



REQUEST FOR PROPOSALS

**ELECTRIC, WATER & SEWER
UTILITY LOCATING SERVICES**

RFP NO. 16-211



Financial Services
7 North Dixie Highway
Lake Worth, FL 33460
561.586.1654

RFP #16-211

ELECTRIC, WATER & SEWER UTILITY LOCATING SERVICES

The City of Lake Worth is seeking proposals from qualified, experienced, and professional organizations to provide Electric, Water and Sewer Utility locating services for the City of Lake Worth Utilities located within the City's service area and municipal boundaries.

Interested organizations must have extensive experience with the Florida Sunshine One Call System, provide sufficient qualified staff, equipment and supplies to perform the duties of the contract as described in the bid documents, and be licensed in the State of Florida and Palm Beach County to do business. The submitting organizations are **encouraged** to examine the work location in order to fully inform themselves as to the conditions present throughout the service area and municipal boundaries.

Time is of the essence and any proposal received after **3:00 PM, Tuesday, September 13, 2016**, whether by mail or otherwise will be returned unopened. Proposals shall be placed in a sealed envelope, marked in the lower left-hand corner with the RFP number, title, and date and hour proposals are scheduled to be received. Proposers are responsible for insuring that their proposal is delivered and stamped by the City's Financial Services office personnel by the deadline indicated. The City reserves the right in its sole discretion to reject any or all proposals and/or to waive all nonmaterial irregularities on any and all proposals. All costs and expenses, including reasonable attorney's fees, incurred by any firm in preparing and responding to this RFP are the sole responsibility of the proposer including without limitation any and all costs and fees related to a protest.

Interested parties may obtain a copy of the RFP by contacting the Financial Services office at (561) 586-1654 or from the City's website at www.lakeworth.org, Services & Departments, Bids & Proposals. All proposals must be hand-delivered or mailed to:

City of Lake Worth
Financial Services, 2nd Floor
7 North Dixie Highway
Lake Worth, FL 33460

ENVELOPE MUST BE IDENTIFIED AS RFP #16-211.

BY: 
Corinne Elliott, Asst. Finance Director

PUBLISHED: August 14, 2016
Palm Beach Post

GENERAL INFORMATION

1 PROJECT OBJECTIVE

The City of Lake Worth is seeking proposals from qualified, experienced, and professional organizations to provide Electric, Water and Sewer Utility locating services for the City of Lake Worth Utilities located within the City's service area and municipal boundaries.

The City of Lake Worth's Electric Utilities Transmission and Distribution System consists of wire that range in size from #6 Duplex to 3 Phase 750 Copper with the 750 being feeder cable. In the underground residential areas, we have 1/0 Al to 4/0 Al secondary Triplex cable and 1/0 Al single phase, as well as 3 phase primary cables. Some are cable in conduit however, the majority is direct buried.

The City of Lake Worth's Water Utilities consists of raw and potable water mains (approximately 152 miles ranging from 2 inch to 36 inch diameter). The City of Lake Worth's sewer consist of about 99 miles of gravity sewer 4" to 36" and about 24 miles of force mains 2" to 36".

The City of Lake Worth is a member of Sunshine State One Call of Florida. The City of Lake Worth currently performs locates of its own utilities; this Includes Water (Raw and Potable), Sewer (Gravity and Force Mains) and Electric.

Locating Services will general consist of the following:

A Provide sufficient qualified staff, vehicles, paint, flagging, and all other locating equipment to fulfill its duties under this contract.

B Store and safeguard the City's location maps and records. This information is sensitive in nature and records shall not be disclosed to or made available to persons not approved by the City.

C Maintain records appropriately to support the invoicing and recording requirements set forth in this contract. The Contractor agrees to a records retention period of six (6) years

D For each locate request received, the Contractor shall screen, prioritize and visit the excavation site if necessary and locate the City's facilities as required by Florida Statute 556 "Underground Facility Damage Prevention and Safety" and Sunshine State One Call of Florida.

E The City of Lake Worth shall be responsible for paying membership monthly ticket transaction fees. Attached on a separate sheet (Attachment F) is the City of Lake Worth's history of locate ticket totals.

F All "normal" locate requests shall be completed within two (2) full business days or per Florida Statute 556 "Underground Facility Damage Prevention and Safety" and Sunshine State One Call of Florida. All "emergency" requests shall be treated as an emergency and completed as soon as possible safely and in accordance with Florida Statute 556 "Underground Facility Damage Prevention and Safety" and Sunshine State One Call of Florida.

G The Contractor may be requested to provide such additional services as site surveillance, maintenance of marks and flags, and stand-by protection

H The Contractor will investigate all incidents of damage for accuracy of the locate(s) and will submit to the City a written report of said investigation within five (5) business days. The Contractor will maintain a copy of the written report for a period of six (6) years. The Contractor will give testimonial support in cases where deemed necessary by the City.

I The Contractor shall locate all of the City's locatable facilities at an excavation site in accordance with the Florida Statute 556 "Underground Facility Damage Prevention and Safety" and Sunshine State One Call of Florida. The Contractor shall be liable for all damages when a valid request to locate locatable facilities has been made, unless locate was made within the required accuracy. In such cases, the Contractor shall assist in recovery of any damages.

