



Charlotte County Purchasing Division
18500 Murdock Circle, Suite 344
Port Charlotte, Florida 33948-1094

Phone 941.743.1378
Fax 941.743.1384

NOTICE OF AVAILABILITY OF BID SPECIFICATIONS

REQUEST FOR BIDS
CHARLOTTE COUNTY, FLORIDA

The County of Charlotte will be receiving sealed bids at the Purchasing Division, Suite 344, Charlotte County Administration Center, 18500 Murdock Circle, Port Charlotte, FL 33948-1094, for:

BID NO. 2023000353
FIBER OPTIC INFRASTRUCTURE – ANNUAL CONTRACT

This is an annual contract for a licensed and insured Communications Contractor to provide services in accordance with industry standards and Federal, State and Local Laws, regulations and guidelines for installation, repair, and maintenance of Charlotte County's Fiber Optic Infrastructure System. Estimated Budget is \$150,000.

The license(s) required to perform these services for this project are: Certified Low Voltage System Specialty; Certified Master Electrician; or Registered Master Electrician.

There will be no Pre-Bid Conference for this Project. Bidders are requested to email any project related questions to the email below.

BID OPENING: 2:00 p.m., (EST) MARCH 15, 2023
PURCHASING DIVISION CONFERENCE ROOM

Bid Documents may be obtained by accessing the Charlotte County Purchasing Division's website at <https://purchasingbids.charlottecountyfl.gov> under "Purchasing Bids Online", document number 233532. Any questions can be answered by contacting Sheri Strong, Contract Specialist at 941.743.1373 or email: sheri.strong@charlottecountyfl.gov.

Notice of Availability
Posted: February 28, 2023



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18500 Murdock Circle, Suite 344
Port Charlotte, Florida 33948-1094

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STATEMENT OF NO BID

If you **do not** intend to bid on this commodity/service, please return this form to the above address immediately. If this statement is not completed and returned, your company may be deleted from the Charlotte County Vendors' list for this commodity/service.

We the undersigned, have declined to bid on requested commodity/service **BID #2023000353, FIBER OPTIC INFRASTRUCTURE – ANNUAL CONTRACT**, for the following reason(s):

- _____ Specifications too "tight", i.e. geared toward one brand or manufacturer only (explain below).
- _____ Insufficient time to respond to the Invitation to Bid.
- _____ We do not offer this product or service.
- _____ Our schedule would not permit us to perform.
- _____ Unable to meet bond/insurance requirements.
- _____ Unable to meet specifications.
- _____ Specifications are unclear (explain below).
- _____ Remove us from your vendors' list for this commodity/service.
- _____ Other (specify below).

Remarks: _____

Company Name: _____

Contact Person (typed or printed): _____

Contact Person Signature: _____

Phone: _____ Fax: _____

E-Mail Address: _____

Note: Statement of No Bid may be emailed to sheri.strong@charlottecountyfl.gov.

TABLE OF CONTENTS
FIBER OPTIC INFRASTRUCTURE – ANNUAL CONTRACT
BID NO. 2023000353

Notice of Availability	1
"No Bid" Response Page	2
Table of Contents	3
INSTRUCTIONS TO BIDDERS	4-7
TECHNICAL SPECIFICATIONS & CONDITIONS	8-12
INSURANCE REQUIREMENTS	13-14
SAFETY AND HEALTH REQUIREMENTS	15-16
BID FORM	17-22
ATTACHMENTS	
Charlotte County Permit Fees (2 pages)	
Maintenance of Traffic Policy (MOT) – (6 pages)	

**INSTRUCTIONS TO BIDDERS
FIBER OPTIC INFRASTRUCTURE - ANNUAL CONTRACT
BID NO. 2023000353**

IB-01 QUALIFICATIONS OF BIDDERS: It is the intent of the County to award this contract to the lowest responsive, responsible bidder, qualified by experience and solvency, with proven reliability and the ability to supply all items/services within a reasonable time frame acceptable to Charlotte County. Bidder may be required to supply information in writing at the request and discretion of the County prior to award of bids, in order to verify above requirements.

IB-02 GENDER DESIGNATION: The County and the Contractor are treated throughout these Documents as if each were of the singular number and masculine gender.

IB-03 EXAMINATION OF DOCUMENTS/SITE: Prior to the submission of a bid form, bidders shall carefully examine the bid package, including the Request for Bids, Instructions to Bidders, Technical Specifications & Conditions, Special Provisions, General Provisions, Insurance Requirements, Bid Form and all other related bid documents, including all modifications thereof, incorporated in the bid package, plus fully informing themselves as to all existing conditions and limitations that affect the work to be performed under this contract.

Discrepancies, omissions, or questions about the intent of the documents should be submitted to the Purchasing Division in written form as a request for interpretation no later than five (5) calendar days prior to bid opening (or shall be verbally addressed at the pre-bid conference, if applicable).

Interpretations of any of the bid documents or the project will be in the form of a written addendum to the documents which will be posted on the purchasing website. Receipt by each bidder of any addenda must be acknowledged on the bid form, indicating the addendum number and date of issue, therein becoming a part of the contract. No oral explanations shall be binding. The County will attempt to notify all prospective bidders of addenda issued to the bidding documents; however, it shall be the responsibility of the bidder, prior to submitting their bid, to determine if addenda were issued, acknowledging and incorporating it into their bid.

Examination of Site: Prior to submitting a bid form, each bidder shall examine the site and all conditions thereon. All bid forms shall be presumed to include all such existing conditions as may affect any work to be done on this project. Failure to familiarize himself with such conditions will in no way relieve the successful bidder from the necessity of furnishing any materials or performing any work that may be required to complete the work in accordance with the drawings and Specifications.

IB-04 PREPARATION AND SUBMISSION OF BID FORM REQUIREMENTS: Bids shall be submitted on the bid form supplied by the County, or duplication thereof and attached thereto, or as specified. Bidders shall acknowledge receipt of any addenda received during the bid period. Any expense incurred in making bids is to be borne by the Bidder.

Each bid must give the full business address of the bidder and state whether bidder is an individual, corporation or partnership. Bid Forms by a corporation must be signed in the name of the corporation, followed by the original signature and designation of the officer or other person authorized to bind the corporation. Bid Forms by partnerships shall show the names of all partners. The partnership title shall follow the original signature of each partner.

Any erasures or other corrections in the bid form must be explained or noted over the signature of the bidder. Bid Forms containing any conditions, omissions, unexplained erasures, alterations, or irregularities of any kind may be rejected by the County.

Bid documents shall be submitted sealed. The package containing the bid must be clearly marked with the bid number and the name and business address of the bidder. Bids not received by the established bid opening shall **not** be considered and will be returned.

Bid Guarantee - The bid shall be signed where indicated guaranteeing that the bidder will not withdraw its bid for a period of 60 days after the scheduled time for opening of bids.

IB-05 WITHDRAWAL OF BIDS: Bids may be withdrawn by request of the bidder prior to the scheduled opening. Error or negligence on the part of the bidder in preparing the bid confers no right for withdrawal of the bid after it has been opened.

IB-06 BID TABULATIONS: In accordance with Florida Statutes, Section 119(1)(b)2: Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. 119.07(1) and s. 24(a), Art. I of the State Constitution until such time as the agency provides notice of an intended decision or until 30 days after opening the bids,

proposals, or final replies, whichever is earlier. Those bidders interested in receiving a copy of the results of this bid once they are released may do so by visiting our website at <https://purchasingbids.charlottecountyfl.gov> under "Purchasing Bids Online", Document Number 233534. No information regarding the submittal will be divulged over the telephone.

IB-07 RESERVED RIGHTS: The County reserves the right to accept or reject any and/or all bids, to waive irregularities and technicalities, and to request resubmission of bids. Also, the County reserves the right to accept all or any part of the bid and to increase or decrease quantities to meet additional or reduced requirements of the County. Any sole response received may be rejected by the County depending on available competition and timely needs of the County.

IB-08 FORM OF CONTRACT: The submitted Bid Form signed by the bidder, together with complete bid package furnished by the County, shall constitute a binding contract. The bidder shall be required to perform according to the bidder's submitted Bid Form and the County's bid package when a purchase order signed by the Senior Division Manager - Purchasing or his/her designee is transmitted to bidder. The transmitted purchase order shall serve as both a Notice of Acceptance and Notice to Proceed to the bidder. Failure to comply with the conditions set forth in the purchase order shall be deemed a breach of contract subjecting the bidder to forfeiture of the bid bond or other posted security and other possible penalties.

IB-09 NOTICE TO PROCEED/DELIVERY: After award of bid, a notice to proceed/purchase order shall be issued bearing the terms of the contract/delivery. Upon receipt of purchase order, successful bidder/Contractor shall acknowledge receipt of same by either fax or mail, and shall commence processing of order so that the agreed upon delivery date will be satisfied.

IB-10 PAYMENT: Request for payment must be submitted to the Charlotte County Purchasing Division on a form approved by the County. All invoices will be paid in accordance with the Local Government Prompt Payment Act (F.S. 218.74).

IB-11 PERFORMANCE EVALUATION: At the end of the contract, if awarded, the receiving department will evaluate the successful bidder's performance. This evaluation will become public record.

