooding, ice, fog, smoke, or other circumstance.

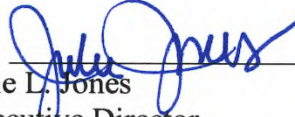
10. FHP and FDOT will actively solicit and enlist other state, county, and local agencies, political subdivisions, industry groups, and professional associations to endorse this Agreement for the State of Florida.

11. FHP will be responsible for calling a meeting with FDOT in July of each year to review this policy, and make changes as necessary.

12. With the mutual agreement of both parties, this policy agreement may be terminated on an agreed upon date without penalty to either party.


In witness whereof, each party to this Agreement has caused this Agreement to be executed in its name and on its behalf by its duly authorized representative.

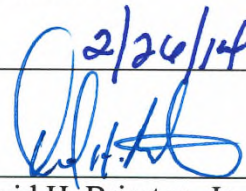
By:   
Ananth Prasad, P.E.  
Secretary  
Florida Department of Transportation

By:   
Julie L. Jones  
Executive Director  
Florida Department of Highway Safety and  
Motor Vehicles

Date: 1-31-14

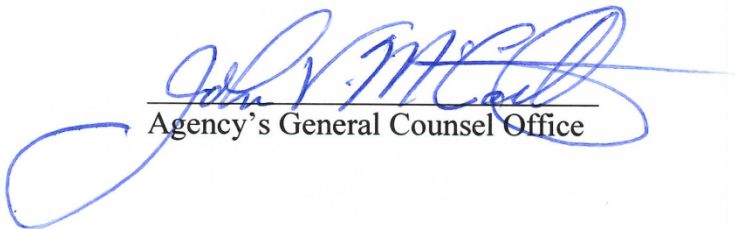
Date: 2/26/14

Legal Review:  


By:   
Col. David H. Brierton, Jr.  
Director  
Florida Highway Patrol

Date: 2/17/14

Reviewed By:

  
Agency's General Counsel Office

## ATTACHMENT "B"

### EVENTS, CRASHES OR TRAFFIC INCIDENTS\* UTILIZING THE SERVICES OF THE RECOVERY VENDOR FOR RAPID INCIDENT SCENE CLEARANCE (RISC) FOR DISTRICT SEVEN

- A. Tractor Trailer Combinations (DOT Class 8)
  - Rollover blocking one or more travel lanes
  - Multiple truck crash
  - Lost Load on or affecting the travel lanes
  - Load Shifted on or affecting a travel lane
  - Lost tandems or split trailer on or affecting a travel lane
  - Truck fire with tires burned off or cargo spilled
  - Major impact with or on top of a barrier wall, guard rail or with a bridge support.
  
- B. Trucks over 16,000 lbs. (DOT Class 5, 6 & 7)
  - Rollover blocking one or more travel lanes
  - Lost load on or affecting the travel lanes
  - Load shifted on or affecting a travel lane
  - Truck fire with tires burned off or cargo spilled
  - Major impact with or on top of a barrier wall, guard rail or with a bridge support.
  
- C. Motor Homes and Motor Coaches (DOT Class 5 and 6)
  - Rollover blocking one or more travel lanes
  - Fire with tires burned off
  - Major impact with or on top of a barrier wall, guard rail or with a bridge support
  
- D. Busses (16 passenger or more, DOT Class 6, 7 & 8)
  - Rollover blocking one or more travel lanes
  - Fire with tires burned off or burned luggage on the roadway
  - Major impact with or on top of a barrier wall, guard rail or with a bridge support
  
- E. Aircraft
  - Any incident involving an aircraft effecting the travel lanes
  
- F. Large yacht type boats
  
- G. Mobile Homes, Modular Homes, or Modular Buildings
  
- H. Any incident with debris which affects the roadway with long term closures that cannot be cleared with normal FHP rotation wrecker services.

*Note: In addition, any complex or extended incident where vehicles cannot be easily towed from the scene or are creating a hazard to traffic may be candidates for using the "Vendor" as directed by the District.*

\*Includes but not limited to

## ATTACHMENT "C"

### EQUIPMENT AND VEHICLE REQUIREMENTS

#### RAPID INCIDENT SCENE CLEARANCE (RISC) FOR DISTRICT SEVEN

The Vendor shall be required to submit to the District documentary proof of current ownership or lease of the following equipment having the minimum capacity, size and number listed below:

**A. Initial Response:**

#### **Recovery Wrecker Requirements (Vendor Owned or Leased)**

One 50-ton (heavier) hydraulic, extendable, fixed boom, ultra-heavy-duty recovery wrecker with a boom structural rating (Tubular Exchanger Manufacturers Association (TEMA) or Society of Automotive Engineers (SAE)) of 100,000 lbs. or rotator type wrecker with the same capacity or greater. A minimum of two planetary winches with a manufacturer's rating of 50,000 lbs. each and 200 ft. of ¾" cable. The boom shall extend a minimum of 150" beyond the tailgate. The boom shall elevate to a working height of 21 ft. The truck chassis shall be a minimum of 62,000 lbs. gross vehicle weight (GVW). The unit shall be equipped with an under-reach tow unit with a capacity of 50,000 lbs. The truck chassis must be designed for or reinforced for severe service. The drive line shall also be severe service and geared for the low end, high torque applications frequently required for quick clearance and relocation of loaded, wrecked heavy trucks - in some cases while they are still overturned.

AND

One 35-ton (or greater) capacity rotator type heavy-duty wrecker or extendable boom wrecker with the same capacity or greater. The Vendor may request to substitute a mobile crane for the rotator. To be considered, the mobile crane shall have a minimum capacity of 35 tons and be equipped for truck crash recovery with the tool supplies and rigging as established in this agreement. A valid Occupational Safety and Health Administration (OSHA) crane operator certification is required. The District reserves the right to approve or reject the request to substitute a crane for the rotator wrecker.

**NOTE: ONE OF THE ON-SCENE WRECKERS SHALL BE A ROTATOR OR DISTRICT APPROVED MOBILE CRANE.**

**B. Recovery Support Vehicle Requirements:  
(Company owned or leased)**

- One each - Support vehicle with an enclosed or utility body and a roof mounted FDOT approved MUTCD Type B arrow board. The truck shall be stocked with MUTCD traffic control devices (signs, sign stands and cones etc.) and the additional tools, equipment and material listed.

Alternatively, this may consist of the vehicle with Type B arrow board and a support trailer with all recovery equipment.