J The Contractor shall notify the excavator of the presence of any identifiable, but un-locatable, facilities of the City and caution the excavator that any location information supplied may not be within the definition of reasonable accuracy.

K The Contractor shall utilize all information transmitted by the City of Lake Worth solely for the purpose of performing locates on behalf of the City

L The Contractor agrees that in carrying out this contract that they will comply with all applicable federal, state, and local laws, specifically including without limitations, the Occupational Safety and Health Act

M The Contractor shall be responsible for any fees and/or penalties assessed by Sunshine State One Call of Florida for tickets not entered correctly or in a timely fashion by the contractor.

2. SUBMITTAL OF PROPOSALS

Interested Proposers are invited to submit a complete proposal for consideration. The proposal must address the items requested, clearly and concisely. The City intends to negotiate a contract for the goods and/or services upon selection of the proposal that best satisfies the evaluation criteria.

Time is of the essence and any proposal received after **3:00 p.m., Tuesday, September 13, 2016**, whether by mail or otherwise will be returned unopened. The City will in no way be responsible for delays caused by any occurrence. Proposals shall not be submitted and will not be accepted by telephone, telegram, facsimile or e-mail. Each envelope will be stamped by the Finance Office personnel with the date and time received. The time of receipt shall be determined by the time clock located in the Financial Services office. Proposals shall be placed in a sealed envelope, marked in the lower left-hand corner with the RFP number, title, and date and hour proposals are scheduled to be received. Proposers are responsible for insuring that their proposal is delivered and stamped by Financial Services office personnel by the deadline indicated. At the designated time and place, the City Financial Services official or designee will record the proposals for the record.

The City reserves the right in its sole discretion to reject any or all proposals and/or to waive all nonmaterial irregularities on any and all proposals. All costs and expenses, including reasonable

attorney's fees, incurred by any Proposer in preparing and responding to this RFP are the sole responsibility of the Proposer firm including without limitation any and all costs and fees related to a protest. The documents included or incorporated in this RFP constitute the complete set of instructions, scope of work, specification requirements and forms. It is the responsibility of the Proposer to insure that all pages are included. Therefore, all Proposers are advised to closely examine this RFP. All proposals must be typed or written in ink, and must be signed in ink by an officer having authority to bind the Proposer. Signatures are required where indicated; failure to do so shall be cause for rejection of proposal.

3. REGISTRATION

Each Proposer seeking to submit a proposal is requested to **register** with the Financial Services office in order to receive any addenda to this RFP. Please complete the Registration Form attached as **Exhibit "B"** and mail, fax or e-mail to the Financial Services office at the address noted below on or before **5:00 p.m., August 24, 2016**. It is the responsibility of each Proposer to ensure that it receives all addenda. The City shall have no responsibility to provide any addenda issued under this RFP to any Proposer; however, the City will use its best efforts to provide issued addenda to those Proposers registered for this RFP with the City.

City of Lake Worth
7 North Dixie Highway
Financial Services, 2nd Floor
Lake Worth, FL 33460
Fax: 561-586-1750
ls Sexton@lakeworth.org

4. CHANGES AND INTERPRETATIONS

Changes to this RFP will be made by written addenda. A written addendum is the only official method whereby interpretation, clarification or additional information can be given.

All questions regarding this RFP should be submitted in writing via mail, fax or e-mail and must be received by the above noted Purchasing Agent not later than ten (10) calendar days prior to the due date for proposals. All questions will be answered via addenda. If a question is not answered, the Proposer should assume all relevant information is contained within this RFP. The City will attempt to not issue any addenda within three (3) business days of the due date of proposals; however, the City reserves the right to issue any addenda at any time prior to the due date and time of proposals.

5. PROPERTY OF THE CITY

All materials submitted in response to this RFP become the property of the City. The City has the right to use any or all ideas presented in any response to this RFP, whether amended or not, and selection or rejection of a proposals does not affect this right. No variances to this provision shall be accepted.

6. RFP TIMETABLE

The anticipated schedule for this RFP and contract approval is as follows:

- Registration Form Due August 24, 2016 @ 5:00 PM
- Questions from Potential Proposers Due August 24, 2016 @ 5:00 PM
- Issue Addendum (if necessary) August 29, 2016 @ 5:00 PM
- **Proposal Response Due September 13, 2016 @ 3:00 PM**

The City reserves the right to amend the anticipated schedule as it deems necessary.

7. CONE OF SILENCE

In accordance with the Palm Beach County Lobbyist Registration Ordinance and the City's procurement code, the City's procurement cone of silence will be in effect as of the deadline to submit a response to this RFP. A complete copy of the City's procurement code is available on-line at municode.com under the City's code of ordinances (sections 2-111 – 2-117). All Proposers are highly encouraged to review the same. In summary, the cone of silence prohibits communication between certain City officials, employees and agents and any entity or person seeking to be awarded a contract (including their lobbyists and potential subcontractors). The cone of silence terminates at the time of award, rejection of all response or some other action by the City to end the selection process.

