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People Serving People

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Purchasing Department • 501 Harrison Avenue, Room 107, Panama City, Florida 32401 • Phone 850-872-3070  
[www.pcgov.org](http://www.pcgov.org)

INVITATION FOR BIDS  
3409 WEST 19<sup>TH</sup> STREET ASBESTOS ABATEMENT

The City of Panama City will accept sealed bids for the removal and disposal of Asbestos Containing Materials located at 3409 West 19th Street, Panama City, Florida at the Purchasing Office until 2:00 p.m., CST, on Tuesday, March 3, 2020. Specifications may be obtained at the Purchasing Office, 501 Harrison Avenue, Room 107, Panama City, Florida, telephone 850-872-3070, or our website [www.pcgov.org](http://www.pcgov.org).

Submit bids in person at the Purchasing Department or via U. S. Mail or courier service. Bids must be plainly marked, "**BID NO. PC 20-016 ~ ASBESTOS ABATEMENT 3409 WEST 19<sup>TH</sup> STREET ~ MARCH 3, 2020**". All bids must be received by 2:00 p.m., CST, on Tuesday, March 3, 2020, at which time they will be opened and read aloud. Please review all documents pertaining to this request before submitting requested information.

The City reserves the right to reject any one or all bids, or any part of any bid, to waive any informality in any bid, and to award a contract deemed to be in the best interest of the City.

CITY OF PANAMA CITY  
BECKY BARNES  
PURCHASING AGENT

I. GENERAL CONDITIONS

- A. The purpose of this bid is to establish a firm, fixed price for the removal and disposal of Asbestos Containing Materials (ACM) at 3409 West 19<sup>th</sup> Street, in accordance with the purchasing policies of the City of Panama City, Florida. The Contractor must be certified in the removal and disposal of ACM. Materials requiring abatement are Category 1 and Category II Non-Friable ACM. There were no Friable ACMs found within the building. Please review all documents before submitting the requested information.
- B. Submit bids in person at the Purchasing Department at 501 Harrison Avenue, Room 107, Panama City, Florida 32401, or via U. S. Mail or courier service. Bids must be plainly marked, **“BID NO. PC 20-016 ~ ASBESTOS ABATEMENT 3409 WEST 19<sup>TH</sup> STREET ~ MARCH 3, 2020”**. Only bids submitted on the Bid Sheet provided with this invitation will be considered responsive. The purchasing staff must receive all bids before 2:00 p.m., CST, on Tuesday, March 3, 2020, at which time all bids will be opened and read aloud. Bids received after the stated time will be refused. It is the sole responsibility of the bidder to ensure the bid is received on time. The clock in the Purchasing Office will determine the bid closing time.
- C. Submit one (1) original and one (1) copy of all documents.
- D. Specifications are open to public inspection and may be obtained from the Purchasing Department, 501 Harrison Avenue, Room 107, Panama City, Florida, telephone (850) 872-3070, or our website [www.pcgov.org](http://www.pcgov.org).
- E. The City of Panama City (hereafter referred to as the “City”) reserves the right to reject any one or all bids, or any part of any bid, to waive any informality in any bid, and to award a contract deemed to be in the best interest of the City.
- F. Bidders shall strictly adhere to all specifications described herein. Should exceptions be taken, the City’s representatives will decide if the exceptions are in the best interest of the City and if those exceptions will provide for a quality product.
- G. Inspection of the building will be permitted on Monday, February 24, 2020, at 9:00 a.m., CST. The building seems to be structurally sound but there is asbestos and extensive water damage. The City strongly recommends respirators for anyone entering the building for an inspection.
- H. Direct all questions or inquiries regarding the meaning or interpretation of this bid to Becky Barnes, in writing, at [bbarnes@pcgov.org](mailto:bbarnes@pcgov.org). All written inquiries and responses will be submitted as addenda and posted on the City’s website. Interested parties are encouraged to register with “Notify Me” at the City’s website to ensure notification of postings. It is the sole responsibility of the bidder to determine if any addenda have been issued.
- I. The Purchasing Department will be the only point of contact for this bid. Contact with other City officials or City employees regarding this bid prior to award may result in disqualification.
- J. The City does not discriminate based on race, color, national origin, sex, age, disability, family, or religious status in administration of its programs, activities, or services.
- K. **If the contractor has questions regarding the application of Chapter 119, Florida Statutes, to the Contractor’s duty to provide public**

**records relating to this contract, contact the Custodian of Public Records at (850) 872-3020; [cityclerk@pcgov.org](mailto:cityclerk@pcgov.org); or, P. O. Box 1880, Panama City, FL 32402.**

- L. A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for category two for a period of 36 months from the date of being placed on the convicted vendor list.