**C. Additional Trucks and Heavy Equipment Requirements:**  
(Company owned or leased)

- One each heavy-duty skid steer loader with bucket, broom, and fork attachments. The loader should have the capability to load a dump truck. (e.g., Bobcat T300)
- Two each 20-yards dumpsters (including the ability the transport them to the scene)

**D. Subcontracted Service Providers**

The Vendor shall provide proof of an existing account in good standing with a local company to provide the following services. These services must have the means to respond to a major incident scene 24 hours per day/seven days per week in one hour or less. If a Vendor has these capabilities, they must show proof of the ability to provide rather than subcontracting.

- A Maintenance of Traffic (MOT) Contractor that can provide and set up MUTCD and FDOT approved work zone traffic controls including a Worksite Traffic Supervisor.
- A disposal company that can deliver to the scene of an incident dumpsters or hoppers for crash debris, fire debris and or spilled non-hazardous cargo.
- A vacuum or suction service for offloading or recovering spilled grains, powders, plastic pellets, etc.
- A trucking or transport company that can provide dump, refrigerator or flatbed trucks and trailers.
- One each, tilt bed, hydraulic, lowboy semi-trailer (Landoll or equivalent) with a 35-ton capacity, 48 ft. bed and a 20,000-lb. winch with 75 ft. of 5/8" cable.
- One each, tandem axle tractor with a sliding fifth wheel
- One each, rubber tired, articulated, heavy construction end loader with a minimum two-yard bucket (when loaded on the lowboy trailed the combined height must not exceed 13 ft.-6")
- A construction crane rental company with 50-ton and larger mobile cranes.
- A source of bulk sand available 24 hours a day, seven days a week.

**E. Items Required on Recovery Wreckers**

At a minimum, each recovery wrecker or District approved mobile crane shall meet the requirements established by 15B-9.005 F.A.C. In to equipment identified by 15B-9.005 F.A.C., District Seven requires the Vendor to carry the following tools, supplies and rigging:

- Alloy (grade #8) chain: two each 3/8"x 10ft., two each 5/8"x 10ft. and four each 1/2"x 10ft.
- Two pairs (four), wide profile, 50-ton, nylon recovery straps.
- Four heavy duty snatch blocks (working load matched to the wrecker).
- Various hooks, clevis' and chokers (matched to the wrecker capacity).
- One each, high-pressure air cushion (24"x24") with control module and hose
- Four each, hardwood timbers (4"x6")
- Eight each, hard wood cribbing (4"x4")
- One each, extension ladder (18 ft.)
- One each, 36" bolt cutters
- One each, BC fire extinguisher (10 lb.) or two each BC Fire extinguisher (5 lb.)
- One each, long handle axe.
- One each, long handle shovel (flat blade).
- Once each, long handle shovels (round blade).
- One each, street brooms.
- Four each, wheel chocks.
- One each, five-ft. pike bar.
- One each, crow bars (36").
- One each, sledge hammer (10-12 lb.).
- One each, hydraulic jack (20-ton).
- One each, plug/spill kit, fully stocked.
- Angle iron or aluminum, wide flange various lengths.
- One each, complete brake release kit: (hand tool set, hoses, glad hands, numerous fittings and brake caging bolts).
- Two each, heavy duty, industrial flashlights.
- Twelve each, 36", 12lb. reflectorized traffic cones stamped with the FDOT certified product number.
- One each, commercial box 30-minute highway flares.
- Fifty lbs. of oil dry or approved absorbent.
- Fifty ft. of rope (1/2").
- Four each, load binders, transport chains and cheater pipe
- One each, tarpaulin (minimum size of 400 square ft.)
- Digital camera with a minimum of five megapixels (may be carried on wrecker or support vehicle) or smartphone.
- Two each, rolls of duct tape.
- Two each, complete mechanics hand tool set.
- Two each, complete first-aid kit.

**F.** Equipment List for Recovery Support Vehicle or Recovery Support Trailer. Items required in the Recovery Support Vehicle or Recovery Support Trailer pulled by a Support Vehicle:

- Sixty each, 36", 12lb. reflectorized traffic cones stamped with the FDOT certified product number.
- Four each, fabric, MUTCD approved Incident Management Warning signs.
- Four each, portable sign stands for 48" warning signs (see above).
- One each, gas-powered cut-off saw.
- Two each, 500-watt auxiliary flood lights w/stands.
- One each, minimum 3,500-watt generator.
- One each, portable air compressor or truck supplied compressed air.
- One each, air impact wrench with sockets.
- One each, air powered metal chisel.
- One each, acetylene/oxygen cutting torch.
- One each bolt cutters (36").
- Four each, long handle shovels (flat blade).
- Two each, long handle shovels (round blade)
- Two each, aluminum or plastic coal or grain shovels.
- Four each, street brooms.
- One each, refrigerator dolly.
- One each, hand trucks.
- One each, pallet puller.
- One each, dock plate with clamps.
- Two each, large tarpaulin (minimum size of 400 square ft.).
- Six dozen, 30-minute highway flares.
- Two-hundred lbs. or 50 gals. of oil dry or approved absorbent
- One roll of rubber floor runner (36" wide).
- Ten lbs. of 16D nails.
- Eight 2x4 studs.
- Two rolls of heavy duty (80 gauge) stretch wrap with dispenser
- Four rolls of duct tape.
- Four load binders and securement chain for a 30-ton load.
- One case of heavy duty, 55 gallon trash bags (minimum of 25 bags).
- One roll of heavy gauge polyethylene plastic sheeting.
- One each, complete first-aid kit.
- Two each, large capacity trash cans.
- One each, BC fire extinguisher (10lbs.).
- Two each, sewer drain or inlet covers (mud flaps acceptable).

These tools, supplies and material are required as a minimum. It is expected that a professional recovery wrecker operation will supplement this list with all items needed to operate in a safe and efficient manner.

The "Vendor" grants the FDOT, the FHP and local law enforcement the right to inspect the vehicles and equipment, or those of any subcontractor, upon request during normal



business hours to establish or confirm that the Vendor is in compliance with the terms of this contract.

## EXHIBIT "B"

### METHOD OF COMPENSATION

#### RAPID INCIDENT SCENE CLEARANCE (RISC) FOR DISTRICT SEVEN

##### 1. BILLING VEHICLE OWNERS

The Vendor agrees to seek compensation for actual vehicle recovery and towing services performed pursuant to this agreement solely from the owner of the vehicle or their insurance provider. The Vendor agrees that no claim for compensation will be made against the District, the FHP, local law enforcement or its employees or agents for any recovery or towing services.

