CITY COMMISSION  
LARGO, FLORIDA  
REQUEST FOR PROPOSAL  

Proposal #: 17-P-595  
Date: October 26, 2016  

Sealed proposals will be received by the City of Largo Office of Management and Budget, located at Largo City Hall, 201 Highland Ave., Largo, Florida 33770, until:

4:00 p.m., local time  
NOVEMBER 29, 2016  

FOR  
HVAC OPERATION AND MAINTENANCE  

Said proposals should conform to the specifications outlined in the request for proposal. The City reserves the right to reject any and all offers and to waive minor informalities.

If you are interested in responding, please prepare one (1) marked original, (2) copies and one (1) CDROM-DVD of a proposal and submit them to the Office of Management and Budget by the date indicated. Late offers will be rejected.

If you have any questions of a technical nature, please contact Mark Meyers, Facilities Maintencet, 727-586-7408.

If you have any questions regarding the Request for Proposal, please contact Joan Wheaton, Office of Management and Budget, (727) 587-6727.

PROPOSAL and ADDENDUM DOCUMENTS CAN BE DOWNLOADED FROM THE CITY WEBSITE  
www.largo.com  -  click the Business Tab -  click Bid/Rfp listings -  click View List of current bids/rfps.

BY ORDER OF THE CITY COMMISSION  
LARGO, FLORIDA  

Joan Wheaton, Procurement Analyst  
Office of Management and Budget  

Please indicate RFP number on your response envelope.
REQUEST FOR PROPOSAL

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Purpose

The purpose of this RFP is to receive proposals for the complete operation and maintenance of the HVAC systems at the Largo Municipal Complex located at 201 Highland Avenue, Largo, Florida; the Largo Library located at 120 Central Park Drive, Largo, Florida. Additionally, the RFP includes provisions for repairs to the systems described above as well as other City of Largo HVAC systems. The proposed contract is for a 3-year period, with two (2) 1-year renewal periods.

Minimum Requirements

1. QUALIFICATIONS: Proposer may be required, before the award of any contract, to show that they have the necessary knowledge and license to perform the work in a satisfactory manner.

2. PROJECT APPROACH: Please provide detailed information describing your firm’s approach to this project. Be sure to include all equipment proposed, service techniques, and materials proposed. Additionally, include any proposed deviations from the specifications. This information will be strictly reviewed.

3. SUBCONTRACTING: The contractor shall not subcontract any portion of the work except as specified in the Contractor’s proposal. If the need arises for subcontracted services the contractor must receive written authorization from the City’s authorized representative prior to beginning any subcontracted service.

4. ACCESSIBILITY OF CONTRACTOR: The Contractor shall be accessible to the City to request service at all times, 24 hours per day/7 days per week through the use of a pager, cellular telephone, or live operator.

5. RESPONSE TIME AND PENALTIES: The Contractor shall respond to the site within 2 hours following notification from the City’s authorized representative to the Largo Municipal Complex, and Library.

6. NORMAL BUSINESS HOURS AND HOLIDAYS: Normal business hours for the purposes of this agreement are Monday through Friday, 8:00 AM to 5:00 PM. Holidays for the Purposes of this Agreement: New Years Day, Martin Luther King Day, Memorial Day, Fourth of the July, Labor Day, Thanksgiving Day, and Christmas Day.

7. AFTER HOURS AND HOLIDAY WORK: If service outside the regular maintenance agreement is requested after normal working hours or on holidays the Contractor may invoice the City at a rate of 1.5 times the normal hourly rate in order to recover overtime costs.

8. REPAIR PROCEDURES: All repairs must be approved by the City’s authorized representative in advance of the services being performed. The Contractor shall provide the City a good faith estimate
of the cost of the work prior to approval. All repairs shall be completed in a workmanlike manner.

9. TIME KEEPING FOR REPAIRS AND AFTER HOURS SERVICES: The City will pay only the labor rate for time actually spent working on City equipment. The Contractor will not be paid additional monies for travel, trip charges, administrative fees, overhead costs, etc.

10. REPAIR PARTS: All repair parts shall be new and of equal quality to the part being replaced unless otherwise approved by the City’s authorized representative.

11. WARRANTY: The contractor shall warranty all labor and materials provided for repairs for a period of one year. Any parts or materials warranty longer than one year shall be transferred to the City.

