

# NOTICE

Documents associated with this agenda item are Confidential & Exempt per Section 119.071(3)(a)-(b), Florida Statutes.

**AGREEMENT BETWEEN  
LAKE COUNTY, FLORIDA, AND  
QUALIS GENERAL CONTRACTORS, LLC FOR  
COMMERCIAL TENANT IMPROVEMENTS**

**ITB # 26-903**

This is an Agreement between Lake County, Florida, a political subdivision of the State of Florida (the COUNTY), by and through its Board of County Commissioners, and Qualis General Contractors, LLC, a Florida limited liability company, its successors and/or assigns (the CONTRACTOR), (each a "Party" and collectively, the "Parties").

**WITNESSETH:**

**WHEREAS**, the COUNTY publicly submitted a Request for Invitation to Bid (ITB) #26-903 seeking firms or individuals qualified to provide commercial tenant building improvement services for the COUNTY for the commercial property located at Village Market Place, 365 East Burleigh Boulevard, Tavares, FL 32778; and

**WHEREAS**, the CONTRACTOR desires to perform such services subject to the terms of this Agreement; and

**WHEREAS**, the provision of such services will benefit the Parties and the residents of Lake County, Florida.

**NOW, THEREFORE, IN CONSIDERATION** of the mutual terms, understandings, conditions, promises, covenants, and payment set forth in this Agreement, and intending to be legally bound, the Parties hereby agree as follows:

**ARTICLE 1. LEGAL FINDINGS.**

**1.1** The foregoing recitals are hereby adopted as legislative findings of the Board of County Commissioners and are ratified and confirmed as being true and correct and are hereby made a specific part of this Agreement upon adoption hereof.

**ARTICLE 2. PURPOSE.**

**2.1** Purpose. The purpose of this Agreement is for the CONTRACTOR to provide commercial tenant building improvements at the commercial property located at Village Market Place, 365 East Burleigh Boulevard, Tavares, FL 32778 and related services (the "Service" or "Project").

**ARTICLE 3. SCOPE OF SERVICES.**

**3.1** On the terms and conditions set forth in this Agreement, the COUNTY hereby engages the CONTRACTOR and CONTRACTOR agrees to provide all labor, materials, and equipment to complete the Service in accordance with the Scope of Services, including all addenda, and the completed Submittal Form, attached hereto and incorporated herein as **Composite Exhibit A**, as well as all Project permits, drawings, plans and specifications, as set forth herein. It is understood that the Scope of Services may be

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modified by change order as the Service progresses, but to be effective and binding, any such change order must be in writing, executed by the Parties, and in accordance with the COUNTY'S Purchasing Policies and Procedures. A copy of these policies and procedures will be made available to the CONTRACTOR upon request.

**3.2** The Service consists of construction services for completion of improvements to the commercial building located at Village Market Place, 365 East Burleigh Boulevard, Tavares, FL 32778, for occupancy and use by a commercial tenant.

**3.3** The Parties acknowledge that this is a project specific agreement and **that CONTRACTOR shall achieve Substantial Completion within One Hundred Fifty Days (150) calendar days from the date the Notice to Proceed is issued and shall achieve Final Completion within thirty (30) calendar days of the County's issuance of a Certificate of Substantial Completion.** The Substantial Completion and Final Completion dates assume change orders that are typical during a project of this size and complexity.

**3.4** This Agreement will become effective upon both Parties signing this Agreement (the "Effective Date"). The Service will commence upon issuance of the Notice to Proceed by the COUNTY to the CONTRACTOR following the Effective Date. This Agreement shall remain in effect until such time as the services acquired in conjunction with the Service and this Agreement have been delivered and accepted by the COUNTY.

**3.5** The terms and conditions of this Agreement shall remain in effect until completion of all express- and implied-warranty periods. The COUNTY reserves the right to negotiate for additional services/items similar in nature not known at the time of solicitation.

**3.6** All work must be performed in accordance with good commercial practice. The work schedule and completion dates must be adhered to by the CONTRACTOR except in such cases where the completion date will be delayed due to acts of God, strikes, or other causes beyond the control of the CONTRACTOR. In these cases, the CONTRACTOR shall notify the COUNTY of the delays in advance of the original completion date so that a revised delivery schedule can be appropriately considered by the COUNTY. No additional days will be granted to the CONTRACTOR for rain delays; however, CONTRACTOR may request in writing for the COUNTY consider an adjustment of the contract period on a case-by-case basis to account for delays caused by the effects of inclement weather events but only when such an event causes the CONTRACTOR to be able to work less than fifty percent (50%) of a scheduled work day and only when such delays are not the result of CONTRACTOR'S failure to perform or neglect. CONTRACTOR must strictly comply with all claim submission requirements and other requirements of the Contract Documents related to time extensions. No additional compensation will be made for delays caused by or related to the effects of weather.

**3.7** The CONTRACTOR will be solely responsible for obtaining all necessary approvals and permits to complete the Service.

**3.8** In the event any conflict between any drawings and specifications contained within this Agreement, the following will govern:

**A.** Addenda will supersede all other contract documents to the extent specified in the addenda. Subsequent addenda will supersede prior addenda only to the extent specified in subsequent addenda.

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**B.** 100% plans will supersede earlier versions of plans incorporated herein without further action by the Parties. Final approved plans, stamped by the permitting authority, supersede earlier versions of plans without further action of the Parties.

**3.9** Plans and Specifications. The construction plans and specifications provided in the solicitation process are specifically incorporated herein as **Composite Exhibit B** and included by reference as a material term and condition of this Agreement. The Service shall be rendered in strict conformity with the construction plans and specifications, including any plans and specifications developed or provided by CONTRACTOR and approved by COUNTY as part of this Service. If applicable, any 100% plans or specifications provided by COUNTY shall supersede the documents listed below without the need for amendment to this Agreement.

**A.** Composite Exhibit B includes the following:

**1.** *Special Building Requirements*, prepared by Lake County (4 pages) (Referenced as "Exhibit G" in the solicitation materials).

**2.** *Supervisor of Elections Building T.I.*, dated March 3, 2026, prepared by Forefront Architecture and Engineering, for Lake County (86 pages) (Referenced as "Exhibit H v3" in the solicitation materials). **[CONFIDENTIAL AND EXEMPT PER §§ 119.071(3)(a)-(b), F.S.]**

**3.** *Approved Alternate Canopy and Interior Paint*, (15 pages) (Referenced as "Exhibits I and J" in the solicitation materials).

**4.** *Asbestos Survey for 365 East Burleigh Blvd., Tavares, Florida*, dated May 21, 2025, prepared by Professional Air Monitoring, LLC, for Lake County (13 pages) (Referenced as "Exhibit L" in the solicitation materials).

**5.** *New Power and Systems Plan*, prepared by Visionary Systems AV, LLC, for Lake County (1 page) (Referenced as "Exhibit M" in the solicitation materials). **[CONFIDENTIAL AND EXEMPT PER §§ 119.071(3)(a)-(b), F.S.]**

**3.10** Lands for Work and Access Thereto. CONTRACTOR hereby represents to COUNTY that it is fully aware of the limits of land for access to the work site and for the site proper. No storage or equipment shall take place on private property unless the CONTRACTOR has a letter from the landowner authorizing the CONTRACTOR to do so. CONTRACTOR is responsible for obtaining any required temporary use permits prior to utilizing the private property. A copy of the letter shall be provided to the COUNTY. The CONTRACTOR shall supply the Project Manager any such letter before the equipment is placed there. The CONTRACTOR shall obtain from landowner any environmental permits and use permits, as applicable, and supply a copy thereof to the COUNTY.

The CONTRACTOR shall, absent written permission from a private property owner, confine all storage of materials, equipment, and the operations of workers to the project site and land and areas identified in and permitted by the contract documents. The CONTRACTOR shall assume full responsibility for any damage to any such land or area or to the owner or occupant thereof, or any land or areas contiguous thereto, resulting from the performance of the work. At the completion of the work, the CONTRACTOR shall remove all debris, rubbish, and waste materials from and about the project site, as well as all tools,

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appliances, equipment, machinery, and surface materials and shall leave the project site clean. All service and supply operations shall be conducted outside the clear zone unless the CONTRACTOR has proper authorization and traffic control. No supply vehicles shall enter the median for any purpose. No service vehicles shall enter the median except when necessary to repair or remove inoperable equipment.

**3.11 Drawings/Plans.** If at any time the CONTRACTOR is supplied by the COUNTY or produces building drawings/documentation for construction or any other purpose, the CONTRACTOR shall not share, distribute, display, or in any other way transmit a copy of these plans without the consent of the COUNTY. If there is a need to allow another individual to view the plans, a written request (email is allowed) shall be submitted to the COUNTY'S Project Manager. A written response (email is allowed) from the COUNTY must be obtained before the plans can be released for viewing.

**3.12 Grant Funding.**

**A.** In the event any part of this Agreement or the Service, is to be funded by Federal, State, or other local agency monies, the CONTRACTOR hereby agrees to cooperate with the COUNTY in order to assure compliance with all requirements of the funding entity applicable to the use of the monies, including providing access to and the right to examine relevant documents related to the Service and as specifically required by the Federal or State granting agency. CONTRACTOR is advised that payments under this Agreement may be withheld pending completion and submission of all required forms and documents required of CONTRACTOR pursuant to the grant funding requirements.

**ARTICLE 4. PAYMENT.**

**4.1** The COUNTY shall pay, and the CONTRACTOR shall accept as full and complete payment for the timely and complete performance of its obligations under this Agreement, compensation as provided in the Pricing Schedule which is attached hereto and incorporated herein by reference as **Exhibit C**. The total cost of the Project will **not exceed Two Million Eight Hundred Thirty-Five Thousand Eight Hundred Seven and XX/100 Dollars (\$2,835,807.00)**. Retainage shall be released as set forth in Section 218.735, Florida Statutes.

A fixed lump sum price represents the CONTRACTOR'S bid, including all applicable taxes, materials, labor, tools, equipment, supervision, transportation, fuel, permits, inspections, licenses, management and overhead, and all incidentals necessary to provide a complete, turn-key service, unless a duly authorized change order has been issued in accordance with the COUNTY'S purchasing policies and procedures.

Any hourly rate quoted will be deemed to provide full compensation to the CONTRACTOR for labor, supervision, equipment use, travel time, and all other costs associated with providing the services needed to satisfactorily complete all work provided. This rate is assumed to be at straight-time for all labor, except as otherwise noted.

Other than the fees and rates set forth in **Exhibit C**, CONTRACTOR shall not be entitled to payment for any expenses, fees, or other costs it may incur at any time and in any connection with its performance hereunder.

**4.2 Retainage.** A retention of funds equal to five percent (5%) will be withheld from each invoice in accordance with Section 218.735, Florida Statutes. Retainage will be released in accordance with Section

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218.735, Florida Statutes, and as provided in Article 6.19, *Acceptance of Work and Final Payment*, of this Agreement.

**4.3** Invoicing.

**A.** The CONTRACTOR shall submit invoices to the COUNTY no later than the thirtieth (30th) day beyond the date the work was completed and accepted by the COUNTY. Invoices are to be submitted to the Office of Facilities Management at [FacilitiesInvoices@LakeCountyFL.gov](mailto:FacilitiesInvoices@LakeCountyFL.gov), unless directed otherwise by the Project Manager. Under no circumstances shall the invoices be submitted to COUNTY in advance of the delivery and acceptance of the work.

**B.** All invoices shall be accompanied by PDF documentation of the work completed and invoiced including, but not limited to: service tickets, suppliers' invoices, purchase orders, time sheets, approved proposals, and any other pertinent backup documentation requested by the COUNTY in COUNTY'S discretion. All invoices must contain the solicitation number, date, and location of delivery or service, purchase order number, confirmation of acceptance of the goods or services by the appropriate COUNTY representative, and a detailed description of services provided, and a calculation for the five percent (5%) retainage to be withheld.

**C.** If subcontractors are utilized, a copy of the subcontractor invoice to CONTRACTOR shall accompany the invoice submitted to COUNTY. Within five (5) calendar days after award of any subcontract, CONTRACTOR shall deliver to COUNTY a statement setting forth the name and address of the subcontractor, a summary of the work subcontracted and a copy of the subcontract.

**4.4** Progress Payments. The CONTRACTOR may receive periodic payments on a thirty (30) day interval for Service tasks completed during that period by the CONTRACTOR and approved by the COUNTY'S Project Manager. Retention of funds will be held in accordance with Section 218.735, Florida Statutes. In order for the COUNTY to provide payment, the CONTRACTOR shall submit a fully documented invoice that provides the basic information set forth below. Each invoice must contain such detail and be backed up with whatever supporting information the COUNTY or the CONTRACTOR reasonably requests and must at a minimum state:

**A.** The total Construction Price for the Service;

**B.** The amount due for properly provided labor, materials and equipment properly incorporated into the Service; and with respect to amounts invoiced for materials or equipment necessary for the Service and properly stored at the Site (or elsewhere if offsite storage is approved in writing by the COUNTY), be accompanied by written proof that the COUNTY has title to such materials or equipment and that such material and equipment is fully insured against loss or damage;

**C.** A breakdown of the various parts of the Service as related to the Pricing Sheet as shown on **Exhibit C**;

**D.** The value of the various parts of the Service performed;

**E.** Previously invoiced amounts and credit payments made;

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- F. The total amount due, less any agreed retainage;
- G. Submit a current schedule with every pay application; and
- H. A lien waiver and other documentation verifying the CONTRACTOR'S payment to subcontractors and suppliers as the COUNTY may reasonably request.
- I. Include CONTRACTOR'S Payment Affidavit, attached hereto and incorporated herein as part of **Composite Exhibit D (Composite)**.

**Without limitation, at any stage of the Service, the COUNTY may require that the CONTRACTOR provide a lien waiver executed by the CONTRACTOR, each Subcontractor having provided Notice to COUNTY, and any other Subcontractor, Laborer, Materialman or person or entity providing labor, materials or services as may reasonably be required by the COUNTY, which such release and waiver of lien must relate to the work which is the subject of the Application for Payment.**

**4.5** The COUNTY shall make payment on all undisputed invoices in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes. The COUNTY will not make payment on partial delivery of supplies, services, or materials.

**4.6** Grant Funding. In the event any part of this Agreement or the Service, is to be funded by Federal, State, or other local agency monies, the CONTRACTOR hereby agrees to cooperate with the COUNTY in order to assure compliance with all requirements of the funding entity applicable to the use of the monies, including providing access to and the right to examine relevant documents related to the Service and as specifically required by the Federal or State granting agency. CONTRACTOR is advised that payments under this Agreement may be withheld pending completion and submission of all required forms and documents required of CONTRACTOR pursuant to the grant funding requirements.

**4.7** Payment/Performance Bond Requirements. Pursuant to Section 255.05, Florida Statutes, CONTRACTOR must provide a Performance and Payment Bond or irrevocable letter of credit in an amount that represents **100%** of the contract price. The Performance and Payment Bond Form supplied by the COUNTY will be the only acceptable form for these bonds. No other form will be accepted. Bond information and forms are attached hereto and incorporated herein as **Exhibit E**. In the event the CONTRACTOR defaults on the construction, the COUNTY shall utilize the Payment and Performance bond or letter of credit to complete the work.

**4.8** Payment Procedures.

- A. The COUNTY will review the CONTRACTOR'S applications for payment, including such accompanying data, information and schedules as the Service requires, to determine the amounts due to the CONTRACTOR and, based upon such review, together with its inspections of the Service, will authorize payment by the COUNTY to the CONTRACTOR in writing. Such authorization will constitute the CONTRACTOR'S certification to the COUNTY that:
  - 1. The Service described in the CONTRACTOR'S invoice has progressed to the level indicated;
  - 2. The Service has been performed in accordance with the Agreement;

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3. All necessary and appropriate lien waivers have been submitted; and
4. The amount requested is currently due and owing to the CONTRACTOR.

**B.** In the case of unit price work, the CONTRACTOR'S recommendations for payment will constitute final determination of quantities and classifications of such work.

**C.** Payments will be deemed timely if postmarked on or before the payment date defined in this Agreement or any other payment due date stated in this Article 4.

**D.** COUNTY may withhold all or part of an application for payment to the extent reasonably necessary to protect the COUNTY if in the COUNTY'S opinion the representations to the COUNTY required by this section cannot be made. If the COUNTY is unable to certify payment in the amount of the application, the COUNTY will notify the CONTRACTOR as provided for in this Agreement. If the CONTRACTOR and the COUNTY cannot agree on a revised amount, the COUNTY will promptly authorize payment for the amount which the CONTRACTOR is able to make such representations to the COUNTY. The COUNTY may also withhold payment or, because of subsequently discovered evidence, may nullify the whole or part of an application for payment previously issued, to such extent as may be necessary in the COUNTY'S opinion to protect the COUNTY from loss for which the CONTRACTOR is responsible, including loss resulting from its acts and omissions, because of:

1. Defective Work not remedied;
2. Third-party claims filed or reasonable evidence indicating probable filing of such claims unless security acceptable to the COUNTY is provided by the CONTRACTOR;
3. Failure of the CONTRACTOR to make payments properly to subcontractors for labor, materials, or equipment;
4. Reasonable evidence that the Service cannot be completed for the unpaid balance of the contract price;
5. Damage to the COUNTY or other CONTRACTOR;
6. Reasonable evidence that the Service will not be completed within dates established in this Agreement, and that the unpaid balance would not be adequate to cover liquidated damages for the anticipated delay; or
7. Persistent failure to carry out the Service in accordance with this Agreement.

**4.9** County's Right to Refuse Payment. The COUNTY'S approval of the CONTRACTOR'S invoice will not preclude the COUNTY from exercising any of its remedies under this Agreement. These remedies include, without limitation, the COUNTY'S right to withhold all or part of any payment (including Final Payment) for the reasons described in Article 4. In the event of a dispute, payment will be made on or before the payment date for amounts not in dispute, subject to any setoffs claimed by the COUNTY. The COUNTY will have the right to refuse to make payment and, if necessary, may demand the return of a portion or all the amount previously paid to the CONTRACTOR to the extent due to:

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- A.** The CONTRACTOR'S failure to perform the Work in compliance with the requirements of this Agreement or any other agreement between the Parties.
- B.** The CONTRACTOR'S failure to correctly and accurately represent the Service performed in a payment request, or otherwise.
- C.** The CONTRACTOR'S performance of the Service at a rate or in a manner that, in the COUNTY'S reasonable opinion, is likely to result in the Service being inexcusably delayed.
- D.** The CONTRACTOR'S failure to use funds previously paid the COUNTY, to pay the CONTRACTOR'S Service-related obligations including, but not limited to, the CONTRACTOR'S subcontractors, materialmen, and suppliers.
- E.** Claims made against the COUNTY or its property.
- F.** Loss caused by the CONTRACTOR'S subcontractors, or suppliers and not paid by insurance or covered by bonds provided by CONTRACTOR.
- G.** The CONTRACTOR'S failure or refusal to perform any of its obligations to the COUNTY.

**4.10** Contractor's Right to Refuse Performance for Non-Payment. If within the time set forth in Section 218.735, Florida Statutes, the COUNTY, without cause or basis under this Agreement, fails to pay the CONTRACTOR any amounts then due and payable to the CONTRACTOR, the CONTRACTOR will have the right, in addition to all other rights and remedies contained in this Agreement, to send the COUNTY an overdue notice. If the payment request is not rejected within four (4) business days after delivery of the overdue notice, the payment request or invoice shall be deemed accepted, except for any portion of the payment request or invoice that is fraudulent or misleading.

**4.11** Improper Payment Requests and Invoice Disputes. Improper payment requests or invoices submitted by the CONTRACTOR shall be resolved as provided for in the Florida Local Government Prompt Payment Act, Section 218.76, Florida Statutes.

**4.12** Correction of Past Payments. All prior payments, whether based on estimates or otherwise, may be corrected and adjusted in any subsequent payment and will be corrected and adjusted in the final payment. If any invoice contains a defect or impropriety which would prevent payment by the payment date, the COUNTY shall notify the CONTRACTOR in writing of such defect or impropriety in accordance with Section 218.735, Florida Statutes. Any disputed amounts determined by the COUNTY to be payable to the CONTRACTOR will be due in the time frames set forth in Section 218.735, Florida Statutes, from the date the dispute is resolved.

**4.13** Interest on Outstanding Amounts Due. To the extent allowed by Chapter 218, Florida Statutes, interest will accrue on amounts owed by the COUNTY to the CONTRACTOR which remain unpaid for the time specified in the statutes. CONTRACTOR must invoice COUNTY for any interest accrued in order to receive the interest payment.

No interest will accrue when payment is delayed because of a dispute between the COUNTY and the CONTRACTOR, or a dispute as to the accuracy or completeness of any request for payment received. This

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exception to the accrual of interest will apply only to that portion of a delayed payment which is the subject of the dispute and will apply only for the duration of such disagreement.

**4.14 Invoice Warranties and Guarantees.** The CONTRACTOR expressly warrants and guarantees to the COUNTY that:

**A.** Title to all goods, products, materials, equipment, and systems covered by an invoice will pass to the COUNTY either by incorporation into the Service, or upon receipt of payment by the CONTRACTOR, whichever occurs last.

**B.** All goods, products, materials, equipment, and systems covered by an invoice are free and clear of liens, claims, security interests or encumbrances.

**C.** No goods, products, materials, equipment, or systems covered by an invoice have been acquired by the CONTRACTOR, or its subcontractors or suppliers, subject to an agreement under which an interest or an encumbrance is retained by the seller or otherwise imposed by the CONTRACTOR, or its subcontractors or suppliers.

**4.15 Contractor's Signature.** The signature of the CONTRACTOR on any invoice constitutes the CONTRACTOR'S certification to the COUNTY that (i) the CONTRACTOR'S services listed in the invoice have progressed to the level indicated and have been performed as required by this Agreement; (ii) the CONTRACTOR has paid its subcontractors and suppliers their proportional share of all previous payments received from the COUNTY; and (iii) the amount requested is currently due and owing.

**4.16 Taxes.** The CONTRACTOR shall incorporate into the Pricing Sheet, and pay, all sales, consumer, use and similar taxes for goods, products, materials, equipment, and systems incorporated into the Service which were legally required at the time of execution of this Agreement, whether yet effective or merely scheduled to go into effect. The CONTRACTOR shall secure, defend, protect, hold harmless, and indemnify the COUNTY from and against all liability, loss, claims, demands, suits, costs, fees and expenses (including actual fees and expenses of attorneys, expert witnesses, and other consultants) relating to any taxes assessed or imposed upon, incurred by or asserted against the COUNTY by any taxing authority with respect to such taxes. The CONTRACTOR shall cooperate with and assist the COUNTY in securing qualified refunds of any sales or use tax paid by the COUNTY or CONTRACTOR on goods, products, materials, equipment, or systems. Any refund secured must be paid to the COUNTY.

**4.17 Compensation of Contractor's Subcontractors and Suppliers.** Upon receipt of payment from the COUNTY, the CONTRACTOR shall pay each of its subcontractors and suppliers out of the amount received by the CONTRACTOR on account of such subcontractor's or supplier's portion of the Service, the amount to which each entity is entitled, reflecting percentages retained from payments to the CONTRACTOR on account of such entity's portion of the Service. CONTRACTOR shall comply with the timeframes set forth in Section 218.735(6), Florida Statutes, for remitting payment to subcontractors. The COUNTY will have no obligation to pay, and will not be responsible for payments to, the CONTRACTOR'S subcontractors or suppliers. However, the COUNTY reserves the right, but has no duty, to make payment jointly to the CONTRACTOR and to any of its subcontractors or suppliers if the COUNTY becomes aware that the CONTRACTOR fails to pay or unreasonably withholds payment from one or more of those entities. Such joint check procedure, if employed by the COUNTY, will create no

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rights in favor of any person or entity beyond the right of the named payees to payment of the check and will not be deemed to commit the COUNTY to repeat the procedure in the future.

**4.18** Final Payment.

**A.** Prior to being entitled to receive final payment, and as a condition precedent, the CONTRACTOR must achieve Final Completion of the Service and provide documents needed for final payment. CONTRACTOR shall submit the *Contractors Final Payment Affidavit*, attached hereto as part of **Composite Exhibit D**, as part of CONTRACTOR'S final payment request.

**B.** In order for both Parties herein to close their books and records, the CONTRACTOR will clearly state "**final invoice**" on the CONTRACTOR'S final/last billing to the COUNTY. This certifies that all services have been properly performed and all charges and costs have been invoiced to the COUNTY. Since this account will thereupon be closed, any other further charges if not properly included in this final invoice are waived by the CONTRACTOR.

**ARTICLE 5. COUNTY RESPONSIBILITIES.**

**5.1** Project Manager. The COUNTY shall designate a COUNTY staff member or representative to act as COUNTY'S Project Manager. It is agreed to by the Parties that the COUNTY'S Project Manager will decide all questions, difficulties, or disputes, of whatever nature, which may arise relative to the interpretation of the plans, construction, prosecution and fulfillment of the Scope of Services, and as to the character, quality, amount and value of any work done, and materials furnished, under or by reason of this Agreement. The COUNTY'S Project Manager may appoint representatives as desired that will be authorized to inspect all work done and all materials furnished.