##### 2. PERFORMANCE PAYMENTS

The Vendor shall be eligible for payment under paragraph 2.1 or 2.2, but not both, provided certain requirements are met. Payment under paragraph 2.3 shall only be made if performance payment is made under paragraph 2.2 and the additional trucks and heavy equipment were mobilized at the request of the Department.

2.1 In the event the Vendor mobilizes and arrives at the crash scene at the District's request with the traffic control devices and recovery equipment, as specified in Attachment "C", within one hour, unless additional arrival time has been granted for out of area/zone response by the District and recovery services are not necessary or another towing and recovery firm hired or engaged by the vehicle owner is allowed by FHP, local law enforcement, and the District incident managers to complete the clearance of the incident and towing of the vehicles, the District agrees to pay a **Flat Rate Service payment of \$600.00**. Once a notice to proceed (NTP) is given to the Vendor to commence actual performance of removal and clearance services, the Vendor is not eligible for payment under this paragraph 2.1.

2.2 The Department agrees to pay the Vendor a **Flat Rate Emergency Response and Mobilization payment of \$2,500.00** when services were authorized by the Department, FHP or local law enforcement.

To qualify for the Emergency Response and Mobilization payment the Vendor must:

2.2.1 Have responded to the incident scene with all requested recovery, clearance and traffic control equipment and necessary personnel **within one hour** from the official notification by the FDOT, FHP or local law

enforcement, unless additional arrival time has been granted for out of area/zone response by the District.

**AND**

2.2.2 Have completed the removal and clearance of all crash scene vehicles, cargo, debris and non-hazardous vehicle fluids from **all travel lanes** and **opened** to traffic **within 90 minutes** after the NTP by FHP, local law enforcement or a Department authorized representative.

**Note:** The documented NTP and “all lanes open” times recorded at the Traffic Management Center (TMC), FHP Communications Center or local law enforcement communications center will be used to verify the request for emergency response and mobilization payment. If needed, the final clean up and removal of wreckage and debris shall be coordinated with the District, FHP or local law enforcement and may be postponed until the operation will have a minimal impact on traffic.

- 2.3 Upon approval of the Investigating Law Enforcement Officer, or the District designee, the District agrees to pay for a flat rate **Additional Trucks and Heavy Equipment Response and Mobilization payment**, of **\$600.00** for the additional Trucks and Heavy Equipment listed in Attachment “C”. This payment will apply for response and mobilization of the equipment in Attachment “C” when not used in the recovery effort. The cost of bringing this additional equipment will not be billed to insurance companies by the Vendor. The Vendor may qualify for the additional equipment mobilization payment of **\$600.00** in addition to the initial response mobilization payment of **\$600.00** shown in 2.1 above, if the RISC Vendor arrives on-scene within the required time frames and is not utilized for incident recovery.
- 2.4 Once the additional equipment is placed into service in the recovery effort at the incident scene, the above “Additional Trucks and Heavy Equipment Response and Mobilization payment” will be increased to **\$1,000.00** and the use may be billed to the insurance companies by the Department as part of the RISC incident. **\$1,000.00** is the maximum amount available for Additional Trucks and Heavy Equipment Response and Mobilization payments.
- 2.5 The FHP Regional Communications Center, any applicable local law enforcement agency communication center, or the Department Traffic Management Center will note all times as related to the RISC implementation and operation.

**3. FORFEITURE OF PERFORMANCE PAYMENTS**

No performance payment shall be made to the Vendor under paragraph 2.2 and 2.3 of this Exhibit “B” if the Vendor has not completed their work and all travel lanes are not open to traffic **90 minutes** after the NTP.

If the Vendor was ordered to stop their roadway clearance activity by Fire Rescue, FHP, local law enforcement or the Department authorized representative, the Vendor will not be penalized for the time they were delayed. This extended time must be documented by the authorized representative of the District or incident commander at the incident scene. The Vendor should ensure that both the time of the work stoppage and the restart time are recorded in the incident log (event chronology).

#### **4. LIQUIDATED DAMAGES**

If the Vendor has not completed the removal and clearance of the vehicles, non-hazardous cargo, debris and vehicle fluids after three hours from the NTP, and all travel lanes are not open to traffic as a result, a flat rate of **\$600.00** can be assessed against the Vendor at the discretion of the authorized representative of the District. An additional **\$600.00** may be assessed for each additional hour or **\$10.00 per minute** it takes the Vendor to completely open the roadway to traffic.

Exemptions to the Liquidated Damages Provisions:

Incidents involving trucks hauling a Hazardous Material cargo that by direction of the Department authorized representative require special precautions. Incidents involving damage to the roadway infrastructure that prohibit reopening the travel lanes.

#### **5. BILLING**

The Vendor shall bill the Department for services rendered only upon receipt of a **Confirming Letter of Authorization (LOA)** issued by the Department following completion of services. The Department's LOA shall identify the location where services were authorized to be performed, the services to be compensated, and the rate to be paid as set forth in this agreement. The Vendor's invoice shall reference the services being billed and the LOA number.

#### **6. INVOICES**

The Vendor agrees to provide the District with copies of all invoices billed to insurance companies of vehicles involved in RISC activation.

All elements of a RISC activation shall be completely documented by the Vendor. This shall include photographs, time of day, lanes blocked, and duration of incident.

**EXHIBIT "C"**

**REPLIER'S AREAS OF COVERAGE**

**RAPID INCIDENT SCENE CLEARANCE (RISC)  
FOR DISTRICT SEVEN**

(Check the box(es) to indicate the highway segment(s) your firm wants to cover)

<b>HIGHWAY</b>	<b>SEGMENT</b>	<b>CHECK YOUR COVERAGE AREAS</b>
I-75, I-4, I-275	Hillsborough	<input type="checkbox"/>
I-275, I-175, I-375	Pinellas	<input type="checkbox"/>
I-75	Pasco and Hernando	<input type="checkbox"/>
I-4	Polk	<input type="checkbox"/>
I-75 from Hills/Manatee line to the I-275/75 southern apex, Apex to Sunshine Skyway Bridge South Rest Area	Manatee	<input type="checkbox"/>

**EXHIBIT "D"**

**REPLY FORMS FOR**

**RAPID INCIDENT SCENE CLEARANCE (RISC)  
FOR DISTRICT SEVEN**

*Print or type, include additional sheets if required.*

Name of Vendor:

\_\_\_\_\_

Business address:

\_\_\_\_\_

\_\_\_\_\_

Business Telephone No.: \_\_\_\_\_.