IB-12 ARITHMETIC DISCREPANCIES: For the purpose of initial evaluation of bids, the following will be utilized in resolving arithmetic discrepancies found on the face of the bid forms submitted by the bidder:

- A. Obviously misplaced decimal points will be corrected.
- B. In case of discrepancy between unit price and extended price, the unit price will govern. Apparent errors in extension will be corrected.
- C. Apparent errors in addition of lump sum and extended prices will be corrected.

For the evaluation purposes, the County will proceed on the assumption that the bidder intends its bid be evaluated on the basis of the unit prices, extensions, and totals arrived at by resolution of arithmetic discrepancies (above). The bid will be so reflected on the bid tabulation.

IB-13 DESCRIPTIVE INFORMATION: Unless otherwise specifically provided in the documents, all equipment, materials and articles incorporated in the work covered by this bid are to be new and of the most suitable grade for the purpose intended. Unless specifically provided in the bid documents, references to equipment, material, article or patented process, by trade name, make or catalogue number, shall be regarded as establishing a standard of quality and shall not be construed as limiting competition. If the bidder wishes to make a substitution, the bidder shall furnish the name of the manufacturer, the model number, and other identifying information necessary to aid the County in evaluating the substitution. Substitutions are subject to County approval. Substitutions shall be approved only if determined by the County to be equivalent to the specifications. Substitutions are subject to disqualification if not approved by the County.

IB-14 REGULATIONS: It shall be the responsibility of each bidder to assure compliance with any OSHA, EPA, and/or other federal, state, or local statutes, ordinances, rules, regulations or other requirements, as each may apply.

Bidder must be authorized to transact business and be properly licensed in the State of Florida. Laws and regulations of the State of Florida and ordinances and regulations of Charlotte County will apply to any resulting contract.

IB-15 CODE OF ETHICS: With respect to this bid, if any bidder violates or is a party to a violation of the State of Florida/Florida Statutes, Chapter 112, Part III, Code of Ethics for Public Officers and Employees, such bidder may be disqualified from furnishing the goods or services for which the bid is submitted and shall be further disqualified from submitting any future bids for goods or services for Charlotte County.

IB-16 COLLUSION: By offering a submission to this invitation, the bidder certifies he has not divulged to, discussed or compared his bid with other bidders and has not colluded with any other bidder or parties to this bid whatsoever. Also, bidder certifies, and in the case of a joint bid each party thereto certifies as to his own organization, that in connection with this bid:

- any prices and/or cost data submitted have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices and or cost data, with any other bidder or with any competitor;
- any prices and/or cost data quoted for this bid have not been knowingly disclosed by bidder and will not knowingly be disclosed by bidder prior to the scheduled opening directly or indirectly to any other bidder or competitor;
- no attempt has been made or will be made by the bidder to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition;
- the only person or persons interested in this bid, principal or principals is/are named therein and that no person other than therein mentioned has any interest in this bid or in the contract to be entered into; and
- no person or agency has been employed or retained to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee excepting bona fide employees or established commercial agencies maintained by the Purchaser for the purpose of doing business.

IB-17 SUBCONTRACTORS: Bidders are to complete the attached Subcontractors form. This form must be completed and included with the bid form. If bidder does not have a subcontractor, insert "to be determined". When source or subcontractor is determined, selection will be subject to County approval.

IB-18 DRUG FREE WORKPLACE FORM: It is strongly suggested that the attached Drug Free Workplace Form be signed and returned to this office with the bid. In the event of a tie bid, the presence of a valid and accurate form may be used as a basis for awarding the Contract.

IB-19 PUBLIC ENTITY CRIMES: In accordance with Florida Statutes Sec. 287.133(2)(a), "A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods/services to a public entity, may not submit a bid on a contract with a public entity for construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list".

IB-20 CANCELLATION/TERMINATION OF CONTRACT: It is the intent of the County to contract with a bidder who can provide prompt and convenient services. The County shall have the right to cancel, terminate or suspend any awarded contract, in whole or in part, by providing the successful bidder/Contractor 30 days written notice.

It is expressly understood by the County and the bidder that funding for any successive fiscal years of this contract is contingent upon appropriation of monies by the Charlotte County Board of County Commissioners. In the event that funds are not available or are not appropriated, the County reserves the right to terminate any awarded contract. The County will be responsible for payment of any outstanding invoices and work completed by the successful bidder/Contractor prior to such termination.

Pursuant to Section 287.135(3)(a)4 of the Florida Statutes, Charlotte County may, at its sole option, terminate any Agreement valued at \$1,000,000 or more if the Contractor is found to have submitted a false certification, has been placed on the *Scrutinized Companies with Activities in Sudan List*, or the *Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List*, or has been engaged in business operations in Cuba or Syria or a boycott of Israel.

Pursuant to Section 287.135(3)(b) of the Florida Statutes, Charlotte County may, at its sole option, terminate any Agreement in any amount if the Contractor is found to have been placed on the *Scrutinized Companies that Boycott Israel List*, or is engaged in a boycott of Israel.

IB-21 INDEMNITY: After notification of award, the successful bidder shall indemnify and hold harmless the County, its officers, employees, agents and volunteers, from action, including any court costs or attorneys' fees arising from, or as a result of, any act or omission by bidder, its officers, employees, licensees, invitees, Contractors, agents or assignees, in the performance of the services and/or the delivery of goods for which the resulting agreement was entered into. Bidder agrees that the first ten dollars (\$10.00) of compensation received under the resulting agreement represents specific consideration for the indemnification obligation. Nothing in the award, resulting agreement, contract or Purchase Order shall be deemed to affect the rights, privileges and immunities of the County as set forth in Florida Statute 768.28.

IB-22 TAXES: Charlotte County is exempt from Federal Excise and State Sales Taxes. The bidder shall assume liability for Local, State, or Federal Tax that is applicable to the work.

IB-23 EQUAL EMPLOYMENT OPPORTUNITY: Charlotte County, in accordance with the provisions of Title VI of The Civil Rights Act of 1964 (78 Stat. 252) and the Regulations of the Dept. of Commerce, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this bid, minority business enterprises will be afforded full opportunity to submit bids and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

All bidders are hereby notified that the successful bidder (Contractor) must and shall comply with the Civil Rights Act of 1964, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Americans with Disabilities Act and the Florida Civil Rights Act, all as amended. Specifically, Contractor agrees that:

- No person shall, on the grounds of race, color, sex, religion, age, disability, national origin or marital status, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program, activity or service funded through this Contract.
- Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, disability, national origin or marital status. Contractor agrees to post in a conspicuous place, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.
- Contractor will, in all solicitations or advertisements regarding program activities, services provided or applications for employment, state that all qualified applicants will receive consideration for services or employment without regard to race, color, religion, sex, age, disability, national origin or marital status.
- County may require Contractor to submit reports as may be necessary to indicate non-discrimination. County officials will be permitted access to Contractor's books, records, accounts and other sources of information and its facilities as may be pertinent to ascertain compliance with non-discrimination laws.

It is expressly understood that County shall have the right to terminate the Contract upon receipt of evidence of discrimination.

IB-24 ASSIGNMENT: This agreement, or any interest herein, shall not be assigned, transferred or otherwise encumbered, under any circumstances by Contractor without the prior written consent of the County.

IB-25 UNAUTHORIZED ALIEN WORKERS: Charlotte County will not intentionally award publicly-funded contracts to any Contractor who knowingly employs unauthorized alien workers, constituting a violation of the employment provisions contained in 8 U.S.C. Section 1324a [Section 274A of the Immigration and Nationality Act ("INA")]. The County shall consider employment by any Contractor of unauthorized aliens a violation of Section 274A of the INA. Such violation by the Contractor of the employment provisions contained in Section 274A of the INA shall be grounds for termination of this Agreement by the County. In addition, pursuant to Section 448.095 of the Florida Statutes, all persons or firms entering into contracts with Charlotte County are required to register with, and use, the E-Verify system of the U.S. Department of Homeland Security to electronically verify the employment eligibility of all newly hired employees. The County may terminate this Agreement for failure on the part of the Contractor to use E-Verify. Contract termination for failure to use E-Verify is not considered a breach of contract pursuant to s. 448.095(2)(c)3, *Fla. Stat.*

IB-26 EMPLOYEE BACKGROUND CHECK: If an owner, except a stockholder in a publicly traded corporation, or an employee of the Contractor has been convicted of any offenses requiring registration as a sexual offender or sexual predator, regardless of the location of conviction, the Contractor shall ensure that the offender's or predator's work on the project is consistent with the terms of his probation and registry requirements.

IB-27 PUBLIC RECORDS CLAUSE TO CONTRACTORS "ACTING ON BEHALF OF THE COUNTY": Pursuant to Section 119.0701 of the Florida Statutes, Contractors acting on behalf of the County must comply with the public records laws, specifically: a) keep and maintain public records required by the County to perform the contracted services; b) upon request from the County's custodian of public records, provide the County 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 of the Florida Statutes or as otherwise provided by law; c) ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract; and d) upon completion of the contract, keep and maintain all public records required by the County to perform the service, and meet all applicable requirements for retaining public records.

IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO RETAIN AND PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT (941) 743-1441, E-MAIL TO RECORDS@CHARLOTTECOUNTYFL.GOV, 18500 MURDOCK CIRCLE, BLDG. B, Suite 109, PORT CHARLOTTE, FLORIDA 33948.