12. CONTRACTOR EMPLOYEES AND ACCESS TO WORK AREA: The contractor shall identify all employees who will need access to the work area. These employees will be subject to a background investigation by the Largo Police Department prior to being given authorization to work at City Facilities. The City reserves the right to approve or reject all contractor employees proposed to work on City facilities. All contractor and subcontractor employees shall be neat in appearance and shall wear an appropriate uniform identifying them as contractor employees. Proper identification shall also be carried by contractor and subcontractor employees at all times while working at City facilities. Additionally, all contractor and subcontractor vehicles shall be clearly marked identifying them as such.

13. NEGOTIATED WORK: If the need arises for the contractor to provide services not covered by this agreement the City’s authorized representative reserves the right to negotiate a price for the work not in excess of $25,000. Additionally, the City and Contractor may elect to mutually agree upon a negotiated price for repair work rather than using the rate structure identified on the proposal sheet.

14. CHEMICAL TREATMENT: All Chemical Treatment of water is covered under the O&M part of this agreement and is the contractor’s responsibility.

15. MATERIAL STOCK ITEMS: The contractor shall keep in stock: relays, contactors, capacitors, small motors, standard thermostats, pressure switches, refrigerant, and general HVAC parts for timely small repairs.

16. MAINTENANCE LOGS: The contractor shall keep a maintenance log on site with entries for every piece of equipment listed in Schedule II of this agreement and every major component of equipment at the Wastewater Treatment Plant and the Environmental Services Building.

17. COORDINATION OF WARRANTY WORK: the contractor shall be responsible to coordinate repairs and adjustments of equipment under warranty at the time of this agreement. Coordination of such work shall be considered part of the O&M Services part of this agreement. The contractor may charge the City an amount of the Contractor’s hourly labor rate as established in this agreement for warranty coordination work completed after normal business hours and on holidays, if the contractor’s representative must be present during the work.

18. TERMINATION: This Agreement may be terminated by the City, without cause, at any time during the Initial Term or any Renewal Term with thirty (30) days written notice to the contractor.

19. SCOPE OF WORK: Any suggested changes to the maintenance cycles should be listed as separate minimum requirements in your proposal.
MINIMUM MAINTENANCE & OPERATION REQUIREMENTS

CHILLERS

Quarterly:
- change dehydrator for purge unit
- clean condenser gas & oil return valves

Semi-annually:
- change dehydrator in oil return system
- clean nozzle for purge unit dehydrator
- inspect all electrical controls for malfunction
- change compressor oil filter or earlier if oil pressure drops 30%
- check strainers & clean as needed in chilled water lines

Annually:
- clean & inspect all valves of purge unit system
- drain & flush oil & refrigerant from purge unit shell
- replace float assembly & oil drain line of purge unit system
- change compressor oil
- meg compressor motor windings
- pressure test chiller for leaks

COOLING TOWERS

Quarterly:
- check oil in sleeve bearings

Semi-annually:
- grease motors
- check gear reducer oil level (add oil if needed)
- check all assembly bolts & cap screws for tightness on gear reducer
- check mechanical equipment anchor blots, drive shaft coupling bolts & coupling set, screws, tighten as required
- Inspect driveshaft for corrosion, cracking of rubber bushings, looseness of hardware & proper alignment

Annually:
- check insulation resistance of motor

Every five (5) years:
- change gear reducer oil

PUMPS

Quarterly:
- check for proper operation
- check for excessive noise or vibration
- clean strainers as needed
AIR HANDLING UNITS

Quarterly:
- replace secondary filters
- inspect condensate pan & lines and clear as needed

Semi-annually:
- chemical treatment of condensate pans with algaecide pads
- replace primary filters
- lubricate motors & bearings

Annually:
- clean evaporator coils, condensate pan & blower assembly
- vacuum unit interior

DX SPLIT SYSTEMS AND PACKAGE UNITS

Quarterly:
- inspect condenser & evaporator coils
- check amperage of motors & compressors
- check electrical connections for tightness
- inspect condensate drain pans & lines

Semi-annually:
- chemical treatment of condensate pans with algaecide pads or tablets
- lubricate motors & bearings
- check for proper calibration of thermostats and sensors, adjust as needed

Annually:
- clean condenser & evaporator coil, condensate pan & blower assembly
- vacuum interior of air handling unit