Fax Telephone No.: \_\_\_\_\_

24 hour Telephone No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_.

Please check the appropriate space:

\_\_\_\_\_ Sole Proprietorship          \_\_\_\_\_ Partnership

\_\_\_\_\_ Joint Venture                  \_\_\_\_\_ Corporation

State of Florida Registration Number: \_\_\_\_\_

Years this Vendor has been in the Towing and Recovery Business: \_\_\_\_\_ years.

Names of ultimate equitable Owner/Owners and Officers:

\_\_\_\_\_ Years experience in towing: \_\_\_\_\_

\_\_\_\_\_ Years experience in towing: \_\_\_\_\_

\_\_\_\_\_ Years experience in towing: \_\_\_\_\_

\_\_\_\_\_ Years experience in towing: \_\_\_\_\_

The date the Vendor began operating under this name: \_\_\_\_\_

Locations (City/County): \_\_\_\_\_

Complete this form for each garage or tow yard:

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Does the applicant own or lease the business buildings and/or adjoining land at each of these sites?

Please explain: \_\_\_\_\_

\_\_\_\_\_

If leased, provide the owners name and address and term of the lease:

Owner's Name: \_\_\_\_\_ Term of lease(s): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Indicate dates leases expire \_\_\_\_\_ Is there an option to renew? \_\_\_\_\_

How long has the garage or tow yard been operating at this location? \_\_\_\_\_

Size of garage: \_\_\_\_\_

List hours of operation for the:

Garage \_\_\_\_\_ to \_\_\_\_\_ Tow Yard office \_\_\_\_\_ to \_\_\_\_\_

Name of business if the garage is used as a vehicle repair business.

\_\_\_\_\_ Number of mechanics \_\_\_\_\_

Size of secure storage yard \_\_\_\_\_ Is it fenced? \_\_\_\_\_

List the types of additional security arrangements or elements utilized

\_\_\_\_\_

\_\_\_\_\_

Indicate the closest access point to the highway coverage areas you've checked in Exhibit "C" and route to be taken from your garage: \_\_\_\_\_

\_\_\_\_\_

Distance from garage to this highway access point \_\_\_\_\_ miles

Travel time for a Recovery Truck to the access point: Day \_\_\_\_\_ Night \_\_\_\_\_

## **Wreckers and Equipment**

List on the following page, each of the Recovery Trucks that will be used to qualify for this contract with the following detailed information:

### **TRUCK CHASSIS:**

1. Make and model and year
2. V I N
3. GVW, Wheel base, Number of axles
4. Engine make, horsepower and torque output
5. Details of driveline
6. Push Bumper (Yes or No)

### **RECOVERY WRECKER:**

1. Wrecker and body manufacturer and model
2. Winch capacity
3. Boom capacity and reach
4. Under-lift capacity and reach

### **MOBILE CRANE – if substituted for the Rotator type wrecker**

1. Crane and body manufacturer and model
2. Winch capacity
3. Boom capacity and reach
4. All crane operators shall have OSHA crane operator certification

***(Refer to Attachment “C”, Equipment and Vehicle Requirements.)***



## Description of Recovery Wrecker Equipment

**UNIT #1:**

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**UNIT #2:**

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Optional

**OTHER UNITS:**

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## **Additional Trucks and Heavy Equipment**

List with a detailed description all additional Vendor-owned or leased equipment that is required for this contract.

(See the listed equipment requirements)

**For each piece of equipment indicate:**

**Make, model, capacity, year, Serial number or VIN:**

**Use additional sheets as needed**

## **Subcontractor Equipment and Service Providers**

List your subcontracted service providers with which agreements exist to respond to the District on a 24-hour basis as required by this contract.

**Indicate company name, address, phone, type of equipment and location the equipment will be deployed from:**

**Use additional sheets as needed**

## **STAFF**

### **Qualifications and Experience**

List of all Operators including Owners

Note: This information will be used to qualify the Vendor and if needed for background and security checks

**Full Name:**

**CDL Type and License number:**

**State of Issue:**

**Date of birth:**

**Date of hire:**

Provide complete detailed description of towing experience, formal training attended and certification level attained along with dates:

(Please indicate if the employee is in training)

**Use additional sheets as needed**

**Attach Project description, dates, photos and locations of successfully completed projects.**

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**STANDARD WRITTEN AGREEMENT**

Agreement No. \_\_\_\_\_  
Financial Project I.D. 42420918202  
F.E.I.D. No.: \_\_\_\_\_  
Appropriation Bill Number(s)/Line Item Number(s) for 1st year of  
contract, pursuant to s. 216.313, F.S.: \_\_\_\_\_  
(required for contracts in excess of \$5 million)  
Procurement No.: ITN-DOT-17/18-7026EG  
DMS Catalog Class No.: 78141505

BY THIS AGREEMENT, made and entered into on \_\_\_\_\_ by and between the  
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION, hereinafter called the "Department" and \_\_\_\_\_, of \_\_\_\_\_  
duly authorized to conduct business in the State of Florida, hereinafter called "Vendor," hereby agree as follows:

1. SERVICES AND PERFORMANCE

- A. In connection with Rapid Incident Scene Clearance (RISC) for District Seven, the Department does hereby retain the Vendor to furnish certain services, information, and items as described in Exhibit "A," attached hereto and made a part hereof.
- B. Before making any additions or deletions to the work described in this Agreement, and before undertaking any changes or revisions to such work, the parties shall negotiate any necessary cost changes and shall enter into an Amendment covering such work and compensation. Reference herein to this Agreement shall include any amendment(s).
- C. All tracings, plans, specifications, maps, computer files, and reports prepared or obtained under this Agreement, as well as all data collected, together with summaries and charts derived therefrom, shall be the exclusive property of the Department without restriction or limitation on their use and shall be made available, upon request, to the Department at any time during the performance of such services and/or upon completion or termination of this Agreement. Upon delivery to the Department of said document(s), the Department shall become the custodian thereof in accordance with Chapter 119, Florida Statutes. The Vendor shall not copyright any material and products or patent any invention developed under this Agreement. The Department shall have the right to visit the site for inspection of the work and the products of the Vendor at any time.
- D. All final plans, documents, reports, studies, and other data prepared by the Vendor shall bear the professional's seal/signature, in accordance with the applicable Florida Statutes, Administrative Rules promulgated by the Department of Business and Professional Regulation, and guidelines published by the Department, in effect at the time of execution of this Agreement. In the event that changes in the statutes or rules create a conflict with the requirements of published guidelines, requirements of the statutes and rules shall take precedence.
- E. The Vendor agrees to provide project schedule progress reports in a format acceptable to the Department and at intervals established by the Department. The Department shall be entitled at all times to be advised, at its request, as to the status of work being done by the Vendor and of the details thereof. Coordination shall be maintained by the Vendor with representatives of the Department, or of other agencies interested in the project on behalf of the Department. Either party to this Agreement may request and be granted a conference.
- F. All services shall be performed by the Vendor to the satisfaction of the Director who shall decide all questions, difficulties, and disputes of any nature whatsoever that may arise under or by reason of this Agreement, the prosecution and fulfillment of the services hereunder and the character, quality, amount of value thereof; and the decision upon all claims, questions, and disputes shall be final and binding upon the parties hereto. Adjustments of compensation and contract time because of any major changes in the work that may become necessary or desirable as the work progresses shall be subject to mutual agreement of the parties, and amendment(s) shall be entered into by the parties in accordance herewith.