**TECHNICAL SPECIFICATIONS & CONDITIONS
FIBER OPTIC INFRASTRUCTURE – ANNUAL CONTRACT
BID NO. 2023000353**

TS-01 PURPOSE: It is the intent of Charlotte County to secure the services of a licensed and insured Communications Contractor to provide services in accordance with industry standards and Federal, State and Local Laws, regulations and guidelines on an “as required basis”. The work required will be installation, repair, and maintenance of Charlotte County’s Fiber Optic Infrastructure System.

TS-02 BID PRICES/TERMS OF CONTRACT: Bidders shall bid unit prices. The prices bid shall include costs for all items/materials, equipment, permits, labor, transportation, delivery, installation equipment, insurance, tools, and incidentals necessary for completion of the work.

These prices shall be considered firm from Date of Award through and including December 31, 2023. The contract may be renewed for two (2) additional one (1) year terms, by mutual consent, provided there are no changes in prices, terms and conditions.

Current contract prices can be obtained by accessing the Charlotte County Purchasing Division’s website at <https://purchasingbids.charlottecountyfl.gov> under “Purchasing Bids Online”, Search History. Historical searches can only be executed by keying in all or part of the project title. The previous Contract number for this project is **20-043** and is entitled “**FIBER OPTIC INFRASTRUCTURE - ANNUAL**”.

TS-03 SCOPE: The Charlotte County Board of County Commissioners is requesting competitive bids for Communications Contractors, to provide services in accordance with industry standards and Federal, State and Local Laws, Regulations, and Guidelines on an “as-required” basis. Bidders shall have expertise in the Communications Services Industry as listed below.

A. FIBER OPTIC CABLE SYSTEMS – Cabling installation, maintenance, design and support shall consist of many types of products and applications. They may include, but not be limited to:

1. Singlemode fiber optic cable installation outdoors and indoors
2. Multimode fiber optic cable installation outdoors and indoors
3. Termination of SC, LC, and ST type connectors
4. Directional bore installation
5. Open trenching installation
6. Fusion splicing
7. Optical Time Domain Reflectometer (OTDR) testing and certification
8. As-Builts

This support is expected to be provided by the successful bidder, and is described as:

1. advanced cable fault finding
2. adds, move or changes to cable systems

B. PROJECT DEFINITION – Projects are defined as a complete product. Complete is defined as a start to finish installation with a design and estimate presented first. The estimate will have all material pricing and scope of work for the project in accordance with the bid prices submitted. The Contractor is responsible for providing system design, permitting, as-builts, bore logs, OTDR test results and all necessary material in the estimate. The completion of the project is when all material has been installed, tested, labeled, documented, and presented to the County.

C. FIBER OPTIC SPECIFICATIONS – All Fiber Optic Specifications will adhere to FDOT Standard Specifications for Road and Bridge Construction 2023-2024, Section 633 Communication Cable unless noted below.

<https://www.fdot.gov/programmanagement/implemented/specbooks/default.shtm>

1. Use for section 633.2.1.1.8 naming for the Charlotte County IT Division; it shall be marked with the logo “CCBOCC” on the cable jacket at a minimum of every three feet (3’) and contain a continuous linear orange stripe on the cable jacket. For the Charlotte County Lighting District, it shall be marked with the logo “Traffic Operations” and contain a continuous linear green stripe on the cable jacket.
2. **Section 633-5, 633-6, and 633-7 will not be used.**
3. Installation will include cable tags within one foot (1’) of each splice and/or termination point indicating the cable type, fiber count, and fiber optic origination and termination point. Ensure that the cable tags are permanent labels suitable for outside plant applications when used and are affixed to all fiber optic cables.
4. All fiber optic glass shall be Corning Glass Type SMF-28 or County-approved equivalent for outdoor Singlemode fiber optic cable.

5. Whenever cable(s) are installed as new or re-installed, cables placed in any underground conduit shall have an AWG #10 continuous locate wire with a minimum of two feet (2') of wire accessible at each conduit termination point.
6. The Contractor shall prepare a cable-pulling plan for approval by the County. No work shall begin until the cable-pulling plan has been approved and a Notice to Proceed given.
7. Outdoor splice locations (whether underground or aerial) shall be located where vehicles can park safely out of the travel way and where lane closures will not be required for service. Aerial splice enclosures shall not be located over driveways.
8. Slack storage cable will be placed in all pull boxes with 50 feet of cable and 100 feet of cable at each splice point. Storage of fiber optic cable will be completed without twisting or bending of the cable below the minimum bend radius.
9. Indoor splice locations shall be located in designated communication closets.
10. All outdoor fiber optic cable splicing shall be performed in an air-conditioned environment such as a work trailer or van specifically equipped for fiber optic splicing. All spare fibers in the cable shall be spliced through for new installation and existing will be determined per project.
11. A fiber optic termination assembly shall provide for the termination of an interconnection of fiber optic cables and incorporate facilities to house fiber optic splices. The capacity of this assembly shall vary depending on the quantity of fiber optic cables to be terminated. The Contractor shall provide a complete assembly that meets the requirements of each location. A fiber optic termination assembly includes connector housing, splice tray housing, splice trays, connector panels and any other hardware or material to complete.
12. A splice center consists of the splice tray housing and the splice trays. The splice center shall house adequate splice trays to splice the fiber optic cables with no more than 24 splices per tray.
13. All terminations to fiber optic cable shall be made with fusion spliced SC, LC or ST connectors pending project definition. No mechanical terminations will be used.
14. Prior to installing any new outside facilities, the Charlotte County Lighting District inspection staff shall be notified in writing or called a minimum of 12 hours prior to any and all daily work to be performed throughout the entire length of construction or maintenance projects. Any changes that necessitate the rescheduling of work that has been previously scheduled shall be provided in writing or called no later than the morning that it was to be performed. Contact numbers are 941-575-3689 or 941-575-3648. Email address is LightingInspector@charlottecountyfl.gov.

D. DIRECTIONAL BORES/TRENCHING AND DRIVEWAY CROSSINGS - All road crossing shall be accomplished by means of a directional bore. The Contractor shall provide Charlotte County with directional bore log(s) taken at 10-foot intervals for all directional bores. All conduit installed shall be HDPE (High Density Polyethylene) SDR 13.5, orange in color continuous or sectional PVC Schedule 40 when approved by Charlotte County. The Contractor shall provide the appropriate manufacturer fittings when switching from the polyethylene continuous to standard PVC. Examples of appropriate coupling are ETCO Specialty Products and E-loc couplings. All fiber-optic conduits shall be placed at a minimum depth of 36 inches to a maximum 120 inches of cover. Exceptions may be made by the authority of the Charlotte County Signal Inspector or the IT Division for good cause shown. If conduits cannot be placed at a 36-inch minimum depth due to underground conflicts (i.e., rocks, roots, culvert pipes), the Contractor shall contact the Charlotte County Signal Inspector or IT Division to receive authorization to place conduits at less than 36 inches. The Contractor will be responsible for cleaning the spoil and returning the site back to the original condition after the bore operations is complete. All drainage facilities shall be properly protected (i.e., hay-bails, silt-fence) from directional bore spoil. In the event drainage facilities become filled with spoil because of the directional bore, it shall be the Contractor's responsibility to have the material removed and the facility returned to its original condition. All trenching completed will be returned to its previous condition or better.

Directional Boring will be priced at all Soil Conditions - Price to include placing conduits measured in linear length. With a minimum 36 inches cover, to include installation of plugs, pull rope, couplings, any and all excavation, demolition work, tone locate of existing utilities where required, and all other associated work. Digging and restoration of sod and gravel at equipment set up site (launch and receiving pits) shall be considered incidental to the operation and included in directional bore prices. Directional bore price measurements are determined by the linear foot measurements at the ground surface (or equivalent - such as over water at ground level) for the intended path as provided by the engineering drawings or as otherwise provided by a County Representative. Directional bore depths or any other variance to planned work (as provided by the engineering drawings or as otherwise provided by a County Representative) must be adhered to unless prior authorization is obtained in writing by a County Representative. The total directional bore footage is determined by grouping the entire directional bore footage per project. Trenching/Hand digging will be priced at all soil conditions with minimum 36" cover from lowest point of the road's grade, to include installation of plugs, lubricant, pull rope, couplings, warning tape, bonding and grounding electrodes, any and all excavation, restoration of sod and gravel of sod and gravel and/or demolition work, tone locate of existing utilities where required, and all other associated work.