8. ETHICS REQUIREMENT

This RFP is subject to the State of Florida Code of Ethics and the Palm Beach County Code of Ethics. Accordingly, there are prohibitions and limitations on the employment of City officials and employees and contractual relationships providing a benefit to the same. Proposers are highly encouraged to review both the Florida Code of Ethics and the Palm Beach County Code of Ethics in order to insure compliance with the same.

Further, any Proposer coming before the City Commission for an award of a contract and who has made an election campaign contribution in an amount that is more than one hundred dollars (\$100.00) to any elected official of the City Commission, who is a current sitting member of the Commission, must disclose such election campaign contribution, verbally and in writing, in their responsive proposal to this RFP.

9. DISCLOSURE AND DISCLAIMER

The information contained herein is provided solely for the convenience of Proposers. It is the responsibility of a Proposer to assure itself that information contained herein is accurate and complete. Neither the City, nor its advisors provide any assurances as to the accuracy of any information in this RFP. Any reliance on the contents of this RFP, or on any communications with City representatives or advisors, shall be at each Proposer's own risk. Proposers should rely exclusively on their own investigations, interpretations and analyses in connection with this matter. The RFP is being provided by the City without any warranty or representation, express or implied, as to its content, accuracy or completeness and no Proposer or other party shall have recourse to the City if any information herein contained shall be inaccurate or incomplete. No warranty or representation is made by the City that any proposal conforming to these requirements will be selected for consideration, negotiation or approval.

In its sole discretion, the City may withdraw this RFP either before or after receiving proposals, may accept or reject proposals, and may accept proposals which deviate from the non-material provisions of this RFP. In its sole discretion, the City may determine the qualifications and

acceptability of any firm or firms submitting proposals in response to this RFP. Following submission of a proposal, the Proposer agrees to promptly deliver such further details, information and assurances, including, but not limited to, financial and disclosure data, relating to the proposal and/or the Proposer, including the Proposer' affiliates, officers, directors, shareholders, partners and employees, as requested by the City. Any action taken by the City in response to proposals made pursuant to this RFP or in making any award or failure or refusal to make any award pursuant to such proposals, or in any cancellation of award, or in any withdrawal or cancellation of this RFP, either before or after issuance of an award, shall be without any expense, liability or obligation on the part of the City, or their advisors.

Any recipient of this RFP who responds hereto fully acknowledges all the provisions of this Discloser and Disclaimer and agrees to be bound by the terms hereof. Any proposal submitted pursuant to this RFP is at the sole risk and responsibility of the party submitting such proposal.

10. CONTRACT AGREEMENT / COMPENSATION

The terms and conditions of the resulting contract including the fee for the services to be rendered will be negotiated with successful Proposer. If the City and the successful Proposer cannot agree on the terms and conditions of the resulting contract, the City reserves the right to terminate negotiations with the successful Proposers and move to the next ranked Proposer to commence negotiations. Negotiations may continue in this process until the City is able to enter into a contract with a Proposer that best meets the needs of the City.

While the City anticipates awarding one contract, the City reserves the right to award to more than one Proposer if it is in the best interests of the City.

The resulting non-exclusive contract shall be for an initial term of **one (1) year** with **four (4) additional one (1) year** renewal options unless earlier terminated in accordance with the resulting contract. The City may exercise such advance written notice of its intention to renew prior to the expiration of the then current term. Each fiscal year of the contract and any renewals will be subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and the City of Lake Worth. The City need not include a lack of appropriations provision in the resulting contract to avail itself of such legal right.

Rates shall remain firm for the first **two (2) years** of the resulting contract subject to terms and conditions to be negotiated on requests for consideration of a price adjustment for the final three years of contract.

11. INSURANCE REQUIREMENTS

Prior to execution of the resulting contract derived from this RFP, the awarded firm shall obtain and maintain in force at all times during the term of the resulting contract insurance coverage as required herein. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida. The Certificates shall clearly indicate that the firm has obtained insurance of the type, amount, and classification as required for strict compliance with this provision and that no material change or cancellation of the insurance shall be effective without thirty (30) days prior written notice to the City. Compliance with the foregoing requirements shall not relieve the firm of its liability and obligations under the resulting contract.

- A. The firm shall maintain during the term of the contract, standard Professional Liability Insurance in the minimum amount of \$1,000,000.00 per occurrence.

- B. The firm shall maintain, during the life of the contract, commercial general liability, including public and contractual liability insurance in the amount of \$1,000,000.00 per occurrence (\$2,000,000.00 aggregate) to protect the firm from claims for damages for bodily and personal injury, including wrongful death, as well as from claims of property damages which may arise from any operations under the contract, whether such operations be by the firm or by anyone directly or indirectly employed by or contracting with the firm.
- C. The firm shall carry Workers' Compensation Insurance and Employer's Liability Insurance for all employees as required by Florida Statutes.
- D. The firm shall maintain comprehensive automobile liability insurance in the minimum amount of \$1,000,000 combined single limit for bodily injury and property damages liability to protect from claims for damages for bodily and personal injury, including death, as well as from claims for property damage, which may arise from the ownership, use, or maintenance of owned and non-owned automobiles, including rented automobiles whether such operations be by the firm or by anyone directly or indirectly employed by the firm.