Reference herein to the Director shall mean the Director of Transportation Operations.

2. TERM

A Initial Term. This Agreement shall begin on date of execution and shall remain in full force and effect through completion of all services required or five years, whichever occurs first. Subsequent to the execution of this Agreement by both parties, the services to be rendered by the Vendor shall commence and be completed in accordance with the option selected below. (Select box and indicate date(s) as appropriate):

Services shall commence July 1, 2018 and shall be completed by June 30, 2023 or date of termination, whichever occurs first.

Services shall commence upon written notice from the Department's Contract Manager and shall be completed by \_\_\_\_\_ or date of termination, whichever occurs first.

Other: See Exhibit "A"

B RENEWALS (Select appropriate box):

This Agreement may not be renewed.

This Agreement may be renewed for a period that may not exceed three (3) years or the term of the original contract, whichever is longer. Renewals are contingent upon satisfactory performance evaluations by the Department and subject to the availability of funds. Costs for renewal may not be charged. Any renewal or extension must be in writing and is subject to the same terms and conditions set forth in this Agreement and any written amendments signed by the parties.

C EXTENSIONS. In the event that circumstances arise which make performance by the Vendor impracticable or impossible within the time allowed or which prevent a new contract from being executed, the Department, in its discretion, may grant an extension of this Agreement. Extension of this Agreement must be in writing for a period not to exceed six (6) months and is subject to the same terms and conditions set forth in this Agreement and any written amendments signed by the parties; provided the Department may, in its discretion, grant a proportional increase in the total dollar amount based on the method and rate established herein. There may be only one extension of this Agreement unless the failure to meet the criteria set forth in this Agreement for completion of this Agreement is due to events beyond the control of the Vendor.

It shall be the responsibility of the Vendor to ensure at all times that sufficient time remains in the Project Schedule within which to complete services on the project. In the event there have been delays which would affect the project completion date, the Vendor shall submit a written request to the Department which identifies the reason(s) for the delay and the amount of time related to each reason. The Department shall review the request and make a determination as to granting all or part of the requested extension.

3. COMPENSATION AND PAYMENT

A Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes. Deliverable(s) must be received and accepted in writing by the Contract Manager on the Department's invoice transmittal forms prior to payment. If the Department determines that the performance of the Vendor is unsatisfactory, the Department shall notify the Vendor of the deficiency to be corrected, which correction shall be made within a time-frame to be specified by the Department. The Vendor shall, within five days after notice from the Department, provide the Department with a corrective action plan describing how the Vendor will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Department, the Vendor shall be assessed a non-performance retainage equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then-current billing period. The retainage shall be withheld until the vendor resolves the deficiency. If the deficiency is subsequently resolved, the Vendor will bill the Department for the retained amount during the next billing period. If the Vendor is unable to

resolve the deficiency, the funds retained will be forfeited at the end of the agreement period.

- B. If this Agreement involves units of deliverables, then such units must be received and accepted in writing by the Contract Manager prior to payments.
- C. Bills for fees or other compensation for services or expenses shall be submitted in detail sufficient for a proper preaudit and postaudit thereof.
- D. The bills for any travel expenses, when authorized by terms of this Agreement and by the Department's Project Manager, shall be submitted in accordance with Section 112.061, Florida Statutes. In addition, if compensation for travel is authorized under this Agreement and by the Department's Project Manager, then the Department shall not compensate the Vendor for lodging/hotel expenses in excess of \$150.00 per day (excluding taxes and fees). The Vendor may expend their own funds to the extent the lodging/hotel expense exceeds \$150.00 per day. The Department, in its sole discretion and pursuant to its internal policies and procedures, may approve compensation to the Vendor for lodging/hotel expenses in excess of \$150.00 per day.
- E. Vendors providing goods and services to the Department should be aware of the following time frames. Upon receipt, the Department has five (5) working days to inspect and approve the goods and services, unless otherwise specified herein. The Department has twenty (20) days to deliver a request for payment (voucher) to the Department of Financial Services. The twenty (20) days are measured from the latter of the date the invoice is received or the goods or services are received, inspected and approved.
- F. If a payment is not available within forty (40) days, a separate interest penalty as established pursuant to Section 215.422, Florida Statutes, shall be due and payable, in addition to the invoice amount, to the Vendor. Interest penalties of less than one (1) dollar shall not be enforced unless the Vendor requests payment. Invoices which have to be returned to a Vendor because of Vendor preparation errors shall result in a delay in the payment. The invoice payment requirements do not start until a properly completed invoice is provided to the Department.
- G. The State of Florida, through the Department of Management Services, has instituted MyFloridaMarketPlace, a statewide eProcurement system. Pursuant to Section 287.057(22), Florida Statutes, all payments shall be assessed a transaction fee of one percent (1%), which the Vendor shall pay to the State. For payments within the State accounting system (FLAIR or its successor), the transaction fee shall, when possible, be automatically deducted from payments to the Vendor. If automatic deduction is not possible, the Vendor shall pay the transaction fee pursuant to Rule 60A-1.031 (2), Florida Administrative Code. By submission of these reports and corresponding payments, Vendor certifies their correctness. All such reports and payments shall be subject to audit by the State or its designee. The Vendor shall receive a credit for any transaction fee paid by the Vendor for the purchase of any item(s) if such item(s) are returned to the Vendor through no fault, act, or omission of the Vendor. Notwithstanding the foregoing, a transaction fee is non-refundable when an item is rejected or returned, or declined, due to the Vendor's failure to perform or comply with specifications or requirements of the Agreement. Failure to comply with these requirements shall constitute grounds for declaring the Vendor in default and recovering procurement costs from the Vendor in addition to all outstanding fees.  
**VENDORS DELINQUENT IN PAYING TRANSACTION FEES MAY BE EXCLUDED FROM CONDUCTING FUTURE BUSINESS WITH THE STATE.**
- H. A vendor ombudsman has been established within the Department of Financial Services. The duties of this individual include acting as an advocate for vendors who may be experiencing problems in obtaining timely payment(s) from a state agency. The Vendor Ombudsman may be contacted at (850) 413-5516.
- I. Records of costs incurred under terms of this Agreement shall be maintained and made available upon request to the Department at all times during the period of this Agreement and for three (3) years after final payment for the work pursuant to this Agreement is made. Copies of these documents and records shall be furnished to the Department upon request. Records of costs incurred shall include the Vendor's general accounting records and the project records, together with supporting documents and records of the Vendor and all subcontractors performing work on the project, and all other records of the Vendor and subcontractors considered necessary by the Department for a proper audit of project costs.
- J. The Department, during any fiscal year, shall not expend money, incur any liability, or enter into any