## II. TERMS OF CONTRACT

- A. The Contractor will have thirty (30) days from notification of award to complete the work.
- B. The City may withhold payment for non-performance if deemed appropriate.
- C. The terms and conditions in these specifications constitute the entire agreement between the City of Panama City and the Contractor. No separate contract or other documents describing terms and conditions of service will be executed by the City.

## III. ASBESTOS CONTAINING MATERIALS

- A. The property is located at 3409 West 19<sup>th</sup> Street, Panama City, Florida. This is a single story, assisted living facility. An asbestos survey was completed on June 24, 2019, confirming Asbestos Containing Materials (ACM) at this location. No friable ACM was found in the building.
- B. The following non-friable ACM was found: The window caulk located around the glass panes on the east exterior windows contains 5% chrysotile asbestos.
  - 1. The beige vinyl floor sheet located beneath the white 12" X 12" floor tile located in the front lobby contains 20% Chrysotile asbestos.
  - 2. The cream-colored mastic located beneath the vinyl floor sheet contains 2% Chrysotile asbestos.
  - 3. The bottom layer of tan vinyl flooring sampled from Rooms 35 and 40 of the northwest wing. Room 4 of the Central Hallway-North Side and Central Hallway-South Side contains 2% Chrysotile asbestos. The black mastic located beneath the bottom layer of vinyl flooring contains 8% Chrysotile asbestos. A sample of tan 9" X 9" vinyl floor tile that was sampled from a closet adjacent to Room 15 contains 2% Chrysotile asbestos. The black mastic beneath the vinyl floor tile contains 8% Chrysotile asbestos. It is estimated that approximately 11,000 square feet of tan vinyl flooring with black mastic is located throughout the building.
  - 4. Black mastic located in the Day Room contains 5% Chrysotile asbestos. The mastic was located beneath two (2) layers of vinyl flooring.

5. Joint compound sampled from the northwest wing hallway, Room 40 and Room 25, contains between <1% -2% Chrysotile asbestos. The joint compound was in damaged condition. The amount of drywall with joint compound was not quantified.
  6. The thick, stipple ceiling texture located in the north side of the Day Room contains 2% Chrysotile asbestos. The stipple texture was in damaged condition with areas of the ceiling collapsed.
- C. The window caulk located on the east exterior windows, bottom layer of beige vinyl floor sheet located in the front lobby, bottom layer of tan vinyl flooring located throughout the facility, tan 9" X 9" vinyl floor tile and black mastic located throughout the facility are considered Category 1 non-friable asbestos containing materials. The joint compound located throughout the facility and thick stipple texture located on the north side of the Day Room are considered Category 2 non-friable asbestos containing materials. This debris must be disposed of in a landfill that accepts non-friable asbestos waste and materials cannot be recycled.
- D. A copy of the Asbestos Survey is available on the City's website, pcgov.org. Quantities, if indicated, are approximate and should not be relied upon. The abatement contractor shall verify all conditions and provide proper removal of all friable and non-friable ACM materials.
- E. The City will be demolishing the building shortly after the asbestos abatement is completed. Therefore, the contractor shall determine the level of abatement and reporting required in order for the building to be demolished in the near future.

#### IV. APPLICABLE STANDARDS AND GUIDELINES

- A. Removal of asbestos containing materials must be performed by an Asbestos Abatement Contractor licensed by the State of Florida, with certified personnel. ACM abatement must comply with the State of Florida Department of Business and Professional Regulation, Chapter 469, licensing and training; Chapter 62-701.520, Waste Disposal Rules; Chapter 62-257, DEP 1999, Asbestos Program and OSHA 29 CFR 1926.1100 (Construction Industry Standard).
- B. The Contractor shall assume full responsibility and liability for compliance with applicable laws, regulations, standards, licensing requirements and patented systems pertaining to asbestos abatement, work practices, hauling, disposal, protection of workers, visitors to the work site, and persons occupying areas adjacent to the work site. The Contractor shall hold harmless and indemnify the City of Panama City, Florida, of any liability as a result of patent infringements, failure to comply with applicable standards, and licensing requirements on the part of himself, his employees or his subcontractors.
- C. The Contractor shall have available copies of all applicable codes, regulations, standards, documents and this bid package.
- D. Where conflicts among the requirements or codes, regulations, standards, documents and this specification exist, the most stringent requirement shall be utilized by the Contractor.
- E. NESHAPS requires a ten (10) working day notification to the Florida Department of Environmental Protection (FDEP) Division of Air Management prior to the start date of an asbestos abatement project and ten (10) working day notification prior to demolition.