All insurance, other than Professional Liability and Workers' Compensation, to be maintained by the firm shall specifically include the CITY as an "Additional Insured".

12. EVALUATION AND AWARD

The City may assemble an Evaluation Committee to evaluate the proposals. The Evaluation Committee will convene for a public meeting to evaluate and rank the most advantageous proposals and make a recommendation for contract award to the City Commission with or without discussion. The Procurement Agent will notify all submitting Proposers and advertise the Evaluation Committee meeting in the appropriate media as directed by law. The City Commission is not bound by the recommendation of the Evaluation Committee and the City Commission may deviate from the recommendation in determining the best overall responsive proposal which is most advantageous and in the best interest of the City. The selected proposer will be notified in writing with intent to award a contract. Recommended awards will be available for review by interested parties at the Finance Office.

Each proposal will be evaluated individually and in the context of all other proposals. Proposals must be fully responsive to the requirements described in this RFP and to any subsequent requests for clarification or additional information made by the City through written addenda to this RFP. Proposals failing to comply with the submission requirements, or those unresponsive to any part of this RFP, may be disqualified. There is no obligation on the part of the City to award the proposal to the lowest priced proposer, and the City reserves the right to award the contract to the proposer submitting the best overall responsive proposal which is most advantageous and in the best interest of the City (consistent with the evaluation criteria). The City shall be the sole judge of the proposals and the resulting agreement that is in its best interests.

As part of the evaluation process, the City may conduct an investigation of references, including but not limited to, a record check of consumer affairs complaints. Proposer's submission of their RFP constitutes acknowledgment of the process and consent to the City's investigation. City is the sole judge in determining Proposer's qualifications.

At its sole option, for larger or more complex studies or projects, the City may select the top three to five Proposers and require brief presentations from each Proposer before making the final selection. This requirement is at the sole discretion of the City.

While the City allows Proposers to specify any desired variances to the RFP terms, conditions, and specifications, the number and extent of variances specified will be considered in determining the Proposer who is most advantageous to the City.

Evaluation Scoring Criteria:

The evaluation of the proposals will be conducted in accordance with the following provisions. Scoring is based on a 100-point scale. The following guidelines will be used for the evaluations (with associated weighting). **To be considered “Qualified”, a Proposer must receive a minimum aggregate average of 70 points.**

Qualifications by Category	Points Awarded
Pricing Proposal (Exhibit “A”)	0 - 25 points
Evidence of experience & skill	0 - 25 points
Evidence of ability to deliver in specific timeline	0 - 25 points
Three (3) client references for Water/Sewer Utility Locating	0 - 10 points
Three (3) client references for Electric Utility Locating	0 - 10 points
Proper licenses and other related certifications or professional awards	0 - 5 points
Total	100 points

13. PROPOSAL FORMAT

Each proposer shall submit **one (1) original, four (4) copies and (1) electronic copy (CD or USB)** in a clear, concise format, on 8 1/2" x 11" paper, in English. Each tabbed set shall contain all the information required herein to be considered for award. Omission of required data may be cause for disqualification. Any other information thought to be relevant, but not applicable to the enumerated sections, should be provided as an appendix to the proposal. If publications are supplied by a Proposer to respond to a requirement, the response should include reference to the document number and page number. Proposals not providing this reference will be considered to have no reference materials included in the additional documents.

Proposals must be properly signed in ink by the owner/principal having the authority to bind the firm to this agreement. **Signatures are required where indicated; failure to do so shall be cause for rejection of proposal.**

Only one proposal may be submitted by each Proposer.

Proposals which do not contain or address key points or sufficiently document the requested information may be deemed non-responsive.

All proposals shall be submitted in the format identified below. Failure to submit the required documentation in the format identified may cause the proposal to be rejected.

A. Letter of Transmittal (not to exceed three pages)

This letter will summarize in a brief and concise manner the following:

- General summary of Proposer's business operation; how long in business; general approach to tasks and projects; and, why the Proposer should be selected.
- Proposer's understanding of the scope of services which should include a clear description of services proposed. Vendor should also include details of their approach and work plans. A brief statement should also be included which explains why their approach and plan would be the most effective and beneficial.
- The letter must name all persons or entities interested in the proposal as principals. Identify all of the persons authorized to make representations for the proposer, including the titles, addresses, and telephone numbers of such persons.
- An authorized agent of the proposer must sign the Letter of Transmittal and must indicate the agent's title or authority.
- The individual or firm identified on the Letter of Transmittal will be considered the primary firm.
- If more than one firm is named on the Letter of Transmittal, a legal document showing the partnership, joint venture, corporation, etc. shall be submitted showing the legality of such. Submittal for Joint Venture to include executed Joint Venture agreement and if state law requires that the Joint Venture be registered, filed, funded, or licensed prior to submission of the proposal, then same shall be completed prior to submittal. Proposers shall make their own independent evaluation of the requirements of the state law. The City will not consider submittals that identify a joint partnership to be formed.