contract which, by its terms, involves the expenditure of money in excess of the amounts budgeted as available for expenditure during such fiscal year. Any contract, verbal or written, made in violation of this subsection is null and void, and no money may be paid on such contract. The Department shall require a statement from the comptroller of the Department that funds are available prior to entering into any such contract or other binding commitment of funds. Nothing herein contained shall prevent the making of contracts for periods exceeding one (1) year, but any contract so made shall be executory only for the value of the services to be rendered or agreed to be paid for in succeeding fiscal years. Accordingly, the Department's performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the Legislature.

4. INDEMNITY AND PAYMENT FOR CLAIMS

- A. INDEMNITY: To the extent permitted by Florida Law, the Vendor shall indemnify and hold harmless the Department, its officers and employees from liabilities, damages, losses, and costs, including, but not limited to, reasonable attorney's fees, to the extent caused by negligence, recklessness, or intentional wrongful misconduct of the Vendor and persons employed or utilized by the Vendor in the performance of this Agreement.

It is specifically agreed between the parties executing this Agreement that it is not intended by any of the provisions of any part of the Agreement to create in the public or any member thereof, a third party beneficiary hereunder, or to authorize anyone not a party to this Agreement to maintain a suit for personal injuries or property damage pursuant to the terms or provisions of this Agreement.

PAYMENT FOR CLAIMS: The Vendor guaranties the payment of all just claims for materials, supplies, tools, or labor and other just claims against the Vendor or any subcontractor, in connection with the Agreement. The Department's final acceptance and payment does not release the Vendor's bond until all such claims are paid or released.

- B. LIABILITY INSURANCE. (Select and complete as appropriate):

- No general liability insurance is required.
- The Vendor shall carry and keep in force during the term of this Agreement, a general liability insurance policy or policies with a company or companies authorized to do business in Florida, affording public liability insurance with a combined bodily injury limits of at least \$200,000.00 per person and \$300,000.00 each occurrence, and property damage insurance of at least \$200,000.00 each occurrence, for the services to be rendered in accordance with this Agreement
- The Vendor shall have and maintain during the term of this Agreement, a professional liability insurance policy or policies or an irrevocable letter of credit established pursuant to Chapter 675 and Section 337.106, Florida Statutes, with a company or companies authorized to do business in the State of Florida, affording liability coverage for the professional services to be rendered in accordance with this Agreement in the amount of \$\_\_\_\_\_.

- C. WORKERS' COMPENSATION. The Vendor shall also carry and keep in force Workers' Compensation insurance as required for the State of Florida under the Workers' Compensation Law.

- D. PERFORMANCE AND PAYMENT BOND. (Select as appropriate):

- No Bond is required.
- Prior to commencement of any services pursuant to this Agreement and at all times during the term hereof, including renewals and extensions, the Vendor will supply to the Department and keep in force a bond provided by a surety authorized to do business in the State of Florida, payable to the Department and conditioned for the prompt, faithful, and efficient performance of this Agreement according to the terms and conditions hereof and within the time periods specified herein, and for the prompt payment of all persons furnishing labor, materials, equipment, and supplies therefor.

- E. CERTIFICATION.



With respect to any general liability insurance policy required pursuant to this Agreement, all such policies shall be issued by companies licensed to do business in the State of Florida. The Vendor shall provide to the Department certificates showing the required coverage to be in effect with endorsements showing the Department to be an additional insured prior to commencing any work under this Contract. Policies that include Self Insured Retention (SIR) will not be accepted. The certificates and policies shall provide that in the event of any material change in or cancellation of the policies reflecting the required coverage, thirty days advance notice shall be given to the Department or as provided in accordance with Florida law.

5. COMPLIANCE WITH LAWS

A The Vendor shall comply with Chapter 119, Florida Statutes. Specifically, the Vendor shall:

- (1) Keep and maintain public records required by the Department to perform the service.
- (2) Upon request from the Department's custodian of public records, provide the Department with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- (3) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Vendor does not transfer the records to the Department.
- (4) Upon completion of the Agreement, transfer, at no cost, to the Department, all public records in possession of the Vendor or keep and maintain public records required by the Department to perform the service. If the Vendor transfers all public records to the Department upon completion of the Agreement, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of the Agreement, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the Department, upon request from the Department's custodian of public records, in a format that is compatible with the information technology systems of the Department.

Failure by the Vendor to comply with Chapter 119, Florida Statutes, shall be grounds for immediate unilateral cancellation of this Agreement by the Department.

**IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:**

District 7

813-975-6044

D7prcustodian@dot.state.fl.us

Florida Department of Transportation

District 7 - Office of General Counsel

11201 N. McKinley Drive, MS 7-120

Tampa, FL 33612

- B The Vendor agrees that it shall make no statements, press releases or publicity releases concerning this Agreement or its subject matter or otherwise discuss or permit to be disclosed or discussed any of the data or other information obtained or furnished in compliance with this Agreement, or any

particulars thereof, during the period of the Agreement, without first notifying the Department's Contract Manager and securing prior written consent. The Vendor also agrees that it shall not publish, copyright, or patent any of the data developed under this Agreement, it being understood that such data or information are works made for hire and the property of the Department.