**5.2** The COUNTY shall pay in accordance with the provisions set forth in this Agreement.

**5.3** The COUNTY retains the right to inspect all work to verify compliance with the contract documents. Such inspection may extend to all or any part of the work and to the manufacture, preparation, or fabrication of the materials to be used.

**ARTICLE 6. FACILITIES PROVISIONS.**

**6.1** Licenses and Permits. CONTRACTOR will be solely responsible for obtaining all necessary approvals and permits to complete the service, unless specifically agreed otherwise in the Scope of Services. The CONTRACTOR shall remain appropriately licensed throughout the course of the Service. If the CONTRACTOR employs the services of a subcontractor, the CONTRACTOR shall ensure that any subcontractor is appropriately licensed throughout the course of the Service. Failure to maintain all required licenses will entitle the COUNTY, at its option, to terminate this Agreement. Damages, penalties, or fines imposed on the COUNTY or CONTRACTOR for failure to obtain required licenses, permits, inspections, or other fees, or inspections, will be borne by the CONTRACTOR.

**6.2** Existing Conditions. The CONTRACTOR acknowledges that it has sufficient understanding of the nature and location of the work; the general and local conditions including, but not limited to, those bearing upon transportation, disposal, handling and storage of materials; availability of labor, water, electric power, and roads; and uncertainties of weather or similar physical conditions at the site; the character of

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equipment and facilities needed preliminary to and during the completion of the Service. The CONTRACTOR further acknowledges that the CONTRACTOR has satisfied itself as to the character, quality and quantity of surface and subsurface materials, obstacles, and conditions of the site. Any failure by the CONTRACTOR to acquaint itself with any aspect of the work or with any of the applicable conditions will not relieve the CONTRACTOR from responsibility for adequately evaluating the difficulty or cost of successfully performing the work required, nor will it be considered a basis for any claim for additional time or compensation. The COUNTY assumes no responsibility for any conclusions or interpretations made by the CONTRACTOR on the basis of the information made available by the COUNTY. The COUNTY also assumes no responsibility for any understanding or representations made by its officers or agents during or prior to the execution of this Agreement, unless such understanding or interpretations are made in writing and incorporated in this Agreement by reference.

**6.3** Intent of the Contract Documents.

**A.** For purposes of this Agreement, the term “contract documents” includes all bid documents, drawings, the Scope of Work, attachments to this Agreement, and provisions within this Agreement, along with any change orders or amendments to this Agreement.

**B.** It is the intent of the contract documents to describe a functionally complete Service which defines the Scope of Work. Any work, materials, or equipment that may reasonably be inferred from the contract documents as being required to produce the intended result must be supplied whether or not specifically called for. When words which have a well-known technical or trade meaning are used to describe work, material or equipment, such words must be interpreted in accordance with that meaning. Reference to standard specifications, manuals or codes of any technical society, organization or association or to the laws or regulations of any governmental authority having jurisdiction over the Service, whether such reference be specified or by implication, will mean the latest standard specification, manual, code, law or regulation in effect at the time the work performed, unless specifically stated otherwise in this Agreement.

**C.** The contract documents and all referenced standards cited in the contract documents are essential parts of the contract requirements. A requirement occurring in one is binding as though occurring in all.

**D.** Drawings and specifications are intended to agree and be mutually complete. Any item not contained within the drawings, but are contained in the specifications, or vice-versa, must be provided and executed as shown in either the drawing or specification at no extra costs to the COUNTY. Should anything not included in either the drawing or the specifications be necessary for the proper construction and operation of the Service as specified in this Agreement, or should any error or disagreement between the specifications and drawings exist or appear to exist, the CONTRACTOR may not derive any unjust benefit, or use such disagreement counter to the best interests of the COUNTY. The CONTRACTOR shall immediately notify the COUNTY’S Project Manager of any discrepancy and await the Project Manager’s direction before proceeding with the work in question.

**6.4** Errors and Omissions. The CONTRACTOR shall not take advantage of any apparent error or omission in the contract documents. If any error or omission appears in the contract documents, the CONTRACTOR shall immediately notify the COUNTY in writing of such errors or omissions. In the event the CONTRACTOR knows or should have known of any error or omission and failed to provide such

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notification, the CONTRACTOR will be deemed to have waived any claim for increased time or compensation the CONTRACTOR may have had and the CONTRACTOR will be responsible for the results and the costs of rectifying any such error or omission.

**6.5 Rentals.** Should CONTRACTOR need to rent equipment to complete the assigned work, prior approval from the Project Manager shall be required. The cost of the rental shall be indicated on the estimate and the invoice. CONTRACTOR shall be allowed to assess a percentage of up to fifteen percent (15%) over the cost of the rental. A copy of the rental invoice to CONTRACTOR shall accompany the invoice being submitted to COUNTY. **There will be no allowance for rental if it is reasonably ascertained that the equipment is needed to complete the work as outlined in the scope of work and was not included in the original estimate.**

**6.6 Contractor Personnel.**

**A.** The CONTRACTOR shall ensure that all personnel are competent, careful and reliable. All personnel must have sufficient skill and experience to perform their assigned task properly and satisfactorily and to operate any equipment involved and must make due and proper effort to execute the work in the manner prescribed in the contract documents.

**B.** When the COUNTY determines that any person is incompetent, unfaithful, intemperate, disorderly, or insubordinate, such person will be immediately discharged from the Service and will not again be employed on the Service without the written consent of the COUNTY. Should the CONTRACTOR fail to remove such person or persons, the COUNTY may withhold all payments which are or may become due or may suspend the work with approval of the COUNTY until such orders are complied with.

**C. E-Verify.** CONTRACTOR shall utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing use of the system to confirm the employment eligibility of all new persons hired by CONTRACTOR during the term of this Agreement. CONTRACTOR shall include in all contracts with subcontractors performing work pursuant to any contract arising from this Agreement an express requirement that the subcontractors utilize the U.S. Department of Homeland Security's E-Verify system in accordance with the terms governing use of the system to confirm the employment eligibility of all new employees hired by the subcontractors during the term of the Agreement.

**D. Superintendent.** The CONTRACTOR shall at all times have at the Service site as its agent a competent superintendent capable and thoroughly experienced in the type of work being performed, who will receive instructions from the COUNTY. The superintendent shall supervise all trades, direct all Service activities, establish and maintain installation schedules, and provide the COUNTY'S Project Manager with progress reports as requested. The superintendent shall have full authority to execute the orders or directions of the COUNTY, and if applicable to promptly supply any materials, tools, equipment, labor and incidentals which may be required. Such superintendent must be furnished regardless of the amount of work sublet. The CONTRACTOR'S superintendent shall speak, write, and understand English and shall be on the job site during all working hours.

**E.** No alcoholic beverages or drugs are permitted on any COUNTY properties. Evidence of alcoholic beverages or drug use by an individual will result in immediate termination from the job site.

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**F. Dress Code & Identification.** The CONTRACTOR shall maintain a dress code for their employees with a minimum of shirts, pants, and work shoes/boots, in decent condition, at all times while the work is being performed. Additionally, there may be times in which the COUNTY will require all workers on a particular individual Service to wear ID badges. The COUNTY shall supply the ID badges. If ID badges are necessary, the CONTRACTOR will ensure that all workers employed for that particular Service, whether employed by the CONTRACTOR or a subcontractor, are scheduled, prior to assignment, for an appointment during the COUNTY'S normal working hours with the COUNTY'S Project Manager, to process and receive ID badges. All new workers must be assigned an ID badge prior to starting work for that Service. The CONTRACTOR shall be aware that it may take up to one (1) week to receive ID badges after required information has been received and pictures have been taken.

**G. Documentation.** If required by the COUNTY for the Service, the CONTRACTOR shall provide the COUNTY'S Project Manager with all requested documentation for all personnel, subcontractors, and representatives of the CONTRACTOR that will be utilized for the Service. Documentation must be provided within five (5) working days of the request and must be submitted electronically in PDF format. This information must also be provided when new personnel, subcontractors, and representatives of the CONTRACTOR are hired at any time during the contract period for the Service. The information supplied will be used to run background checks and to provide identification badging, proximity cards, and keys. All documentation required below must be supplied in one (1) PDF attachment that must be titled with the company's name, the person's name, and the person's birthdate.

Example: *ACME Plumbing - John H. Smith - 10/10/96.*

The documentation must include the following: (1) Full name; (2) address; (3) email address; (4) telephone number; (5) copy valid of driver's license, State of Florida identification card, passport, and/ or work visa; (6) a current, clear, color photo (head shot) taken with a plain background; (7) building names and addresses of the facilities where the individual will be working; and (8) any additional information that may be requested by the Lake County Sheriff's Office.

**H. Criminal Justice Information Services (CJIS).** When advised by the COUNTY'S Project Manager, the CONTRACTOR'S personnel, subcontractors, and representatives will be required to complete an online training class that includes testing in order to have access to some secure areas of COUNTY facilities. Finger printing may also be required and will be performed by the Lake County Sheriff's Office at no expense to the CONTRACTOR.

**I. Background Checks.** Background checks may be performed by the Lake County Sheriff's Office for projects or services being done at the Lake County Courthouse at no expense to CONTRACTOR. On sites other than the Lake County Courthouse, all personnel, subcontractors, and representatives of CONTRACTOR will be required to submit to the Florida Department of Law Enforcement for a "Certified Background Check." CONTRACTOR will be responsible for all costs associated with the "Certified Background Check." A copy of the "Certified Background Check" will be supplied to COUNTY Project Manager prior to any work starting. COUNTY Project Manager will notify CONTRACTOR electronically of approved and denied background checks. Reasons for denials will not be provided.

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**J. Identification Badging / Proximity Cards / Keys.**

1. The CONTRACTOR'S personnel, subcontractors, and representatives that are approved to work in restricted areas will receive an identification badge which will also act as a proximity card.

2. All approved personnel, subcontractors, and representatives of the CONTRACTOR will be issued identification badges and will be required to wear them at all times while on the COUNTY'S property. At no time will personnel, subcontractors, and representatives of the CONTRACTOR be allowed to work on the COUNTY'S property prior to being given approval by the Facilities Maintenance Division Manager and the assignment of a CONTRACTOR identification badge.

3. For facilities that do not have proximity card readers, keys will be issued to approved personnel, subcontractors, and representatives of the CONTRACTOR.

4. The Facilities Maintenance Division Manager will notify the CONTRACTOR by email that identification badges, proximity cards, and keys are ready for pickup, and will have the CONTRACTOR complete release forms and then distribute them to the CONTRACTOR for disbursement to their personnel, subcontractors, and representatives. The COUNTY'S Project Manager must be copied on the email.

**K. Lost/Stolen/Damaged Identification Badges / Proximity Cards / Keys.**

1. In the event that an identification badge, proximity card or key is lost, stolen or damaged, the CONTRACTOR shall immediately email the Facilities Maintenance Division Manager and the COUNTY'S Project Manager.

2. Personnel, subcontractors, and representatives of the CONTRACTOR must be temporarily substituted by the CONTRACTOR with a suitable replacement until the CONTRACTOR has obtained a new identification badge/proximity card.

3. The CONTRACTOR will be assessed a \$25.00 fee for each lost, stolen, or damaged card and key in order to reimburse costs incurred by the COUNTY. All fees due will be deducted from the CONTRACTOR'S next invoice.

**L. Reports.** The CONTRACTOR shall provide an initial report within thirty (30) business days of the start date and then annually for all employees currently being utilized for the Service. All additions and changes must be highlighted in yellow. The COUNTY'S Project Manager will provide a standardized Excel form at contract initiation that will be used. Reports must be provided for the duration of the Service. Reports must be delivered electronically in PDF format to the Lake County Sheriff's Office Representative, the Facilities Maintenance Division Manager, and the COUNTY'S Project Manager. Reports must include the following information: (1) individual's name, birthdate, and driver's license number; (2) identification badge/proximity card number; (3) all facilities where the employee works; (4) all facilities accessible by proximity card or key; (5) the date the identification badge/proximity card was issued; (6) dates of subsequently issued identification badges/proximity cards due to loss, theft, or damage;

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(7) the date that the individual left employment of the CONTRACTOR; and (8) the date the identification badge/proximity card was returned.

**M.** Worker Dismissal / Leave Reporting.

1. The CONTRACTOR shall immediately email the Facilities Maintenance Division Manager and the COUNTY'S Project Manager upon the dismissal or permanent leave of any personnel, subcontractors, and representatives of the CONTRACTOR that are utilized for projects or services for the COUNTY.

2. The CONTRACTOR shall contact the Facilities Maintenance Division Manager to arrange to drop off identification badges, proximity cards, and keys of a dismissed workers within three (3) working days of dismissal or leave.

**N.** Service Completion.

1. At the completion of the Service, the CONTRACTOR shall, within three (3) business days, arrange to meet with the Facilities Maintenance Division Manager to return all identification badges, proximity cards, and keys.

2. The CONTRACTOR will be assessed a \$25.00 fee for each missing identification badge, proximity card, and key in order to reimburse costs incurred by the COUNTY. All fees due will be deducted from the CONTRACTOR'S final invoice.

**O.** State Funding – Employment of State Residents. CONTRACTOR acknowledges and agrees that, in accordance with Section 255.099, Florida Statutes, if assigned to CONTRACTOR is being supported in whole or in part by State funding CONTRACTOR will give preference to the employment of state residents in the performance of the work if state residents have substantially equal qualifications to those of non-residents. If CONTRACTOR is required to employ state residents, CONTRACTOR will contact the Department of Economic Opportunity to post the employment needs in the State's job bank system. However, in work involving the expenditure of federal aid funds, this section may not be enforced in such a manner that would conflict with or be contrary to federal law prescribing a labor preference to honorably discharged soldiers, sailors, or marines, or prohibiting as unlawful any other preference or discrimination among the citizens of the United States.

**6.7** Subcontractors.

**A.** CONTRACTOR will be fully responsible to the COUNTY for the acts and omissions of the CONTRACTOR'S subcontractors and of persons either directly or indirectly employed by them.

**B.** All subcontractors, for as long as the subcontractor is working on the job site, must have at least one supervisor/foreman on the job site that speaks and understands English.

**C.** CONTRACTOR shall cause its subcontractors and suppliers to comply with the Service schedule and applicable sub-schedules.

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D. CONTRACTOR shall include with the final invoice a completed *Contractor's Final Payment Affidavit*, a copy of which is attached and incorporated by reference as **Exhibit D**. The invoice will not be processed without the form.

E. Subcontracting without the prior consent of COUNTY may result in termination of the Agreement for default.

**6.8** Completion of the Scope of Services. The CONTRACTOR shall give the work the attention necessary to assure the scheduled progress and shall cooperate fully with the COUNTY and with other contractors on the job site. All work must be done in accordance with the contract documents. When not specifically identified in the technical specifications, such materials and equipment must be of a suitable type and grade for the purpose. All material, workmanship, and equipment will be subject to the inspection and approval of the COUNTY.

**6.9** Emergencies. Dependent on COUNTY need, the CONTRACTOR must have a responsible person available at, or reasonably near, the Service on a twenty-four (24) hour basis, seven (7) days a week, who may be contacted in emergencies and in cases where immediate action must be taken to maintain traffic or to handle any other problem that might arise. The CONTRACTOR'S responsible person for supervision of emergencies must speak and understand, both verbally and in writing, the English language. The CONTRACTOR shall submit to the COUNTY'S Project Manager, the phone numbers and names of personnel designated to be contacted in cases of emergencies. Included in this list must be a twenty-four (24) hour contact phone number for all subcontractors, if any, performing work under this Agreement. This list must contain the name of their supervisors responsible for work pertaining to this Agreement.

In the event of an emergency affecting the safety or protection of persons, or the work or property at a Service site or adjacent to a Service site, the CONTRACTOR, without special instruction or authorization from the COUNTY, is obligated to act to prevent threatened damage, injury, or loss. The CONTRACTOR shall contact the COUNTY as soon as possible by telephone and with written notice as soon as feasible after the emergency, but no later than twenty-four (24) hours after the occurrence of the emergency, if the CONTRACTOR believes that any significant changes in the work or variations from the contract documents has occurred. If the COUNTY determines that a change in the contract documents is required because of the action taken in response to an emergency, a change order request will be issued to document the consequences of the changes or variations. If the CONTRACTOR fails to provide written notice within the twenty-four (24) hour limitation noted above, the CONTRACTOR will be deemed to have waived any right it otherwise may have had to seek an adjustment to the contract amount or an extension to the contract time.

**6.10** Safety.

A. The CONTRACTOR shall initiate, maintain, and supervise all safety precautions and programs in connection with the work, and shall comply with all requirements of the Occupational Safety and Health Administration (OSHA) and any other industry, Federal, State or local government standards, including the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA). The CONTRACTOR shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury or loss to, persons or property. The CONTRACTOR shall be aware that while working for the COUNTY, representatives from agencies such as OSHA are invitees and need not have warrants or permission to enter the work site. Any fines levied by

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the above-mentioned authorities for failure to comply with these requirements will be borne solely by the CONTRACTOR.

**B.** The CONTRACTOR certifies that all material, equipment, etc. to be used in an individual Service meets all OSHA requirements. The CONTRACTOR further certifies that if any of the material, equipment, etc. is found to be deficient in any OSHA requirement in effect on the date of delivery, all costs necessary to bring the material, equipment, etc. into compliance with these requirements will be borne by the CONTRACTOR. All standard equipment, work operations, safety equipment, personal protective equipment, and lighting required or mandated by State, Federal, OSHA, or Americans with Disabilities Act (ADA) regulations must be provided and used by the CONTRACTOR and its employees.

**C.** All safety devices installed by the manufacturer on equipment utilized by the CONTRACTOR on the jobsite must be in place and in proper working order at all times. If the COUNTY determines that equipment is deficient in safety devices, the CONTRACTOR will be notified immediately. The CONTRACTOR shall immediately repair or remove the equipment from service until the deficiency is corrected to the satisfaction of the COUNTY.

**D.** The COUNTY may periodically monitor the work site for safety. Should there be safety or health violations, the COUNTY will have the authority, but not the duty, to require the CONTRACTOR to correct the violation in an expeditious manner. If there is any situation that is deemed unsafe by the COUNTY, the Service will be shut down immediately upon notice and will not resume work until the unsafe condition has been remedied. CONTRACTOR shall receive no additional compensation, no extension of time, and shall not be entitled to reimbursement of any demobilization costs, remobilization costs, or other out-of-pocket expenses incurred as a result of such work stoppage. If the violation is not corrected within a reasonable time, COUNTY may in its sole discretion declare CONTRACTOR to be in default of this Agreement.

**E.** Should the work site be in a hazardous area, the COUNTY shall take reasonable actions to furnish the CONTRACTOR with information concerning hazards such as the types or the identification of known toxic material, machine hazards, Safety Data Sheets, or any other information that would assist the CONTRACTOR in the planning of a safe work site. The CONTRACTOR retains the ultimate responsibility to ensure all work is performed in a manner consistent with all applicable safety standards and directives. The CONTRACTOR retains the ultimate responsibility to ensure all work is performed in a manner consistent with all applicable safety standards and directives. **CONTRACTOR is solely responsible for ensuring safety related to any additional or unique hazards due to the nature and location of the work.**

**F.** The CONTRACTOR shall erect and maintain, as required by existing conditions and contract performance, safeguards for safety and protection such as barricades, danger signs, a construction fence, and other warnings against hazardous conditions.

**G.** The CONTRACTOR shall remove all surplus material and debris from the Service site at the end of each workday. All costs associated with clean-up and debris removal must be included in the lump sum price stated elsewhere in this Agreement. The CONTRACTOR shall leave the site clean and neat. All work must be cleaned up prior to the next day of business. At no time may the specified work interfere with the regular operating hours of Lake County.

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**H.** CONTRACTOR must have sufficient and Service appropriate supplies on-site for clean-up. At no time may the CONTRACTOR use COUNTY cleaning supplies or equipment. Upon final completion, the CONTRACTOR shall thoroughly clean-up all areas where work has been involved as mutually agreed with the COUNTY'S Project Manager. **If at any time the CONTRACTOR fails to clean up the work area to acceptable levels, the COUNTY may retain outside cleaning services and the actual costs for this service will be deducted from the CONTRACTOR'S final payment with the minimum cost of \$50.00 to offset the COUNTY'S time for securing services to properly clean and inspect the site.**

**I.** The CONTRACTOR shall confine all equipment, materials and operations to the Service site and areas identified in the agreement documents. The CONTRACTOR shall assume all responsibility for any damage to any such area resulting from the performance of the work.

**J.** Hazardous Materials. CONTRACTOR is responsible for notifying the COUNTY of any hazardous materials used on the work site and providing the COUNTY a copy of the Safety Data Sheets (SDS). Any spillage of hazardous chemicals or wastes by the CONTRACTOR will be reported immediately to the COUNTY and cleaned up in accordance with all State and Federal Regulations. The cost of cleanup of any spillage of hazardous chemicals or wastes caused by CONTRACTOR will be the sole responsibility of CONTRACTOR and the COUNTY will share no responsibility of these costs. A copy of the complete report showing compliance with local, state, and federal agencies will be given to the COUNTY. If any hazardous chemicals or conditions are discovered during the normal operation, it is the responsibility of CONTRACTOR to immediately contact the COUNTY with a description and location of the condition. The SDS must meet the requirements of 29 CFR 1910.1200(g), and include the following information:

- Section 1: Identification;
- Section 2: Hazard(s) identification;
- Section 3: Composition/information on ingredients;
- Section 4: First-aid measures;
- Section 5: Fire-fighting measures;
- Section 6: Accidental release measures;
- Section 7: Handling and storage;
- Section 8: Exposure controls / personal protection;
- Section 9: Physical and chemical properties;
- Section 10: Stability and reactivity;
- Section 11: Toxicological information;
- Section 12: Ecological information;
- Section 13: Disposal considerations;
- Section 14: Transport information;
- Section 15: Regulatory information; and
- Section 16: Other information, including date of preparation or last revision.

The CONTRACTOR shall designate a competent person of its organization whose duty will be the prevention of accidents. This person must be literate and able to communicate fully in the English language because of the necessity to read job instructions and signs, as well as the need for conversing with management personnel. This person will be the CONTRACTOR'S superintendent unless otherwise

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designated in writing to the COUNTY'S Project Manager. All communications to the superintendent will be as binding as if given to the CONTRACTOR.

**6.11** Underground Utilities. Any required digging or subsurface work will be done in accordance with Chapter 556, Florida Statutes. It will be the responsibility of CONTRACTOR to have all underground utilities located before any work begins (Sunshine State One Call 1-800-432-4770). The repairs of any damaged underground utilities because of the work being performed by CONTRACTOR will be the responsibility of CONTRACTOR. The proper utility company will be contacted immediately to expedite the repairs if damage has occurred. CONTRACTOR will notify the COUNTY and provide a written explanation of the incident within two days of the damage to any underground utilities.

**6.12** Maintenance of Traffic.

**A.** In the event that any of the work is conducted within any public right of way, the CONTRACTOR shall provide proper Maintenance of Traffic (MOT). Unless otherwise specified, the standard specifications to be used for the Service will be the strictest and latest edition as promulgated by the Florida Department of Transportation (FDOT) or the Federal Highway Administration (FHWA).

**B.** Maintenance of traffic will be the responsibility of the CONTRACTOR, is part of the CONTRACTOR'S proposal price, and must conform to FDOT'S most current editions and supplements of Standard Specifications for Road and Bridge Construction, Roadway and Traffic Design Standards, Manual or Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways, or the Federal Highway Administration (FHWA) Manual on Uniform Traffic Control Devices (MUTCD), as applicable. These documents can be ordered from FDOT, Maps and Publications Department, 605 Suwannee Street, Tallahassee, Florida, 32399-0450, or by going to the FDOT website at: <https://www.fdot.gov/publications/publications.shtm>.

**C.** All costs associated with MOT must be included in the CONTRACTOR'S proposal price. No separate line items for MOT will be included in the cost estimate. If the CONTRACTOR does not comply with all of the FDOT and the FHWA standards (i.e., signs, qualified flaggers, and barricades), the COUNTY reserves the right to direct the CONTRACTOR to cease operation until deficiencies are corrected. In addition, no road closures will be allowed except in the case of emergencies.

**D.** If the CONTRACTOR feels that assistance from an off-duty police officer is needed, it will be the responsibility of the CONTRACTOR, at the CONTRACTOR'S sole cost and expense, to hire and pay for this service.

**E.** All lane closures must have the prior approval of the COUNTY.

**F.** These requirements are to be considered a minimum and the CONTRACTOR'S compliance will in no way relieve the CONTRACTOR of final responsibility for providing adequate traffic control devices for the protection of the public and the CONTRACTOR'S employees throughout the work area.

**G.** The use of public roads and streets by the CONTRACTOR must provide minimal inconvenience to the public and traffic. Furthermore, if the CONTRACTOR is utilizing a road by driving

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slow moving equipment, the operator must allow no more than three (3) vehicles to be backed up behind them at any time before pulling to the side to let traffic pass.