EXHAUST FANS

Semi-annually:
- lubricate motor
- replace belts as needed
- low-water fuel cut-off and alarm, perform a slow drain test in accordance with ASME Boiler and Pressure Vessel Code Section VI
- firing rate control, verify factory settings
- inspect burner components
Annually:
- clean the combustion air impeller
- high limit safety control, manually adjust until switch opens
- firing rate control, check with combustion test
- pilot and main gas valve, perform leakage tests
- operating control, manually adjust until switch opens
- fuel valve interlock switch (POC), refer to instructions
- burner position interlock, refer to instructions
- low fire start interlock, refer to instructions
- automatic changeover control (dual fuel), perform under supervision of gas utility
- pilot turndown tests, after any adjustments to flame scanner mount of pilot burner
- refractory hold-in controls, required after any adjustments to flame scanner mount or pilot burner

Evaluation Criteria

Proposals will be evaluated by the City and the contractor will be selected based on, but not limited to, the following criteria:

a. Ability, capacity and skill to perform the contract or provide the service required.
b. Experience on similar projects in Florida and in the Tampa Bay Area.
c. Personnel assigned to the project and qualifying credentials to perform.
d. Experience of personnel assigned to the project.
e. Location of office to perform the proposed service.

The selected proposer(s) response to stated criteria may be verified by the City. This verification may consist of reference checks, interviews, and site visits.
PART II
INSTRUCTIONS TO PROPOSERS AND GENERAL PROVISIONS

Definitions (as used herein)

a. The term "Request for Proposal" means a solicitation of proposals. The acronym "RFP" means Request for Proposal.

b. The term "proposal" means the offer of qualitative evaluations by the proposer.

c. The term "professional services" means those services of architects, auditors, dentists, engineers, landscape architects, lawyers, physicians, psychologists, surveyors and any other professional service as determined by the City.

d. The term "proposer" means the one making an offer.

e. The term "Change Order" means a written order signed by the Office of Management & Budget or authorized representative directing the vendor to make changes to a contract or purchase order resulting from the RFP.

f. The term "City" means the City of Largo, Florida.

g. The term "City Commission" means the governing body of the City of Largo.

Preparation of Request for Proposals

a. Proposers are expected to examine the minimum requirements and all special and general conditions. Omission on the part of the proposer to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract document, will not be accepted as a basis for varying the requirements of the City or the compensation to the vendor. Failure to do so is at the proposer's risk. The proposer shall sign the Request for Proposal and print or type his/her name, address, and telephone number on the face page.

b. The apparent silence of any supplemental minimum requirements as to any details or the omission from it of a detailed description concerning any point will be regarded as meaning that only the best commercial practices are to prevail. All workmanship is to be first quality. All interpretations of the minimum requirements shall be made upon the basis of this statement.

c. Proposals shall be submitted in the format described in this document, other formats will be rejected. Unless otherwise stated within the minimum requirements, responses to the RFP shall have (1) marked ORIGINAL (2) copies and one (1) CDROM - DVD submitted for evaluation purposes.

d. The firm should retain a copy of all documents for future reference.
e. All proposals must be signed with the firm name and by an officer or employee having authority to bind the firm by his/her signature.

f. Failure to follow the instructions in the Request for Proposal is cause for rejection of offer.

Submission and Receipt of Proposals

a. Proposals must be received before the specified time as designated in the RFP. A list of firms who submitted proposals will be furnished, upon request.

b. Proposals shall be submitted in a sealed envelope. The envelope shall show the hour and date specified for receipt of RFP, the RFP number, and the name and address of the firm.

c. The City of Largo is not responsible for the U.S. Mail or private couriers in regard to mail being delivered by the specified time so that a proposal can be considered.

d. Telegraph and Facsimile (FAX) proposals will not be considered however, proposals may be modified by telegraphic and FAX notice, provided such notices are received prior to the hour and date specified.

e. Late proposals will be rejected.

f. Proposals having any erasures or corrections must be initialed by the offerer in ink. Proposals shall be signed in ink. All amounts shall be typewritten or completed in ink.

g. Overnight or Express mail should not be addressed to the PO Box.

Acceptance of Offer

The signed proposal shall be considered an offer on the part of the proposer; such offer shall be deemed accepted upon issuance by the City of a Purchase Order, Blanket Purchase Order, or other contractual document.

The contract will be awarded to the most responsible and responsive proposer whose proposal best meets the minimum requirements, and criteria set forth in this RFP.

The City reserves the right to accept or reject any and all proposals or parts of proposals, waive minor informalities.