E. PULL BOX SPECIFICATIONS - All pull boxes shall be installed per current FDOT Standard Plans for road construction. Pull boxes shall be manufactured by Quazite, part # PG2436BA24 to be used for slack and splice enclosures. Substitutions are subject to County approval as indicated in IB-13, Descriptive Information. All pull boxes shall be on the Florida Department of Transportation Approved Product List (APL). All pull boxes shall be Tier 22 rated, heavy-duty

composite type non-steel and have the words "COMMUNICATIONS" and the FDOT APL number integrally cast in the cover. All pull boxes shall have a concrete apron poured around them. The concrete apron shall extend 12 inches beyond the edges of the pull box in all directions. The concrete apron may be reduced to six inches (6") between adjacent pull boxes. The concrete apron shall have a minimum thickness of four inches (4"). The top of the pull box and concrete apron shall be equal to the final elevation. Concrete apron is to be included in the cost of each pull box. The rock which the box rests upon shall be placed prior to setting the box. A picture for documentation will be taken prior to filling around each box for verification. Excavating material from inside the box and filling it with rock after the box has been set will not be acceptable and will require resetting. All conduits shall not enter pull boxes horizontally. All conduits shall enter a pull box at a 45-degree angle. All unused conduit(s) shall be plugged with an appropriate conduit plug and used conduits will be sealed with reusable sealant for future entry. When the instance arises that the Contractor needs to enter/install/replace a pull box over existing conduit(s) and the existing conduit(s) depth is less than the box depth, notching of the box will not be permitted. In this instance, the Contractor shall excavate the conduit(s) path back and lower the conduit(s) to allow for entry under the box rather than notching out the side(s) of the box. Exceptions may be made by the authority of the Charlotte County Signal Inspector or the IT Division for good cause shown. The Contractor shall receive the exception prior to performing any notching of the box.

TS-04 GENERAL REQUIREMENTS:

A. WORKING HOURS – Work shall normally be accomplished during Monday through Friday except with projects that include splicing into existing fiber which will be completed at specified time of project (which may be after hours and weekends), excluding recognized holidays, between the hours of 7:00 a.m. and 6:00 p.m. (EST). However, the Contractor shall be capable of providing 24 hour per day, seven-day per week service.

B. EMERGENCY RESPONSE TIME – Response time required to report onsite to perform emergency service, after verbal or written service request, shall not exceed two (2) hours. Onsite is defined as having a certified technician physically at the County Facility with tools. Remote diagnostics or troubleshooting does not qualify as onsite service. Remote diagnostics or troubleshooting may be requested; if so requested, response time shall not exceed one (1) hour.

C. NON-EMERGENCY RESPONSE TIME – Response time required to report onsite to perform non-emergency services, after verbal or written service request, shall not exceed 24 hours.

D. REQUESTS FOR PRICING (estimates) – Upon notification of various tasks, all estimates shall be returned to the County within a two-week period unless otherwise approved by the County. Contractor shall provide an estimate for any work performed that exceeds \$1,000 or instructed to do so in the event of an emergency.

E. FULL RESPONSIBILITY – Contractor shall furnish and assume full responsibility for all materials, equipment, labor, transportation, storage, installation equipment and insurance, tools and incidentals necessary for completion of the work. The County cannot assume responsibility for lost or stolen belongings. No subcontracting is permitted without the expressed written approval of the County.

F. ESTIMATED QUANTITIES – The exact quantities as listed on the Bid Form are given for bidder's guidance and are only estimated amounts. No minimum amount is guaranteed or implied. The County reserves the right to increase or decrease the quantities. This bid award may or may not result in similar quantities.

G. RESERVED RIGHTS – The County reserves the right to supply materials and/or equipment for installation or use by the Contractor without affecting any provision of the contract. Materials and/or equipment supplied by the County shall be warranted by the County.

H. DAMAGES – Contractor shall be responsible for any damages to property as a result of the work. Restoration and costs incurred as a result will be the responsibility of the Contractor.

I. ADDITIONAL REQUIREMENTS –

1. Should the Bidder be awarded the bid and become unable to perform due to breakdown, equipment scheduling, lack of equipment or manpower, and/or time constraints, then the County may go to the next lowest qualified Bidder without penalty.

2. The work to be performed under this contract may interface with other on-going projects. When this interfacing occurs, the Contractor is to coordinate his work with that of other trades, agencies or utility companies so as to avoid interferences, delays and/or conflicts.

3. Work may be required in any of the facilities operated under the responsibility of the Charlotte County Board of County Commissioners and will be assigned to the Contractor through issuance of a Purchase Order. The County agrees to provide access to sites as required by Contractor.

4. The County reserves the right to verify any submitted information and/or seek additional information regarding Bidder's qualifications. The Bidder agrees to provide such additional information relating to his qualifications as will be requested by the County, prior to award.

5. **Unsatisfactory Work:** In the event the work performance of the Contractor is unsatisfactory, the Contractor will be notified by the County and be given up to five (5) calendar days to correct the work. There will be no cost to the County for re-works.

6. **Clean Up:** The Contractor shall be responsible for removing all debris from the site and cleaning affected areas. Contractor shall keep the premises free of debris and unusable materials resulting from their work and as work progresses, or upon request by the County's representative, shall remove such debris and materials from the property. The Contractor shall leave all affected areas as they were prior to beginning work (i.e., backfill trenches and replace sod).

7. **Protection of Property:** The Contractor shall make necessary repairs in such a manner that does not damage property. In the event damage occurs to property due to any repairs or installations performed under this Contract, the Contractor shall replace or repair the same at no cost to the County. If damage caused by the Contractor has to be repaired or replaced by the County, the cost of such work shall be deducted from the monies due the awarded Contractor.

TS-05 QUALIFICATIONS OF CONTRACTOR:

A. **Manufacturer** refers to the company that manufactures the components and is responsible for the design and installation guidelines used by the Contractor to complete the system installation. The manufacturer along with the Contractor is responsible for the final warranty and certification of the application assurance.

B. The Contractor shall show proof of a contractual relationship with the manufacturer and shall pass through the manufacturer's certification to purchase.

C. The Contractor will accept complete responsibility for the design, installation, certification, and support of the system. Contractor must show proof that he has the certifying manufacturer's support on all of these issues.

D. All work shall be performed and supervised by technicians and project managers who are qualified to install fiber optic cabling systems and to perform related tests as required by the manufacturer in accordance with the manufacturer's methods. Contractor shall be a Building Industry Consulting Service International, Inc. (BICSI) member and have a Registered Communications Distribution Designer (RCDD) designation. Additionally, all warranty work shall be performed by technicians certified to perform such work. Proof of certification is to be provided with Bid Form.

E. The fiber optic technicians shall be fully trained and qualified by the manufacturer on the installation and testing of the equipment to be installed. Evidence that the Contractor is a current, certified installer of the manufacturer must be provided in writing with the Bid Form.

F. It is the intention of Charlotte County to retain a single Contractor for the completion of work required under the maintenance and installations services contract. The Contractor must demonstrate a wide range of capabilities and possess knowledge in all areas of work. As part of the compliance, Charlotte County will require the bidding companies to provide proof of manufacturer certification.

G. Contractor shall submit a minimum of three (3) recent (within the past five (5) years) references of projects of similar size and scope. Each reference shall include a project description, project location, name and phone number of a contact person, total project amount, and completion date. The County reserves the right to contact references.

H. Contractor shall submit paperwork showing their fusion splice machines are either new from the factory or serviced and certifies by the factory or its authorized representative within the previous six (6) months from the commencement of its use.

I. Contractor shall submit paperwork showing their Optical Time Domain Reflectometer (OTDR) is either new from the factory or serviced and certifies by the factory or its authorized representative within the previous six (6) months from the commencement of its use.

TS-06 INVOICES: Contractor shall provide competitively priced materials and/or equipment. All invoices to the County must be accompanied with a receipt for said materials and/or equipment. Prices shall be net and invoicing payable according to the Local Government Prompt Payment Act (Florida State Statute 218.74). All invoices must be sent within 15 days of completion of project.

TS-07 WORKMANSHIP WARRANTY: Contractor shall guarantee workmanship, materials and/or equipment supplied as result of the contract for a period on one (1) year from date of acceptance by the County.

TS-08 PERMIT FEES: The Contractor shall secure all permits and pay all fees initially that may be required. Such fees are reimbursable at cost (excludes any mark-up) if submitted on the billing invoice. Contractor shall assume all responsibility for submission of permit documents and obtaining any necessary permits. A copy of current permit fees is attached.

TS-09 CRITERIA FOR AWARD: This bid will be awarded to the overall lowest responsive, responsible bidder who meets or exceeds the requirements of the specifications and provisions set forth herein. Another consideration for award may be any information obtained from contacting references.

The County reserves the right to reject the bid proposal of any bidder who has previously failed to perform properly, or on time, contracts of similar nature; or who is not in a position to satisfactorily perform the contract. If, after bid opening, the lowest bidder is deemed non-responsible by the County, such bidder shall receive written notice from the County of this determination. The bidder shall have five (5) business days from the date of this notice to dispute the determination and to provide to the County any additional information it deems relevant regarding the bidder's responsibility. The County shall make a final determination regarding the bidder's responsibility at the time of award of the contract.

INSURANCE REQUIREMENTS FIBER OPTIC INFRASTRUCTURE – ANNUAL CONTRACT BID NO. 2023000353

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The County in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this Contract by the Contractor, his agents, representatives, employees, or subcontractors. Contractor is free to purchase such additional insurance as may be determined necessary.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE - Contractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

1. Commercial General Liability – Occurrence Form (CG 00 01)

Policy shall include bodily injury, personal injury, property damage and broad form contractual liability.

Minimum Requirements:

- General Aggregate \$2,000,000
- Each Occurrence \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: "Charlotte County a political subdivision of the state of Florida and its officers, employees, agents and volunteers" shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor.
- b. Contractor's subcontractors shall be subject to the same minimum requirements identified above.
- c. Policy shall be endorsed for a waiver of subrogation against the Charlotte County.