**6.13** General Inspection Requirements.

**A.** The CONTRACTOR shall furnish the COUNTY with every reasonable accommodation for ascertaining whether the work performed and materials used are in accordance with the requirements and intent of the contract documents. If the COUNTY so requests, the CONTRACTOR shall, at any time before final acceptance of the work, remove or uncover such portions of the finished work as may be directed. After examination, the CONTRACTOR shall restore the uncovered portions of the work to the standard required by the specifications. Should the work so exposed or examined prove unacceptable in the opinion of the COUNTY, the uncovering or removal, and the replacing of the covering or making good of the parts removed, will be at the CONTRACTOR'S expense. However, should the work thus exposed or examined prove acceptable in the opinion of the COUNTY, the uncovering or removing and the replacing or the covering or making good of the parts removed, will be paid for as unforeseen work.

**B.** If the COUNTY should, at any point before, during, or after, completion of construction activities, fail to reject defective work or materials, whether from lack of discovery of such defect or for any other reason, such initial failure to reject will in no way prevent the COUNTY'S later rejection when such defect is discovered, nor obligate the COUNTY to final acceptance or payment, and the CONTRACTOR will make no claim for losses suffered due to any necessary removals or repairs of such defects.

**C.** If, during or prior to construction operations, the COUNTY rejects any portion of the work on the grounds that the work or materials are defective, the COUNTY shall give the CONTRACTOR notice of the defect, which notice may be confirmed in writing. The CONTRACTOR will then have seven (7) calendar days from the date the notice is given to correct the defective condition. If the CONTRACTOR fails to correct the deficiency within the seven (7) calendar days after receipt of the notice, the COUNTY may take any action necessary, including correcting the deficient work utilizing another CONTRACTOR, returning any non-compliant goods to the CONTRACTOR at the CONTRACTOR'S expense or terminating the contract. The CONTRACTOR may not assess any additional charges for any conforming action taken by the COUNTY. The COUNTY will not be responsible to pay for any product or service that does not conform to the contract specifications.

**D.** Should the CONTRACTOR fail to remove and renew any defective materials used or work performed, or to make any necessary corrections in an acceptable manner and in accordance with the contract requirements, within the time indicated in writing, the COUNTY will have the authority to cause the unacceptable or defective materials or work to be corrected as necessary at the CONTRACTOR'S expense. Any expense incurred by the COUNTY, whether direct, indirect or consequential, in making these repairs, removals, or renewals will be paid for out of any monies due or which may become due to the CONTRACTOR. A change order will be issued, incorporating the necessary revisions to the contract documents, including an appropriate decrease to the contract amount. Such costs will include, but not be limited to, costs of repair and replacement of work destroyed or damaged by correction, removal or replacement of the CONTRACTOR'S defective work and additional compensation due the COUNTY. The CONTRACTOR will not be allowed an extension of the contract time because of any delay in performance of the Service attributable to the exercise by the COUNTY of the COUNTY'S rights and remedies under this Agreement. If the CONTRACTOR fails to honor the change order, the COUNTY may terminate this Agreement for default.

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**E.** All work performed and all materials furnished must be in conformity with the tolerances indicated in the specifications. In the event the COUNTY'S Project Manager finds the materials or the finished product in which the materials are used are not in conformity with the specifications, the COUNTY'S Project Manager will then make a determination if the work will be accepted and remain in place. In this event, the COUNTY'S Project Manager will document the basis of acceptance by a Change Order that will provide for an appropriate deduction as needed in the contract price for such work or materials as the COUNTY'S Project Manager deems necessary to conform to the determination based on the COUNTY'S Project Manager's professional judgment.

**F.** When the United States Government or the State of Florida is to pay a portion of the cost of construction, the work will be subject to such inspection by Federal or State representatives as deemed necessary, but such inspections will in no case make the United States Government or the State of Florida a party to this contract.

**6.14** Service Materials and Storage.

**A.** Unless otherwise specified within the contract documents, all materials to be used to complete the Service, except where recycled content is specifically requested, must be new, unused, of recent manufacture, and suitable for its intended purpose. All goods must be assembled, fully serviced and ready for operation when delivered. In the event any of the materials supplied by the CONTRACTOR are found to be defective or do not conform to specifications: (1) the materials may be returned to the CONTRACTOR at the CONTRACTOR'S expense and this Agreement may be terminated or (2) the COUNTY may require the CONTRACTOR to replace the materials at the CONTRACTOR'S expense.

**B.** Materials must be placed to permit easy access for proper inspection and identification of each shipment. Any material which has deteriorated, become damaged, or is otherwise unfit for use, as determined by the COUNTY, must not be used for the Service, and must be removed from the site by the CONTRACTOR at the CONTRACTOR'S expense. Until incorporated into the work, materials will be the sole responsibility of the CONTRACTOR and the CONTRACTOR will not be paid for such materials until incorporated into the work. If any chemicals, materials or products containing toxic substances are to be used at any time, the CONTRACTOR shall furnish a Material Safety Data Sheet to the COUNTY prior to commencing such use.

**C.** When not specifically identified in the technical specifications, materials and equipment must be of a suitable type and grade for the purpose which they are used.

**D.** All unusable materials and debris must be removed from the premises by the CONTRACTOR at the end of each workday and disposed of in an appropriate manner.

**6.15** Time for Completion and Extensions.

**A.** A written Notice to Proceed is required for the CONTRACTOR to schedule or begin work. Purchase Orders will be issued for Services to the CONTRACTOR. Issuance of a Purchase Order is not a directive to begin work unless otherwise specified. Email notice is acceptable.

**B.** The CONTRACTOR shall diligently pursue the completion of the work and coordinate the work being done on the Service by its subcontractors and material suppliers, as well as coordinate the

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CONTRACTOR'S work with the work of other contractors so that the CONTRACTOR'S work or the work of others will not be delayed or impaired. The CONTRACTOR will be solely responsible for all construction means, methods, techniques, sequences, and procedures, as well as coordination of all portions of the work under the contract documents. The time for completion requirements are contained in **Article 3.3** above.

**C.** Should the CONTRACTOR be obstructed or delayed in the completion of the work as a result of unforeseeable causes beyond the control of the CONTRACTOR, and not due to the CONTRACTOR'S fault or neglect, the CONTRACTOR shall notify the COUNTY in writing within twenty-four (24) hours after the commencement of such delay, stating the cause or causes of the delay, or be deemed to have waived any right which the CONTRACTOR may have had to request a time extension.

**D.** If the CONTRACTOR complies with the twenty-four (24) hour notice requirement, the COUNTY will ascertain the facts and the extent of the delay being claimed and recommend an extension to the contract time when, in the COUNTY'S sole judgment, the findings of fact justify such an extension. The CONTRACTOR shall cooperate with the COUNTY'S investigation of the delays by providing any schedules, correspondence or other data that may be required to complete the findings of fact. Extensions to the contract time may be granted only for those delays which impact the CONTRACTOR'S construction schedule. Extensions of contract time, if approved by the COUNTY, must be authorized by written change order.

**6.16 Changes in the Scope of Work.** When it is determined that it is in the best interest of COUNTY, changes in the Scope of Work may be made by written Change Order, executed by both Parties. The value of such extra work or change will be determined by the contract unit values, if applicable unit values are set forth in this Agreement. The amount of the change will be computed from such values and added to or deducted from the contract price.

**A. COUNTY Initiated Change Orders.**

**1.** COUNTY in its sole and absolute discretion may, at any time, request CONTRACTOR to prepare a quote and written Change Order, in accordance with the COUNTY'S Purchasing Policy and Procedures, to increase or decrease the scope of the work. COUNTY will make a formal written request for a quote and Change Order describing the changes to be addressed by the Change Order. CONTRACTOR shall provide COUNTY a quote and written Change Order within ten (10) business days from COUNTY'S written request, which shall include an itemized list of quantities, units, and pricing, including overall cost impact to the project, individually and in conjunction with all other changes made; a description of the impact on the project schedule and completion date, individually and in conjunction with all other changes made; and confirmation of COUNTY'S written request for Change Order. COUNTY will process COUNTY-initiated Change Orders in accordance with section 218.755, Florida Statutes.

**2.** If COUNTY and CONTRACTOR are unable to agree on the change order for a COUNTY requested change, CONTRACTOR shall, nevertheless, promptly perform the change if directed in writing by COUNTY to do so. If the CONTRACTOR disagrees with COUNTY'S adjustment determination, CONTRACTOR must make a claim pursuant to the Claims and Disputes section in this Agreement, or else be deemed to have waived any claim on this matter CONTRACTOR might have otherwise had.

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**B. CONTRACTOR Initiated Change Orders.**

1. For CONTRACTOR requested changes in work, including requests for extensions of time, CONTRACTOR must first seek approval from the COUNTY Project Manager to prepare and submit a Change Order for COUNTY consideration. CONTRACTOR shall not submit a request for Change Order without first seeking Project Manager approval; any Change Order submitted without prior written approval will not be considered by COUNTY.

2. Change Orders requested by the CONTRACTOR shall include, at minimum: (1) a description of and justification for the requested change; (2) itemized list of quantities, units, and pricing, along with the overall cost impact to the Project, individually and in conjunction with all other changes made; (3) a statement of the contractual basis for the requested change; (4) a description of the impact on the project schedule and completion date, individually and in conjunction with all other changes made during the course of the Service; and (5) confirmation that the COUNTY Project Manager approved CONTRACTOR'S request to submit a Change Order for consideration. The COUNTY reserves the right to reject and/or request additional information from CONTRACTOR in support of its request for a Change Order.

3. CONTRACTOR must obtain written approval through a Change Order executed by both Parties before proceeding with any work described in the Change Order; both the COUNTY and the CONTRACTOR must execute the change order for the order to become effective. CONTRACTOR will not be compensated for any work performed without a duly executed Change Order for any CONTRACTOR requested Change Order.

C. For work not contemplated by the original Agreement where the COUNTY'S Project Manager determines CONTRACTOR is best suited to complete the work, CONTRACTOR may complete the work under a time-and-materials agreement, as provided herein. CONTRACTOR'S quote to complete the additional work will be limited to (i) the CONTRACTOR'S reasonable direct material costs and reasonable actual equipment costs as a result of the change and (ii) direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit. In such case, the CONTRACTOR will keep and present to the COUNTY an itemized accounting together with appropriate supporting data for the total cost incurred. In the event such changed work is performed by a subcontractor, additional work will be limited to (i) the subcontractor's reasonable direct material costs and reasonable actual equipment costs as a result of the change and (ii) direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit. CONTRACTOR may charge appropriate reasonable direct hourly costs related to overseeing and subcontracting the work. All compensation due the CONTRACTOR and any subcontractor or sub-subcontractor for field and home office overhead is included in the markups listed above. Payment to CONTRACTOR will be limited to the amount quoted by the CONTRACTOR for the additional work, which the CONTRACTOR exceeds at its own risk.

D. The COUNTY will not be liable to the CONTRACTOR for any increased compensation in the absence of a written change order executed in accordance with the COUNTY policy. The payment authorized by such a duly executed Change Order will represent full and complete compensation to the CONTRACTOR for labor, materials, incidental expenses, overhead, profit, impact costs, and time associated with the work authorized by such Change Order.

E. Execution by the CONTRACTOR of a properly authorized change order will be considered a waiver of all claims or requests for additional time or compensation for any activities prior to the time of

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execution related to items included in the change order. If a Change Order is approved by the COUNTY with the number of additional Contract days listed as "to be determined" or "TBD," then TBD shall be treated as zero (0) additional days approved.

**F.** Upon receipt of an approved change order, changes in the Scope of Services must be promptly performed. All changes in work must be performed under the terms and conditions of this Agreement.

**G.** Change orders will not be issued for incidental items or tasks that should have been reasonably construed to be part of the Project by the CONTRACTOR.

**6.17 Sales Tax Recovery Program.** In accordance with Section 212.08(6), Florida Statutes, and Rule 12A-1.094, Florida Administrative Code, the COUNTY is tax exempt when it purchases tangible personal property for use in public works projects, subject to certain restrictions. In the event this project is declared a sales tax recovery project by the COUNTY, the following procedures will apply:

**A.** The COUNTY, through its Project Manager, shall determine whether the COUNTY will directly purchase certain materials required for the Work.

**B.** If requested by the Project Manager, the CONTRACTOR shall prepare a list of proposed items that may be desirable for COUNTY direct purchasing. Proposed items will be items that are purchased in a single order from a single vendor with a value greater than \$10,000. Upon reviewing this list, the COUNTY will determine whether it will directly purchase certain materials. The COUNTY shall notify the CONTRACTOR in writing of the specific materials which are intended to be purchased.

**C.** Within ten (10) calendar days from receipt of the written notice described in the preceding paragraph, the CONTRACTOR shall advise the COUNTY in writing of: (a) the date upon which the materials must be on-site according to the construction schedule approved at that time, (b) the date that the CONTRACTOR directs that the COUNTY place the order for the described materials, (c) the location to which the materials are to be delivered, and (d) any other particular details of the order which the CONTRACTOR requests that the COUNTY include in the Purchase Order to the vendor.

**D.** The COUNTY may, but is not required to, provide the CONTRACTOR with the proposed Purchase Order for the materials. In that case, the CONTRACTOR shall review the Purchase Order for compliance with the construction documents, including, without limitation, the plans, specifications, and construction schedule. Within five (5) calendar days from the receipt of the proposed Purchase Order, the CONTRACTOR shall provide the COUNTY with written approval of the Purchase Order or shall provide written revisions to the Purchase Order, in order that the materials and the delivery will comply with the Construction Documents, including, without limitation, the plans, specifications and Construction Schedule.

**E.** The COUNTY will place the Order for the materials with the vendor.

**F.** The COUNTY will take title to those materials directly from the vendor and will bear the risk of loss or damage to the materials which are delivered by the vendor through the time that the materials are delivered to the location designated by the CONTRACTOR. After the materials are delivered to the location designated by the CONTRACTOR, the CONTRACTOR will have full responsibility for their

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storage, protection, risk-of-loss, and installation pursuant to the construction documents, including, without limitation, the Project plans, specifications, and construction schedule.

**G.** The vendor will invoice the COUNTY directly for the materials purchased from the vendor. The COUNTY shall pay the invoices for the materials directly, presenting its sales tax exemption certificate to each vendor at the time of payment.

With respect to the materials specifically designated by this section, the CONTRACTOR will be relieved only of its responsibilities to place the order for the subject materials, to pay for the materials and to insure the materials against loss through the date that they are delivered to the location designated by the CONTRACTOR. Otherwise, nothing in this Agreement will revise or modify the CONTRACTOR'S responsibilities set forth in this Agreement, including, without limitation, the responsibility to schedule the timely ordering and delivery of the materials purchased under this Agreement, the management of the materials once delivered or the incorporation of the materials into the Service, as provided in the construction documents, including, without limitation, the plans, specifications and construction schedule.

**THE PURPOSE OF THE SALES TAX RECOVERY PROGRAM IS TO ACHIEVE COST SAVINGS FOR THE COUNTY. THE COST OF ANY MATERIALS PURCHASED THROUGH THE SALES TAX RECOVERY PROGRAM WILL BE DEDUCTED FROM THE CONTRACT AMOUNT. ALL SAVINGS REALIZED BY THE SALES TAX RECOVERY PROGRAM WILL INURE TO THE BENEFIT OF THE COUNTY. IT IS THE CONTRACTOR'S RESPONSIBILITY TO ADJUST ANY SUBCONTRACTS ACCORDINGLY.**

The COUNTY and CONTRACTOR shall execute a written change order described in this Agreement and approved in accordance with the COUNTY'S policy and the Change Order will become a part of the contract documents as provided in this Agreement. The CONTRACTOR'S fee will be calculated on the basis that the CONTRACTOR, rather than the COUNTY, procured the materials. Therefore, for purpose of calculating the fee, the total of subcontractor and supplier costs will include payments made by the COUNTY under this program. The calculation of the fee in this manner will provide, among other things, specific supplemental consideration for the provisions of this Article.

**6.18** Claims and Disputes.

**A.** Claims by the CONTRACTOR must be made in writing to the COUNTY within two (2) business days, unless another provision of this Agreement sets forth a different time frame, after the commencement of the event giving rise to such claim or the CONTRACTOR will be deemed to have waived the claim. All claims will be priced in accordance with the section in this document entitled "Changes in the Scope of Services."

**B.** The CONTRACTOR shall proceed diligently with its performance as directed by the COUNTY, regardless of any pending claim, action, suit, or administrative proceeding, unless otherwise agreed to by the COUNTY in writing. The COUNTY shall continue to make payments on the undisputed portion of the Agreement in accordance with the contract documents during the pendency of any claim.

**C.** Claims by the CONTRACTOR will be resolved in the following manner: (1) Upon receiving the claim and supporting data, the COUNTY will within fifteen (15) calendar days respond to the claim in writing stating that the claim is either approved or denied. If denied, the COUNTY will specify

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the grounds for denial. The CONTRACTOR will then have fifteen (15) calendar days in which to provide additional supporting documentation, or to notify the COUNTY that the original claim stands as is. (2) If the claim is not resolved, the COUNTY may, at its option, choose to submit the matter to mediation. A mediator will be mutually selected by the Parties and each Party will pay one-half (1/2) the expense of mediation. If the COUNTY declines to mediate the dispute, the CONTRACTOR may bring an action in a court of competent jurisdiction in and for Lake County, Florida.

**D.** Claims by the COUNTY against the CONTRACTOR must be made in writing to the CONTRACTOR as soon as the event leading to the claim is discovered by the COUNTY. Written supporting data will be submitted to the CONTRACTOR. All claims will be priced in accordance with the provisions of the section in this document entitled "Changes in the Scope of Services." The CONTRACTOR shall respond in writing within fifteen (15) calendar days of receipt of the claim. If the claim cannot be resolved, the COUNTY may submit the matter to mediation as set forth above.

**E.** Arbitration will not be considered as a means of dispute resolution.

**F. NO CLAIM FOR DAMAGES OR ANY CLAIM OTHER THAN FOR AN EXTENSION OF TIME MAY BE MADE OR ASSERTED AGAINST THE COUNTY BY REASON OF ANY DELAYS.** No interruption, interference, inefficiency, suspension or delay in the commencement or progress of the work will relieve the CONTRACTOR of its duty to perform or give rise to any right to damages or additional compensation from the COUNTY. The CONTRACTOR expressly acknowledges and agrees that the CONTRACTOR will receive no damages for delay. However, this provision will not preclude recovery or damages by the CONTRACTOR for hindrances or delays due solely to fraud, bad faith, or active interference on the part of the COUNTY. Otherwise, the CONTRACTOR will be entitled to extensions of the contract time as the sole and exclusive remedy for such resulting delay, in accordance with and to the extent specifically provided above.

**6.19 Acceptance of the Work and Final Payment.**

**A.** The work delivered and services rendered under this Agreement will remain the property of the CONTRACTOR and will not be deemed complete until a physical inspection and actual usage of the Service is accepted by the COUNTY and will be in compliance with the terms of the Contract Documents, fully in accord with the specifications and of the highest quality. Any goods or services purchased under this Agreement may be tested/inspected for compliance with the specifications listed.

**B. Maintenance of Work.** The CONTRACTOR shall maintain all work in as-new condition until the final inspection is completed and all work is accepted by the COUNTY. All insurance must be maintained until final acceptance by the COUNTY.

**C. Substantial Completion.**

1. Substantial Completion is the point at which the work (or a designated portion of the work the COUNTY has agreed to accept expressly under this Agreement), is sufficiently complete consistent with the requirements of the Contract Documents to enable the COUNTY to take possession of, occupy, or use the Project (or such designated portion, if applicable), in all respects for its intended use without significant disruption from the completion of any remaining work. Substantial Completion will not be achieved until:

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- i. All Project systems included in the work (or that designated portion, if applicable) are operational as designed and scheduled, and where required by the Contract Documents, have been inspected and commissioned;
- ii. COUNTY'S personnel have received the requisite number of operational manuals and all instruction and training in the use of such systems as required by the Contract Documents;
- iii. All required governmental inspections and approvals associated with the use and occupancy of the Project including, without limitation, a certificate of occupancy for such use are obtained and provided to the COUNTY;
- iv. All utilities have been connected and are in working order, if applicable to the specific project;
- v. All final finishes specified in the Contract Documents are in place; and
- vi. The Project (or designated portion, if applicable) has been fully cleaned and cleared of any debris and is readily accessible, operable, and usable for its intended purpose.

2. The CONTRACTOR will notify the COUNTY'S Project Manager in writing when it considers Substantial Completion of the Work (or such designated portion(s) the COUNTY has agreed to accept) to be achieved. After receiving such notice, the COUNTY'S Project Manager and, if applicable, COUNTY'S Architect or Representative, will schedule an inspection of the Work or such designated portion to determine if Substantial Completion has been achieved. CONTRACTOR and COUNTY'S Project Manager and, if applicable, COUNTY'S Architect or Representative, will jointly conduct the Substantial Completion inspection.

- i. If the COUNTY determines that Substantial Completion **has not been achieved**, the COUNTY'S Project Manager and, if applicable, COUNTY'S Architect or Representative, will provide CONTRACTOR with a list of items to be completed or corrected to enable the COUNTY to take possession of, occupy, or use the Project (or a designated portion), for its intended use without significant disruption. CONTRACTOR will promptly perform such work and notify the COUNTY'S Project Manager upon completion in writing and request the COUNTY to schedule another Substantial Completion inspection.
- ii. If the COUNTY determines that Substantial Completion **has been achieved**, the COUNTY'S Project Manager and, if applicable, COUNTY'S Architect or Representative, will promptly notify the CONTRACTOR. The COUNTY shall provide CONTRACTOR with a Certificate of Substantial Completion which shall include a single list of items required to render the Service complete, pursuant to Section 218.735(7), Florida Statutes. COUNTY will prepare and deliver to CONTRACTOR the Certificate of Substantial Completion and single list of items within thirty (30) calendar days following the Substantial Completion inspection. The single list will be delivered by the COUNTY to the CONTRACTOR within five (5) days after the list of items has been developed and reviewed.

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The failure by the COUNTY to include any corrective work or pending items on the list does not alter CONTRACTOR'S responsibility for completing the Service pursuant to the Contract Documents. All items that require correction under the Agreement and that are identified after the preparation and delivery of the list remain the obligation of CONTRACTOR. The CONTRACTOR shall correct all deficiencies before final acceptance and payment of retainage is made.

3. The Certificate of Substantial Completion will establish the date of Substantial Completion for the Work or such designated portion and:

- i. Include a single list of all items to be completed or corrected and identify the time for completion or correction. Unless otherwise agreed, all items must be completed within thirty (30) calendar days of Substantial Completion Date. The failure to include an item on the list does not alter the CONTRACTOR'S responsibility to complete all Work as required by the Contract Documents.
- ii. Identify any other conditions to be completed prior to Final Completion.
- iii. Must be signed and accepted by the CONTRACTOR and COUNTY'S Project Manager.

4. Within twenty (20) business days after the COUNTY and CONTRACTOR sign and accept the Certificate of Substantial Completion, the COUNTY will pay CONTRACTOR the remaining contract balance that includes all retainage previously withheld by the COUNTY less an amount equal to 150 percent of the estimated cost to complete the items on the list. CONTRACTOR must provide COUNTY a proper payment application in order to receive payment.

**D. Final Inspection.** When all materials have been furnished, all work has been performed, and the construction contemplated by this Agreement has reached Final Completion, including completion of all items identified in the single list of items provided in the Certificate of Substantial Completion, CONTRACTOR shall request a final inspection by the COUNTY in writing. The COUNTY, or the COUNTY'S representative, shall make the final inspection within five (5) business days of receipt of notification from the CONTRACTOR that the Service is ready.

**E. Final Invoice.** When the work provided for under this Agreement has been completely performed by the CONTRACTOR a final invoice/payment application will be prepared by the CONTRACTOR and submitted with a Final Payment Affidavit to the COUNTY'S Project Manager. The amount of this invoice, less any sums that may have been deducted or retained under the provisions of this Agreement, will be paid to the CONTRACTOR in accordance with **Article 4** of this Agreement, and after the CONTRACTOR has agreed in writing to accept the balance due, as determined by the COUNTY, as full settlement of the account under the Agreement and of all claims in connection with the invoice. Occupancy by the COUNTY alone does not constitute final acceptance.

**F. Final Completion and Final Acceptance.** Final Completion must be within thirty (30) days after the COUNTY'S issuance of a Certificate of Substantial Completion. Final Completion shall be achieved when all materials have been furnished, all work has been performed, and all the construction contemplated by this Agreement is completed to the COUNTY'S satisfaction. If the COUNTY fails to provide the list as provided for in paragraph C of this section, the time for completion will be extended by

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the number of days the COUNTY exceeded the delivery date. COUNTY will re-inspect to verify completion of the list of items provided to CONTRACTOR for final acceptance. An eighty-dollar (\$80.00) re-inspection fee will be applied for the third inspection and any required re-inspection. The COUNTY may exclude the CONTRACTOR from those portions of the work designated as complete after the inspection; provided, however, that the CONTRACTOR will have reasonable access for the time allotted by the COUNTY to complete or correct items identified in the Final Inspection punch list.

**G. Release of Retained Funds.** As set forth in Section 218.735, Florida Statutes, upon completion and acceptance by the COUNTY of all items on the list of items provided for in paragraph C of this section, CONTRACTOR may submit a payment request for all remaining retainage withheld for the project, or phase of project, as applicable. If a good faith dispute exists as to whether one or more of the items identified in the list have been completed pursuant to the Agreement, COUNTY may continue to withhold up to 150 percent of the total costs to complete such items. CONTRACTOR shall submit CONTRACTOR'S Final Payment Affidavit with the request for payment.