The City reserves the right to award the contract on a split-order, lump-sum, or individual-item basis, or such combination as shall best serve the interest of the City unless otherwise specified.

Discrepancies, Errors, and Omissions

Any discrepancies, errors, or ambiguities in the Request for Proposals or addenda (if any) should be reported in writing to the City’s Purchasing Manager. Should it be found necessary, a written addendum will be incorporated in the Request for Proposals and will become part of the Purchase Agreement (contract documents). The City will not be responsible for any oral instructions, clarifications, or other communications.

Right to Reject Proposal
Right is reserved to reject any or all proposals and to disregard typographical, mathematical, or obvious errors. The City will not pay costs incurred by any proposer in the preparation of proposals.

Compensation

Compensation which is determined to be fair, competitive and reasonable will be considered during the negotiations of a final contract with the selected proposer.

Payment

Payment for the project will be on a lump sum basis. Progressive payments will be made but will not exceed the percent as listed for each level.

Fiscal Non-Funding Clause

In the event sufficient budgeted funds are not available for a new fiscal period, the City shall notify the vendor of such occurrence and contract shall terminate on the last day of the current fiscal period without penalty or expense to the City.

Conflict of Interest

The proposer certifies that, to the best of his knowledge or belief, no elected/appointed official or employee of the City of Largo, a spouse thereof or other person residing in the same household, is financially interested, directly or indirectly, in providing the goods or services specified in this proposal. Financial interest includes ownership of more than five percent of the total assets or capital stock or being an officer, director, manager, partner, proprietor, or agent of the business submitting the proposal or of any subcontractor or supplier thereof providing goods or services in excess of ten percent of the total proposal amount.

Additionally, the proposer, on company letterhead, must divulge at the time of proposal submittal, any relative, other than those already specified, of an elected/appointed official or employee of the City of Largo who has a financial interest, as defined herein, in providing the goods or services specified in the proposal. The City, at its sole discretion, will determine whether a conflict exists and whether to accept or reject the proposal.

Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals 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, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

Options

When the City requests proposals with options regarding the extent of services to be provided, the City requests all proposers to provide a cost breakdown for each option proposed. Although all options may be
purchased, some may not. The City reserves the right to decide, at its discretion, which options shall be purchased.

The City reserves the right to engage more than one firm if it is believed that different firms might best serve the City's interests in performing different segments of the work (e.g. one firm to provide building estimates, and another to provide infrastructure estimates).

**Subcontracting**

Where proposers do not have the "in-house" capability to perform work desired in the Request for Proposal, subcontracting may be permitted with prior knowledge and approval of the City. The City must be assured and agree that any proposed subcontractor(s) can perform work of the desired quality and in a timely manner. Therefore, the name(s) of any intended subcontractor(s) should be given in the Proposal.

**Failure to Submit Proposal**

If you do not wish to submit a proposal, return the RFP and state reason; otherwise, your name may be removed from our mailing list.

**Default of Contract**

In case of default by the proposer, the City may procure the services from other sources and hold the proposer responsible for any excess costs occasioned or incurred thereby.

**Modification for Changes**

No agreement or understanding to modify this RFP and resultant purchase order or contract shall be binding upon the City unless made in writing by the Office of Management and Budget.

**Order or Precedence**

In the event of an inconsistency between provisions of the RFP, the inconsistency shall be resolved by giving precedence in the following order: (a) Instructions to Proposers and General Provisions; and, (b) the minimum requirements.

**Examination of Records**

The proposer shall keep adequate records and supporting documentation applicable to the subject matter of this RFP to include, but not be limited to, records of costs, time worked, working paper and/or accumulations of data, and criteria or standards by which findings or data are measured. Said records and documentation shall be retained by the proposer for a minimum of one year from the date the contract is completed and accepted by the City. If any litigation, is started before the expiration of the one year period, the records shall be retained until all litigation, claims, or audit findings, involving the records have been resolved, unless otherwise instructed by the City. Should any questions arise concerning this contract, the City and its authorized agents shall have the right to review, inspect, and copy all such records and documentation during the record retention period stated above; provided, however, such activity shall be conducted only during normal business hours and shall be at City expense. Proposers shall be authorized to retain microfilm copies in lieu of original records, if they so desire.