- F. The Contractor shall be responsible for posting the required notices of the asbestos project signs at the required locations on the buildings. The Contractor shall ensure that the signs remain in place throughout the project.

V. REQUIREMENTS

- A. The Contractor must obtain all permits prior to beginning work.
- B. Copies of all permits must be presented to the City representative prior to work beginning.
- C. Removal of all materials must be in compliance with all city, county, EPA and FDEP requirements.
- D. The Contractor will notify the City representative prior to the start of work on the properties.
- E. The Contractor shall furnish all labor, materials, supplies, equipment, devices, or tools needed to perform the required services.

VI. INSURANCE REQUIREMENTS

- A. A separate document is provided on the City's website to assist with compliance of the insurance requirements.
- B. Standard Insurance Coverage
  - 1. The Contractor, Subcontractors, vendors, or suppliers shall not begin work under the contract until obtaining all insurance described herein and such insurance has been approved by the City; nor shall the Contractor permit any Subcontractors, vendors, or suppliers to begin work until similar insurance to cover Subcontractors, vendors, or suppliers has been obtained and approved.
  - 2. The minimum insurance coverage and limits required are shown by coverage line below. Failure of the Contractor to identify deficiencies in any insurance provided by subcontractors, vendors, or suppliers shall not relieve subcontractors, vendors, or suppliers from any insurance obligations.

C. Required coverage is as follows:

1. Workers Compensation and Employer's Liability

Workers' compensation insurance providing statutory benefits as required in the state of Florida and employer's liability with limits of not less than:

- \$500,000 E.L. Each Accident
- \$500,000 E.L. Disease - Each Employee
- \$500,000 E.L. Disease - Policy Limit

The policy shall include a waiver of subrogation in favor of the City.

The certificate must clearly identify that coverage applies in the state the Contractor, Subcontractor, Vendor, or Supplier is located and includes coverage for Florida as required by statute.

## 2. Commercial General Liability Insurance

Written on ISO form CG2010 11/85 or equivalent. The minimum limits of coverage shall be as follows:

- a. \$1,000,000 each occurrence for Bodily Injury and Property Damage
- b. \$2,000,000 General Aggregate
- c. \$2,000,000 Products and Completed Operations
- d. \$1,000,000 Personal and Advertising Injury (with the standard contractual and employee exclusions deleted)
- e. Employees and Volunteers as Additional Insured for both on-going and completed operations
- f. Broad Form Property Damage including underground, explosion and collapse hazards (X, C, U); or no exclusion for Exclusion - Damage to Work Performed by Subcontractors on Your Behalf (CG 22 94 or 22 95)
- g. Primary and Noncontributory Endorsement
- h. No Demolition Exclusion
- i. Blanket Contractual Liability
- j. Independent Contractor's Liability
- k. Additional Insured - Owners, Lessees or Contractors - Completed Operations (ISO form CG 20 37)

## 3. Commercial Auto Liability Insurance

Written on ISO form CA 00 01 or equivalent. The minimum limits of coverage shall be as follows:

- Bodily Injury and Property Damage: \$1,000,000 combined single limit
- Any auto coverage includes Hired Auto Liability and Non-Owned Auto Liability.

## D. Other Insurance Requirements

All insurance to be obtained by Contractor, Subcontractor, Vendor, or Supplier under the foregoing provisions shall be written by insurance companies with an A.M. Best rating of an "A-" or better. All liability and automobile insurance shall contain a severability of interest clause *(policy provision clarifying that, except with respect to the coverage limits, the insurance applies to each insured as though a separate policy were issued to each; thus, a policy containing such a clause will cover a claim made by one insured against another insured).*

## E. Certificate of Insurance

Bidders shall provide to the City complete certificates of insurance to meet the above requirements. Policies shall be endorsed to provide the City at least 30 days written notice of reduction, cancellation or intent not to renew coverages as called for above. If insurance is canceled, reduced, non-renewed or otherwise is not in effect to the minimum required coverage, the Successful Bidder must cease work on this bid.