**H. Waiver of Claims.** The CONTRACTOR'S acceptance of final payment will constitute a full waiver of any and all claims by the CONTRACTOR against the COUNTY arising out of this Agreement or otherwise related to the Service, except those previously made in writing and identified by the CONTRACTOR as unsettled at the time the final estimate is prepared. Neither the acceptance of the work nor payment by the COUNTY will be deemed a waiver of the COUNTY'S rights to enforce any continuing obligations of the CONTRACTOR or to the recovery of damages for defective work not discovered by the COUNTY at the time of final inspection.

**I. Termination of Contractor's Responsibilities.** This Agreement will be considered complete when all work has been completed and accepted by the COUNTY and all warranty periods have expired. The CONTRACTOR will then be released from further obligation except as set forth in this Agreement.

**J. Recovery Rights Subsequent to Final Payment.** The COUNTY reserves the right, should an error be discovered in the invoice, or should proof of defective work or materials used by or on the part of the CONTRACTOR be discovered after the final payment has been made, to claim and recover from the CONTRACTOR by process of law, such sums as may be sufficient to correct the error or make good the defects in the work and materials, including any fees or costs associated with the additional services of the COUNTY.

**6.20 Warranties.**

**A.** All warranties express and implied, must be made available to the COUNTY for goods and services furnished under this Agreement. All goods furnished must be fully guaranteed by the CONTRACTOR against factory defects and workmanship. They will be covered by the most favorable commercial warranty given for comparable quantities of products or services and the rights and remedies provided herein will be in addition to the warranty and do not limit any right afforded to the COUNTY by any other provision of a solicitation. CONTRACTOR shall correct any and all apparent and latent defects that may occur within the manufacturer's standard warranty period at no expense to the COUNTY. Any special conditions within the Scope of Work supersede the manufacturer's standard warranty where such conditions are most favorable to the COUNTY.

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**B.** All warranties will begin on the date of the COUNTY'S acceptance and will last for a period of twelve (12) months unless otherwise specified in the Scope of Services, plans, or specifications. The CONTRACTOR shall obtain and assign to the COUNTY all express warranties given to the CONTRACTOR or any subcontractors by any material suppliers, equipment, or fixtures to be incorporated into the Service.

**C.** The CONTRACTOR warrants to the COUNTY that any materials and equipment furnished under the contract documents will be new unless otherwise specified, and that all work will be of good quality, free from defects and in conformance with the contract documents. The CONTRACTOR further warrants to the COUNTY that all materials and equipment furnished under the contract documents will be applied, installed, connected, erected, used, cleaned, and conditioned in accordance with the instructions of the applicable manufacturers, fabricators, suppliers, or processors except as otherwise provided for the Agreement documents. This warranty requirement will remain in force for the full period identified above, regardless of whether the CONTRACTOR is still under contract at the time of the defect. These warranties are in addition to those implied warranties to which the COUNTY is entitled as a matter of law.

**D.** If sod is used as part of an individual Service, it will be warranted to be free of noxious and invasive weeds, disease, and insects. If pests or noxious weeds manifest themselves within sixty (60) days of placement of the sod, CONTRACTOR will treat the affected areas. The process for treating these areas will be approved by the COUNTY. If the sod does not meet any of the required specifications, CONTRACTOR will be responsible to replace it at no expense to the COUNTY. It will be the responsibility of CONTRACTOR to ensure the sod is sufficiently established as described as specified in the Scope of Services, plans, or specifications. This will include watering the sod on a regular basis as needed to keep it alive until established. Established will be considered as being sufficiently rooted, as determined by the COUNTY Project Manager, into the surface that it was installed. If the sod dies or does not become established CONTRACTOR will be responsible for the replacement at no cost to the COUNTY.

**E.** CONTRACTOR will be responsible for promptly correcting all apparent and latent deficiencies or defects in work, regardless of the project completion status, at no cost to the COUNTY, within five (5) calendar days after the COUNTY notifies CONTRACTOR of such deficiency either verbally or in writing. If CONTRACTOR fails to honor the warranty or fails to correct or replace the defective work or items within the period specified, the COUNTY may, at its discretion, notify CONTRACTOR in writing that CONTRACTOR may be debarred as a COUNTY vendor, and become subject to contractual default if the corrections or replacements are not completed to the satisfaction of the COUNTY within five (5) calendar days of receipt of the notice. If CONTRACTOR fails to satisfy the warranty within the period specified in the notice, the COUNTY may (a) place CONTRACTOR in default of its agreement and (b) procure the products or services from another source and charge CONTRACTOR for any additional costs that are incurred by the COUNTY for this work or items, either through a deduction from the final payment, a credit memorandum, or through invoicing. If the Contractor fails to honor this invoice or credit memo, the COUNTY may terminate the contract for default.

**6.21** Liquidated Damages.

**A.** Unless otherwise agreed to, weather events are specifically excluded as excused cause for delay under this Agreement and no additional days will be given for rain days. If the deficiencies have been noted and the remedies have not been completed within the contracted time, the COUNTY may send

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out a notification notifying the CONTRACTOR of an assessment of Liquidated Damages that can be applied for any day over the time allowed under this Agreement.

**B.** The COUNTY and the CONTRACTOR recognize that, since time is of the essence for this Agreement, the COUNTY will suffer financial loss if the work is not completed within the time specified. The COUNTY will be entitled to assess, as Liquidated Damages, but not as a penalty, for each calendar day after the scheduled completion date the Service continues. The Service will be deemed to be completed on the date the work is considered complete to the satisfaction of the COUNTY. The CONTRACTOR hereby expressly waives and relinquishes any right which it may have to seek to characterize the Liquidated Damages as a penalty. The Parties agree that the Liquidated Damages sum represents a fair and reasonable estimate of the COUNTY’S actual damages at the time of contracting if the CONTRACTOR fails to complete the work in a timely manner.

**C.** The liquidated damages will be as set forth in the following table:

<b>Service/Project Amount</b>	<b>Daily Charge (Per Calendar Day)</b>
\$5,000 and under	\$25
Over \$5,000 but less than \$10,000	\$65
\$10,000 or more but less than \$20,000	\$91
\$20,000 or more but less than \$30,000	\$121
\$30,000 or more but less than \$40,000	\$166
\$40,000 or more but less than \$50,000	\$228
\$50,001 or more	\$250

**D.** COUNTY will retain from the compensation to be paid to CONTRACTOR the above-described sum. If CONTRACTOR is in default for not completing work within the time specified, COUNTY may require CONTRACTOR to stop work on any other project or service to COUNTY until the work specified in this Agreement is complete and the liquidated damages sum is satisfied.

**6.22 Sanitation.** If the Service does not involve interior work, the CONTRACTOR shall provide and maintain adequate sanitary conveniences for the use of persons employed for the Service. These conveniences will be maintained at all times without nuisance, and their use must be strictly enforced. The location of these conveniences will be subject to the COUNTY’S Project Manager’s approval. All such facilities will be installed and maintained in accordance with applicable Federal, State, and local laws.

**6.23 Submittals and Equal Products.**

**A.** Submittals of products required for the Service assigned to the CONTRACTOR under this Agreement, must be supplied to the COUNTY for pre-approval prior to the start of the work. These documents must be provided to the COUNTY at least one (1) week before the installation.

**B.** If a product or service requested by the COUNTY for the Service has been identified in the specifications by a brand name, and has not been notated as a “No Substitute,” item, such identification is intended to be descriptive and not restrictive, and is to indicate the quality and characteristics of product or service that will be acceptable. If the CONTRACTOR offers an alternate product or service for consideration, such product must be clearly identified by the CONTRACTOR to the COUNTY. The

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COUNTY shall make a determination whether the alternate meets the salient characteristics of the specifications. An alternate product will not be considered for any item notated "No Substitute."

C. Unless the CONTRACTOR clearly indicates in its response that it is proposing an alternate product, the response will be considered as offering the same brand name referenced in the specifications. If the CONTRACTOR proposes to furnish an alternate product or service, the brand name of the product or service to be furnished must be clearly identified. A formal submittal for the alternate/shop drawings must be submitted. The evaluation of the alternate and the determination as to acceptability of the alternate product or service will be the responsibility of the COUNTY and will be based upon information furnished by the CONTRACTOR. The COUNTY will not be responsible for locating or securing any information which is not included in the CONTRACTOR's response. To ensure that sufficient information is available, the CONTRACTOR will furnish as part of the bid or proposal all descriptive material by providing the manufacturer specification sheets so the COUNTY can make an informed determination whether the product offered meets the salient characteristics required by the specifications. Failure to do so will require the use of the specified products.

**6.24 Fees.** The following is a list of fees that may be assessed to CONTRACTOR during the term of this Agreement. These fees are assessed to help offset the additional costs associated with the COUNTY'S labor and vehicle usage required for unnecessary inspections or missed appointments. The \$80.00 fee shown below is a re-inspection fee for uncorrected workmanship. The fee will be applied to the third inspection and for any subsequent inspections. Any re-inspection fee charged to the COUNTY by other agencies having jurisdiction over the Service, will additionally be charged back to CONTRACTOR. The fees, if any, will be deducted from the final invoices.

Missing scheduled appointments	\$70.00 each occurrence
Failure to respond to emergency calls	\$250.00 per day
Late to emergency calls	\$36.00 per hour
Inspected unacceptable workmanship	\$80.00 each inspection
Failure to provide any and all required documentation or reports	\$75.00 per day
Failure to pass all inspecting authority re-inspections (within 30 days of initial inspection)	\$250.00 per day

**6.25 Accuracy.** The CONTRACTOR is responsible for the professional quality, technical accuracy, timely completion, and coordination of all the services furnished under this Agreement. The CONTRACTOR shall, without additional compensation, correct or revise any errors, omissions, or other deficiencies resulting from the services provided in this Agreement.

**6.26 Business Hours of Operation.** Unless otherwise specified in the technical specifications, all work performed must be accomplished between the hours of 8:00 A.M. and 5:00 P.M., Monday through Friday, and no work may be performed on Saturdays, Sundays, or COUNTY Holidays, unless permission to work has been requested in writing by the CONTRACTOR and approval, in writing, has been granted by the COUNTY. Request for permission to work must be received by the COUNTY no less than two (2) days prior to the requested workday. The exception to this pre-approval requirement would be in the case of an emergency in which the emergency specification as outlined in General Terms and Conditions, Section 3, Emergencies, would apply. COUNTY Holidays are as follows: New Year's Day; Martin Luther King, Jr.

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Day; Presidents' Day; Memorial Day; Independence Day; Labor Day; Veteran's Day; Thanksgiving Day; Day after Thanksgiving; Christmas Eve, and Christmas Day.

Special schedules may be established, if necessary, because of problems with noise or similar difficulties affecting other COUNTY facilities, COUNTY operations, or citizens in homes or buildings/rooms adjacent to the work being completed. When the CONTRACTOR requests and is approved for Saturday, Sunday or Holiday work, the COUNTY may assess the CONTRACTOR the sum of Two Hundred Fifty and 00/100 Dollars (\$250.00) per COUNTY staff member per day for each Saturday, Sunday, or recognized Holiday worked or planned to work. These fees will be deducted from the final invoice.

**6.27** Protection of Property. All existing structures, utilities, services, roads, trees, shrubbery and property in which the COUNTY has an interest must be protected against damage or interrupted services at all times by the CONTRACTOR during the term of this contract, and the CONTRACTOR will be held responsible for repairing or replacing damaged property to the satisfaction of the COUNTY which is damaged by reason of the CONTRACTOR'S operation on the property. In the event the CONTRACTOR fails to comply with these requirements, the COUNTY reserves the right to secure the required services and charge the costs of such services back to the CONTRACTOR. All items damaged as a result of CONTRACTOR or subcontractor operations belonging to third-parties, such as, but not limited to: sidewalks, irrigation, curbs, pipes, drains, water mains, pavement, mailboxes, turf, signs, or other property must either be repaired or replaced by the CONTRACTOR, at the CONTRACTOR'S expense, in a manner prescribed by, and at the sole satisfaction of the COUNTY.

Furthermore, the CONTRACTOR shall repair or replace any portion of any of the COUNTY'S facility, whether interior or exterior, damaged by reason of the CONTRACTOR'S operation within the property. In the event the CONTRACTOR fails to comply with these requirements, the COUNTY reserves the right to secure the required services and charge the costs of such services back to the CONTRACTOR. All items within a facility belonging to third parties, or to commissioners, officers, employees, lessees, invitees, or agents of the COUNTY, including but not limited to personal items and furniture, must either be repaired or replaced by the CONTRACTOR, at the CONTRACTOR'S expense, in a manner prescribed by, and at the sole satisfaction of the COUNTY. The CONTRACTOR shall re-grade and re-sod any areas that are disturbed by the CONTRACTOR during the course of the work being completed.

**6.28** Risk of Loss. The CONTRACTOR assumes the risk of loss of damage to the COUNTY'S property during possession of such property by the CONTRACTOR, and until delivery to and acceptance of that property to the COUNTY. The CONTRACTOR shall immediately repair, replace or make good on the loss or damage without cost to the COUNTY, whether the loss or damage results from acts or omissions, negligent or otherwise, of the CONTRACTOR or a third party.

**6.29** Accident Notification. If in the course of completing work as part of this Agreement there is any accident, including accidents which involve the public, the CONTRACTOR shall as soon as possible inform the COUNTY of the incident by telephone. The CONTRACTOR shall follow up in writing within two (2) business days of the incident. If law enforcement was involved and has written a report, the CONTRACTOR shall forward a copy of the report to the COUNTY.

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**ARTICLE 7. GENERAL TERMS AND CONDITIONS.**

**7.1 Termination.**

**A. Termination for Convenience.** This Agreement may be terminated by the COUNTY upon thirty (30) calendar days' written notice to the CONTRACTOR; but if any work, service or task under this Agreement is in progress but not completed on the date of termination, then this Agreement may be extended upon written approval of the COUNTY until the work, service, or task is completed and accepted. In the event this Agreement is terminated or cancelled upon the request and for the convenience of the COUNTY with the required thirty (30) calendar days' written notice, the COUNTY will reimburse the CONTRACTOR for actual work satisfactorily completed.

**B. Termination for Cause.** This Agreement may be terminated by the COUNTY due to the CONTRACTOR'S breach of a material term of this Agreement, but only after the COUNTY has provided CONTRACTOR with ten (10) calendar days' written notice for the CONTRACTOR to cure the breach and the CONTRACTOR'S failure to cure the breach within that ten (10) day time period; but, if any work, service or task under this Agreement is in progress but not completed on the date of termination, then this Agreement may be extended upon written approval of the COUNTY until the work, service, or task is completed and accepted.

**C. Termination Due to Unavailability of Funds in Succeeding Fiscal Years.** When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal year, this Agreement will be terminated and the CONTRACTOR will be reimbursed for services satisfactorily performed and the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services/tasks delivered under this Agreement.

**7.2 Assignment of Agreement.** This Agreement shall not be assigned or sublet except with the written consent of the Lake County Procurement Services Director. No such consent shall be construed as making the COUNTY a party to the assignment or subcontract or subjecting the COUNTY to liability of any kind to any assignee or subcontractor. No assignment or subcontract shall under any circumstances relieve CONTRACTOR of liability and obligations under this Agreement and all transactions with the COUNTY must be through CONTRACTOR. In the event CONTRACTOR is acquired in whole or in part by another entity, including any takeovers effectuated by a stock buyout, or similar acquisition process, CONTRACTOR shall notify the COUNTY immediately, and in no case more than thirty (30) days after to the effective date of the acquisition. The COUNTY shall have the option of terminating this Agreement in the event the acquiring entity does not meet with the COUNTY'S approval. Any acquisition or hostile takeover may result in termination of this Agreement for cause. Any acquisition or hostile takeover may result in termination of this Agreement for cause. Failure to submit timely notification to the COUNTY may result in a material breach of this Agreement and termination by the COUNTY or assessment of a processing fee.

**7.3 Insurance.** Insurance requirements shall be as set forth in the attached **Exhibit F**.

**7.4 Indemnification.** To the extent permitted by law, the CONTRACTOR shall indemnify and hold harmless the COUNTY and its officers, employees, agents and instrumentalities from any and all liability, losses or damages, including attorneys' fees and costs of defense, which the COUNTY or its officers, employees, agents or instrumentalities may incur as a result of claims, demands, suits, causes of actions or

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proceedings of any kind or nature arising out of, relating to or resulting from the performance of the Contract by the CONTRACTOR or its employees, agents, servants, partners, principals, or subcontractors. The CONTRACTOR shall pay all claims and losses in connection with those claims and losses, and shall investigate and defend all claims, suits or actions of any kind or nature in the name of the COUNTY, where applicable, including appellate proceedings, and shall pay all costs, judgments, and attorneys' fees which may be incurred. The CONTRACTOR expressly understands and agrees that any insurance protection required by the Contract or otherwise provided by the CONTRACTOR will in no way limit the responsibility to indemnify, keep and hold harmless and defend the COUNTY or its officers, employees, agents, and instrumentalities in this Agreement. This indemnification obligation shall not be construed to negate, abridge, or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph or be deemed to affect the rights, privileges, and immunities of the COUNTY as set forth in Section 768.28, Florida Statutes.

**7.5** Non-Collusion. CONTRACTOR, by entering into this Agreement, further certifies that the offer made during the solicitation process, the prices provided to the COUNTY were arrived at independently, without collusion, communication, or agreement, for the purpose of restricting competition with any other consultant, bidder, or potential bidder, and in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary bid. No attempts were made to solicit, cause, or introduce any other firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid. Should the COUNTY, at any time during the term of this Agreement, become aware of collusive acts by the CONTRACTOR in submitting their bid, the COUNTY reserves the right to terminate this Agreement without cost or penalty to the COUNTY.

**7.6** Prohibition against contingent fees. CONTRACTOR, by entering this Agreement, warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR, to solicit or secure this Agreement and that they have not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONTRACTOR, any consideration contingent upon or resulting from the award or making of this Agreement.

**7.7** Contracting with County Employees. Any COUNTY employee or immediate family member seeking to contract with the COUNTY shall seek a conflict-of-interest opinion from the County Attorney prior to submittal of a Proposal. The affected employee shall disclose the employee's assigned function within the COUNTY and interest or the interest of his or her immediate family in the proposed contract and the nature of the intended contract. Failure to disclose any conflicts of interest may result in termination of this Agreement.

**7.8** Conflict of Interest. The CONTRACTOR agrees that it will not engage in any action that would create a conflict of interest in the performance of its obligations pursuant to this Agreement, or which would violate or cause others to violate the provisions of Part III, Chapter 112, Florida Statutes, relating to ethics in government. Further, the CONTRACTOR hereby certifies that no officer, agent, or employee of the COUNTY has any material interest either directly or indirectly in the business of the CONTRACTOR conducted here and that no such person may have any such interest at any time during the term of this Agreement unless approved by the COUNTY.

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**7.9** State Registration Requirements. CONTRACTOR shall be registered with the Florida Department of State in accordance with the provisions of the Florida Business Corporation Act, Chapter 607, Florida Statutes.

**7.10** Contractor as Prime. CONTRACTOR shall act as the prime contractor for all required items and services and shall assume full responsibility for the procurement and maintenance of such items and services. CONTRACTOR shall be considered the sole point of contact regarding all stipulations, including payment of all charges and meeting all requirements of this Agreement. All sub-contractors will be subject to advance review by the COUNTY in terms of competency, security concerns, and compliance with applicable laws. No change in subcontractors shall be made without the consent of the COUNTY. CONTRACTOR shall be responsible for all insurance, professional certifications, licenses, permits and related matters for any and all subcontractors. Even if the subcontractor is self-insured, the COUNTY may require the CONTRACTOR to provide any insurance certificates required by the work to be performed.

**7.11** Subcontracting. CONTRACTOR shall not subcontract any portion of the work without the prior written consent of the COUNTY. Subcontracting without the prior consent of the COUNTY may result in termination of the Agreement for default.

**7.12** Disadvantaged Businesses. The COUNTY has adopted policies which assure and encourage the full participation of Disadvantaged Business Enterprises (DBE) in the provision of goods and services. The COUNTY encourages joint ventures between majority-owned firms and qualified disadvantaged/minority/women-owned firms.

**7.13** Additional Services & Non-Exclusivity. Services not specifically identified in this Agreement may be added to the Agreement upon execution of a written amendment. The COUNTY reserves the right to award any additional services to the CONTRACTOR or to acquire the items from another vendor through a separate solicitation. COUNTY reserves the right to perform, or cause to be performed, all or any of the work and services described in this Agreement in the manner deemed to represent its best interests. In no case will the COUNTY be liable for billings in excess of the quantity of goods or services provided under the Agreement.

**7.14** Other Departments. Intentionally Omitted.

**7.15** Other Agencies. Intentionally Omitted.

**7.16** Warranties. See **Article 6, Exhibit A,** and **Exhibit B.**

**7.17** Deficiencies in Work. See **Article 6.**

**7.18** County is Tax Exempt. When purchasing on a direct basis, the COUNTY is generally exempt from Federal Excise Taxes and all State of Florida sales and use taxes (85-8013874700C-1). Visit Lake County Tax Exemption Certificate page to print a copy of the certificate. ([https://bccnet.lakecountyfl.gov/documents/finance/forms/Tax\\_Exemption\\_Form.pdf](https://bccnet.lakecountyfl.gov/documents/finance/forms/Tax_Exemption_Form.pdf)). Except for items specifically identified by the CONTRACTOR and accepted by the COUNTY for direct COUNTY purchase under the Sales Tax Recovery Program, CONTRACTOR is not exempt from paying sales tax to its suppliers for materials to fulfill contractual obligations with the COUNTY, nor will CONTRACTOR be authorized to use any of the County's Tax Exemptions in securing such materials.

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**7.19 Shipping Terms, FOB Destination.** The F.O.B. point for any product ordered will be F.O.B.: DESTINATION – Inside Delivery, FREIGHT ALLOWED. The COUNTY will not consider any Proposal showing a F.O.B. point other than F.O.B.: DESTINATION – Inside Delivery

**7.20 Acceptance of Goods or Services.** The work delivered and services rendered under this Agreement will remain the property of the CONTRACTOR will remain the property of the CONTRACTOR and will not be deemed complete until a physical inspection and actual usage of the products or services is accepted by the COUNTY and is in compliance with this Agreement.

Any goods or services purchased under this Agreement may be tested/inspected for compliance with specifications. In the event that any aspect of the goods or services provided is found to be defective or does not conform to the specifications, the COUNTY reserves the right to terminate this Agreement or initiate corrective action on the part of the CONTRACTOR, to include return of any non-compliant goods to the CONTRACTOR at CONTRACTOR'S expense, requiring the CONTRACTOR to either provide a direct replacement for the item, or a full credit for the returned item. CONTRACTOR shall not assess any additional charges for any conforming action taken by the COUNTY under this clause. COUNTY will not be responsible to pay for any product or service that does not conform to the Agreement specifications. In addition, any defective product or service or any product or service not delivered or performed by the date specified in a purchase order or Agreement, may be procured by the COUNTY on the open market, and any increase in cost may be charged against the CONTRACTOR. Any cost incurred by the COUNTY in any re-procurement, plus any increased product or service cost, will be withheld from any monies owed to the CONTRACTOR by the COUNTY for any Contract or financial obligation.

**7.21 Estimated Quantities.** CONTRACTOR acknowledges that any estimated quantities or dollar amounts provided by COUNTY as part of the COUNTY'S solicitation for services provided under this Agreement are for guidance only and are not part of this Agreement; COUNTY makes no express or implied guarantees as to quantities or dollar value that will be used during the Contract period and is not obligated to purchase any goods or services under this Agreement. In no event will the COUNTY be liable for payments in excess of the amount due for quantities of goods or services actually ordered.

**7.22 Additional Locations.** Intentionally Omitted.

**7.23 Similar or Ancillary Items.** While the COUNTY has listed all major items which are utilized by COUNTY departments in conjunction with their operations, there may be similar or ancillary items that must be purchased by the COUNTY during the term of this Agreement. Under these circumstances, a COUNTY representative will contact the CONTRACTOR to obtain a price quote for the similar or ancillary items. The COUNTY reserves the right to award these ancillary items to the CONTRACTOR, another vendor based on the lowest price quoted, or to acquire the items through a separate solicitation.

**7.24 Accuracy.** See **Article 6.**

**7.25 Safety.** See **Article 6.**

**7.26 Safety Data Sheets.** See **Article 6.**

**7.27 Tobacco Products.** Tobacco use, including both smoke and smokeless tobacco, is prohibited on COUNTY owned property.

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**7.28** Cleanup. See **Article 6.**

**7.29** Protection of Property. See **Article 6.**

**7.30** Certificate of Competency, Licensure, Permits, and Fees.

**A.** CONTRACTOR shall, at the time it submits any offer to COUNTY in response to a solicitation and for the duration of this Agreement hold a valid Certificate of Competency or appropriate current license issued by the State or County Examining Board qualifying CONTRACTOR to perform the Service under this Agreement. If work for other trades is required and such work will be performed by subcontractors hired by CONTRACTOR, CONTRACTOR shall provide COUNTY each subcontractor's applicable Certificate of Competency/license.