B. Addenda (unlimited pages)

This section shall include a statement acknowledging receipt of each addendum issued by the City. Each Proposer is responsible for visiting the City's website to view and obtain addendum.

C. References & Materials (not to exceed 30 pages plus the form).

Proposers shall provide a minimum of three (3) references on the form provided demonstrating their experience & skill. Prior experience & skill with other Florida municipalities is desirable. Proposers are responsible for verifying correct phone numbers and contact information provided. Failure to provide accurate information may result in the reference not being obtained or considered. Samples of materials that would fall into the scope of services herein should be submitted with the proposal.

D. Proof of Licenses (unlimited)

Proposers shall provide proof of required licenses for the firm and scope of services to be performed. This shall include:

- Proof of all applicable licenses for services to be rendered (including registration with State of Florida Division of Corporations if applicable);
- Statement or proof of required insurance; and,
- Proof of Proposer's Business Tax Receipt (as applicable).

E. Evidence of Ability to Deliver on Time (limited to two pages plus resumes)

Proposers shall provide a two-page summary regarding their ability to deliver the requested services in a specific timeframe. Information regarding dedicated staff and current firm workload should be provided. Resumes of key personnel should also be included. Resumes should not exceed two-pages per person. Resumes should include a description of:

- Training, education and degrees.
- Related experience and for whom.
- Professional certifications, licenses and affiliations.

F. Rate Schedule

Proposers are to provide rates for all principals and personnel who will be providing the requested services. The rates provided will be the basis for tasks and tickets issued to the selected proposer.

See Exhibit "A" for price units and Definition

Include any additional services and pricing related to locating

G. Litigation and/or Terminations (unlimited)

Proposers should provide a summary of any litigation filed against the proposer in the past five (5) years which is related to the services sought in this RFP and that proposer provides in the regular course of business. The summary shall state the nature of the litigation, a brief description of the case, the outcome or projected outcome, and the monetary amount involved. *If none, state as such.*

Proposers shall also state if the proposer has had a contracts for the services sought in this RFP which were terminated for default, non-performance or delay, in the past five (5) years. Proposers shall describe all such terminations, including the name and address of the other contracting party for each such occurrence. *If none, state as such.*

14. REPRESENTATIONS BY SUBMITTAL OF PROPOSALS

By submitting a proposal, the Proposer warrants, represents and declares that:

A. Person(s) designated as principal(s) of the Proposer are named and that no other person(s) other than those therein mentioned has (have) any interest in the proposal or in the anticipated contract.

B. The proposal is made without connection, coordination or cooperation with any other persons, company, firm or party submitting another proposal, and that the proposal submitted is, in all respects, fair and in good faith without collusion or fraud.

C. The Proposer understands and agrees to all elements of the proposal unless otherwise indicated or negotiated, and that the proposal may become part of any contract entered into between the City and the Proposer.

D. By signing and submitting a proposal, Proposer certifies that Proposer and any parent corporations, affiliates, subsidiaries, members, shareholders, partners, officers, directors or executives thereof are not presently debarred, proposed for debarment or declared ineligible to bid or participate in any federal, state or local government agency projects.

E. Pursuant to 287.133, Florida Statutes, a person or affiliate who has been placed on the convicted firm list maintained by the State of Florida may not submit a proposal to the City of Lake Worth for 36 months following the date of being placed on the convicted firm list. Proposer certifies that submittal of its proposal does not violate this statute.

F. Proposer recognizes and agrees that the City will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure or submittal of proposal information to third parties.

15. PROTESTS

Any actual Proposer who is aggrieved in connection with this RFP may protest such procurement. The protest must be filed with the City in accordance with the City's procurement code. A complete copy of the City's procurement code is available on-line at municode.com under the City's code of ordinances (sections 2-111 – 2-117). The protest procedures are set forth at section 2-115. There are strict deadlines for filing a protest. Failure to abide by the deadlines will result in a waiver of the protest.

16. EXHIBITS

This RFP consists of the following exhibits (which are incorporated herein by reference):

- | | |
|----------------|---|
| A. Exhibit "A" | Price Proposal (must be submitted) |
| B. Exhibit "B" | Registration Form (should be submitted) |
| C. Exhibit "C" | Proposer Information Form (must be submitted) |
| D. Exhibit "D" | Drug Free Workplace Form (must be submitted) |
| E. Exhibit "E" | References (must be submitted) Water |
| F. Exhibit "F" | References (must be submitted) Electric |
| G. Exhibit "G" | Locate Ticket Volume |
| H. Exhibit "H" | Water Service Area |
| I. Exhibit "I" | Sanitary Sewer Service Area |
| J. Exhibit "J" | Electric Service Area |

17. COMPLIANCE

All proposals received in accordance with this RFP shall be subject to applicable Florida Statutes governing public records including without limitation Chapter 119, Florida Statutes. If any Proposer believes its proposal contains exempt or confidential information, the Proposer must identify the same at the time of submission of its proposal. Failure to do so may result in the waiver of such exemption or confidentiality.