2. Automobile Liability

Bodily injury and property damage for any owned, hired, and non-owned vehicles used in the performance of this Contract. Automobile liability must be written on a standard ISO form (CA 00 01) covering any auto (Code 1), or if Contractor has no owned autos, hired (Code 8) and non-owned (Code 9) autos.

Combined Single Limit (CSL) \$1,000,000

- a. The policy shall be endorsed to include the following additional insured language: "Charlotte County a political subdivision of the state of Florida and its officers, employees, agents and volunteers" shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, including automobiles owned, leased, hired or borrowed by the Contractor".
- b. Contractor's sub-contractors shall be subject to the same minimum requirements identified in this section.
- c. Policy shall contain a waiver of subrogation against the Charlotte County.

3. Worker's Compensation and Employers' Liability

Workers' Compensation
Employers' Liability

Each Accident, bodily injury or disease \$1,000,000

- a. Policy shall contain a waiver of subrogation against the Charlotte County.
- b. Projects on or along navigable waters an endorsement for US Longshoremen and Harbor Workers and Jones Act is required.
- c. Contractor's sub-contractors shall be subject to the same minimum requirements identified in this section.
- d. If the contractor has no employees the contractor must submit to the County the Workers Compensation Exemption from the State of Florida.

Additional Insured – All policies, **except** for the Workers Compensation shall contain endorsements naming the County its officers, employees, agents and volunteers as additional insured with respect to liabilities arising out of the performance of services contained herein. The additional insured endorsements' shall not limit the scope of coverage for the County to vicarious liability but shall allow coverage for the County to full extent provided by the policy, even if those limits exceed those required by this contract. Such additional insured coverage shall be at least as broad as Additional Insured(Form B) endorsement form ISO, CG 20 10 11 85 or both CG 20 10 and CG 20 37 if later revisions used.

Waiver of Subrogation Rights – The Contractor shall require the carriers of required coverage's to waive all rights of subrogation against the County, its officers, employees, agents and volunteers. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation. All general or auto liability insurance coverage provided shall not prohibit the Contractor and Contractor's employees or agents from waiving the right of subrogation prior to a loss or claim. The Contractor hereby waives all rights of subrogation against the County.

Policies Primary and Non-Contributory – For any claims related to this contract, the Contractor's insurance coverage shall be primary insurance as respects the County, its officers, employees, agents and volunteers. Any insurance or self-insurance maintained by the County, its officers, employees, agents or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.

Severability of Interests – The Contractor agrees to ensure that coverage provided to meet these requirements is applicable separately to each insured and there will be no cross liability exclusions that preclude coverage for suits between the Contractor and the County or between the County and any other insured or additional insured under the policy.

Proof of Coverage - Prior to the commencement of performance of services the Contractor shall furnish to the County Purchasing Division Certificates of Insurance and amendatory endorsements or copies of the applicable policies. These certificates shall provide that such insurance shall not be terminated or expire without notice thereof in accordance with the policy provisions and Contractor shall maintain such insurance from the time the Contractor commences performance of services until completion of such services.

Acceptability of insurance carrier – Unless otherwise approved by Risk Management, Insurance shall be written by insurers authorized to do business in the State of Florida and with a minimum Best Insurance Guide rating of "A:VII".

Deductibles and Self-Insured Retention – Any and all deductibles or self-insured retentions in excess of \$10,000 shall be declared to and approved by Risk Management. The County may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration and defense expenses within the deductible or retention.

Failure to Procure Coverage – In the event that any policy of insurance required under this contract does not comply with the requirements, is not procured or is cancelled and not replaced, the County has the right but not the obligation or duty to terminate the contract or obtain insurance if it deems necessary and any premiums paid by the County will be promptly reimbursed by the Contractor or County payments to the Contractor will be reduced to pay for County purchased insurance.

Insurance Review – Insurance requirements are subject to periodic review by the County. The Risk Manager or designee is authorized, but not required, to reduce, waive, or suspend any insurance requirements whenever Risk Management determines that any of the required insurance is not available, is unreasonably priced or is not needed to protect the interests of the County. In addition, if Risk Management determines that heretofore, unreasonably or unavailable types of insurance coverage or coverage limits become reasonably priced or available, the Risk Manager or designee is authorized, but not required, to change the above insurance requirements to require additional types of insurance coverage or higher coverage limits, provided that any such change is reasonable in light of past claims against the County, inflation, or any other item reasonably related to the County's risk. Any change requiring additional types of insurance coverage or higher coverage limits must be made by amendment to this contract. Contractor agrees to execute any such amendment within thirty (30) days of receipt.

Any failure, actual, or alleged, on part of the County to monitor or enforce compliance with any of the insurance and indemnification requirements will not be deemed as a waiver of any rights on the par to the County.

**SAFETY AND HEALTH REQUIREMENTS
FIBER OPTIC INFRASTRUCTURE – ANNUAL CONTRACT
BID NO. 2023000353**

SH-01 HEALTH AND SAFETY PLAN: It shall be the responsibility of the Contractor to comply with OSHA, EPA, DOT and other applicable Federal and State of Florida laws, rules, regulations or other requirements. This includes, but is not limited to, 29 CFR 1926 (Safety and Health Regulations for Construction) and 1910 (Safety and Health Regulations for General Industry). Contractors are required to have a written Health and Safety Program that is jobsite specific. The elements of this written program shall be in accordance with OSHA 1926 and 1910. A list of program elements can be obtained from Charlotte County Risk Management.

The Contractor will designate a responsible member of his organization whose duty shall be the prevention of accidents at the site. This person shall be the Contractor's superintendent unless otherwise designated in writing by the Contractor to the Project Manager.

A copy of the Contractor's Health and Safety Plan will be submitted to Charlotte County at least 10 days prior to commencement of work. Contractor shall provide documentation that his employees and subcontractors received training (been informed of) on the Contractor's Health and Safety Plan. The Contractor will be responsible for conducting a site safety briefing for all visitors to the site. Documentation of these site safety briefings are to be maintained by the Contractor and made available to Charlotte County upon request.

Contractor will post, where appropriate, all necessary job-site Health and Safety notices. The Environmental Health and Safety Manager will conduct unannounced job-site inspections during the course of the project. Minor safety violations may be addressed immediately with the onsite supervisor and Project Manager. Major safety violations will result in written notification to the Contractor and Charlotte County Department Director under which the project is being performed. Hazardous conditions that are considered by the Environmental Health and Safety Manager to be immediately dangerous to life or limb will result in immediate stoppage of work until the hazardous conditions are corrected.

SH-02 ACCIDENTAL SPILLS: In the event of an accidental release or spill of chemicals or other hazardous materials the Contractor shall:

- Immediately take action as appropriate to contain the spill if this action can be taken without jeopardizing the health or safety of employees,
- Notify the Fire/EMS, or other entities as needed or required,
- Contact the Project Manager/Coordinator, and
- Contact Charlotte County Risk Management and Environmental Health and Safety Manager.

The following phone numbers may be used in the event of an emergency:

Risk Management	941.764.4191
Environmental Health and Safety Manager	941.743.1381 (or Cell 941.223.5535)

SH-03 CONTROL OF FUGITIVE EMISSIONS: The Contractor shall take all reasonable precautions necessary to control fugitive emissions from the job site. Fugitive emissions include, but are not limited to: nuisance dust, chemical odors/vapors/gases, hazardous materials such as lead or asbestos, and noise. Where the product(s) or material(s) to be used by the Contractor has a permissible exposure limit (PEL) established by OSHA the Contractor shall take all reasonable steps to maintain emissions of the product(s) or materials below the OSHA PEL. To verify that emissions are maintained below the OSHA PEL, the Contractor shall monitor, or shall contract to have monitored, work area exposure conditions. Monitoring shall occur, at a minimum, during the start of work and whenever there is a change in procedure, process, or chemical or material used. If it is deemed not practical to maintain exposures below the PEL, the Contractor shall restrict access to all areas where exposures exceed the PEL to authorized personnel only.

A. ASBESTOS AND SUSPECT ASBESTOS CONTAINING BUILDING MATERIALS: Contractors shall, under no circumstances, damage or disturb suspect or known asbestos containing material (ACM) unless they are a licensed Florida Asbestos Abatement Contractor and have been specifically employed to perform asbestos repair or removal. It is the responsibility of the Contractor to provide his or her own asbestos awareness program in accordance with 29 CFR 1926.1101. Where required by Federal and State regulations, the Contractor is required to have asbestos surveys performed prior to any work that includes, but is not limited to, renovation, and demolition. The asbestos survey must be performed by a firm that is licensed in the State of Florida to perform such surveys. A copy of the asbestos survey shall be submitted to the County's project manager. Asbestos materials may not be used or installed in any Charlotte County facilities.

B. LEAD-CONTAINING BUILDING MATERIALS: Contractors that will disturb lead-containing building materials during the course of work shall take all necessary precautions to protect Charlotte County employees and the public from exposure to lead dust or contamination. These measures shall conform, at a minimum, to the OSHA requirements detailed in 29 CFR 1926.62 and applicable local, state and federal regulations. Where the Contractor is engaged in work in child-occupied facilities, such work shall be performed in accordance with 40 CFR 745, and clearance testing shall be performed by the Environmental Health and Safety Manager or a licensed consultant at the conclusion of the project in accordance with the requirements of this regulation.