**B.** CONTRACTOR will be solely responsible for obtaining all necessary approvals and permits to complete the service, unless specifically agreed otherwise in the Scope of Services. The CONTRACTOR shall remain appropriately licensed throughout the course of the Service. If the CONTRACTOR employs the services of a subcontractor, the CONTRACTOR shall ensure that any subcontractor is appropriately licensed throughout the course of the Service. Failure to maintain all required licenses will entitle the COUNTY, at its option, to terminate this Agreement. Damages, penalties, or fines imposed on the COUNTY or CONTRACTOR for failure to obtain required licenses, permits, inspections, or other fees, or inspections, will be borne by the CONTRACTOR.

**C.** CONTRACTOR shall maintain sufficient financial support and organization to ensure satisfactory delivery of the Services provided under this Agreement. In the event CONTRACTOR subcontracts any part of its work or will obtain the goods specifically offered under this Agreement from another source of supply, CONTRACTOR is responsible for verifying the competency of its subcontractor or supplier.

**7.31** Truth in Negotiation Certificate. For contracts awarded under the Consultant's Competitive Negotiation Act, under Section 287.055, Florida Statutes, for all lump-sum or cost-plus fixed fee agreements exceeding the threshold amount provided for in Section 287.017 for Category Four, CONTRACTOR must execute a truth in negotiation certificate stating that the wage rates and other factual unit costs are accurate, complete, and current, at the time of contracting. Any agreement requiring this certificate shall contain a provision that the original agreement price and any additions shall be adjusted to exclude any significant sums by which the COUNTY determines the Agreement price was increased due to inaccurate, incomplete, or non-current wage rates and other factual unit costs. All such Agreement adjustments shall be made within one (1) year following the end of the Agreement.

**7.32** Independent Contractor. The CONTRACTOR, and all its employees, agree that they will be acting as independent contractors and will not be considered or deemed to be an agent, employee, joint venturer, or partner of the COUNTY. The CONTRACTOR will have no authority to contract for or bind the COUNTY in any manner and shall not represent itself as an agent of the COUNTY or as otherwise authorized to act for or on behalf of the COUNTY.

**7.33** Responsibility as Employer. See **Article 6.**

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**7.34** Retaining Other Contractors. Nothing in this Agreement will be deemed to preclude the COUNTY from retaining the services of other persons or entities undertaking the same or similar services as those undertaken by the CONTRACTOR or from independently developing or acquiring materials or programs that are similar to, or competitive with, the services provided under this Agreement. Nothing in this Agreement will be deemed to preclude the COUNTY from retaining the services of other persons or entities undertaking the same or similar services as those undertaken by the CONTRACTOR or from independently developing or acquiring materials or programs that are similar to, or competitive with, the services provided under this Agreement.

**7.35** Minimum Wage. The wage rate paid to all laborers, mechanics, and apprentices employed by the CONTRACTOR for the work under the Agreement may not be less than the prevailing wage rates for similar classifications of work as established by the Federal government and enforced by the U.S. Department of Labor, Wages and Hours Division, and Florida's Minimum Wage requirements in Article X, Section 24(f) of the Florida Constitution and enforced by the Florida Legislature by statute or the State Agency for Workforce Innovation by rule, whichever is higher.

**7.36** Price Redeterminations. Intentionally Omitted.

**7.37** Fraud, misrepresentation, and material misstatements. Any individual, corporation, or other entity that attempts to meet its contractual obligations with the COUNTY through fraud, misrepresentation or material misstatement, may be debarred for up to five (5) years. The COUNTY as a further sanction may terminate or cancel any other contracts with such individual, corporation, or entity. Such individual or entity will be responsible for all direct or indirect costs associated with termination or cancellation, including attorney's fees.

**7.38** Right to Audit. The COUNTY reserves the right to require the CONTRACTOR to submit to an audit by any auditor of the COUNTY'S choosing. The CONTRACTOR shall provide access to all of its records, which relate directly or indirectly to this Agreement at its place of business during regular business hours. The CONTRACTOR shall retain all records pertaining to this Agreement and upon request make them available to the COUNTY for ten (10) years following expiration of the Agreement, or for such time as set forth in the Florida Department of State, Division of Library and Information Services, General Records Schedule GS1-SL, a copy of which can be found at: <https://dos.fl.gov/library-archives/records-management/general-records-schedules/>, whichever is longer. The CONTRACTOR agrees to provide such assistance as may be necessary to facilitate the review or audit by the COUNTY to ensure compliance with applicable accounting and financial standards.

**A.** If the CONTRACTOR provides technology services, the CONTRACTOR must provide Statement of Standards for Attestations Engagements (SSAE) 16 or 18 and System and Service Organization Control (SOC) reports upon request by the COUNTY. The SOC reports must be full Type II reports that include the CONTRACTOR'S description of control processes, and the independent auditor's evaluation of the design and operating effectiveness of controls. The cost of the reports will be paid by the CONTRACTOR.

**B.** If an audit inspection or examination pursuant to this section discloses overpricing or overcharges of any nature by the CONTRACTOR to the COUNTY in excess of one percent (1%) of the total contract billings, in addition to making adjustments for the overcharges, the reasonable actual cost of the COUNTY'S audit must be reimbursed to the COUNTY by the CONTRACTOR. Any adjustments or

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payments which must be made as a result of any such audit or inspection of the CONTRACTOR'S invoices or records must be made within a reasonable amount of time, but in no event may the time exceed ninety (90) calendar days, from presentation of the COUNTY'S audit findings to the CONTRACTOR.

C. This provision is hereby considered to be included within, and applicable to, any subcontractor contract entered into by the CONTRACTOR in performance of any work under this Agreement.

**7.39** Public Records.

A. All electronic files, audio and video recordings, and all papers pertaining to any activity performed by the CONTRACTOR for or on behalf of the COUNTY will be the property of the COUNTY and will be turned over to the COUNTY upon request. In accordance with Chapter 119, Florida Statutes, each file and all papers pertaining to any activities performed for or on behalf of the COUNTY are public records available for inspection by any person even if the file or paper resides in the CONTRACTOR'S office or facility. The CONTRACTOR will maintain the files and papers for not less than ten (10) complete calendar years after the Service has been completed or terminated, or in accordance with any grant requirements, whichever is longer. Prior to the close out of this Agreement, the CONTRACTOR will appoint a records custodian to handle any records request and provide the custodian's name and telephone numbers to the COUNTY'S Project Manager.

B. Pursuant to Section 119.0701, Florida Statutes, CONTRACTOR will comply with the Florida Public Records' laws, and will:

1. Keep and maintain public records required by the COUNTY to perform the services identified herein.

2. 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 for by law.

3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the CONTRACTOR does not transfer the records to the COUNTY.

4. Upon completion of this Agreement, transfer, at no cost, to the COUNTY all public records in possession of the CONTRACTOR or keep and maintain public records required by the COUNTY to perform the service. If CONTRACTOR transfers all public records to the COUNTY upon completion of the contract, CONTRACTOR will destroy any duplicate public records that are exempt, or confidential and exempt, from public records disclosure requirements. If CONTRACTOR keeps and maintains public records upon completion of the Agreement, CONTRACTOR will meet all applicable requirements for retaining public records. All records stored electronically must be provided to the COUNTY, upon request from the COUNTY'S custodian of public records, in a format that is compatible with the information technology systems of the COUNTY.

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**C. IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT LAKE COUNTY OFFICE OF PROCUREMENT SERVICES, 315 WEST MAIN STREET, P.O. BOX 7800, TAVARES, FL 32778 OR AT 352-343-9424 OR VIA EMAIL AT [PURCHASING@LAKECOUNTYFL.GOV](mailto:PURCHASING@LAKECOUNTYFL.GOV).**

**D.** Failure to comply with this subsection will be deemed a breach of the Agreement and enforceable as set forth in Section 119.0701, Florida Statutes.

**E.** Unless otherwise provided, CONTRACTOR shall maintain substantiating records as required by the State of Florida, General Records Schedule GS1-SL ("Schedule") for State and Local Government Agencies. If CONTRACTOR receives notification of a dispute or the commencement of litigation regarding the Project within the time specified in the Schedule, the CONTRACTOR shall continue to maintain all service records until final resolution of the dispute or litigation.

**7.40 Confidential and/or Exempt Information. The Service may include building plans, blueprints, drawings, and/or diagrams which are exempt from disclosure pursuant to Section 119.071(3), Florida Statutes.** CONTRACTOR must maintain the confidential and/or exempt nature of all confidential and/or exempt documents received under this Service. Upon completion of the Service, CONTRACTOR will return to COUNTY all confidential and/or exempt project documents including, but not limited to, designs, files, photos, reports, maps, drawings, specifications, schematics, diagrams, shop drawings, construction documents and electronic files. CONTRACTOR will provide written certification to COUNTY that all documents designated as confidential and/or exempt have been returned to the COUNTY or destroyed. CONTRACTOR shall be responsible for ensuring that confidential and/or exempt information is provided to its subcontractors only when necessary to complete the Service and shall be responsible for ensuring that confidential and/or exempt information provided to its subcontractors is handled in a manner that preserves its confidentiality and/or exempt information nature. CONTRACTOR shall ensure that all materials provided to subcontractors are returned as required under this provision. CONTRACTOR must include confidentiality provisions no less stringent than those herein in its agreements with subcontractors

**7.41 Copyrights.** Any copyright derived from this Agreement will belong to the author. The author and the CONTRACTOR shall expressly assign to the COUNTY nonexclusive, royalty free rights to use any and all information provided by the CONTRACTOR in any deliverable or report for the COUNTY'S use which may include publishing in COUNTY documents and distribution as the COUNTY deems to be in its best interests. If anything included in any deliverable limits the rights of the COUNTY to use the information, the deliverable will be considered defective and not acceptable and the CONTRACTOR will not be eligible for any compensation.

**7.42** The COUNTY owns and retains all proprietary rights in its logos, trademarks, trade names, and copyrighted images (Intellectual Property). As such, nothing in any solicitation permits or shall be construed as authorizing Vendor or CONTRACTOR to use or display COUNTY'S Intellectual Property.

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The COUNTY Use of any COUNTY Intellectual Property requires express written consent from the COUNTY.

**7.43** Sovereign Immunity. COUNTY expressly retains all rights, benefits, and immunities of sovereign immunity in accordance with Section 768.28, Florida Statutes. Nothing will be deemed as a waiver of immunity or the limitations of liability of COUNTY beyond any statutory limited waiver of immunity or limits of liability. Nothing will inure to the benefit of any third party for the purpose of allowing any claim against COUNTY, which would otherwise be barred under the law.

**7.44** Compliance with Federal Standards. All items to be purchased under this Agreement must be in accordance with all governmental standards to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA), and per Project specifications.

**7.45** Force Majeure. The Parties will exercise every reasonable effort to meet their respective obligations under this Agreement, but will not be liable for delays resulting from force majeure or other causes beyond their reasonable control, including, but not limited to, compliance with any Government law or regulation, acts of nature, acts or omissions of the other Party, Government acts or omissions, fires, strikes, national disasters, wars, riots, transportation problems and any other cause whatsoever beyond the reasonable control of the Parties. Any such cause will extend the performance of the delayed obligation to the extent of the delay so incurred.

**7.46** Claims and Disputes. See **Article 6**.

**7.47** Return of Materials. Upon the request of the COUNTY, but in any event upon termination of this Agreement, the CONTRACTOR shall surrender to the COUNTY all memoranda, notes, records, drawings, manuals, computer software, and other documents or materials pertaining to the services under this Agreement, that were furnished to the CONTRACTOR by the COUNTY pursuant to this Agreement.

**7.48** Public Entity Crimes. Pursuant to Section 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted vendor list following a conviction of a public entity crime may not be awarded or perform work as a CONTRACTOR, supplier, subcontractor, or consultant under a contract with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

**7.49** Florida Convicted/Suspended Vendor Lists. By executing this Agreement CONTRACTOR affirms that it is not currently listed on the Florida Department of Management Services Convicted Vendor (Section 287.133, Florida Statutes) or Suspended Vendor (Section 287.1351, Florida Statutes) Lists.

**7.50** Discriminatory Vendor List (State funded projects). As provided by Section 287.134, Florida Statutes, a contractor who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity. By entering into this Agreement, CONTRACTOR affirms that CONTRACTOR is not on the Discriminatory Vendor List and will ensure

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that any subcontractors retained for performance under this Agreement are not listed on the Discriminatory Vendor List.

**7.51 Antitrust Violator Vendor List (State funded projects).** As provided by Section 287.137, Florida Statutes, a contractor who has been placed on the antitrust violator vendor list following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply for any new contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply for a new contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on new leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a new contract with a public entity; and may not transact new business with a public entity. By entering into this Agreement, CONTRACTOR affirms that CONTRACTOR is not on the Antitrust Violator Vendor List and will ensure that any subcontractors retained for performance under this Agreement are not listed on the Antitrust Violator Vendor List.

**7.52 Foreign gifts and contracts.** Pursuant to Section 286.101, Florida Statutes, CONTRACTOR shall disclose to the COUNTY any current or prior interest of, any contract with, or any grant or gift received by a foreign country of concern if such interest, contract, or grant or gift (1) had a value of \$50,000 or more and (2) such interest existed at any time or such contract or grant or gift was received or in force at any time during the previous five (5) years. Foreign country of concern is defined in Section 286.101(1)(b), Florida Statutes, as the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity under significant control of such foreign country of concern. CONTRACTOR'S disclosure must include the amount of the contract or grant or gift or the value of the interest disclosed, the applicable foreign country of concern and, if applicable, the date of termination of the contract or interest, the date of receipt of the grant or gift, and the name of the agent or controlled entity that is the source or interest holder. The COUNTY may request records relevant to a reasonable suspicion that a disclosure has not been made and the CONTRACTOR shall provide the required records within thirty (30) days of the COUNTY making such request, or at a later time as agreed to by the Parties.

**7.53 Contracting with foreign entities of concern.** Pursuant to Section 287.138, Florida Statutes, for contracts where CONTRACTOR may have access to personal identifying information, CONTRACTOR certifies to the COUNTY by submitting its bid that (1) it is not owned by a government of a foreign country of concern; (2) a government of a foreign country of concern does not have a controlling interest in CONTRACTOR; and (3) it is not organized under the law of nor has its principal place of business in a foreign country of concern. For the purposes of this section, foreign country of concern means the People's Republic of China, the Russian Federation, the Islamic Republic of Iran, the Democratic People's Republic of Korea, the Republic of Cuba, the Venezuelan regime of Nicolás Maduro, or the Syrian Arab Republic, including any agency of or any other entity of significant control of such foreign country of concern, as defined in Section 287.138(1)(c), Florida Statutes.

**7.54 Social, political, or ideological interests.** Per Section 287.05701, Florida Statutes, the COUNTY will not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor.

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**7.55** Compliance with Human Trafficking Laws. Per Section 787.06, Florida Statutes, the Florida Legislature has enacted laws to prevent and prosecute human trafficking. CONTRACTOR agrees to comply with laws related to human trafficking and has provided the COUNTY with a signed affidavit, attached hereto as part of **Composite Exhibit A** affirming compliance with human trafficking laws.

**7.56** Certification Regarding Scrutinized Companies that Boycott Israel: The CONTRACTOR hereby certifies that, pursuant to Section 287.135, Florida Statutes, it is not listed on the Scrutinized Companies that Boycott Israel and is not participating in a boycott of Israel. The CONTRACTOR understands that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject it to civil penalties, attorneys' fees, and costs. The CONTRACTOR further understands that any contract with the COUNTY for goods or services may be terminated at the option of the COUNTY if the CONTRACTOR is found to have submitted a false certification or has been listed on the Scrutinized Companies that Boycott Israel list or is participating in a boycott of Israel.

The CONTRACTOR, by entering this Agreement, hereby certifies that, pursuant to Section 287.135, Florida Statutes, it is not listed on the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies with Activities in Sudan List, is not listed on the Scrutinized Companies that Boycott Israel and is not participating in a boycott of Israel, and is not engaged in business operations in Cuba or Syria. The CONTRACTOR understands that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject it to civil penalties, attorneys' fees, and costs. The CONTRACTOR further understands that any contract with the COUNTY for goods or services of \$1 million or more may be terminated at the option of the COUNTY if the CONTRACTOR is found to have submitted a false certification or has been listed on the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List or the Scrutinized Companies with Activities in Sudan List, is listed on the Scrutinized Companies that Boycott Israel list or is participating in a boycott of Israel, or is engaged in business operations in Cuba or Syria.

**7.57** Anti-Trafficking Related Activities. The U.S. Government has adopted a policy prohibiting trafficking in persons including the trafficking-related activities listed below. These prohibitions specifically apply to some federally funded contracts and prohibit CONTRACTOR, CONTRACTOR'S employees, and their agents from: engaging in severe forms of trafficking in persons during the period of performance of the contract; procuring commercial sex acts during the period of performance of the contract; using forced labor in the performance of the Agreement; destroying, concealing, confiscating, or otherwise denying access by an employee to the employee's identity or immigration documents, such as passports or drivers' licenses, regardless of issuing authority; using misleading or fraudulent practices during the recruitment of employees; charging employees or potential employees recruitment fees; failing to provide return transportation or paying for the cost of return transportation upon the end of employment for certain employees; providing or arranging housing that fails to meet the host country housing and safety standards; or failing to provide an employment contract, recruitment agreement, or other required work documents in writing, as required by law or contract.

**7.58** State Forest Products. Pursuant to Section 255.20(3), Florida Statutes, contracts for the construction of public works, such as public bridges, buildings, and other structures, must utilize lumber, timber, and other forest products produced and manufactured in this state, if wood is a component of the public work, and if such products are available and their price, fitness, and quality are equal. This requirement does not apply: (i) to plywood specified for monolithic concrete forms; (ii) if the structural or

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service requirements for timber for a particular job cannot be supplied by native species; (iii) if the construction is financed in whole or in part from federal funds with the requirement that there be no restrictions as to species or place of manufacture; or (iv) to transportation projects for which federal aid funds are available.

**7.59** ADA Requirements. CONSULTANT shall ensure that all deliverables, including without limitation websites, web applications, mobile applications, software, electronic documents, multimedia content, digital platforms, and any related user interfaces or content made available to end users by CONSULTANT for use by COUNTY under this Agreement, are Accessible and comply with all aspects of both the Americans with Disabilities Act (ADA) and WCAG (Web Content Accessibility Guidelines) 2.1 Level AA, as amended. This includes, but is not limited to, providing alternative text for images, ensuring that all interactive elements are navigable via keyboard, and providing captions for all video content. CONSULTANT shall promptly remediate any nonconformance discovered or reported, at no additional cost to COUNTY. This duty to remediate at CONSULTANT'S cost shall survive the termination of this Agreement. Failure to comply with the ADA, WCAG, and these requirements may result in the termination of this Agreement and CONSULTANT being held liable for any damages or costs incurred by COUNTY as a result of non-compliance, including reasonable attorney's fees whether suit be brought or not.

**ARTICLE 8. MISCELLANEOUS PROVISIONS.**

**8.1** Governing Law, Venue, and Waiver of Jury Trial. This Agreement is made under, and in all respects shall be interpreted, construed, and governed by and in accordance with, the laws of the State of Florida. Venue for any legal action resulting from this Agreement shall lie in Lake County, Florida. THE CONTRACTOR, BY ENTERING INTO THIS AGREEMENT, KNOWINGLY AND VOLUNTARILY WAIVES ANY RIGHT IT MAY HAVE TO A JURY TRIAL IN ANY CIVIL LITIGATION MATTER ARISING FROM OR RELATING TO THIS AGREEMENT.

**8.2** Captions. The captions utilized in this Agreement are for the purposes of identification only and do not control or affect the meaning or construction of any of the provisions of this Agreement.

**8.3** This Agreement will be binding upon and will inure to the benefit of each of the Parties and of their respective successors and permitted assigns.

**8.4** This Agreement may not be amended, released, discharged, rescinded or abandoned, except by a written instrument duly executed by each of the Parties.

**8.5** No Waiver. The failure of any Party at any time to enforce any of the provisions of this Agreement will in no way constitute or be construed as a waiver of such provision or of any other provision of this Agreement, nor in any way affect the validity of, or the right to enforce, each and every provision of this Agreement.

**8.6** Civil Rights Act. During the term of this Agreement the CONTRACTOR assures the COUNTY that it is in compliance with Title VII of the 1964 Civil Rights Act, as amended, and the Florida Civil Rights Act of 1992, in that the CONTRACTOR does not on the grounds of race, color, national origin, religion, sex, age, disability or marital status, discriminate in any form or manner against the CONTRACTOR'S

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employees or applicants for employment. The CONTRACTOR understands and agrees that this Agreement is conditioned upon the veracity of this statement of assurance.

**8.7** Compliance with Applicable Laws. The CONTRACTOR must at all times comply with all Federal, State and local laws, rules and regulations.

**8.8** Construction of Agreement. The Parties intend this Agreement to be construed without regard to any presumption or rule requiring construction or interpretation against the Party drafting an instrument or causing any instrument to be drafted.

**8.9** Negation of Agent or Employee Status. The employees of the CONTRACTOR will be considered at all times its employees and not an employee or agent of the COUNTY. The CONTRACTOR will provide employees capable of performing the work as required. The COUNTY may require the CONTRACTOR to remove any employee it deems unacceptable.

**8.10** Severability. The invalidity or unenforceability of any particular provision of this Agreement will not affect the other provisions of this Agreement, and this Agreement must be construed in all respects as if such invalid or unenforceable provisions were omitted.

**8.11** Notices. Wherever provision is made in this Agreement for the giving, service, or delivery of any notice, statement or other instrument, such notice must be in writing and will be deemed to have been duly given, served, and delivered, if delivered by hand or mailed by United States registered or certified mail, addressed as follows:

**If to CONTRACTOR:**

Qualis General Contractors, LLC  
Attn: Brycen Herman, President  
17803 Green Willow Drive  
Tampa, Florida 33647

***With a Copy to:***

[bherman@qualisfl.com](mailto:bherman@qualisfl.com)  
[kveilleux@qualisfl.com](mailto:kveilleux@qualisfl.com)

**If to COUNTY:**

Lake County Manager  
315 West Main Street  
P.O. Box 7800  
Tavares, Florida, 32778

***With a Copy to:***

Lake County Attorney  
315 West Main Street, Suite 335  
P.O. Box 7800  
Tavares, Florida 32778

**A.** All Notices required, or which may be given hereunder, shall be considered properly given if (1) personally delivered, (2) sent by certified United States Mail, return receipt requested, (3) sent by Federal Express or other equivalent overnight letter delivery company.

**B.** The effective date of such notices shall be the date personally delivered, or if sent by certified mail, the date the notice was signed for, or if sent by overnight letter delivery company, the date the notice was delivered by the overnight letter delivery company.

**C.** Each Party may change its mailing address by giving to the other Party, by hand delivery, United States registered or certified mail, notice of election to change such address.

**AGREEMENT BETWEEN LAKE COUNTY, FLORIDA AND QUALIS GENERAL CONTRACTORS, LLC, FOR  
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**ARTICLE 9. SCOPE OF AGREEMENT.**

9.1 This Agreement is intended by the Parties to be the final expression of their Agreement, and it constitutes the full and entire understanding between the Parties with respect to the subject of this Agreement, notwithstanding any representations, statements, or agreements to the contrary previously made. Any items not covered under this Agreement will need to be added via written addendum, and pricing negotiated based on final specifications.

9.2 This Agreement includes the following exhibits, all of which are incorporated in this Agreement:

Exhibit A (Composite).....Scope of Services, Addenda, and Submittal Forms (22 pages).

Exhibit B (Composite).....Project Plans and Specifications (119 pages). **[PORTIONS CONFIDENTIAL AND/OR EXEMPT PER §§ 119.071(3)(a)-(b), F.S. - TRANSMITTED SEPERATELY].**

Exhibit C.....Pricing Sheet (9 pages).

Exhibit D (Composite).....Contractor’s Payment Affidavit and Final Payment Affidavit (2 pages).

Exhibit E.....Performance and Payment Bond (7 pages).

Exhibit F.....Insurance Requirements (2 pages)

**AGREEMENT BETWEEN LAKE COUNTY, FLORIDA AND QUALIS GENERAL CONTRACTORS, LLC, FOR  
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**IN WITNESS WHEREOF**, the Parties have made and executed this Agreement on the respective dates under each signature: the COUNTY through its Board of County Commissioners, signing by and through its Chairman; and by the CONTRACTOR through its duly authorized representative.

**CONTRACTOR**

QUALIS GENERAL CONTRACTORS, LLC

DocuSigned by:



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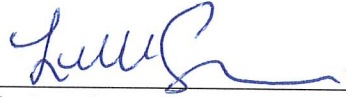
\_\_\_\_\_  
Brycen E. Herman, President  
License No. CGC1527818

This 9<sup>th</sup> day of April, 2026.