- C. The Vendor shall comply with all federal, state, and local laws and ordinances applicable to the work or payment for work thereof, and will not discriminate on the grounds of race, color, religion, sex, national origin, age, or disability in the performance of work under this Agreement.
- D. If the Vendor is licensed by the Department of Business and Professional Regulation to perform the services herein contracted, then Section 337.162, Florida Statutes, applies as follows:
  - (1) If the Department has knowledge or reason to believe that any person has violated the provisions of state professional licensing laws or rules, it shall submit a complaint regarding the violations to the Department of Business and Professional Regulation. The complaint shall be confidential.
  - (2) Any person who is employed by the Department and who is licensed by the Department of Business and Professional Regulation and who, through the course of the person's employment, has knowledge to believe that any person has violated the provisions of state professional licensing laws or rules shall submit a complaint regarding the violations to the Department of Business and Professional Regulation. Failure to submit a complaint about the violations may be grounds for disciplinary action pursuant to Chapter 455, Florida Statutes, and the state licensing law applicable to that licensee. The complaint shall be confidential.
  - (3) Any complaints submitted to the Department of Business and Professional Regulation are confidential and exempt from Section 119.07(1), Florida Statutes, pursuant to Chapter 455, Florida Statutes, and applicable state law.
- E. The Vendor covenants and agrees that it and its employees and agents shall be bound by the standards of conduct provided in applicable law and applicable rules of the Board of Business and Professional Regulation as they relate to work performed under this Agreement. The Vendor further covenants and agrees that when a former state employee is employed by the Vendor, the Vendor shall require that strict adherence by the former state employee to Sections 112.313 and 112.3185, Florida Statutes, is a condition of employment for said former state employee. These statutes will by reference be made a part of this Agreement as though set forth in full. The Vendor agrees to incorporate the provisions of this paragraph in any subcontract into which it might enter with reference to the work performed pursuant to this Agreement.
- F. 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, proposal, or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals, or replies 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 Section 287.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months following the date of being placed on the convicted vendor list.
- G. An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids, proposals, or replies 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 a public entity, and may not transact business with any public entity.
- H. The Department shall consider the employment by any vendor of unauthorized aliens a violation of Section 274A(e) of the Immigration and Nationality Act. If the Vendor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this agreement.
- I. The Vendor agrees to comply with the Title VI Nondiscrimination Contract Provisions, Appendices A and

E, available at <http://www.dot.state.fl.us/procurement/index.shtm>, incorporated herein by reference and made a part of this Agreement.

- J. Pursuant to Section 216.347, Florida Statutes, the vendor may not expend any State funds for the purpose of lobbying the Legislature, the judicial branch, or a state agency.
- K. Any intellectual property developed as a result of this Agreement will belong to and be the sole property of the State. This provision will survive the termination or expiration of the Agreement.
- L. The Vendor agrees to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.

## 6. TERMINATION AND DEFAULT

- A. This Agreement may be canceled by the Department in whole or in part at any time the interest of the Department requires such termination. The Department reserves the right to terminate or cancel this Agreement in the event an assignment be made for the benefit of creditors.
- B. If the Department determines that the performance of the Vendor is not satisfactory, the Department shall have the option of (a) immediately terminating the Agreement, or (b) notifying the Vendor of the deficiency with a requirement that the deficiency be corrected within a specified time, otherwise the Agreement will be terminated at the end of such time, or (c) taking whatever action is deemed appropriate by the Department.
- C. If the Department requires termination of the Agreement for reasons other than unsatisfactory performance of the Vendor, the Department shall notify the Vendor of such termination, with instructions as to the effective date of termination or specify the stage of work at which the Agreement is to be terminated.
- D. If the Agreement is terminated before performance is completed, the Vendor shall be paid only for that work satisfactorily performed for which costs can be substantiated. Such payment, however, may not exceed an amount which is the same percentage of the agreement price as the amount of work satisfactorily completed is a percentage of the total work called for by this Agreement. All work in progress shall become the property of the Department and shall be turned over promptly by the Vendor.
- E. For Contracts \$1,000,000 and greater, if the Department determines the Contractor submitted a false certification under Section 287.135(5) of the Florida Statutes, or if the Contractor has been placed on the Scrutinized Companies with Activities in the Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, the Department shall either terminate the Contract after it has given the Contractor notice and an opportunity to demonstrate the Department's determination of false certification was in error pursuant to Section 287.135(5)(a) of the Florida Statutes, or maintain the Contract if the conditions of Section 287.135(4) of the Florida Statutes are met.

## 7. ASSIGNMENT AND SUBCONTRACTS

- A. The Vendor shall maintain an adequate and competent staff so as to enable the Vendor to timely perform under this Agreement and may associate with it such subcontractors, for the purpose of its services hereunder, without additional cost to the Department, other than those costs within the limits and terms of this Agreement. The Vendor is fully responsible for satisfactory completion of all subcontracted work. The Vendor, however, shall not sublet, assign, or transfer any work under this Agreement to other than subcontractors specified in the proposal, bid, and/or Agreement without the written consent of the Department.

B. Select the appropriate box:

- The following provision is not applicable to this Agreement:
- The following provision is hereby incorporated in and made a part of this Agreement:
- It is expressly understood and agreed that any articles that are the subject of, or required to carry out this Agreement shall be purchased from a nonprofit agency for the blind or for the severely handicapped that is qualified pursuant to Chapter 413, Florida Statutes, in the same manner and under the same procedures set forth in Section 413.036(1) and (2), Florida Statutes; and for purposes of this Agreement the person, firm, or other business entity (Vendor) carrying out the provisions of this Agreement shall be deemed to be substituted for the state agency (Department) insofar as dealings with such qualified nonprofit agency are concerned. RESPECT of Florida provides governmental agencies within the State of Florida with quality products and services produced by persons with disabilities. Available pricing, products, and delivery schedules may be obtained by contacting:

RESPECT  
2475 Apalachee Pkwy  
Tallahassee, Florida 32301-4946  
Phone: (850)487-1471

- The following provision is hereby incorporated in and made a part of this Agreement:  
It is expressly understood and agreed that any articles which are the subject of, or required to carry out this Agreement shall be purchased from the corporation identified under Chapter 946, Florida Statutes, in the same manner and under the procedures set forth in Sections 946.515(2) and (4), Florida Statutes; and for purposes of this Agreement the person, firm, or other business entity (Vendor) carrying out the provisions of this Agreement shall be deemed to be substituted for this agency (Department) insofar as dealings with such corporation are concerned. The "corporation identified" is Prison Rehabilitative Industries and Diversified Enterprises, Inc. (PRIDE). Available pricing, products, and delivery schedules may be obtained by contacting:

PRIDE Enterprises  
12425 - 28th Street, North  
St. Petersburg, FL 33716-1826 (800)643-8459

- This Agreement involves the expenditure of federal funds and Section 946.515, Florida Statutes, as noted above, does not apply. However, Appendix I is applicable to all parties and is hereof made a part of this Agreement.