C. SAMPLING AND MONITORING RESULTS: The results of all personal and area monitoring and or other samples collected for health and safety compliance required by OSHA or any other state or federal regulatory agency shall be provided to Charlotte County.

**BID FORM
FIBER OPTIC INFRASTRUCTURE – ANNUAL CONTRACT
BID NO. 2023000353**

TO: Senior Division Manager - Purchasing
Board of County Commissioners
Charlotte County Administration Center
18500 Murdock Circle
Port Charlotte, Fl. 33948-1094

The undersigned, as bidder, does hereby declare that he has read the Request for Bids, Instructions to Bidders, Technical Specifications & Conditions, Insurance, Safety & Health Requirements, Bid Form, and any other documentation for

FIBER OPTIC INFRASTRUCTURE – ANNUAL CONTRACT

and further agrees to furnish all items listed on the attached Bid Form in accordance with the unit price(s) submitted. The above specified documents are herein incorporated into the Bid Form and shall be defined as the contract documents.

Please indicate by (√) that you have included the following documentation with your bid:

- () **Proof of Certification all Warranty work shall be performed by certified technicians**
- () **Evidence the Contractor is a current, certified installer of the manufacturer**
- () **References**
- () **License Requirement: Certified Low Voltage System Specialty; Certified Master Electrician; or Registered Master Electrician**

NOTE: In accordance with Florida Statutes, Section 119.071(1)(b)2: Sealed bids, proposals, or replies received by an agency pursuant to a competitive solicitation are exempt from s. [119.071\(1\)\(b\)2](#) and s. 24(a), Art. I of the State Constitution, except as provided by Florida Statutes 255.0518, until such time as the agency provides notice of an intended decision or until 30 days after opening the bids, proposals, or final replies, whichever is earlier. Upon release of the intended decision, if you wish to obtain the quote results, you may do so by visiting our Website at <http://purchasingbids.charlottecountyfl.gov/> under "Purchasing Bids Online", document number 233534. No information regarding the submittal will be divulged over the telephone.

Name of Bidder: _____

(This form to be returned)

FIBER OPTIC INFRASTRUCTURE BID FORM: For bid evaluation purposes, all unit prices must be annotated.

1. LABOR

DESCRIPTION	UNIT	UNIT PRICE
2-Man UG Crew & Truck, Straight Time	HR	\$
2-Man UG Crew & Truck, Overtime	HR	\$
3-Man UG Crew & Truck, Straight Time	HR	\$
3-Man UG Crew & Truck, Overtime	HR	\$
Fiber Optic Technician, Straight Time	HR	\$
Fiber Optic Technician, Overtime	HR	\$
CAD Technician	HR	\$
Removal of existing cable	LF	\$

2. FURNISH AND INSTALL: Defined as all material, labor, and all necessary hardware to complete each line item.

DESCRIPTION	UNIT	UNIT PRICE
6 strand outdoor dry-filled loose-tube single-mode fiber optic cable	LF	\$
12 strand outdoor dry-filled loose-tube single-mode fiber optic cable	LF	\$
24 strand outdoor dry-filled loose-tube single-mode fiber optic cable	LF	\$
48 strand outdoor dry-filled loose-tube single-mode fiber optic cable	LF	\$
72 strand outdoor dry-filled loose-tube single-mode fiber optic cable	LF	\$
24 strand indoor plenum single-mode fiber optic cable	LF	\$
48 strand indoor plenum single-mode fiber optic cable	LF	\$
144 strand outdoor dry-filled loose-tube single-mode fiber optic cable	LF	\$
24 strand indoor plenum 50-micron multi-mode fiber optic cable	LF	\$
48 strand indoor plenum 50-micron multi-mode fiber optic cable	LF	\$
Innerduct, Plenum 1" Orange corrugated with pull tape	LF	\$
Innerduct, Plenum 1 1/4" Orange corrugated with pull tape	LF	\$
Directional bore w/1 1/4" HDPE, SDR 13.5, orange/grey in color, continuous.	LF	\$
Directional bore w/2" HDPE, SDR 13.5, orange/grey in color, continuous.	LF	\$
Directional bore w/2 bundled 2" HDPE, SDR 13.5, each different in color, continuous.	LF	\$
Directional bore w/4" HDPE, SDR 13.5, orange/grey in color, continuous.	LF	\$
Trenching w/1 1/4" HDPE, SDR 13.5, orange/grey in color, sectional or continuous.	LF	\$
Trenching w/2" HDPE, SDR 13.5, orange/grey in color, sectional or continuous.	LF	\$
Trenching w/2 bundled 2" HDPE, SDR 13.5, each different in color, sectional or continuous.	LF	\$
Trenching w/4" HDPE, SDR 13.5, orange/grey in color, sectional or continuous.	LF	\$
Tracer Wire (AWG#10 Solid)	LF	\$
FO Splice Closure- Tyco FOSC450-A4-4-24-1-AOV	EA	\$
FO Splice Closure- Tyco FOSC450-BS-6-24-1-BOV	EA	\$
FO Splice Closure- Tyco FOSC450-C6-6-24-1-BOV	EA	\$
FO Splice Tray 24CT- Tyco	EA	\$

Name of Bidder:

(This form to be returned)

2. FURNISH AND INSTALL CONTINUED: Defined as all material, labor and all necessary hardware to complete each line item.

DESCRIPTION	UNIT	UNIT PRICE
Corning LANscape (SPH-01P) and Populated	EA	\$
Corning LANscape 12ct Fiber Panel Rack Mounted and Populated	EA	\$
Corning LANscape 24ct Fiber Panel Rack Mounted and Populated	EA	\$
Corning LANscape 48ct Fiber Panel Rack Mounted and Populated	EA	\$
Corning LANscape 72ct Fiber Panel Rack Mounted and Populated	EA	\$
ST connector single mode terminated	EA	\$
SC connector single mode terminated	EA	\$
LC connector single mode terminated	EA	\$
SC connector multi-mode terminated	EA	\$
LC connector multi-mode terminated	EA	\$
Fusion Splice 1-24 Optical Fibers	EA	\$
Fusion Splice 25-96 Optical Fibers	EA	\$
Fusion Splice 97-144 Optical Fibers	EA	\$
Mid-span setup fee for under 12 splices	EA	\$
Quazite Pull box Part # PG1324BA12	EA	\$
Quazite Pull box Part #PG1730BA12	EA	\$
Quazite Pull box Part # PG2436BA24	EA	\$
PolyDome Fiber Optic Cable Marker Post with County Label	EA	\$
FOR BID EVALUATION PURPOSES, UNIT PRICE TOTAL:		\$

EMERGENCY RESPONSE TIME – Response time required to report onsite to perform emergency service, after verbal or written service request, shall not exceed two (2) hours.

NON-EMERGENCY RESPONSE TIME – Response time required to report onsite to perform non-emergency services, after verbal or written service request, shall not exceed 24 hours.

Name of Bidder: _____

(This form to be returned)

If notified of the acceptance of this bid form, the undersigned agrees to execute a Contract for the stated compensation in the form as prescribed by the County, within the time constraints outlined in Instructions to Bidders.

The signature below is a guarantee that the Bidder will not withdraw his/her bid for a period of sixty (60) days after the scheduled time for opening the bids.

In accordance with section 287.135, Florida Statutes, the undersigned certifies that the company is not on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, and does not have business operations in Cuba or Syria (if applicable) or the Scrutinized Companies that Boycott Israel List, or is not participating in a boycott of Israel.

The undersigned acknowledges receipt of the following addenda, and the cost, if any, of such revisions has been included in the price bid.

Addendum No. _____, Dated _____; Addendum No. _____, Dated _____; Addendum No. _____, Dated _____

Addendum No. _____, Dated _____; Addendum No. _____, Dated _____; Addendum No. _____, Dated _____

HOLD HARMLESS AGREEMENT: The bidding firm as indicated below, it's officers and members shall, through the signing of this document by any authorized party or agent, indemnify, hold harmless and defend Charlotte County, a political subdivision of the State of Florida, its officers, agents, employees, and volunteers from all suits and actions, including attorney's fees and all costs of litigation and judgment of every name and description brought against the County as a result of loss, damage or injury to person or property by reason of any act or failure to act by the bidding firm, its agents, servants or employees.

Type of Organization (Please Check One): Individual Ownership _____ Partnership _____ Joint Venture _____ Corporation _____

Name of Bidding Firm _____

Mailing Address _____

Location Address _____

City & State _____ **ZIP** _____

Telephone _____ **Fax Number** _____

E-mail _____ **Date:** _____

Signature of person authorized to bind the Company: _____

Print Name/Title of person authorized to bind the Company: _____

(This form to be returned)

SOURCE OF SUPPLY AND SUBCONTRACTORS

The following sources of supply and subcontractors shall be used for the **FIBER OPTIC INFRASTRUCTURE - ANNUAL CONTRACT** project. If bidder does not have a source of supply or subcontractor, insert "to be determined". When a source or subcontractor is determined, selection will be subject to County approval. (If not applicable, state N/A).