AGREEMENT BETWEEN LAKE COUNTY, FLORIDA AND QUALIS GENERAL CONTRACTORS, LLC, FOR  
COMMERCIAL TENANT IMPROVEMENTS **ITB #26-903**

**COUNTY**

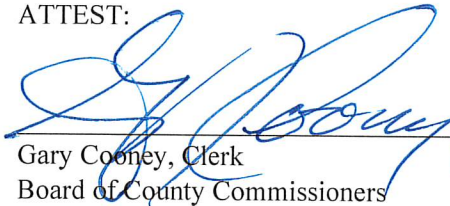
LAKE COUNTY, FLORIDA, through its  
BOARD OF COUNTY COMMISSIONERS



\_\_\_\_\_  
Leslie Campione, Chairman

This 16 day of April, 2026.

ATTEST:



\_\_\_\_\_  
Gary Cooney, Clerk  
Board of County Commissioners  
of Lake County, Florida



Approved as to form and legality:

Melanie Marsh 4/15/26  
\_\_\_\_\_  
Melanie Marsh  
County Attorney

**EXHIBIT A – SCOPE OF WORK**

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**1. SCOPE OF WORK:**

- 1.1. A “qualified licensed contractor” (hereinafter “Contractor”) shall furnish all labor, materials, equipment, component/devices, transportation, fuel, supervision, surveying, permits, inspections, and all other incidentals necessary to complete all necessary work listed, all in accordance with all parts of this solicitation and bid documents provided for the property located at Village Market Place, 365 E. Burleigh Boulevard, Tavares, FL 32778.
- 1.2. Contractor is to provide complete, turn-key for the Supervisor of Elections Building Tenant Improvements as described in the *Supervisor of Elections Building TI Construction Drawings*, prepared by Forefront Architecture and Engineering, for Lake County.
- 1.3. Building Tenant Improvements include but are not limited to:
  - 1.3.1. Demolition: Removal and disposal of existing materials (including but not limited to: walls and ceiling, electrical components including lighting, switches, receptacles and associated conduits, cables, boxes, supports and devices, doors/frames, windows, flooring; restroom toilets, sinks and accessories; roll-up door, mezzanine metal ladder, mechanical vents).
  - 1.3.2. Construction of new footings and steel columns, construction of new frame walls with metal studs, installation of storefront and interior windows/doors including hardware, lintels, operable partitions, construction of bullet resistant wall, installation of cabinets, installation of flooring, new stair for mezzanine, construction of vehicular barrier, installation of signs; installation of new loading dock bumpers.
  - 1.3.3. Plumbing System: Consisting in the furnishing and installation of plumbing fixtures, electric tankless water heaters, construction of new shower, including all necessary components and connection to the existing water/sewer service.
  - 1.3.4. Electrical Service: Contractor to furnish and install a turn-key electrical system including but not limited to installation of emergency power generator system (including connection to existing natural gas line), switchboard electrical panels, distribution panels, installation of electrical conduits, conductors, lighting system, switches, receptacles, electrical hand dryers for the restrooms, including all necessary electrical components to provide power service. Contractor to also provide a turn-key Extra Low Voltage (ELV) Technology/Communications System including Voice/Data Cable Infrastructure System and all necessary components.

SECO Energy: Contractor responsible for coordinating all work with SECO Energy.

TECO Energy (Gas Company): Contractor responsible for coordinating all work with TECO Energy for gas service connection to the emergency power generator.
  - 1.3.5. Fire Sprinkler and Alarm System: Contractor to connect proposed fire sprinkler system to the existing fire main and provide all necessary devices, modules, programming, testing, and will be also responsible to tie tenant space into the base-building fire alarm system. Contractor shall provide engineering signed/sealed drawings and obtain required permit for a complete code-compliant system.
  - 1.3.6. Mechanical System: Consisting of turn-key Heating, Ventilation and Air Conditioning (HVAC) system including but not limited to the installation of dehumidification units, Variable Refrigerant Flow (VRF) indoor units, smoke detector sensors, exhaust fans, digital programmable thermostat/humidistat, condensate drains, including all necessary mechanical components to provide functional HVAC system.

**EXHIBIT A – SCOPE OF WORK**

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**2. CONTRACTOR RESPONSIBILITIES:**

- 2.1. Contractor is responsible for locating/identifying all utilities before starting construction; refer to *Utilities* section below for additional requirements. Contractor must take every precaution to avoid damage to any underground utilities. Contractor will be responsible for any damage caused to the existing utilities. In the event that Contractor or any of its subcontractors damage an existing utility, the Contractor will be responsible for the repair and must repair the same at its own cost.
- 2.2. All existing utilities (water/sewer, electrical, telephone, cable, etc.) service connections, interruptions, or relocations shall be coordinated by Contractor in advance with field representatives of each respective utility.
- 2.3. The Contractor will be responsible for planning and providing perimeter site fencing and signage to ensure the safety and security of the site from the public.
- 2.4. Contractor is responsible for debris/trash management and must provide a dumpster or remove all construction debris/discarded materials/trash daily. No discarded construction material shall be dumped or remain on site unless contained within a dumpster provided by the Contractor. Dumpsters shall be maintained to prevent overflow of debris.
- 2.5. Lake County Parks and Water Resources, Facilities Management will be providing the Building Permit (Plan Review Only) for the proposed improvements, however, the Office of Building Services has indicated Contractor will be required to complete a Building Permit Application prior to issuance of this Permit. In addition, the Contractor and any subcontractors must be added to the building permit and pay all related permit and inspection cost/fees for the required work included under this solicitation. Refer to *Permit Requirements* section below for additional requirements.
- 2.6. Contractor must provide a detailed cost breakdown (schedule of values) using Pricing Sheet attached to this bid, which shall be the base for all payment applications.
- 2.7. Contractor shall also provide a timeline/work schedule at the preconstruction meeting for review.
- 2.8. Final Payment: A Certificate of Occupancy/Completion issued by the Office Building Services, (352) 343-9653, must be provided on or before submittal of the final payment application.

**3. ACCEPTANCE**

Lake County will review each installation to determine compliance prior to final acceptance of the work. Any work not installed in accordance with the plans and specifications and rejected by Lake County must be removed and replaced at the Contractor's expense.

**4. CLEANING**

Perform cleaning during installation of the work and upon completion of the work. Remove from site all excess materials, soil, debris, and equipment. Any spoils created from this work must become the property of the Contractor and must be disposed of in a legal and proper manner.

**5. FIELD CONDITIONS**

**EXHIBIT A – SCOPE OF WORK**

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It is the responsibility of the Contractor to verify all site conditions before they submit their bid. Verify and coordinate all work to field locations and dimensions. Contractor is responsible for the installation of temporary construction fencing and signage to safely enclose the work area along with silt fencing for entire perimeter of site work.

**6. INSTALLATION**

Installation must be in accordance with the terms and conditions in this Invitation to Bid, construction documents provided and as stated in the Scope of Work.

All work must meet all applicable Federal, State, and local building codes and must be performed by qualified licensed contractors in their respective areas (electrical, mechanical, plumbing, fire, etc.). The Contractor must complete all work per Construction Documents including the associated specifications.

**7. LEAD TIME**

Any long lead item must be ordered within one (1) week of issuance of project purchase order. Proof of purchase will be required.

**8. PERMIT REQUIREMENTS**

Contractor is responsible for obtaining all necessary building permits and inspection approvals and paying all related costs/fees for the work included under this solicitation. Contractor is responsible to obtaining directly from the engineering firm at his own expense, if needed, any necessary engineering drawings (CAD drawings, signed/sealed electronic plans or hard copies). Contractor must provide copies of all permits obtained by Contractor to Parks and Water Resources, Facilities Management prior to the start of construction. Contractor responsible for installing a Permit Posting Box Unit. Approved plans and permits must be available on site for the inspector. For questions regarding building permits and review process please contact the Office Building Services at (352) 343-9653.

**9. PRODUCT HANDLING**

Contractor is responsible for the proper packaging, shipping, handling and storage of materials to be incorporated in the work, so as to ensure the preservation of the quality and fitness of the materials for proper installation as required by the contract documents. Products are to be delivered to the site in the manufacturer's container or packaging. Contractor shall provide the following: storage containers for material as necessary; sufficient manpower and equipment necessary to off load equipment/materials at jobsite per scheduled deliveries; and dumpsters for cardboard waste and packing debris. Contractor must store materials in a secure, weather-protected area and provide adequate security to protect delivered and stored products from theft, vandalism, or damage during the installation. Contractor is responsible for the return of all damaged products to manufacturer and the replacement of damaged items.

**10. PROPERTY REPLACEMENT**

Property at the site, including turf (rubber, sod), concrete pavement, asphalt, lime rock path, and fencing removed or relocated during the course of construction and any damage due to the work performed by Contractor, must be reinstalled, repaired or replaced before final payment is made.

**11. SAFETY PRECAUTIONS**

Contractor shall be responsible for initiating, maintaining, and supervising all safety-related precautions in connection with the work throughout the contract term. Contractor must erect and maintain all reasonable safeguards for safety and protection, including posting danger signs and other warning signs against hazards. It is the responsibility of the Contractor to provide a safe

**EXHIBIT A – SCOPE OF WORK**

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environment for Contractor's employees, subcontractors, and all other users of the park, including patrons and County staff, and must monitor and maintain fencing/barricades to ensure continued safety.

**12. USE OF SITE**

The Contractor must confine its operations at the site to areas permitted by law, ordinances, and permits. The Contractor must not unreasonably encumber the site with materials, equipment, or trailers. The Contractor shall not cause the site entrance to be blocked or otherwise prevent reasonable access to the site, other working and parking areas, completed portions of the work and/or properties, or storage areas. The Contractor will be given 24-hour notice by the County to remove or relocate any materials, equipment, or trailers improperly placed on the site. If Contractor fails to remove or relocate the items within the 24-hours provided, the County will remove the items at the Contractor's expense.

**13. UTILITIES**

Contractor is responsible for making appropriate contact to ensure utility locations have been marked prior to excavation and trenching. Call 811 before you dig ([www.Sunshine811.com](http://www.Sunshine811.com)). The Contractor must protect all utilities (including irrigation) encountered while performing its work. The Contractor must exercise due care when excavating around utilities and must restore any damaged utilities, at its own expense, to the same condition or better as existed prior to start of work.

**14. VENDOR SUBMITTAL**

Submit product data/specifications and shop drawings electronically to Parks and Water Resources, Facilities Management for review and approval for all items of work. All submittals are to be approved by the engineer/architect and/or Parks and Water Resources, Facilities Management prior to Contractor delivering materials to job site and installation.

**15. AS-BUILT DRAWINGS**

One (1) complete set of As-Built Drawings (signed/sealed by a licensed professional) in hard copy and electronic format along with operation and maintenance manuals (if applicable) shall be supplied to the County upon completion of the work and before submitting final payment application.

**16. WARRANTY AND GUARANTEES**

Contractor must furnish Parks and Water Resources, Facilities Management with a signed minimum one (1) year warranty and maintenance program covering all systems from the date of final acceptance of the project by Lake County. The Contractor is responsible for securing warranties and guarantees for any materials, equipment, or fixtures to be incorporated into the project.

**17. WORKMANSHIP**

- 17.1. All furnishings described in this solicitation must be installed by qualified tradesman. All installation work and materials to be per manufacturer's specifications, or as directed by the County's Representative.
- 17.2. All work and materials are subject to the approval of the County.
- 17.3. All products must be inspected by the County for damage and chipped or marred finish. Contractor must replace any damaged or rejected products at no additional cost to the

**EXHIBIT A – SCOPE OF WORK**

**26-903**

County. The County’s representative may at his option authorize acceptance of chipped or scratched painted surfaces repaired by Contractor at his own risk.

**18. EQUAL” PRODUCT CAN BE CONSIDERED UPON RECEIPT OF SPECIFIED DATA**

18.1. Vendors must submit any equivalent request two (2) weeks prior to bid opening. Failure to submit timely will make equivalent submittal non-responsive.

18.2. The manufacturer's name, brand name and/or model number information contained in this solicitation are being used for the sole purpose of establishing the minimum requirement of level of quality, standard of performance, and design and is in no way intended to prohibit the offer of another manufacturer's items of equal material unless otherwise indicated elsewhere in this solicitation.

18.3. This specific solicitation requires submission of the following documentation to enable County evaluation of “equal” products:

- \_\_\_\_\_ : Product Information Sheets
- \_\_\_\_\_ : Product Samples with Initial Offer
- \_\_\_\_\_ : Product Samples Upon Specific Request
- \_\_\_\_\_ : Product labels
- \_\_\_\_\_ : Performance Test Results

18.4. If an “equal” product may be considered by the County in accordance with this solicitation, the unit shall be equal in quality and standards of performance to the item specified in the solicitation. Where an “or equal” item is offered, and product information sheets are required, the initial offer must be accompanied with a complete set of product information sheets (such as factory specifications, standard manufacturer information sheets, catalogues, and brochures), and if required, a copy of performance test results of the unit offered as an equal. For product information submittals, all supporting documentation submitted by the vendor must in total meet the required specifications set forth in this solicitation. Where the standard product literature submitted with the offer provides information that does not comply with the specifications, the vendor shall state, in an official letter on corporate letterhead as part of their initial offer, the differences between the item they are specifically offering, and the equipment described by the standard product literature, to substantiate compliance to all of the specifications set forth in this solicitation. In such cases, any offer submitted with standard product literature but without the letter explaining compliance will result in the rejection of the offer for not meeting the solicitation specifications.

*[End of Exhibit A.]*



REAL FLORIDA • REAL CLOSE  
Office of Procurement Services

P.O. Box 7800 • 315 W. Main St., Suite 416 • Tavares, FL 32778

**SOLICITATION:** Commercial Tenant Improvement

02/26/2026

Vendors are responsible for the receiving and acknowledging all solicitation addenda. An electronically signed copy of each addendum must be submitted along with the solicitation response. Failure to acknowledge any addendum may result in the submission being disqualified from award consideration.

THIS ADDENDUM ALTERS THE PROPOSAL SUBMISSION DEADLINE TO  
MARCH 17, 2026, AT 3:00PM (EST).

**QUESTIONS/RESPONSES**

1. Question: Who will be the Authority Having Jurisdiction (AHJ)?

**Response:** The AHJ is Lake County. Permitting will occur through Lake County. Refer to Exhibit A - Scope of Services sections 2.5 and 8 Permit Requirements.

2. Question: Will an allowance for Permit/Impact fees be established and relayed to all bidders for inclusion in our bid price or will the County pay the permit/impact fees directly?

**Response:** Permit Fees: Contractor should budget \$8,000 in permit fees. If the cost of permit fees exceeds \$8,000, then, the Supervisor of Elections will pay any additional fees on his own. Change Orders will not be issued for any overages or credits in permit costs.

Impact Fees: Supervisor of Elections will pay directly any required Impact Fees.

3. Question: How can we receive the paper copy of prints?

**Response:** Refer to Exhibit A - Scope of Services section 8 Permit Requirements, "Contractor is responsible to obtaining directly from the engineering firm at his own expense, if needed, any necessary engineering drawings (CAD drawings, signed/sealed electronic plans or hard copies)".

4. Question: What Category Cable is Required i.e... Category 6/6A?

**Response:** Base Bid: CAT 6 at all runs less than or equal to 100feet, CAT 6A runs greater than 100 feet. ADD ALT 1" All runs CAT 6A.

5. Question: What product manufacture is the basis of design i.e... Panduit, Leviton, Hubbell, Ortronics etc.?

**Response:** Owner's Security Consultant has specified Ubiquiti and Verkada for the access control and security cameras.

**ADDENDUM NO. 1**

**26-903**

6. Question: There is no division 27 or 28 specification, can one be issued?

**Response:** Please see sheet E002 for the requested specifications.

7. Question: In the MDF, does the customer want Server Racks or Server Cabinets, drawings are contradicted?

**Response:** Server Racks

8. Question: Who is to provide the UPS in the Rack/Cabinet? What manufacture and part number?

**Response:** Contractor shall provide UPS. Consult owner for preferred manufacturer. The size shown on drawings is a placeholder. The owner's low voltage team will add equipment to the racks. The contractor shall size the UPS once all equipment has been provided by owner. For bidding, include an allowance and identify it as such.

9. Question: Please confirm the required height and width for standard room signage, restroom signage, and stair identification. Additionally, please confirm the required height and width of the informational sign that is to be installed on the interior push side of exit doors.

**Response:** Please see Exhibit H - section 2/A-802.

10. Question: The door schedule indicates that doors 122A (Tabulation), 127A (Canvassing), and 153A (voter registration) are to be bullet resistant. Bullet resistant fiberglass panels are not shown in these rooms. Please advise if these rooms are to receive bullet resistant panels to 6' AFF like the lobby.

**Response:** Confirmed, the additional bullet proofing for walls will be identified in an upcoming addendum

11. Question: Is a "new" Fire sprinkler system necessary if the current is operable including new heads etc.?

**Response:** Yes

12. Question: What low volt devices does the Contractor need to provide? What will be provided and installed by owner vendor?

**Response:** Per the Owner's Security Consultant: we will supply all endpoint devices (cameras, readers, and controllers). We will also supply cabling to our cameras and access-controlled doors. From the documents you sent over, it looks like the door hardware and power supplies will be supplied by the Contractor. We will connect these devices to our controllers to control the door.

Note: The awarded Contractor shall coordinate inspections with the County Project Manager to enable County I.T. and the security system vendor to give final approval before the installation of drywall and ceiling tiles.

**ADDENDUM NO. 1**

**26-903**

13. Question: Can we receive the scope of work for the Owner Provided IT/Security to see what we need to be responsible for?

**Response:** Please see #12 above.

14. Question: Can you provide the tile that you would like for the suspended ceilings, the spec names a manufacturer, but not the specific tile.

**Response:** Tiles are to be 15/16" square tegular, fine fissured product. 24"x24"x5/8".

15. Question: Is there a finish legend available for cabinets?

**Response:** All casework to be plastic laminate clad unless noted otherwise, color by owner, selection to be made during shop drawing reviews.

16. Question: Are there casework details available? The cabinet legend provides a WIC number and dimensions but there is no information on the internal layout (shelf counts) of the cabinetry.

**Response:** WIC numbers specify standard number of shelves, please consult WIC manual. All casework shall conform to standard WIC configurations.

17. Question: During the Pre-Bid meeting on 2/12, it was stated by the Design Team that the intent is to demolish the existing fire sprinkler and replace it with a new system throughout. Per Notes 1 & 2 on sheet FS-200, the 6" UG Fire Main and 6" Fire Main to FDC state to refer to Civil Site Plan for location. We have not been able to locate a Civil Site Plan in the bidding documents that show the routing and location of the fire main, DDCV or FDC, nor were we able to locate the existing DDCV onsite during the Prebid. Are you able to provide an existing site plan that shows the current location and routing? Also, is the intent to demolish & provide new UG fire main from the DDCV to the building?

**Response:** To Clarify, new sprinkler system will be installed downstream of the existing fire riser and riser apparatus.

18. Question: Regarding the post base shown on A-705 detail 2. How does the post mount? It does not appear to be core set, and we are unfamiliar with the post base noted. Please advise on how we are to mount the post.

**Response:** Post will be mounted via flange that is drilled and epoxied with threaded studs into existing slab. Stair shop drawings will detail this connection.

19. Who was the installer for the shopping center roof, if any of the roof work voids any warranties on the facility's roof?

**Response:** The contractor for the shopping center roof was Clark's Roofing, Clermont. The installer informed the County that if any puncture to roof surface is properly resealed, the warranty will not be voided.

**ADDENDUM NO. 1**

**26-903**

20. It was mentioned that no modifications to the existing parking spaces for additional handicapped spaces was anticipated. Please confirm that we do not need to carry any costs for work associated with parking lot or parking space modifications, including but not limited to, parking lot striping & signage, sidewalks, parking lot lighting, etc.

**Response:** Confirmed

21. It was stated that the Generator will be Owner Furnished/Contractor Installed. Is the contractor still responsible for constructing the generator pad? If so, please provide engineering details showing thickness of pad, reinforcing details, etc.

**Response:** Yes, contractor is responsible for constructing the pad. Details to follow on upcoming Addendum 2.

22. What is the extent of the Exterior Paint scope of work? Are we repainting the entire front portion of the lease space? Is the only painting on the rear of the building per the small area shown in detail 1/A201?

**Response:** Exterior repainting is limited to what is shown on the construction documents.

23. Are you able to provide any information on the composition of the existing roofing materials?

**Response:** No.

24. Please advise if there are any structural modifications required to support the new roof top HVAC equipment & roof openings. If so, please have the EOR provide structural details for consideration & implementation into our bid.

**Response:** Yes, details will be provided in upcoming Addendum 2.

25. P-201 shows a new gas line feeding the new generator. Can we assume that the gas company will be responsible for any existing asphalt demo & repair in order to run their new line to the generator or do we as the GC need to include costs for that work?

**Response:** TECO will be responsible for any related asphalt or concrete demolition and repair related to the gas line installation.

**\*\*Note:** Contractor will be responsible for the connection from the gas pressure regulator/meter (point of delivery) to the gas generator. Contractor must furnish and install all necessary materials/components for the connection of the gas supply system to the gas generator.

26. Restroom Door 120 has a comment "Existing Restroom Door" on the Door Schedule on sheet A-601. The existing restroom door is a Left hand In Swing. The Floor Plan shows this as a Right-Hand Out Swing. Please confirm that the existing door cannot be reused and a new door/frame shall be included.

**Response:** Disregard note on door schedule. New doors and frames are to be provided in the scope.

**ADDENDUM NO. 1**

**26-903**

27. What are the extents of the repairs & repainting of the existing metal soffit panels at the front entry?

**Response:** Not part of this scope.

28. The Voter Registration Enlarged Plans and sections on A-501 do not have many material call outs. Are we to assume that the wood grain look materials on these sections are the VEN product shown on the Finishes Legend from sheet A-901?

**Response:** Correct.

29. 1RTU-1 through 4 all appear to be existing to remain, please confirm. Do we know if all existing to remain RTU are in good working order? If there are any unforeseen issues with the existing equipment that need to be repaired prior to final completion and turnover, will those costs be handled via change order?

**Response:** Existing equipment has been inspected by owner and is in good-working order.

30. The space is currently under power. Is it assumed that for the duration of the construction project, the electric utility account will remain in the Owner's name and that the Owner will pay for all utility consumption costs until the project is fully completed and turned over?

**Response:** The Supervisor of Elections office will pay power bill during construction.

31. All the windows and doors in room 102 show a bullet resistance requirement except for Storefront 104. Please advise if Storefront 104 will require bullet resistance.

**Response:** No.

32. It was mentioned at the pre-bid walk on February 12, 2026, that Asbestos Testing had been performed. Could you please provide a copy of the final report? Did testing also include mold? Testing on outside canopy for lead in paint? Please advise.

**Response:** Please see Exhibit L – Asbestos Survey Report.

33. The specs call for insulation 4'-0" out on walls specified. The walls are not specified. Please specify.

**Response:** The floor plan and wall types 1,2,3 and 4 all call for acoustic insulation.

34. Please verify that the county security vendor is including all door contacts within their scope.

**Response:** Confirmed.

35. There are not any notes regarding the stucco behind the existing building signage (Where the Jo Ann signage was once installed). Is this to be refinished by the GC, simply painted, or is it being left as-is?

**Response:** This is not part of the scope

**ADDENDUM NO. 1**

**26-903**

36. E201 and E202 have many strobe-only devices. In fact, E202 has zero horn-strobes and E201 only has two. Was this the engineer's intent to have so little auditory devices? I feel the dB level will not be enough upon AHJ inspection. Please advise.

**Response:** The Fire Alarm (FA) elements are adjusted in the revised Exhibit H – Construction Drawings version 02.23.2026 as part of this Addendum. The FA 61g drawings are a basic layout. The FA-licensed contractor shall complete a layout that meets NFPA 101 FL requirements based on the performance and specific characteristics of the actual elements proposed.

37. Is it expected that the entire front facade under the canopy is to be repainted, not just where repairs take place? Walls only?

**Response:** All exterior painting in this project is already called out in the drawing package. The front facade repainting is not part of this scope.

38. On Page 9 of the General Terms and Conditions (Exhibit C), there is a section referencing Minimum Wages. Please confirm whether this project is subject to Davis-Bacon prevailing wage requirements, or if compliance is limited to the applicable minimum wage requirements for the State of Florida.

**Response:** This project is not subject to the Davis-Bacon Act.

39. Who will be in direct supervision of these Owner provided Vendors?

**Response:** Owner provided vendors will be owner- and self-supervised but will be instructed by owner that coordination with the GC for this project will be mandatory.

40. If the awarded contractor is being asked to provide supervision, coordination of these Owner provided Vendors, under which line item will the cost of this supervision be listed?

**Response:** Selected GC for this project will be responsible for the scope of work described in the construction documents only. Selected GC will offer coordination with owner supplied vendors, but supervision of those vendors is not in this scope.

41. Will the awarded contractor be released from liability for the work performed by these Vendors (faulty workmanship, Warranty, missed deadlines of awarded Contractor's contract)?

**Response:** Selected GC for this project will be responsible for the scope of work described in the construction documents only. Selected GC will not be responsible for any work performed outside the scope of the construction documents.

**ADDITIONAL INFORMATION**

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1. Exhibit I - Approved Alternate Interior Paint Package has been added to the solicitation documents.
2. Exhibit J – Approved Alternate Canopy Paint Package has been added to the solicitation documents.
3. Exhibit K – Sample Contract has been added to the solicitation documents.