END OF GENERAL INFORMATION

EXHIBIT "A"

RFP #16-211

UTILITY LOCATING SERVICES

PRICING PROPOSAL

Pricing Electric Locates

	Units	Unit Price
Per Ticket Locate Required	Each	
Per Ticket No Locate Required	Each	
Additional Locating	Per ¼ Hour	
Emergency Tickets	Each	

Pricing Water (Raw and Potable) Locates

	Units	Unit Price
Per Ticket Locate Required	Each	
Per Ticket No Locate Required	Each	
Additional Locating	Per ¼ Hour	
Emergency Tickets	Each	

Pricing Sewer (Gravity and Force Main) Locates

	Units	Unit Price
Per Ticket Locate Required	Each	
Per Ticket No Locate Required	Each	
Additional Locating	Per ¼ Hour	
Emergency Tickets	Each	

Additional Misc. Services

	Units	Unit Price
Utility Lookout	Per ¼ Hour	

Please include any additional services you would like, relevant to Utility Locates.

EXHIBIT "A"

RFP #16-211

UTILITY LOCATING SERVICES

PRICING PROPOSAL

Pricing Definitions

Per Ticket Locate Required- This is for all Tickets that are called in requiring locates. All tickets will be granted 30 minutes of locating time. Travel time is not included or billable

Per Ticket No Locate required- This is for all tickets that do not require Locating for example canceled, Clear,

Additional Locating- If locating exceeds the City of Lake Worth's Utilities exceeds 30 minutes additional locating will be billed at ¼ hour rates starting after the first thirty (30) minutes of locating time.

Emergency Ticket- This is for all Emergency Tickets that are called in Monday through Sunday including Holidays. All Emergency tickets will be granted 30 minutes of locating time. Travel time is not included or billable.

Utility Lookout- The City of Lake Worth may request a technician to be onsite for the protection of the City of Lake Worth's Utilities. This will be billed in ¼ hour units. When technician is utility lookout, technician is looking out for water, sewer and electric during lookout. Unit price is for one technician watching one or all three utilities.

END OF PRICING PROPOSAL

EXHIBIT "B"

RFP #16-211

UTILITY LOCATING SERVICES

REGISTRATION FORM

Proposers should complete and return this form to the Financial Services office prior **5:00 P.M. EST, August 24, 2016 in order to receive any addenda(s) issued for this RFP.**

It is the responsibility of the Proposer to ensure its receipt of all addenda.

Name of Company: _____

Contact Person: _____ Title: _____

Street: _____

City: _____ State: _____ Zip: _____

Telephone (_____) _____ Fax (_____) _____

E-Mail Address: _____

Preferred Method of Receipt: Fax E-Mail

EXHIBIT "C"

RFP #16-211

UTILITY LOCATING SERVICES

PROPOSER INFORMATION PAGE

Company Name: _____

Authorized
Signature:

Signature

Print Name

Title:

Physical
Address:

Street

City

State

Zip Code

Telephone:

_____ Fax: _____

Email Address:

Web Site (if applicable):

Federal Identification Number:

This is a requirement of every Proposer.

EXHIBIT "D"

RFP #16-211

UTILITY LOCATING SERVICES

CONFIRMATION OF DRUG-FREE WORKPLACE

In accordance with Section 287.087, Florida Statutes, whenever two or more proposals are equal with respect to price, quality, and service which are received by any political subdivision for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement on behalf of _____, I certify that _____ complies fully with the above requirements.

Authorized Representative's Signature

Date

Name

Position

EXHIBIT "E"

RFP #16-211

UTILITY LOCATING SERVICES

WATER REFERENCES

List below or on an attached sheet similar references per RFP requirements for providing Water Utility locating services. Provide the name, addresses and telephone numbers of organizations, governmental or private, for whom you now are, or have **within the past three (3) years**, provided services. THIS FORM MAY BE COPIED.

REFERENCE #1

Name of Client: _____

Address: _____

Phone No.: (_____) _____ Fax: (_____) _____

Contact Person Name: _____ Title: _____

Description of services: _____

REFERENCE #2

Name of Client: _____

Address: _____

Phone No.: (_____) _____ Fax: (_____) _____

Contact Person Name: _____ Title: _____

Description of services: _____

REFERENCE #3

Name of Client: _____

Address: _____

Phone No.: (_____) _____ Fax: (_____) _____

Contact Person Name: _____ Title: _____

Description of services: _____

EXHIBIT "E"

RFP #16-211

UTILITY LOCATING SERVICES

ELECTRIC REFERENCES

List below or on an attached sheet similar references per RFP requirements for providing Electric Utility locating services. Provide the name, addresses and telephone numbers of organizations, governmental or private, for whom you now are, or have **within the past three (3) years**, provided services. THIS FORM MAY BE COPIED.