## F. Waiver of Subrogation

All insurance coverage maintained by the Contractor and all Subcontractors shall include a waiver of any right of subrogation of the insurers thereunder against the City, employees, insurers, and underwriters, and of any right of the insurers to any set-off or counterclaim or any other deduction, whether by attachment or otherwise, in respect of any liability of any person insured under any such policy. Contractor and all Subcontractors further waive all claims and all rights of subrogation against the City, employees, insurers and underwriters for loss of, or damage to, Contractor/Subcontractor scope, tools, machinery, equipment, material, supplies, or any other losses within the scope of any insurance maintained by Contractor/Subcontractor.

## VII. BID PROTESTS

- A. Bidders may challenge the City's decision. Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
- B. The formal written protest shall state with particularity the facts and law upon which the protest is based per Florida Statute 120.57(3) (b). A valid protest must 1) come from an actual Bidder for the contract, and 2) only those who claim to be the rightful awardee. That is, protest is not valid if filed by a Bidder who cannot fully show and substantiate why they would be awarded the contract if their protests were accepted. Filing shall be considered complete when the protest is personally received by the Purchasing Agent, at 501 Harrison Avenue, Room 107, Panama City, Florida 32401.
- C. The Purchasing Agent will review the protest and issue a written decision. If the Bidder disagrees with the decision, the decision may be appealed to the City Manager. The City Manager will hear the protest and issue a written decision. Any decision made by the City Manager regarding the matter will be final.

## VIII. BIDDER INSTRUCTIONS

- A. Submit bids in person at the Purchasing Department at 501 Harrison Avenue, Room 107, Panama City, Florida 32401, or via U. S. Mail or courier services. Bids must be plainly marked "**BID NO. PC 20-016 ~ ASBESTOS ABATEMENT 3409 WEST 19<sup>TH</sup> STREET ~ MARCH 3, 2020**". Only bids submitted on the Bid Sheet provided with this invitation will be considered responsive. The purchasing staff must receive all bids before 2:00 p.m., CST, on Tuesday, March 3, 2020, at which time all bids will be opened and read aloud. Bids received after the stated time will be refused. It is the sole responsibility of the bidder to ensure the bid is received on time. The clock in the Purchasing Office will determine the bid closing time.
- B. Submit one (1) original and one (1) copy of all documents.
- C. The following attachments must be included with your bid. Failure to include these attachments may cause your bid to be disqualified.
  - Completed Crime Entity Form
  - Insurance Certificate
  - Copy of Asbestos Abatement Contractor State of Florida License

Only bids submitted on this Bid Sheet will be accepted.  
Return in a sealed envelope, plainly marked,  
**“Bid No. PC 20-016 ~ 3409 WEST 19<sup>TH</sup> STREET ASBESTOS ABATEMENT ~ MARCH 3, 2020”**  
To: Purchasing Department – 501 Harrison Avenue, Room 107 - Panama City, FL 32401

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP CODE \_\_\_\_\_

CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

E-MAIL \_\_\_\_\_

**Location**

**Total Price**

Asbestos Abatement of 3409 West 19<sup>th</sup> Street

\$ \_\_\_\_\_

Failure to include the following attachments may result in your bid being disqualified:

- Completed Crime Entity Form
- Insurance Certificate
- Copy of Asbestos Abatement Contractor State of Florida License

*I agree to provide the above services at the price, terms,  
and conditions indicated, meeting all specifications unless  
exceptions are noted.*

BY \_\_\_\_\_  
(SIGNATURE)

TITLE \_\_\_\_\_

DATE \_\_\_\_\_



**SWORN STATEMENT UNDER SECTION 287.133 (3) (A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**  
**This form must be signed in the presence of a notary public or other officer authorized to administer oaths.**

1. This sworn statement is submitted to the CITY OF PANAMA CITY by

(Print individual's name and title)

for

(Print name of entity submitting sworn statement) whose business address is

and (if applicable) its Federal Employer Identification Number (FEIN) is

If the entity has no FEIN, include the Social Security Number of the individual signing this Sworn Statement:

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1) (b), Florida Statutes, means a finding of guilt of a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1) (a), Florida Statutes, means:

- 1. A predecessor or successor of a person convicted of a public entity crime; or
- 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of public entity crime.

5. I understand that a "person" as defined in Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or appeals to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

\_\_\_\_\_ Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officers determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list (ATTACH A COPY OF THE FINAL ORDER).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR A CATEGORY TWO OR ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of

2019.

Personally known

Or produced identification

Notary Public-State of

My commission expires

(Printed, typed, or stamped commissioned name of notary public.)