Any subcontractor(s) employed by an proposer who is subject to these requirements and the proposer is required to so notify any such subcontractor(s).
**Hold Harmless**

The parties recognize that the Contractor/Vendor is an independent contractor. The Contractor/Vendor agrees to assume liability for and indemnify, hold harmless, and defend the City, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorney’s fees, in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind or nature, including claims for personal injury, property damage, equitable relief, or loss of use, arising out of the execution, performance, nonperformance, or enforcement of the terms and conditions of this Agreement, Invitation for Bid or Request for Proposal, whether or not due to or caused by the negligence of the City, its commissioners, mayor, officers, employees, agents, and attorneys excluding only the sole negligence of the City, its commissioners, mayor, officers, employees, agents, and attorneys. The Contractor’s/Vendor’s liability hereunder shall include all attorney’s fees and costs incurred by the City in the enforcement of this indemnification provision. This includes claims made by the employees of the Contractor/Vendor against the City and the Contractor/Vendor hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive termination of this Agreement and shall not be limited by the amount of any insurance required to be obtained or maintained under this Agreement.

**Qualification of Proposer**

A proposer may be required, before the award of any contract, to show to the complete satisfaction of the City that he has the necessary facilities, equipment, ability and financial resources to perform the work in a satisfactory manner within the time specified.

**Disqualification of Proposer**

Any or all proposals will be rejected if there is any reason for believing that collusion exists among the proposers, and participants in such collusion will not be considered in future proposals for the same work.

**Licenses and Permits**

The Proposer shall secure all licenses and permits and shall comply with all applicable laws, regulations and codes as required by the State of Florida, or by the City of Largo. The Contractor must fully comply with all Federal and State Laws and County and Municipal Ordinances and Regulations in any manner affecting the performance of the work.

The Proposer shall supply documentation of compliance with Section 471.003, Florida Statutes for all design build projects and/or projects meeting the thresholds provided in Section 471.003(h), Florida Statutes.

**Provisions for Other Agencies**

Unless otherwise stipulated by the proposer, the proposer agrees to make available to the Government agencies, departments, and municipalities the prices submitted in accordance with said terms and conditions therein, should any said governmental entity desire to buy under the proposal.

**Period of Contract**

The term of this Agreement (the "Initial Term") is three (3) years, commencing on the date of award.
Option of Renewal

This Agreement may be renewed by mutual agreement for two (2) additional one (1) year periods, providing all pricing, terms and conditions remain the same. Unless the contractor provides City notice of intent not to renew not less than ninety (90) days prior to the expiration of the Initial Term of any Renewal Term.

Applicable Law and Venue

This Agreement shall be governed by, construed and interpreted in accordance with the laws of the State of Florida without regard to the conflicts or choice of law principals thereof. Each of the parties hereto: (a) irrevocably submits itself to the exclusive jurisdiction of the State of Florida, and agree that venue shall lie exclusively in the Sixth Judicial Circuit Court in and for Pinellas County, Florida for any state court action arising out of this Agreement, and exclusively in the United States District Court for the Middle District of Florida, Tampa Division, for any federal court action arising out of this Agreement; (b) waives and agrees not to assert against any party hereto, by way of motion, as a defense or otherwise, in any suit, action or other proceeding, (i) any claim that it is not personally subject to the jurisdiction of the above-named courts for any reason whatsoever, and (ii) any claim that such suit, action, or proceeding by any party hereto is brought in an inconvenient form or that venue of such suit, action, or proceeding is improper or that this Agreement or the subject matter hereof may not be enforced in or by such courts.

Additional Information

Additional information may be obtained from the Office of Management and Budget, (727) 587-6727, or from the individual listed on the RFP cover letter.
PART III
SPECIFIC PROPOSAL REQUIREMENTS
FOR
HVAC OPERATION & MAINTENANCE
RFP # 17-P-595

Format

To assure consistency, proposals must conform to the following format:

Cover Letter
Table of Contents
Sections
A. Introduction
B. Qualifications
C. Other Information
D. References
E. Cost and Time

Section A - Introduction

This section should contain information about your firm's experience and background. Include complete information regarding experience in this type of commercial service, number of years, number of employees, etc.

Section B - Qualifications

This section should contain qualifications of personnel. Please submit resumes of key personnel who will be assigned to this contract.

Section C - Other Information

This section should address any other information necessary for a full understanding of your services. Please provide information on any additional services offered by your firm.

Section D - References

This form should contain organization name, contact person, phone number and date of services.