**ADDENDUM NO. 1**

**26-903**

4. Exhibit H – Construction Drawings are hereby removed from the solicitation documents and replaced with Exhibit H – Construction Drawings, version 02.23.2026.
5. Exhibit L – Asbestos Survey Report has been added to the solicitation documents,
6. Exhibit M – Office New Power and Systems Plan, dated 02.06.2026 has been added to the solicitation documents.

---

**ACKNOWLEDGEMENT**

Firm Name: Qualis General Contractors, LLC.

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: *Brycen Herman*

Date: 3/3/2026

Print Name: Brycen Herman

Title: President

Primary E-mail Address: bherman@qualisfl.com

Secondary E-mail Address: kveilleux@qualisfl.com



**Office of Procurement Services**

P.O. Box 7800 • 315 W. Main St., Suite 416 • Tavares, FL 32778

**SOLICITATION:** Commercial Tenant Improvements

03/09/2026

Vendors are responsible for the receiving and acknowledging all solicitation addenda. An electronically signed copy of each addendum must be submitted along with the solicitation response. Failure to acknowledge any addendum may result in the submission being disqualified from award consideration.

THIS ADDENDUM DOES NOT ALTER THE PROPOSAL SUBMISSION DEADLINE.

**QUESTIONS/RESPONSES**

1. Are there any attic stock requirements for this project?

**Response:** 1%

2. To comply with note 21 on sheet E-201, please provide the existing Fire Alarm System manufacturer and existing as-builts?

**Response:** The requested information is not available.

3. Is there a requirement Professional Engineer (PE) seal required for the new Fire Alarm Drawings?

**Response:** Refer to Exhibit A - Scope of Work Section 1.3.5 “Fire Sprinkler and Alarm System” indicating; “Contractor shall provide engineering signed/sealed drawings and obtain required permit for a complete code-compliant system”. In addition, please note that the Contractor shall be responsible for paying all related costs/fees for obtaining directly from the engineering firm the required Fire Alarm System drawings at his own expense.

\*Note: New Fire Alarm System building permit fees only are included under Permit Fees allowance of \$8,000, refer to Addendum #1 question/response #2.

4. In the absence of a demolition sheet for Mechanical, please confirm all existing mechanical ductwork and accessories is to be demolished back to the roof penetrations of the existing RTU’s.

**Response:** Confirmed.

5. Is there any existing MEP that runs through the space that serves the adjacent tenant spaces that needs to be maintained?

**Response:** None that the building owner is aware of.

6. Per sheet A-03, Section 06 20 00 - Finish Carpentry and 06 42 00 – Wood Paneling – Quality Assurance sections reference the requirement of an AWI Certification by the installer and labels. There is a limited number of Installers that have the Certification, there is a smaller number of those who provide the labels, as they are long lead times and additional cost. Please confirm full compliance with Specification Sections is required.

**ADDENDUM NO. 2**

**26-903**

**Response:** AWI certification is required, but labeling requirement is waived.

7. Please clarify if the GC is to provide the brackets and TV's or if they will be provided by Owner.

**Response:** Owner will supply TVs and mounting brackets.

8. HVAC 1.9 To the extent possible, each individual office space needs should have separate temperature controls. Please confirm the controls are to be per Mechanical Drawings and additional controls are no longer required.

**Response:** Controls are to be per mechanical drawings.

9. Safe Rooms 1.10 and 1.11, please confirm these are no longer required as there is no call out for this type of wall construction on the Architectural or Structural sheets.

**Response:** Safe Room is not and never was part of this project.

10. Security System 1.12 please confirm that all the required cameras are per sheet E-301 or are additional cameras required.

**Response:** Cameras are to be provided and installed by owner's vendor.

11. Security Systems 1.13 please clarify what is required for glass breaks and motion detectors?

**Response:** Security Systems are to be provided and installed by owner's vendor.

12. Security Systems 1.14 please confirm access systems are to be per sheet E-201 and all doors do not require access control and records.

**Response:** Security Systems are to be provided and installed by owner's vendor.

13. Security Systems 1.15 please confirm that each exterior door no longer requires doorbell, intercom and a camera for visual confirmation.

**Response:** Security Systems are to be provided and installed by owner's vendor.

14. Wireless Networks 1.17.1 Please confirm two wireless networks, one secured for SOE use only and one for public access.

**Response:** Confirmed

15. Restrooms 105, 106 and 128 show sloping to the drains. How deep is the slab recess? If there is no recess, please provide transition details at the entry doors.

**Response:** Depth of slab recess is to be as needed to permit floor slopes shown in the construction drawings.

16. There is no floor finish shown for Vestibule 100. Is the intent to have no floor covering? If the intent is to have a walk-off mat, please provide spec.

**Response:** Vestibule 100 existing floor finish is the finish to remain.

17. Is there an intended finish for the stair treads or are they to remain exposed concrete?

**Response:** The stair treads are to remain exposed concrete.

18. Please clarify specifically what is being furnished with the Owner provided generator.

**Response:** Owner is furnishing generator itself, transfer Switch assembly, and docking port assembly. I.e. Generator, ATS -LS, ATS-SB2, MTST, etc.

**ADDENDUM NO. 2**

**26-903**

19. Clarification on whether the door for 121 will be a new door.

**Response:** No, door 121 is to remain as shown in door schedule.

20. We will need to know the selections in order to the most accurate pricing:

Wood veneer finish?

**Response:** Walnut American FC; Finish#92568.

Plastic Laminates?

**Response:** Wilsonart Premium Laminate Malpe PB Chestnut 8272K-05 Timber grain Finish.

Quartz Countertops?

**Response:** Changed to solid surface Lobby Wilsonart Solid Surface - Europa 9210CM.

Bathrooms/Other?

**Response:** Wilsonart Solid Surface - Cliffside Travertine 9919SS.

---

**ACKNOWLEDGEMENT**

Firm Name: Qualis General Contractors, LLC.

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: *Brycen Herman*

Date: 3/10/2026

Print Name: Brycen Herman

Title: President

Primary E-mail Address: bherman@qualisfl.com

Secondary E-mail Address: kveilleux@qualisfl.com

**ADDENDUM NO. 3**

**26-903**



**Office of Procurement Services**

P.O. Box 7800 • 315 W. Main St., Suite 416 • Tavares, FL 32778

**SOLICITATION: Commercial Tenant Improvements**

03/12/2026

Vendors are responsible for the receiving and acknowledging all solicitation addenda. An electronically signed copy of each addendum must be submitted along with the solicitation response. Failure to acknowledge any addendum may result in the submission being disqualified from award consideration.

**THIS ADDENDUM DOES NOT ALTER THE PROPOSAL SUBMISSION DEADLINE.**

**QUESTIONS/RESPONSES**

1. What form should be used in the place of a reference form?  
**Response:** Attachment 4 – Similar Projects Form.
2. On sheet E801 the feeder schedule does not meet the amperage of the panel or switchboard it is feeding. Please have EOR provide the correct feeder schedule. We may need to show that the feeders need to run in parallel. See below.

FEEDER SCHEDULE	
ID	CONDUIT AND FEEDER
20'S	1#12#12N#12G,1/2"C
50	3#6,#N,#10G,1"C
70 B	3#4,#N,#6G,1-1/4"C
225 A	3#4/0#4/0N,#4G,2-1/2"C
800 B	(3)3#300kcmil,#300kcmil N,#1/2G,4"C
1000 B	(3)3#400kcmil,#400kcmil N,#2/2G,4"C
1000 C	(3)3#400kcmil,#400kcmil N,#3/2G,4"C
1000 A	(3)3#500kcmil,#500kcmil N,4"C

← Can't handle 1000A

**Response:** On the feeder schedule, The parenthesis indicates the number of parallel sets. For example, (3) 3#500kcmil,#500kcmil N, 4"C, means 3 sets of conductors. And each set is comprised of three 500kcmil (One for each phase), one 500kcmil for Neutral), all in a 4" conduit. When grounded, the ground size is designated as G. All conductors are CU unless specifically identified as AL.

3. Mechanical drawings show the RTUs as existing but the electrical drawings don't specify if the wiring and disconnects should remain existing, be replaced with new or if we need to re-route the feeders. Please advise?  
**Response:** All disconnects and feeders shall be new.

**ADDITIONAL INFORMATION**

1. Exhibit H – Construction Drawings version 02.23.2026 are hereby removed from the solicitation documents and replaced with Exhibit H – Construction Drawings, version No. 3 Addendum.

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**ACKNOWLEDGEMENT**

Firm Name: Qualis General Contractors, LLC.

I hereby certify that my electronic signature has the same legal effect as if made under oath; that I am an authorized representative of this vendor and/or empowered to execute this submittal on behalf of the vendor.

Signature of Legal Representative Submitting this Bid: *Brycen Herman*

Date: 3/12/2026

Print Name: Brycen Herman

Title: President

Primary E-mail Address: bherman@qualisfl.com

Secondary E-mail Address: kveilleux@qualisfl.com

**ATTACHMENT 1 – SUBMITTAL FORM****26-903**

The undersigned hereby declares that Qualis General Contractors, LLC. has reviewed and accepts all specifications, terms, and conditions outlined in this Solicitation and affirms compliance with all legal requirements necessary to conduct business with the County, and to provide **COMMERCIAL TENANT IMPROVEMENTS** specified. Submittals were advertised to be submitted by 3:00 P.M. Eastern time on the date indicated in the Solicitation or any subsequent addenda. Furthermore, the undersigned confirms they are duly authorized to execute this document, as well as any related contracts or transactions resulting from the award of this Solicitation.

**1.0 TERM OF CONTRACT**

Contract will commence upon the related Notice to Proceed. The Contract shall remain in effect until completion of both the expressed and implied warranty periods. The County reserves the right to negotiate for additional services or items of a similar nature that were not known or anticipated at the time of solicitation.

**2.0 INVOICING**

As stated in Exhibit D – Additional Terms and Conditions.

The County's preferred method for invoice payment is electronic remittance via virtual credit card (eCard) payments rather than paper checks. Contractors are encouraged to adopt this electronic payment option. The eCard system is designed to expedite payables and improve efficiency compared to paper check payments. This procedure aligns with the County's responsibilities and objectives, reflecting a commitment to leveraging technology to deliver greater value to taxpayers.

Vendor requests more information about accepting eCard for payment: NO

Vendor accepts MasterCard for payment: NO

**3.0 CERTIFICATION REGARDING LAKE COUNTY TERMS AND CONDITIONS**

I certify that I have reviewed the [General Terms and Conditions for Lake County Florida](#) and accept the Lake County General Terms and Conditions dated 5/6/21 as written including the Proprietary/Confidential Information section. YES

The Contractor hereby certifies that, pursuant to Section 287.135, Florida Statutes, it or its subcontractors is not listed on the Scrutinized Companies that Boycott Israel and is not participating in a boycott of Israel. The Contractor understands that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject it to civil penalties, attorneys' fees, and costs. The Contractor further understands that any contract with the County for goods or services may be terminated at the option of the County if the Contractor is found to have submitted a false certification or has been listed on the Scrutinized Companies that Boycott Israel list or is participating in a boycott of Israel.

For purchases of \$1 million or more:

By submitting a response to any solicitation, the Contractor hereby certifies that, pursuant to Section 287.135, Florida Statutes, it or its subcontractors are not listed on the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies with Activities in Sudan List, is not listed on the Scrutinized Companies that Boycott Israel and is not participating in a boycott of Israel, and is not engaged in business operations in Cuba or Syria. The Contractor understands that pursuant to Section 287.135, Florida Statutes, the submission of a false certification may subject it to civil penalties, attorneys' fees, and costs. The Contractor further understands that any contract with the County for goods or services of \$1 million or more may be terminated at the option of the County if the Contractor is found to have submitted a false

**ATTACHMENT 1 – SUBMITTAL FORM**

**26-903**

certification or it or its subcontractors have been listed on the Scrutinized Companies with activities in the Iran Petroleum Energy Sector List or the Scrutinized Companies with Activities in Sudan List, is listed on the Scrutinized Companies that Boycott Israel list or is participating in a boycott of Israel, or is engaged in business operations in Cuba or Syria.

Failure to acknowledge may result in Submittal being deemed non-responsive.

**4.0 CERTIFICATION REGARDING EXHIBIT D – ADDITIONAL TERMS AND CONDITIONS**

I certify I have reviewed EXHIBIT D – ADDITIONAL TERMS AND CONDITIONS and accept as written.

YES

Failure to acknowledge may result in Submittal being deemed non-responsive.

**5.0 PROJECT COMPLETION CERTIFICATION**

Contractor shall provide all labor, materials, equipment, and services required to deliver a complete and properly functioning installation acceptable to Lake County at the pricing submitted. Contractor expressly acknowledges and agrees that any omissions or misdescriptions in the drawings or specifications that are necessary to fulfill the intent of the Contract, or that are customarily performed in the proper execution of such Work, shall not relieve the Contractor of its obligation to fully complete the Work at the pricing submitted. All such omitted or misdescribed items shall be furnished, executed, and completed as if fully and accurately described in the Contract. No change order shall be issued for incidental items or tasks that a competent contractor should have reasonably inferred as part of the Work.

I certify I have reviewed this Section 5.0 and accept as written. YES

Failure to acknowledge may result in Submittal being deemed non-responsive.

**6.0 CERTIFICATION REGARDING FELONY CONVICTION**

Has any officer, director, or an executive performing equivalent duties, of the bidding entity been convicted of a felony during the past ten (10) years? NO

**7.0 CONFLICT OF INTEREST DISCLOSURE CERTIFICATION**

Except as listed below, no employee, officer, or agent of the firm has any conflicts of interest, real or apparent, due to ownership, other clients, contracts, or interests associated with this project; and, this Submittal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud. Brycen Herman

**8.0 CERTIFICATION REGARDING BACKGROUND CHECKS**

Under any County Contract involving Contractor or subcontractor personnel working in proximity to minors, the Vendor hereby confirms that all such personnel will have successfully completed an initial Certified Background Check, as well as subsequent annual checks, conducted by Contractor at no additional cost to County. The Vendor agrees to comply fully with all applicable Florida Statutes governing background investigations. The County reserves the right to request and review any related records, with or without cause, and to require the immediate replacement of any Contractor employee found to be in violation of these requirements. Furthermore, the Contractor shall indemnify and hold the County harmless from any liability arising from the actions of such personnel. Additional requirements may apply as specified within any particular contract award. YES

**ATTACHMENT 1 – SUBMITTAL FORM**

**26-903**

**9.0 DISADVANTAGED BUSINESS ENTERPRISE PROGRAM**

The County does not set specific goals for minority set-asides; however, participation by both minority and non-minority qualified firms is strongly encouraged. If your firm is classified as a minority-owned business or holds certification from the State of Florida, Office of Supplier Diversity, (OSD) as a Certified Minority Business Enterprise (CMBE), please indicate the appropriate classification(s) not applicable not applicable and enter OSD Certification Number N/A and enter effective date Click or tap to enter a date. to date Click or tap to enter a date.

**10.0 ANTITRUST VIOLATOR VENDOR LISTS**

A person or affiliated entity listed on the antitrust violator vendor list due to a conviction or civil liability for an antitrust violation is prohibited from submitting bids, proposals, or responses for any new contracts to provide goods or services to a public entity. This restriction also applies to new contracts involving the construction or repair of a public building or public works, new leases of real property to a public entity, and includes being awarded or performing work as a contractor, supplier, subcontractor, or consultant under any such new contract. Furthermore, such persons or affiliates are barred from transacting any new business with a public entity.

**11.0 FEDERAL FUNDING REQUIREMENT – N/A**

**12.0 LOCAL VENDOR PREFERENCE – N/A**

**13.0 GENERAL VENDOR INFORMATION**

Firm Name: Qualis General Contractors, LLC.

Street Address: 17803 Green Willow Dr.

City: Tampa State and ZIP Code: FL, 33647

Mailing Address (if different): Click or tap here to enter text.

Telephone: (813) 515-0824

Purchase Order Email Address: bherman@qualisfl.com

Federal Identification Number / TIN: 83-3712329

**14.0 SUBMITTAL SIGNATURE**

I hereby certify the information provided in this Submittal is true and accurate. I acknowledge that my electronic signature carries the same legal effect as a signature made under oath. I affirm that I am an authorized representative of the Vendor and have full authority to execute this Submittal on the Vendor's behalf. On behalf of myself and the Vendor, I acknowledge and agree to comply with all terms and conditions set forth in this Solicitation, including any attachments, exhibits, or addenda.

Name of Legal Representative Submitting this Proposal: *Brycen Herman*

Date: 3/17/2026

Print Name: Brycen Herman

Title: President

Primary E-mail Address: bherman@qualisfl.com

Secondary E-mail Address: kveilleux@qualisfl.com

The individual signing this Submittal affirms that the facts stated herein are true and that the response to this Solicitation has been submitted on behalf of the aforementioned Vendor.

*[The remainder of this page is intentionally blank]*

Ron DeSantis, Governor



Melanie S. Griffin, Secretary



**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**HERMAN, BRYCEN EVERETT**

QUALIS GENERAL CONTRACTORS LLC  
17803 GREEN WILLOW DR.  
TAMPA FL 33647

**LICENSE NUMBER: CGC1527818**

**EXPIRATION DATE: AUGUST 31, 2026**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)

ISSUED: 07/24/2025

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.





**AFFIDAVIT OF COMPLIANCE WITH §§ 287.138, 288.0071, AND 787.06, FLA. STAT. CONTRACTING WITH AND PROVIDING ECONOMIC INCENTIVES TO FOREIGN ENTITIES OF CONCERN, AND COMPLIANCE WITH ANTI-HUMAN TRAFFICKING LAWS**

Before me, the undersigned authority, personally appeared (Name of affiant) Brycen Herman who, after being firstduly sworn, deposes and says of his or her personal knowledge the following:

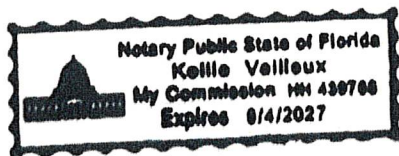
1. Affiant is the (Title) President of (Business Name) Qualis General Contractors LLC which is authorized to conduct business in the State of Florida, hereinafter called the "Business."
2. *Prohibition on Providing Personal Identifying Information to Foreign Entities of Concern:* I affirm that Business is not owned by a foreign country of concern, a does a foreign country of concern does not have a controlling interest in Business, and that Business is not organized under the laws of nor does it have its principal place of business in a foreign country of concern, as defined in Section 287.138, Florida Statutes.
3. *Prohibition on Providing Economic Incentives to Foreign Entities of Concern:* I affirm that Business is not a foreign entity, as defined in Section 288.0071, Florida Statutes.
4. *Compliance with Human Trafficking Laws:* I affirm that Business does not use coercion for labor or services as defined in Section 787.06, Florida Statutes, entitled "Human Trafficking."
5. Under penalties of perjury, I declare that I am duly authorized and empowered and have sufficient knowledge to execute and deliver this Affidavit and that I have read the foregoing Affidavit and the facts stated in it are true.

Signed and Delivered on the 11<sup>th</sup> day of March, 2026.

BY: [Signature]  
Signature of Affiant  
Brycen Herman  
Printed Name

STATE OF Florida  
COUNTY OF Lake

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 11<sup>th</sup> day of March, 2026, by Brycen Herman, who is  personally known to me or  has produced identification (type): \_\_\_\_\_.



[Signature]  
(Notary Signature)  
(SEAL)

## EXHIBIT B (COMPOSITE)

### COMMERCIAL TENANT IMPROVEMENTS

ITB # 26-903

**The below listed items are incorporated into this contract as essential and material terms but shall be transmitted and kept on a separate USB due to the size of the files and due to the confidential and/or exempt nature of some of the documents, as indicated, pursuant to Sections 119.071(3)(a) and (b), Florida Statutes.**

1. *Special Building Requirements*, prepared by Lake County (4 pages) (Referenced as “Exhibit G” in the solicitation materials).
2. *Supervisor of Elections Building TI*, dated March 3, 2026, prepared by Forefront Architecture and Engineering, for Lake County (86 pages) (Referenced as “Exhibit H v3” in the solicitation materials). **[CONFIDENTIAL AND EXEMPT PER §§ 119.071(3)(a)-(b), F.S.]**
3. *Approved Alternate Canopy and Interior Paint*, (15 pages) (Referenced as “Exhibits I and J” in the solicitation materials).
4. *Asbestos Survey for 365 East Burleigh Bvd., Tavares, Florida*, dated May 21, 2025, prepared by Professional Air Monitoring, LLC, for Lake County (13 pages) (Referenced as “Exhibit L” in the solicitation materials).
5. *New Power and Systems Plan*, prepared by Visionary Systems AV, LLC, for Lake County (1 page) (Referenced as “Exhibit M” in the solicitation materials). **[CONFIDENTIAL AND EXEMPT PER §§ 119.071(3)(a)-(b), F.S.]**

**Qualis General Contractors, LLC**

**SAVE AND SUBMIT AS AN EXCEL FILE**

Contractor to furnish all labor, materials, tools, equipment, transportation, fuel, supervision, surveying, permits, inspections, and all incidentals necessary to complete all work for a turnkey result. Services will be performed in accordance with this solicitation, Construction Documents and Specifications.

Contractor shall provide a cost breakdown of all required items need for completion of the project

BID ITEM	ITEM DESCRIPTION	QUANTITY	UNIT OF MEASUREMENT	UNIT PRICE	AMOUNT
1	General Conditions (permits, management, dumpsters, temp fencing, etc.)	1	LS	\$191,249.00	\$191,249.00
2	Demolition/existing conditions	1	LS	\$48,750.00	\$48,750.00
3	Repair CMU cracks/stucco repairs/reinstall roof access ladder	1	LS	\$6,500.00	\$6,500.00
4	Concrete/CMU (includes concrete cutting and patching)	1	LS	\$29,517.00	\$29,517.00
5	Loading dock bumpers	1	LS	\$1,000.00	\$1,000.00
6	Structural steel/stairs/handrails	1	LS	\$49,700.00	\$49,700.00
7	Casework/millwork (includes AWI certification)	1	LS	\$206,135.00	\$206,135.00
8	Baseboard	1	LS	\$14,053.00	\$14,053.00
9	Roof patching and modifications	1	LS	\$3,260.00	\$3,260.00
10	Insulation (in wall and above ceiling)	1	LS	\$30,620.00	\$30,620.00

BID ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT OF MEASUREMENT	UNIT PRICE	AMOUNT
11	Glazing	1	LS	\$193,866.00	\$193,866.00
12	Overhead door	1	LS	\$5,895.00	\$5,895.00
13	Doors/frames/hardware	1	LS	\$240,926.00	\$240,926.00
14	Drywall/framing	1	LS	\$275,387.00	\$275,387.00
15	Paint (includes canopy prep and paint)	1	LS	\$55,120.00	\$55,120.00
16	ACT ceilings	1	LS	\$65,330.00	\$65,330.00
17	Flooring/tile/floor prep	1	LS	\$87,039.00	\$87,039.00
18	Operable partition	1	LS	\$50,300.00	\$50,300.00
19	Bullet resistant paneling	1	LS	\$40,964.00	\$40,964.00
20	Signage	1	LS	\$5,045.00	\$5,045.00
21	Toilet accessories	1	LS	\$7,950.00	\$7,950.00
22	Toilet/urinal partitions	1	LS	\$11,200.00	\$11,200.00

23	Fire extinguishers	1	LS	\$1,950.00	\$1,950.00
<b>BID ITEM #</b>	<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT OF MEASUREMENT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>
24	Fire suppression	1	LS	\$62,676.00	\$62,676.00
25	Plumbing	1	LS	\$72,350.00	\$72,350.00
26	Mechanical	1	LS	\$310,033.00	\$310,033.00
27	Electrical	1	LS	\$513,370.00	\$513,370.00
28	Low voltage	1	LS	\$95,869.00	\$95,869.00
29	Fire alarm	1	LS	\$21,082.00	\$21,082.00
30	Overhead and profit	1	LS	\$138,671.00	\$138,671.00
31					\$0.00
32					\$0.00
33					\$0.00
34					\$0.00

35							\$0.00
36							\$0.00
<b>BID ITEM #</b>	<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT OF MEASUREMENT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>		
37							\$0.00
38							\$0.00
39							\$0.00
40							\$0.00
41							\$0.00
42							\$0.00
43							\$0.00
44							\$0.00
45							\$0.00
46							\$0.00

47						
48						
49						
BID ITEM #	ITEM DESCRIPTION	QUANTITY	UNIT OF MEASUREMENT	UNIT PRICE	AMOUNT	
50				\$0.00	\$0.00	
51				\$0.00	\$0.00	
52				\$0.00	\$0.00	
53				\$0.00	\$0.00	
54				\$0.00	\$0.00	
55				\$0.00	\$0.00	
56				\$0.00	\$0.00	
57				\$0.00	\$0.00	
58				\$0.00	\$0.00	

59						\$0.00	\$0.00
60						\$0.00	\$0.00
61						\$0.00	\$0.00
<b>BID ITEM #</b>	<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT OF MEASUREMENT</b>	<b>UNIT PRICE</b>	<b>AMOUNT</b>		
62				\$0.00	\$0.00		
63				\$0.00	\$0.00		
64				\$0.00	\$0.00		
65				\$0.00	\$0.00		
66				\$0.00	\$0.00		
67				\$0.00	\$0.00		

<b>ITEM DESCRIPTION</b>	<b>PROPOSED TIME FRAME (CALENDAR DAYS)</b>	<b>LUMP SUM PRICE</b>
Lump sum price for turnkey project. Price shall be all inclusive to complete all work described and implied.	180 calendar days	\$2,835,807.00

Lake County will neither accept nor authorize payment for travel time or travel-related expenses incurred by Contractor personnel to any County facility. Billable time shall begin only upon arrival at the job site and will apply exclusively to service work performed.