Source of Supply	Subcontractor(s)
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____

DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that _____
(name of business) does:

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 five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

Signature _____

Dated _____

Name of Bidder: _____

(This form to be returned)

REFERENCES: FIBER OPTIC INFRASTRUCTURE – ANNUAL CONTRACT

Contractor shall submit a minimum of three (3) recent (within the past five (5) years) references of projects of similar size and scope. Each reference shall include a project description, project location, name and phone number of a contact person, total project amount, and completion date. The County reserves the right to contact references.

1. Project Owner / Company: _____
Name of Contact Person: _____ Telephone # _____
Address: _____
City & State: _____ Zip Code: _____
Project Description: _____

Total Project Amount: \$ _____ Completion Date: _____

2. Project Owner / Company: _____
Name of Contact Person: _____ Telephone # _____
Address: _____
City & State: _____ Zip Code: _____
Project Description: _____

Total Project Amount: \$ _____ Completion Date: _____

3. Project Owner / Company: _____
Name of Contact Person: _____ Telephone # _____
Address: _____
City & State: _____ Zip Code: _____
Project Description: _____

Total Project Amount: \$ _____ Completion Date: _____

4. Project Owner / Company: _____
Name of Contact Person: _____ Telephone # _____
Address: _____
City & State: _____ Zip Code: _____
Project Description: _____

Total Project Amount: \$ _____ Completion Date: _____

Name of Bidder: _____

(This page to be returned)



Charlotte County
Community Development Department
 18400 Murdock Circle, Port Charlotte, FL 33948-1074
 Phone: 941.743.1201 Fax: 941.764.4907
 Zoning: 941.743.1964 Toll Free from Englewood: 941.697.2919
 Email: BuildingSvcs@CharlotteFL.com
www.CharlotteCountyFL.gov
"To exceed expectations in the delivery of public services"

Official Use Only

Fee Schedule for Permits & Associated Services
Building, Right-of-Way, Zoning, Planning & Mapping

(Surcharges Amended & Effective on October 1, 2010 in accordance with Section 553.721 of the Florida Statutes)

Valuation Based Permits (note: a 3% Surcharge, \$4 minimum, is added to the fee; Plans Review Fees may also apply) The following permit types have their fee based on building valuation. Valuation comes from the most recent Building Valuation Data (BVD) normally published each February & August by the International Code Council (ICC) on the ICC website www.iccsafe.org Only a signed and sealed contract may be substituted for valuation purposes in order to appeal the calculated fee and only if the contract includes all phases of construction including contractor overhead and profit.

- One & Two Family, Commercial and Multifamily types less than \$50,000 in valuation: = \$90
- One & Two Family types more than or equal to \$50,000 in valuation: = Valuation x 0.004 = Permit Fee
- Commercial & Multifamily types more than or equal to \$50,000 in valuation: = Valuation x 0.005 = Permit Fee

Flat Fee Based Permits (unless valuation is at or above \$50,000 (note: a \$4 Surcharge is added to the fee))

These permits MAY be eligible for a discounted fee of \$45 each plus the \$4 surcharge each if the following conditions are met: 1) The permits are for individual units in one condo building OR are consecutive houses on the same street, 2) The permits are all of the same type for the same work, 3) More than 10 (ten) permits are required, and 4) Inspections are called in in multiples of five or more.

Flat Fee for the following:	=			\$90
Baby Barrier	Door	Irrigation System	Shed (Stick Built)	
Barn	Electrical Power Pole	Kitchen Hood	Shed (DCA > 100 sq. ft.)	
Boatlift	Electrical Service Change	LP Tank	Solar Photovoltaic	
Cage	Fire Alarm	Parking Lot Milling	Spray Booth	
Carport	Fire Sprinkler	Parking Lot Restripe	Sign	
Communication Tower	Fire Suppression System	Parking Lot Resurface	Tent	
Deck	Fuel Tank	Pool Heater	Water Heater	
Demolition	Hood Suppression	Plumbing	Window Replacement	
Dock	Hurricane Protection	Sewer Connection		

Special Flat Fee Based Permits (unless valuation is at or above \$50,000 (note: a \$4 Surcharge is added to the fee))

Flat Fee for the following:	=			\$200
DCA Home	Mobile Home	Residential Interior Remodel		
Garage	Residential Addition	Swimming Pool		

Plans Review*/Inspections

Pre-Application (this fee is credited towards the permit fee when the permit is issued):

- Single Family Residential Types = \$150
- Commercial/Multifamily Types = \$200

Plans Review Rejection:

- 1st Rejection = \$0
- 2nd Rejection = \$75
- 3rd Rejection = \$150
- 4th or more Rejection = \$225

Plans Amendment/Change:

- Residential = \$50
 - Commercial = \$75
- Re-Stamp of Plans:** = \$50

Re-Inspections:

- 1st Re-Inspection = \$50
- 2nd Re-Inspection = \$100
- 3rd + Re-Inspection = \$150
- Partial Inspection = \$50

*(non-refundable)

Miscellaneous

Expired Permit Renewal – 2 or more renewals require a letter of hardship addressed to the Building Official

Renewal Type	Initial permit cost (building)	Renewal cost
Flat Fee Trade permits	\$90	\$90 per renewal
All other permits – 1 st Renewal	Various	\$200 or 25% of the initial building fee whichever is greater
All other permits – 2 nd Renewal	Various	\$200 or 50% of the initial building fee whichever is greater
All other permits – 3 rd Renewal	Various	\$200 or 75% of the initial building fee whichever is greater
All other permits – 4 th Renewal	Various	\$200 or 100% of the initial building fee whichever is greater

Moving Permit (both in & out of county) = \$90

Permit Extension Request (1 st 90 days – in writing & made prior to permit expiration)	=	\$63
Permit Extension Request (2 nd 90 days – in writing & made prior to permit expiration)	=	\$100
Stop Work Order (i.e. to have the SWO lifted)	=	\$50
Temporary Certificate Of Occupancy – Must be requested in writing to the Building Official		

Time Period	1st 30 Days	2nd 30 Days	3rd 30 Days	Additional 30 day periods
Residential	\$ 100.00	\$ 200.00	\$ 300.00	\$ 600.00
Commercial	\$ 200.00	\$ 400.00	\$ 500.00	\$ 900.00

Right of Way & Stormwater Division

(Note: Right of Way Permits expire after one (1) year unless a renewal fee of \$29 is paid.)

Right of Way Permit or Service:

Line & Grade	\$310
Pool	\$90
Right of Way Plans Review or Permit	\$90
Right of Way Utility Permit	\$140
Re-Inspection	\$90

Stormwater

10 acres or less	\$580
More than 10 acres	\$580 + \$21 per acre over 10 acres

Zoning Division

Permits & Plans Review

Seawalls, Boat Lifts and Docks	\$95
Fence (Residential or Commercial)	\$30
Residential and Commercial Miscellaneous	\$22
Signs (including additional and temporary signs)	\$22

Temporary Event/Use Permits/Reviews

Type 1 (small)	N/A
Type 2 (medium)	\$300
Type 3 (large)	\$1,000

Plans Change

Commercial	\$22
Residential	\$22

Environmental Reviews

Commercial or Multifamily Landscape/Tree Permit	\$80
Commercial or Multifamily Landscape/Tree Permit (RESUBMITTAL)	\$50
Single Family or Duplex Landscape/Tree Permit	\$70
Single Family or Duplex Landscape/Tree Permit (RESUBMITTAL)	\$50
Environmental Inspections & Mulching Permit	\$55

Density Transfers

Certification of a Sending Zone	\$655
Transfer of Density Units W/Certificate	\$45
Transfer of Density Units W/Certification of Sending Zone	\$700
Transfer of Density Units W/LATF	\$130
Appeal of TDU ordinance	\$1,485

Plans Review/Inspection/Re-Inspection

New Commercial Review	\$65
Commercial Re-Submittal	\$50
Single Family-Residential Review	\$50
Single Family Re-Submittal	\$50
Zoning Re-Inspection	\$50

Miscellaneous

Zoning Verification Letter	\$35
Permit/Code Case/Lien Research Request	\$35
Minor Home Occupation	\$50

Current and Comprehensive Planning

Appeal (of a decision by the Zoning Official)	\$235
Special Exception or Variance (See Zoning Code for list)	\$880
Variance - Administrative (See Zoning Code for list)	\$175
BZA Administration	\$180
P&Z or BCC Continuance	\$220
Small Scale Plan Amendment	\$2,490
Large Scale Plan Amendment	\$2,640
Small Scale Plan Amendment & Rezoning (no PD)	\$2,490
Rezoning (no Planned Development)	\$2,490
Rezoning for Planned Development	\$4,540
Major Modification of Planned Development	\$2,590
Community Development Districts	\$15,000
DRI Master Development Order	\$22,000
DRI Substantial Deviation	\$22,000
DRI Amendment (Notice of Proposed Change)	\$3,350
DRI Bi-Annual Report Administrative Fee	\$250

Note: Excessive recording or advertising costs will be paid by the applicant.