Section E - Cost and Time

This section must clearly state the cost and estimated completion time associated with the project.
A. **PROPOSAL PRICE**

1. Identify your proposal price for the entire scope of work (Operations and Maintenance) to be completed at the **Largo Municipal Complex**. Each year is a 12-month period starting the effective date of the agreement.

   Proposal Price, Year 1: $_____________

   Proposal Price, Year 2: $_____________

   Renewal (1)  
   Proposal Price, Year 3: $_____________

   Renewal (2)  

2. Identify your proposal price for the entire scope of work (Operations and Maintenance) to be completed at the **Largo Library**. Each year is a 12-month period starting the effective date of the agreement.

   Proposal Price, Year 1: $_____________

   Proposal Price, Year 2: $_____________

   Renewal (1)  
   Proposal Price, Year 3: $_____________

   Renewal (2)  

3. Identify your proposal price for labor, markup on parts, and markup on subcontracts for repairs only.

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<td>Subcontracts</td>
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The undersigned proposer does hereby agree to furnish the City of Largo, Florida, the items listed in accordance with the minimum requirements/evaluation criteria shown by the Request for Proposal to be delivered to the specified site for the price indicated.

IT IS THE PROPOSERS RESPONSIBILITY TO CHECK THE WEBSITE www.largo.com FOR FINAL DOCUMENTS AND ADDENDUMS BEFORE SUBMITTAL

THIS PROPOSAL MUST BE SIGNED BY A PERSON AUTHORIZED TO ACT FOR THE COMPANY IN HIS/HER OWN NAME.

PROPOSER NAME: ____________________________________________

TAX ID#  SSN or EIN: _________________________________________

PROPOSER ADDRESS: _________________________________________

PURCHASE ORDER ADDRESS: ________________________________

PHONE NUMBER: ___________________________________________

FAX NUMBER: ______________________________________________

COMPANY WEB SITE: _________________________________________

COMPANY CONTACT (REP): __________________________________

EMAIL ADDRESS(REP): ______________________________________

SIGNATURE: _______________________________________________
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Representative Typed Name/Title ____________________________________________
Representative Signature __________________________________________________
Firm _____________________________________________________________________
INSURANCE REQUIREMENTS CHECKLIST
FOR: RFP #17-P-595
Items marked "X" must be provided

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<td>Owned, Hired &amp; Non-Owned</td>
<td>$1,000,000 Combined Single Limit per Occurrence</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>X</th>
<th>Worker's Compensation and Employer's Liability</th>
<th>Minimum Limits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Statutory</td>
<td>$100,000 Each Accident</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$500,000 Disease - Policy Limit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$100,000 Disease - Each employee</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Professional Liability - Errors &amp; Omissions</th>
<th>Minimum Limits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Deductible:</td>
<td>$</td>
<td>Aggregate</td>
</tr>
<tr>
<td>* Claims Made (Y/N):</td>
<td>$</td>
<td>Each Claim</td>
</tr>
<tr>
<td>* Occurrence (Y/N):</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>* Defense included in Limits (Y/N):</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>X</th>
<th>Builder's Risk/Installation Floater</th>
<th>Minimum Limits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Flood Included</td>
<td>$100% of Completed or Installed Value</td>
</tr>
<tr>
<td></td>
<td>Transportation Included</td>
<td>$</td>
</tr>
<tr>
<td></td>
<td>Storage Included</td>
<td>$</td>
</tr>
</tbody>
</table>

City Must Be A Named Insured. Copy of Policy Will Be Required.

<table>
<thead>
<tr>
<th>X</th>
<th>Other</th>
<th>Minimum Limits Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Statement of Bidder:
We understand the requirements requested and agree to comply fully.

Bidder - Authorized Signature

A complete copy of this form with original signature must accompany RFP
Form W-9  
Department of the Treasury  
Internal Revenue Service  

Request for Taxpayer Identification Number and Certification  

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)

Business name, if different from above

Check appropriate box:  
☐ Individual/Sole proprietor  ☐ Corporation  ☐ Partnership
☐ Limited liability company. Enter the tax classification (O=disregarded entity, C=corporation, P=partnership) ▶ ………
☐ Exempt payee

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

Requester’s name and address (optional)

List account number(s) here (optional)

Part I  Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Part II  Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

● An individual who is a U.S. citizen or U.S. resident alien,

● A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,

● An estate (other than a foreign estate), or

● A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners’ share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

● The U.S. owner of a disregarded entity and not the entity,