Lake County is exempt from all taxes (Federal, State, Local). A Tax Exemption Certificate will be furnished upon request for any direct purchasing. Contractor will be responsible for payment of taxes on all materials purchased by the Contractor for the project.

**From:** [Marsh, Melanie](#)  
**To:** [Clark, Alexis](#)  
**Cc:** [Barker, Jennifer](#)  
**Subject:** FW: 26-903 Commercial Tenant Improvement - revised timeline  
**Date:** Tuesday, March 31, 2026 3:23:45 PM  
**Attachments:** [image002.png](#)

---

FYI



**MELANIE MARSH**

County Attorney

COUNTY ATTORNEY'S OFFICE

**A** 315 W. Main Street, Ste. 335, Tavares FL 32778

**P** 352-343-9787 | **F** 352-343-9646

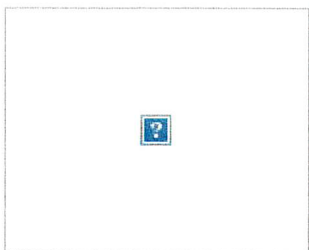
**E** [melanie.marsh@lakecountyfl.gov](mailto:melanie.marsh@lakecountyfl.gov) | **W** [www.lakecountyfl.gov](http://www.lakecountyfl.gov)

*NOTE: Florida has a very broad public records law.  
Your email communications may be subject to public disclosure.*

**DISCLAIMER:** *The information contained in this communication and any accompanying attachments is for official use only and may constitute privileged attorney work product. The contents herein may only be relied upon by the employees of Lake County, Florida and are intended solely for their use and others authorized to receive it. Any other recipients are hereby notified that reliance, disclosure, copying, distribution, or acting in relation to the contents of this information does not create any legal entitlement and may be unlawful.*

**From:** Falanga, Ron <[ronald.falanga@lakecountyfl.gov](mailto:ronald.falanga@lakecountyfl.gov)>  
**Sent:** Tuesday, March 31, 2026 2:54 PM  
**To:** Marsh, Melanie <[melanie.marsh@lakecountyfl.gov](mailto:melanie.marsh@lakecountyfl.gov)>  
**Subject:** FW: 26-903 Commercial Tenant Improvement - revised timeline

See below.



**RONALD A. FALANGA** CPPO, CPPB, NIGP-CPP, FCCM

Director

OFFICE OF PROCUREMENT SERVICES

315 W. Main St., Ste 416, (P.O. Box 7800) Tavares, FL 32778  
352-343-9424

[Ronald.Falanga@lakecountyfl.gov](mailto:Ronald.Falanga@lakecountyfl.gov) | [www.lakecountyfl.gov](http://www.lakecountyfl.gov)

*NOTE: Florida has a very broad public records law.  
Your email communications may be subject to public disclosure.*

**From:** Brycen Herman <[bherman@qualisfl.com](mailto:bherman@qualisfl.com)>  
**Sent:** Tuesday, March 31, 2026 2:51 PM  
**To:** Ponko, Bill <[bill.ponko@lakecountyfl.gov](mailto:bill.ponko@lakecountyfl.gov)>  
**Subject:** 26-903 Commercial Tenant Improvement - revised timeline

**CAUTION:** This email originated from outside of your organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon Bill,

Per our conversation, we agree to **revise our timeline from 180 days to 150 days for completion.** We believe we will have substantial completion/certificate of occupancy within 150 days allowing the Owner to occupy the building. However, as we discussed, there may be some small miscellaneous punch items (ie. drywall touchups, door adjustments, paint touchups, etc.) that will need to be completed while the Owner is in the process of occupying the building.

Please let me know if this is acceptable.

Thank you,

Brycen Herman

Mobile: (863) 514-7760

Office: (813) 515-0824

[Bherman@qualisfl.com](mailto:Bherman@qualisfl.com)

[www.qualisfl.com](http://www.qualisfl.com)

Qualis General Contractors





**CONTRACTOR'S FINAL PAYMENT AFFIDAVIT  
TO BE SUBMITTED WITH ALL FINAL PAYMENT APPLICATIONS**

Before me, the undersigned authority, personally appeared

(Name of affiant) \_\_\_\_\_, who, after being first duly sworn, deposes and says of his or her personal knowledge the following:

1. Affiant is the (Title) \_\_\_\_\_ of  
(Business Name) \_\_\_\_\_  
which does business in the State of Florida, hereinafter called the "Contractor."
2. The Contractor, pursuant to a contract, with the Lake County Board of County Commissioners, hereinafter referred to as the Owner, has furnished or caused to be furnished labor, material, and services for the construction of certain improvements to Real Property as more particularly set forth in said contract(s).
3. This Affidavit is executed by the Contractor accordance with section 713.06 of the Florida Statutes for the purposes of obtaining a final payment in the amount of: \$\_\_\_\_\_.
4. All work to be performed under the contract has been fully completed, and all lienors under the direct contract have been paid in full, except the following listed lienors

NAME OF LIENOR	AMOUNT DUE
_____	_____
_____	_____

Signed and Delivered on the \_\_\_\_ day of \_\_\_\_\_, 202\_\_.

BY: \_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, by \_\_\_\_\_.

Personally Known OR Produced Identification  
Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
(Notary Signature)

(SEAL)



**CONTRACTOR'S PAYMENT TO SUPPLIERS & SUBCONTRACTORS AFFIDAVIT  
TO BE SUBMITTED WITH ALL PAYMENT APPLICATIONS**

Before me, the undersigned authority, personally appeared

(Name of affiant) \_\_\_\_\_, who, after being firstduly sworn, deposes and says of his or her personal knowledge the following:

- Affiant is the (Title) \_\_\_\_\_ of  
(Business Name) \_\_\_\_\_  
which does business in the State of Florida, hereinafter called the "Contractor."
- The Contractor, pursuant to a contract, with the Lake County Board of County Commissioners, hereinafter referred to as the Owner, has furnished or caused to be furnished labor, material, and services for the construction of certain improvements to Real Property as more particularly set forth in said contract(s).
- This Affidavit is executed by the Contractor accordance with section 713.06 of the Florida Statutes for the purposes of obtaining a payment in the amount of: \$\_\_\_\_\_.
- All work to be performed under this payment application has been fully completed and all suppliers/lienors under this payment application have been paid in full, except the following:

NAME OF SUPPLIER/LIENOR	AMOUNT DUE
_____	_____
_____	_____
_____	_____

Signed and Delivered on the \_\_\_ day of \_\_\_\_\_, 202\_

BY: \_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_ day of \_\_\_\_\_, 20\_\_\_, by \_\_\_\_\_.

Personally Known OR Produced Identification  
Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
(Notary Signature)

(SEAL)

**EXHIBIT E – BONDS**

**26-903**

**PERFORMANCE/PAYMENT BOND**

Award Recommended Vendor (ARV) shall execute and deliver to County a Performance and Payment Bond in an amount representing 100% of Contract price. The County’s Performance and Payment Bond Form shall be the only acceptable form. Completed form must be delivered to County within fifteen (15) calendar days after formal notice of award. Failure to deliver the Performance and Payment Bond as directed will result in ARV being declared in default of contractual terms and conditions. ARV shall surrender the associated proposal bond (if any). No bid submissions will be accepted from ARV for the following twelve (12) month period.

- A. Bonds shall be written through Surety Insurers (Surety) listed on Sunbiz.org as surety, with the management and financial strength qualifications according to the latest edition of Best's Insurance Guide, published by A.M. Best Company, Oldwick, New Jersey:

<u>Bond Amount</u>	<u>Best Rating</u>
500,001 to 1,500,000	B V
1,500,001 to 2,500,000	A VI
2,500,001 to 5,000,000	A VII
5,000,001 to 10,000,000	A VIII
Over 10,000,000	A IX

- B. Contracts under \$500,000, bond provisions of Section 287.0935, Florida Statutes apply.
- C. Contracts over \$500,000, provisions of Section B apply plus Surety must be on the Treasury List for the last three consecutive years or hold a valid Certificate of Authority of at least 1.5 million dollars and be on the current Treasury List. Surety must be in the current [Surety Bonds - List of Certified Companies \(treasury.gov\)](#) published by US Department of the Treasury. Bond amount must not exceed underwriting limitations shown in the List.
- D. Surety Bonds guaranteed through U.S. Government Small Business Administration or Contractors Training and Development Inc. will be acceptable.
- E. An irrevocable letter of credit or a cash bond in the form of a certified cashier’s check written to the Board of County Commissioners will be acceptable. Interest will accrue to County if funds are held by County.
- F. The attorney-in-fact or other officer signing a contract bond for a Surety must include a certified copy of power of attorney authorizing the officer to do so. Contract bond must be counter signed by Surety's resident Florida agent.

**AWARD RECOMMENDED VENDOR INSTRUCTIONS**

Upon award, completed original County approved Performance/Payment bond forms shall be submitted to Lake County Procurement Services for bond recording. Bond(s) will be acceptable to County if the following exists:

- A. Surety is licensed to do business in the State of Florida;
- B. Surety holds a Certificate of Authority authorizing it to write surety bonds in this State;
- C. Surety has twice the minimum surplus and capital requirements required by the Florida Insurance Code at the time the invitation to bid is issued;
- D. Surety is otherwise in compliance with the Florida Insurance Code;
- E. Surety has a current rating of A or A- as reported in the most current Best Key Rating Guide, published by A.M. Best Company, Inc., if the bid exceeds \$500,000.; and
- F. Surety holds a currently valid Certificate of Authority issued by the United States Department of Treasury under 31 U.S.C. Section 9304.

Performance/Payment Bond recording fee is ten dollars (\$10.00) for first page and eight dollars and fifty cents (\$8.50) for each additional page. Submit a check made payable to Gary J. Cooney, Clerk of the Court.

**EXHIBIT E – BONDS**

**26-903**

**PERFORMANCE BOND**

**BOND NO.** \_\_\_\_\_

**KNOW ALL MEN BY THESE PRESENTS:** that We,

Contractor \_\_\_\_\_  
Contractor Address \_\_\_\_\_  
Contractor Address 2 \_\_\_\_\_  
Contractor Telephone \_\_\_\_\_

(hereinafter called the "Principal"), whose principal business address and telephone number is as stated above; and

Surety \_\_\_\_\_  
Surety Address \_\_\_\_\_  
Surety Address 2 \_\_\_\_\_  
Surety Phone \_\_\_\_\_

(hereinafter called the "Surety"), whose principal address and telephone number is as stated above, a surety insurer chartered and existing under the laws of the State of \_\_\_\_\_ and authorized to do business in the State of Florida; are held and firmly bound unto Lake County Board of County Commissioners, Lake County, Florida (hereinafter called the "Obligee"), whose principal address is P.O. Box 7800, Tavares, Florida 32778, and whose principal telephone number is (352) 343-9800, in the sum of

\_\_\_\_\_ (\$ \_\_\_\_\_) for payment of which we bind ourselves, our heirs, our legal representatives, our successors and our assignees, jointly and severally.

**WHEREAS**, Principal has entered into a contract with Obligee for \_\_\_\_\_ Contract No. \_\_\_\_\_ in accordance with drawings and specifications, which contract is incorporated herein by reference and made a part hereof, and is referred to as the Contract.

**NOW THEREFORE, THE CONDITION OF THIS BOND** are such that if Principal:

1. Fully, promptly, and faithfully performs the Contract at the times and in the manner prescribed in the Contract, including all obligations imposed by the Contract documents, specifications, and changes orders;
2. Pays Obligee any and all losses, damages, costs and attorneys' fees, including appellate proceedings, that Obligee sustains because of any default by Principal under the Contract, including, but not limited to, all delay damages, whether liquidated or actual, incurred by Obligee;
3. Performs the guarantee of all work and materials furnished under the Contract for the time specified in the Contract; and
4. Promptly make all payments to all persons defined in Section 713.01, Florida Statutes, as amended, whose claims derive directly or indirectly from the prosecution of the work provided for in the Contract;

then this bond shall be void; otherwise it remains in full force and effect.

**EXHIBIT E – BONDS**

**26-903**

**BOND NO.** \_\_\_\_\_

The Surety, for value received, hereby stipulates and agrees that no changes, extensions of time, alterations or additions to the terms of the Contract or other work to be performed hereunder, or the specifications referred to therein shall in any way affect Surety's obligation under this bond, and it does hereby waive notice of any such changes, extensions of time, alterations or additions to the terms of the Contract or to work or to the specifications.

This instrument shall be construed in all respects as a statutory bond. It is expressly understood the time provisions and statute of limitations under Section 255.05, Florida Statutes, as amended, shall apply to this bond.

By execution of this bond, the Surety acknowledges that it has read the Surety qualifications and obligations imposed by the Contract and hereby satisfies those conditions.

The parties agree that this public performance bond and any claims instituted under this bond shall be governed by the laws, rules and regulations of the State of Florida and venue shall be in a court of competent jurisdiction in and for Lake County, Florida.

**IN WITNESS WHEREOF**, the above bounded parties have executed this instrument on the day and year below mentioned, the name of each party being affixed and these presents duly signed by its/their undersigned representative(s), pursuant to authority of its governing body.

Signed, sealed and delivered  
in the presence of:

**Contractor, as PRINCIPAL:**

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

By: \_\_\_\_\_  
(Authorized Signature)

Printed Name: \_\_\_\_\_

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

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

\_\_\_\_\_  
#1 Witness as to Principal

\_\_\_\_\_  
#2 Witness as to Principal

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ for \_\_\_\_\_.

Personally Known OR Produced Identification  
Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
(Notary Signature)

(SEAL)

**EXHIBIT E – BONDS**

**26-903**

**BOND NO.** \_\_\_\_\_

**SURETY:**

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

By: \_\_\_\_\_  
(Authorized Signature)

Printed Name: \_\_\_\_\_

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

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

\_\_\_\_\_  
#1 Witness as to Surety

\_\_\_\_\_  
#2 Witness as to Surety

**OR BY ATTORNEY IN FACT (POWER OF ATTORNEY MUST BE ATTACHED)**

\_\_\_\_\_  
#1 Witness as Attorney In Fact

\_\_\_\_\_  
#2 Witness as Attorney In Fact

By: \_\_\_\_\_  
(As Attorney In Fact)

Printed Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ for \_\_\_\_\_.

Personally Known OR Produced Identification  
Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
(Notary Signature)

(SEAL)

**EXHIBIT E – BONDS**

**26-903**

**PAYMENT BOND**

**BOND NO.** \_\_\_\_\_

**KNOW ALL MEN BY THESE PRESENTS:** that We,  
Contractor \_\_\_\_\_  
Contractor Address \_\_\_\_\_  
Contractor Address 2 \_\_\_\_\_  
Contractor Telephone \_\_\_\_\_

(hereinafter called the “Principal”), whose principal business address and telephone number is as stated above; and

Surety \_\_\_\_\_  
Surety Address \_\_\_\_\_  
Surety Address 2 \_\_\_\_\_  
Surety Phone \_\_\_\_\_

(hereinafter called the “Surety”), whose principal address and telephone number is as stated above, a surety insurer chartered and existing under the laws of the State of \_\_\_\_\_ and authorized to do business in the State of Florida; are held and firmly bound unto Lake County Board of County Commissioners, Lake County, Florida (hereinafter called the “Obligee”), whose principal address is P.O. Box 7800, Tavares, Florida 32778, and whose principal telephone number is (352) 343-9800, in the sum of

\_\_\_\_\_ (\$ \_\_\_\_\_)

for payment of which we bind ourselves, our heirs, our legal representatives, our successors and our assignees, jointly and severally.

**WHEREAS,** Principal and Obligee as Owner have reached a mutual agreement for \_\_\_\_\_ (hereinafter referred to as the “Contract”) which conditions and provisions as are further described in the aforementioned Contract, which said Contract being made a part of this Bond by this reference for the purpose of perfecting this Bond.

**NOW THEREFORE, THE CONDITIONS OF THIS BOND** are such that if Principal:

1. Shall promptly make payments to all claimants as defined in Section 255.05(1), Florida Statutes, as amended, supplying the Principal with labor, materials or supplies, as used directly or indirectly by the Principal in the prosecution of the work provided for in the Contract; and
2. Shall pay the Obligee for all losses, damages, expenses, costs and attorneys’ fees, including those resulting from appellate proceedings, that the Obligee sustains because of a default by the Principal in contravention to the Contract in regard to payment for such labor, materials, or supplies furnished to the Principal;

then this bond shall be void; otherwise this Bond remains in full force and effect.

**EXHIBIT E – BONDS**

**26-903**

**BOND NO.** \_\_\_\_\_

**BE IT FURTHER KNOWN AND AGREED TO BY THE PARTIES THAT:**

1. Any changes in or under the Contract and compliance or noncompliance with any formalities connected with the said Contract or alterations which may be made in the terms of the said Contract, or in the work to be done under it, or the giving by the Oblige of any extension of time for the performance of the said Contract, or any other forbearance on the part of the Oblige or Principal to the other, shall not in any way release the Principal and the Surety, or either of them, their heirs, personal representatives, successors or assigns from liability hereunder, notice to the Surety of any such changes, alterations, extensions or forbearance being hereby waived.
2. Certain claimants seeking the protection of this Bond must timely comply with the strict requirements set forth in Section 255.05, Florida Statutes, as amended, and as otherwise provided by law.
3. The Provisions of this bond are subject to the limitations of Section 255.05(2), Florida Statutes, as amended.

By execution of this bond, the Surety acknowledges that it has read the Surety qualifications and obligations imposed by the Contract and hereby satisfies those conditions.

The parties agree that this public bond and any claims instituted under this bond shall be governed by the laws, rules and regulations of the State of Florida and venue shall be in a court of competent jurisdiction in and for Lake County, Florida.

**IN WITNESS WHEREOF**, the above bounded parties have executed this instrument on the day and year below mentioned, the name of each party being affixed and these presents duly signed by its/their undersigned representative(s), pursuant to authority of its governing body.

Signed, sealed and delivered  
in the presence of:

**Contractor, as PRINCIPAL:**

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

By: \_\_\_\_\_  
(Authorized Signature)

Printed Name: \_\_\_\_\_

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

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

\_\_\_\_\_  
#1 Witness as to Principal

\_\_\_\_\_  
#2 Witness as to Principal

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ for \_\_\_\_\_.

Personally Known OR Produced Identification  
Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
(Notary Signature)

(SEAL)

**EXHIBIT E – BONDS**

**26-903**

**BOND NO.** \_\_\_\_\_

**SURETY:**

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

By: \_\_\_\_\_  
(Authorized Signature)

Printed Name: \_\_\_\_\_

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

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

\_\_\_\_\_  
#1 Witness as to Surety

\_\_\_\_\_  
#2 Witness as to Surety

**OR BY ATTORNEY IN FACT (POWER OF ATTORNEY MUST BE ATTACHED)**

\_\_\_\_\_  
#1 Witness as Attorney In Fact

By: \_\_\_\_\_  
(As Attorney In Fact)

Printed Name: \_\_\_\_\_

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

\_\_\_\_\_  
#1 Witness as Attorney In Fact

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

Phone: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ for \_\_\_\_\_.

Personally Known OR Produced Identification  
Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
(Notary Signature)

(SEAL)

**EXHIBIT F – INSURANCE REQUIREMENTS**

**26-903**

**1. INSURANCE COVERAGE**

1.1. CONTRACTOR will purchase and maintain at all times during the term of this Contract, without cost or expense to the COUNTY, policies of insurance as indicated below, with a company or companies authorized to do business in the State of Florida, and which are acceptable to the COUNTY, insuring the CONTRACTOR against any and all claims, demands, or causes of action, for injuries received or damage to property relating to the performance of duties, services, or obligations of the CONTRACTOR under the terms and provisions of the Contract.

1.2. An original certificate of insurance, indicating that CONTRACTOR has coverage in accordance with the requirements of this section must be received and accepted by the COUNTY prior to contract execution or before any work begins. It will be furnished by CONTRACTOR to the COUNTY’S Project Manager and Procurement Services Director within five (5) working days of such request.

1.3. The parties agree that the policies of insurance and confirming certificates of insurance will insure the CONTRACTOR in accordance with the following minimum limits:

1.3.1. Commercial General Liability Insurance on forms no more restrictive than the latest edition of the Occurrence Form Commercial General Liability policy (CG 00 01) of the Insurance Services Office or equivalent without restrictive endorsements, with the following minimum limits and coverage:

Each Occurrence/General Aggregate	\$1,000,000/2,000,000
Products-Completed Operations	\$2,000,000
Personal & Adv. Injury	\$1,000,000
Fire Damage	\$50,000
Medical Expense	\$5,000
Contractual Liability	Included

1.3.2. Automobile Liability Insurance, including owned, non-owned, and hired autos with the minimum Combined Single Limit of \$1,000,000

1.3.3. Workers' Compensation Insurance based on proper reporting of classification codes and payroll amounts in accordance with Chapter 440, Florida Statutes, and any other applicable law requiring workers' compensation (Federal, maritime, etc.). Employers Liability with the following minimum limits and coverage:

Each Accident	\$1,000,000
Disease-Each Employer	\$1,000,000
Disease-Policy Limit	\$1,000,000

1.3.4. The following additional coverage must be provided:  
 Builders Risk Coverage at coverage value: \$3,500,000

1.3.5. Professional Liability and Specialty Insurance (medical malpractice, engineers, architect, consultant, environmental, pollution, errors and omissions, etc.) as applicable, with minimum limits of \$1,000,000 and annual aggregate of \$2,000,000.

**2. ADDITIONAL INSURED / CERTIFICATE REQUIREMENTS**

2.1. Lake County, a Political Subdivision of the State of Florida, and the Board of County Commissioners, will be named as additional insured as their interest may appear on all applicable policies. Certificates of insurance must identify the solicitation number in the Description of Operations section on the Certificate.

2.2. Certificate holder must be:  
 LAKE COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF FLORIDA, AND  
 THE BOARD OF COUNTY COMMISSIONERS.

**EXHIBIT F – INSURANCE REQUIREMENTS**

**26-903**

P.O. BOX 7800  
TAVARES, FL 32778-7800

**3. POLICY PROVISIONS**

Certificates of Insurance must evidence the following:

- 3.1. A waiver of subrogation in favor of the COUNTY.
- 3.2. Coverage that is primary and noncontributory to any insurance or self-insurance maintained by the COUNTY.
- 3.3. Inclusion of a Cross Liability or Severability of Interests provision.
- 3.4. No requirement for the COUNTY to pay any premiums or assessments.

**4. POLICY ENDORSEMENTS**

- 4.1. CONTRACTOR must provide copies of all policy endorsements reflecting the required coverage, including documentation that lists Lake County as an additional insured and incorporates all required provisions including Waiver of Subrogation.
- 4.2. Contracts cannot be completed without this required insurance documentation. A Certificate of Insurance (COI) alone will not be accepted in lieu of the policy endorsements.

**5. RENEWAL AND CONTINUOUS COVERAGE**

- 5.1. CONTRACTOR shall maintain all required insurance coverage continuously throughout the term of the Contract, including any extensions or renewals.
- 5.2. Updated Certificates of Insurance, along with all relevant policy endorsements, must be submitted to the COUNTY no later than ten (10) calendar days before the expiration of any current insurance policy.
- 5.3. Failure to maintain continuous coverage may be considered a material breach of this Contract and grounds for immediate suspension or termination.

**6. NOTICE OF CANCELLATION, NON-RENEWAL, OR MATERIAL CHANGE**

- 6.1. CONTRACTOR or its insurer shall provide written notice to the COUNTY of cancellation, non-renewal, material restriction, or material change to any required insurance policy at least thirty (30) calendar days prior to the effective date of such action.
- 6.2. Notices shall be sent to the COUNTY's Project Manager and Procurement Services Director.
- 6.3. In the event of cancellation or non-renewal, CONTRACTOR shall immediately procure replacement coverage meeting or exceeding all required limits and conditions.

**7. ADDITIONAL DOCUMENTATION REQUIREMENTS**

- 7.1. Upon request by the COUNTY, CONTRACTOR shall provide complete copies of any insurance policies, endorsements, or other documentation necessary to verify compliance with the insurance requirements of this Contract.
- 7.2. CONTRACTOR shall fully cooperate with the COUNTY by providing prompt and comprehensive responses to all documentation requests.
- 7.3. Failure to provide the requested documentation may be considered as a material breach of the Contract.
- 7.4. CONTRACTOR shall be responsible for the actions and insurance coverage of all subcontractors. Each subcontractor shall provide the COUNTY with Certificates of Insurance demonstrating coverage and terms that meet the requirements established by the CONTRACTOR.