REFERENCE #1

Name of Client: _____

Address: _____

Phone No.: (_____) _____ Fax: (_____) _____

Contact Person Name: _____ Title: _____

Description of services: _____

REFERENCE #2

Name of Client: _____

Address: _____

Phone No.: (_____) _____ Fax: (_____) _____

Contact Person Name: _____ Title: _____

Description of services: _____

REFERENCE #3

Name of Client: _____

Address: _____

Phone No.: (_____) _____ Fax: (_____) _____

Contact Person Name: _____ Title: _____

Description of services: _____

EXHIBIT "G"

RFP #16-211

UTILITY LOCATING SERVICES

LOCATE TICKET VOLUME

Ticket Volume by Service Area

Year to Date 2014

Service Area Name	Code	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
City of Lake Worth Electric Department	LW1136	274	433	441	623	408	413	403	320	230	288	222	293	4348
City of Lake Worth Utilities Sewer	LW1438	285	450	440	610	407	400	388	340	261	285	243	283	4392
City of Lake Worth Utilities Water	CLW792	300	464	443	618	426	416	401	356	263	354	413	439	4893
Totals		859	1347	1324	1851	1241	1229	1192	1016	754	927	878	1015	13633

Ticket Volume by Service Area

Year to Date 2015

Service Area Name	Code	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Totals
City of Lake Worth Electric Department	LW1136	244	219	226	328	475	474	458	349	326	324	222	286	3931
City of Lake Worth Utilities Sewer	LW1438	241	199	218	332	476	458	451	350	327	311	222	299	3884
City of Lake Worth Utilities Water	CLW792	422	257	273	339	492	471	463	364	340	303	230	312	4266
Totals		907	675	717	999	1443	1403	1372	1063	993	938	674	897	12081

In 2015, 204 of the Tickets were Emergency

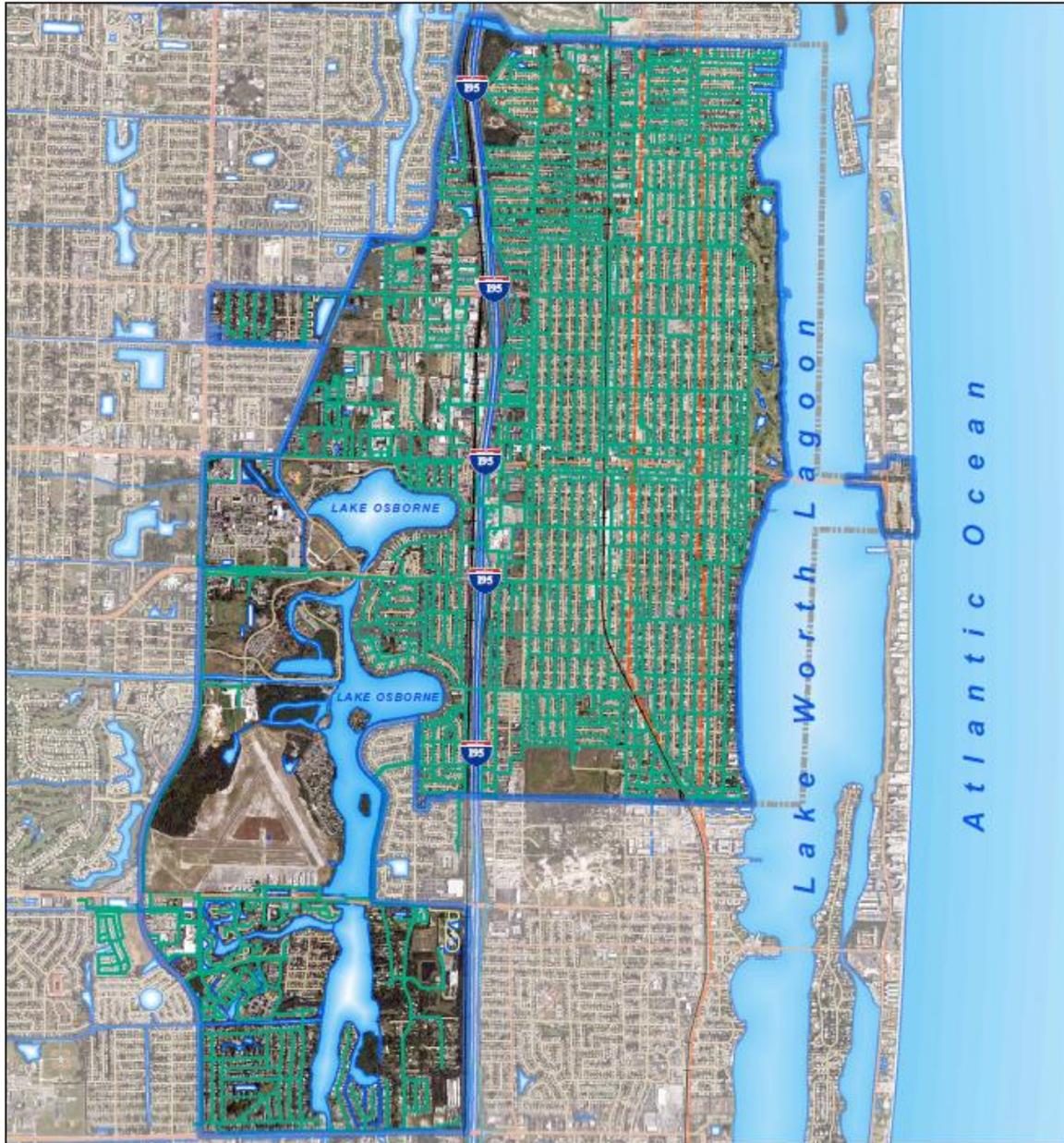
EXHIBIT "H"