8. MISCELLANEOUS

- A. The Vendor and its employees, agents, representatives, or subcontractors are not employees of the Department and are not entitled to the benefits of State of Florida employees. Except to the extent expressly authorized herein, Vendor and its employees, agents, representatives, or subcontractors are not agents of the Department or the State for any purpose or authority such as to bind or represent the interests thereof, and shall not represent that it is an agent or that it is acting on the behalf of the Department or the State. The Department shall not be bound by any unauthorized acts or conduct of the Vendor or its employees, agents, representatives, or subcontractors. Vendor agrees to include this provision in all its subcontracts under this Agreement.
- B. All words used herein in the singular form shall extend to and include the plural. All words used in the plural form shall extend to and include the singular. All words used in any gender shall extend to and include all genders.
- C. This Agreement embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations other than those contained herein, and this Agreement shall supersede all previous communications, representations, or agreements, either verbal or written, between the parties hereto. The State of Florida terms and conditions, whether general or specific, shall take precedence

over and supersede any inconsistent or conflicting provision in any attached terms and conditions of the Vendor.

- D. It is understood and agreed by the parties hereto that if any part, term or provision of this Agreement is by the courts held to be illegal or in conflict with any law of the State of Florida, the validity of the remaining portions or provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular part, term, or provision held to be invalid.
- E. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida.
- F. In any legal action related to this Agreement, instituted by either party, the Vendor hereby waives any and all privileges and rights it may have under Chapter 47 and Section 337.19, Florida Statutes, relating to venue, as it now exists or may hereafter be amended, and any and all such privileges and rights it may have under any other statute, rule, or case law, including, but not limited to those grounded on convenience. Any such legal action may be brought in the appropriate Court in the county chosen by the Department and in the event that any such legal action is filed by the Vendor, the Vendor hereby consents to the transfer of venue to the county chosen by the Department upon the Department filing a motion requesting the same.
- G. If this Agreement involves the purchase or maintenance of information technology as defined in Section 282.0041, Florida Statutes, the selected provisions of the attached Appendix II are made a part of this Agreement.
- H. If this Agreement is the result of a formal solicitation (Invitation to Bid, Request for Proposal or Invitation to Negotiate), the Department of Management Services Forms PUR1000 and PUR1001, included in the solicitation, are incorporated herein by reference and made a part of this Agreement.
- I. The Department may grant the Vendor's employees or subconsultants access to the Department's secure networks as part of the project. In the event such employees' or subconsultants' participation in the project is terminated or will be terminated, the Vendor shall notify the Department's project manager no later than the employees' or subconsultants' separation date from participation in the project or immediately upon the Vendor acquiring knowledge of such termination of employees' or subconsultants' participation in the project, whichever occurs later.
- J. Vendor/Contractor:
  - 1. shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Vendor/Contractor during the term of the contract; and
  - 2. shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.
- K. Time is of the essence as to each and every obligation under this Agreement.
- L. The following attachments are incorporated and made a part of this agreement:  
Exhibit "A", Scope of Services; Attachment "A", Open Roads Policy; Attachment "B", Traffic Incidents Utilization; Attachment "C", Equipment and Vehicle Requirements; Exhibit "B", Method of Compensation; Exhibit "C", Replier's Areas of Coverage; Exhibit "D", Reply Forms for RISC.
- M. Other Provisions:  
ITN-DOT-17/18-7026EG.

IN WITNESS WHEREOF, the parties have executed this Agreement by their duly authorized officers on the day, month and year set forth above.

STATE OF FLORIDA  
DEPARTMENT OF TRANSPORTATION

\_\_\_\_\_  
Name of Vendor

BY: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
(Print/Type)

Title: \_\_\_\_\_

BY: \_\_\_\_\_  
Authorized Signature

Rebecca L. Schwarz, FCCN  
\_\_\_\_\_  
(Print/Type)

Title: Procurement Services Manager

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FOR DEPARTMENT USE ONLY

APPROVED:

LEGAL REVIEW

\_\_\_\_\_  
Contractual Services Office

\_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**DRUG-FREE WORKPLACE PROGRAM CERTIFICATION**

375-040-18  
PROCUREMENT  
03/17

287.087 Preference to businesses with drug-free workplace programs. --Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(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 States or any state, for a violation occurring in the workplace no later than 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.

**Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?**

**YES**

**NO**

NAME OF BUSINESS: \_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**MBE PLANNED UTILIZATION**

375-040-24  
PROCUREMENT  
03/17

PROCUREMENT NO. ITN-DOT-17/18-7026EG FINANCIAL PROJECT NO. 42420918202

(DEPARTMENT USE ONLY)

DESCRIPTION: RAPID INCIDENT SCENE CLEARANCE (RISC) FOR DISTRICT SEVEN

I, \_\_\_\_\_, \_\_\_\_\_  
(name) (title)

of \_\_\_\_\_

plan to subcontract at least \_\_\_\_\_ % (percent) of the project costs on the above referenced project to Minority Business Enterprises.

If I have indicated above that a portion of the project costs will be subcontracted to MBE(s), the firms considered as proposed subconsultants/contractors and the types of services or commodities to be subcontracted are as follows:

MBE SUBCONSULTANTS/CONTRACTORS

TYPES OF SERVICES/COMMODITIES

I understand that I will need to submit Minority Business Enterprises (MBE) payment certification forms to the Department for reporting purposes only.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

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



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**VENDOR CERTIFICATION REGARDING  
SCRUTINIZED COMPANIES LISTS**

Respondent Vendor Name: _____
Vendor FEIN: _____
Vendor's Authorized Representative Name and Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____
Email Address: _____

Section 287.135, Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000 or more, that are on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473, F.S., or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, F.S., or companies that are engaged in a boycott of Israel.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By: _____
who is authorized to sign on behalf of the above referenced company.
Authorized Signature Print Name and Title: _____
Date: _____