Land Information & Mapping Division

Street Name Changes – Public	\$460	Data disc (CD/DVD)	\$35
Street Name Changes – Private	\$405	Aerial prints (black & white)	\$10
Address Verification Letter	\$15	Aerial prints (color)	\$31.05
Address Number Change	\$15	Aerial images on disc (All-county)	\$35
Address Permit Review (Per Unit)	\$15	Mailing – tube	\$3
Property Owner Notification (Per 25 Letters)	\$15	Mailing – postage as dictated by USPS (\$4.80 minimum)	varies
Hourly specialized map rate	\$41.20/hour	Data on supplied Flash Drive	N/C

Impact Fees (please see the fee schedule online at www.charlottecountyfl.com/GrowthManagement/ImpactFees.asp)

**CHARLOTTE COUNTY
PUBLIC WORKS DEPARTMENT
CHARLOTTE COUNTY, FLORIDA**

POLICY

Subject: Maintenance of Traffic (MOT) Policy	Effective Date: August 5, 2019	From: Joanne Vernon, County Engineer
Applies to: All Employees of the Charlotte County Board of County Commissioners	Last Amended: August 2019	Page: 1 of 6 pages

The purpose of this policy is to provide instructions to assure that all work being performed in the County’s rights-of-way are performed under both The Manual of Uniform Traffic Control Devices (MUTCD) and The Florida Department of Transportation (FDOT) Roadway & Traffic Design Standards thus, assuring a safe environment for both the worker(s) and driver(s) on all County roads. Short term projects that last only a few hours will not be held to the same planning outlined in this policy however they shall still be subject to MUTCD and FDOT standards. The entire MOT Policy must be followed even if it is more stringent than the MUTCD and FDOT standards.

This policy shall apply to all work in the rights-of-way including that performed by contractors working for the County, contractors working for developers, utility companies (including work being performed by their personnel or contractors/sub-contractors) and all County work forces within each department of each division. Both internal requirements (departmental) as well as external requirements (contractors) are governed by this policy. A copy of this policy shall be attached to all permits for contractor compliance. All instruction references to the MUTCD Part VI and Index 600 of the Florida Department of Transportation Design Standards, shall apply to the latest edition.

The contractor shall at all times take every available precaution to safeguard the public as well as the construction workers. The contractor’s personnel shall comply with the Maintenance of Traffic requirements, comply with reasonable requests from County employees, and act courteously with the public.

1. All personnel working within the County’s rights-of-way shall at **ALL** times, wear FDOT approved safety vests, including those who may be periodically on-site and out of their vehicles, i.e., supervisors, foreman, testing personnel, etc.
No personnel in the County’s rights-of ways shall wear headphones or earbuds.
2. Each contractor shall submit a Maintenance of Traffic Plan for any construction project involving work or activity that may affect traffic on any County street, roadway, bike path, or sidewalk, and obtain approval prior to

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Applies to: All Employees of the Charlotte County Board of County Commissioners	Last Amended: August 2019	Page: 2 of 6 pages

the start of the project. The MOT plan submitted will only be good for 60 days from the date approved. If work does not commence prior to the 60 day timeframe, a new MOT plan must be submitted and approved prior to any construction beginning.

3. The MOT Plan shall consist of one or more engineering drawing(s) signed and dated by a person certified by the International Municipal Signal Association (IMSA), Florida Intermediate or American Traffic Safety Services Association (ATSSA), in work zone traffic safety, qualified and knowledgeable in the field of traffic engineering, detailing traffic control for any road construction, detours, or road closures. If any changes to the MOT occur during any phase of the project, a revised MOT Plan shall be immediately submitted and approved reflecting all changes.
4. For all work within the County rights-of-way, where construction operations will alter traffic activities, the contractor will designate a qualified individual who will be responsible to implement, inspect, and/or supervise the placement, maintenance, and removal of traffic control devices in the work zone. The person responsible, possessing current valid and verifiable wallet cards from the above approved courses, shall be the only person approved to work on the maintenance of traffic and shall remain on site during any time of activity. This person must also be fluent in the English language.
5. Traffic control devices shall be maintained in the work zones at all times. Traffic control devices shall be installed and maintained to meet federal and state standards set forth in the most current MUTCD, FDOT Design Standards and in accordance with Charlotte County Maintenance of Traffic Policy Specifications. Maintaining traffic control devices shall consider proper position, cleanliness, legibility, and daytime and nighttime visibility and reflectivity. To assure adequate maintenance the work zone shall be inspected daily. Damaged or deteriorated traffic control devices shall be replaced.
6. All equipment and hazards left in the rights-of-way during hours of darkness are to be barricaded off. All signs and barricades requiring lights shall have Type A flashing lights in good working order. Any further traffic control

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Applies to: All Employees of the Charlotte County Board of County Commissioners	Last Amended: August 2019	Page: 3 of 6 pages

devices deemed necessary during the project are to be provided by the contractor at the contractor's expense.

7. Type B High Intensity Flashing Warning Lights shall be mounted on the first and second advanced post mounted warning signs on all approaches to any work zone.
8. All road, bridge, or sidewalk closure barricades will have Type A flashing lights in working order.
9. Areas around schools that are in session must have sidewalks that are opened at minimum of one hour before to at one half hour after school starting in the morning and one half hour before to one hour after school is let out in the afternoon, unless written permission is granted by the School Board to close the sidewalk.
10. Work will not be permitted in the school zone from one hour before to one half hour after school starting in the morning and at one half hour before to one hour after school is let out in the afternoon, unless written permission is granted by the School Board.
11. No construction equipment shall travel on or cross a public roadway without a yellow flashing beacon and accompanied by flagging personnel to safely guide the equipment until it is safely off the roadway out of the clear zone.
12. Every attempt shall be made to avoid road closures. Where it is not possible to completely avoid road closures, the following procedures shall be followed:
 - a. Road closures shall be limited, if possible, to single lane closures with traffic controlled by flagmen. Flagging operations and flagmen shall comply with MUTCD requirements and flagmen shall be certified in a flagging operation. Flagging is not to begin until the proper signage is in place. When flagging is not being performed, the signs must be covered up, turned away from traffic or removed from the job site.

**CHARLOTTE COUNTY
PUBLIC WORKS DEPARTMENT
CHARLOTTE COUNTY, FLORIDA**

POLICY

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Applies to: All Employees of the Charlotte County Board of County Commissioners	Last Amended: August 2019	Page: 4 of 6 pages

- b. If the work cannot be performed without closing all traffic lanes, but the closures can be limited to intervals no longer than five-minute duration's (e.g., to accommodate necessary equipment operations) flagmen shall be used to control traffic as necessary. All equipment crossing the roadway is to be escorted by flaggers.
- c. If the work cannot be performed without closing all traffic lanes for periods longer than five (5) minutes at a time, provisions shall be made to maintain access to all developed properties. Access shall be properly signed and/or marked detours or other approved methods.
- d. A detailed Maintenance of Traffic Plan shall be prepared by the contractor or other responsible entity for all situations where any lane closures are proposed. The detailed MOT Plans shall show the limits of the road closure, detour routes and/or other means of maintaining access, temporary signing and marking that will be used, and any other information deemed necessary by the County Engineer. The MOT Plan for road closures shall be submitted to the Engineering Department at least two weeks prior to each road closure. **No road closures, other than emergencies, are authorized without the prior approval of the County Engineer. No road closures will begin on a County Holiday or weekend.**
- e. If the road closure is authorized by the County Engineer, the following organizations shall be notified seven days prior to the closure and again 24 hours prior to the closure. If the closure will extend for more than one (1) day, notifications shall be made each day to inform these organizations of the road closure that will be in effect the following day:

**CHARLOTTE COUNTY
PUBLIC WORKS DEPARTMENT
CHARLOTTE COUNTY, FLORIDA**

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- **Charlotte County Public Works**
 - Public Relations Manager- Tracy.Doherty@charlottecountyfl.gov
Phone (941) 575-3643

•**Emergency services:**

Sheriff
(941) 639-2101

FIRE/EMS
(941) 833-5600

Fire Headquarters
(941) 833-5600

- **Charlotte County School Board:**
Transportation Division (941) 575-5432
 - **The Media:** Newspaper/Radio Stations (Notify applicable one(s))
 - Charlotte Sun Herald (941) 206-1000
 - Charlotte Herald Tribune Newspaper (941) 473-5475
 - Englewood Sun Herald Tribune Newspaper (941) 681-3000
 - Sarasota Herald Tribune Newspaper (941) 953-7755
 - Venice Gondolier Newspaper (941) 207-1000
 - I Heart Media – Port Charlotte, Punta Gorda, Sarasota (941) 206-1188
 - KIX Country 92.9 WIKX Radio Station–Punta Gorda (941)206-1188
 - 98.9 my FM– Port Charlotte, Punta Gorda (941) 206-1188
 - Seaview 104.9 Radio Station – Punta Gorda (941) 206-1188
 - All property owners, residents and tenants of the affected properties (continuing notification not required).
- f. If immediate road closure is necessary to safeguard life and/or public safety or private property, prior approval shall **NOT** be required. However, the notifications required under e. above shall be made as soon as practicable provided that the notification effort does not compromise the efforts to safeguard life and/or property.
13. All initial MOT Plans (not involving road closures) and proposed changes shall be submitted to the County Transportation Engineer, or designee, for approval, at least two weeks prior to the start of work.

**CHARLOTTE COUNTY
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14. Failure to comply with the stipulations set forth in this policy will result in immediate suspension of work, and/or revoking of the permit until such time as the affected party comes into compliance.

Original: 9/15/1995
Revisions: 3/01/1997
9/29/2003
7/10/2006
3/20/2012
3/24/2014
11/10/2015
8/31/2016
7/26/2017
9/24/2018
8/5/2019