**RFP #16-211
UTILITY LOCATING SERVICES
WATER SERVICE AREA**



City of Lake Worth
The Art of Florida Living

Potable Water Service Area



Map Legend



Potable Service Area

Water Mains

Municipal Boundary

0 0.25 0.5 1 Miles



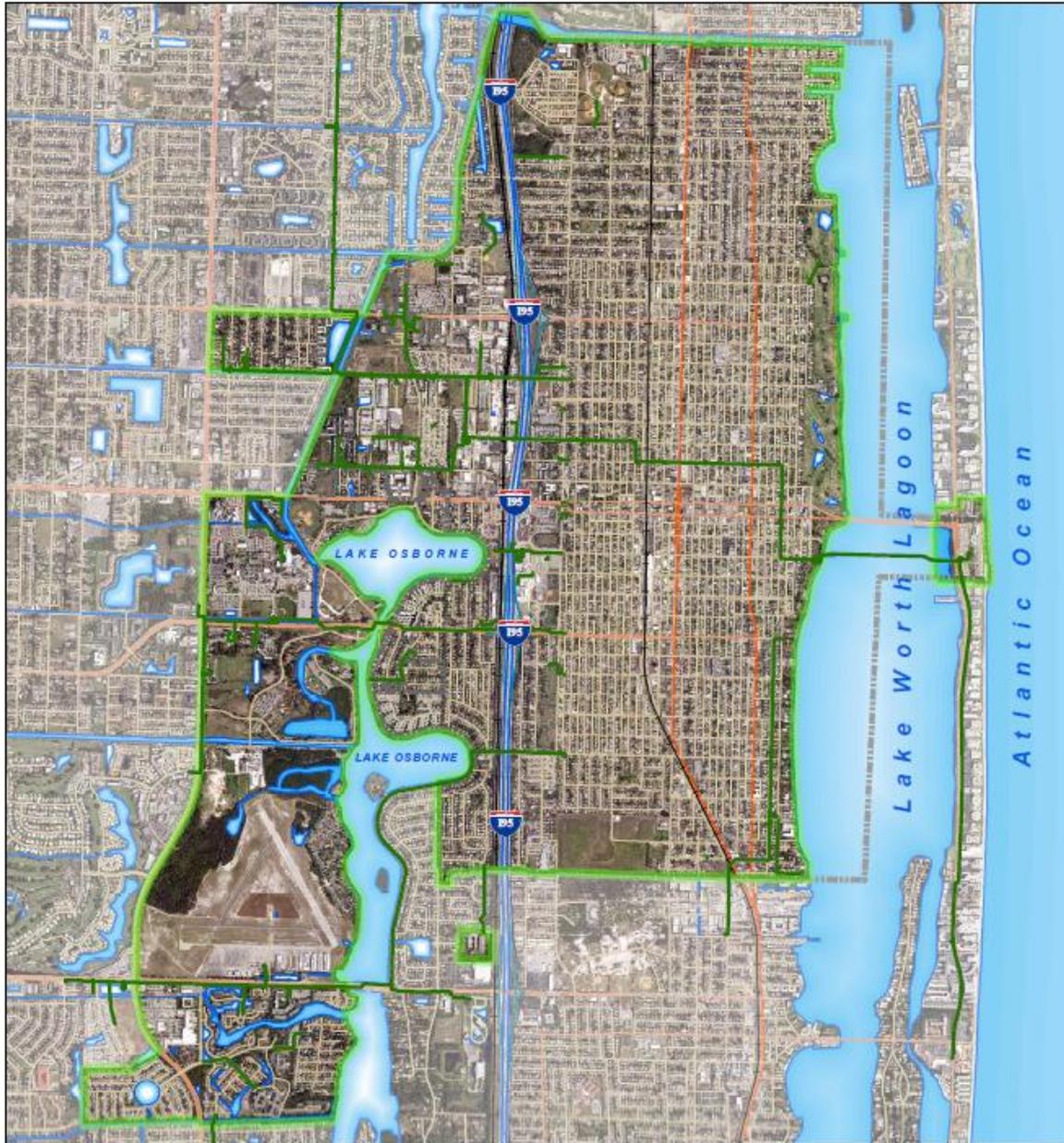
EXHIBIT "H"

**RFP #16-211
UTILITY LOCATING SERVICES
SANITARY SEWER SERVICE AREA**

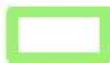


City of Lake Worth
The Art of Florida Living

Sanitary Sewer Service Area



Map Legend

-  Sanitary Service Area
-  Sewer Force Mains
-  Municipal Boundary

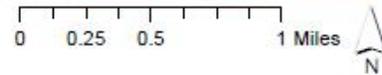


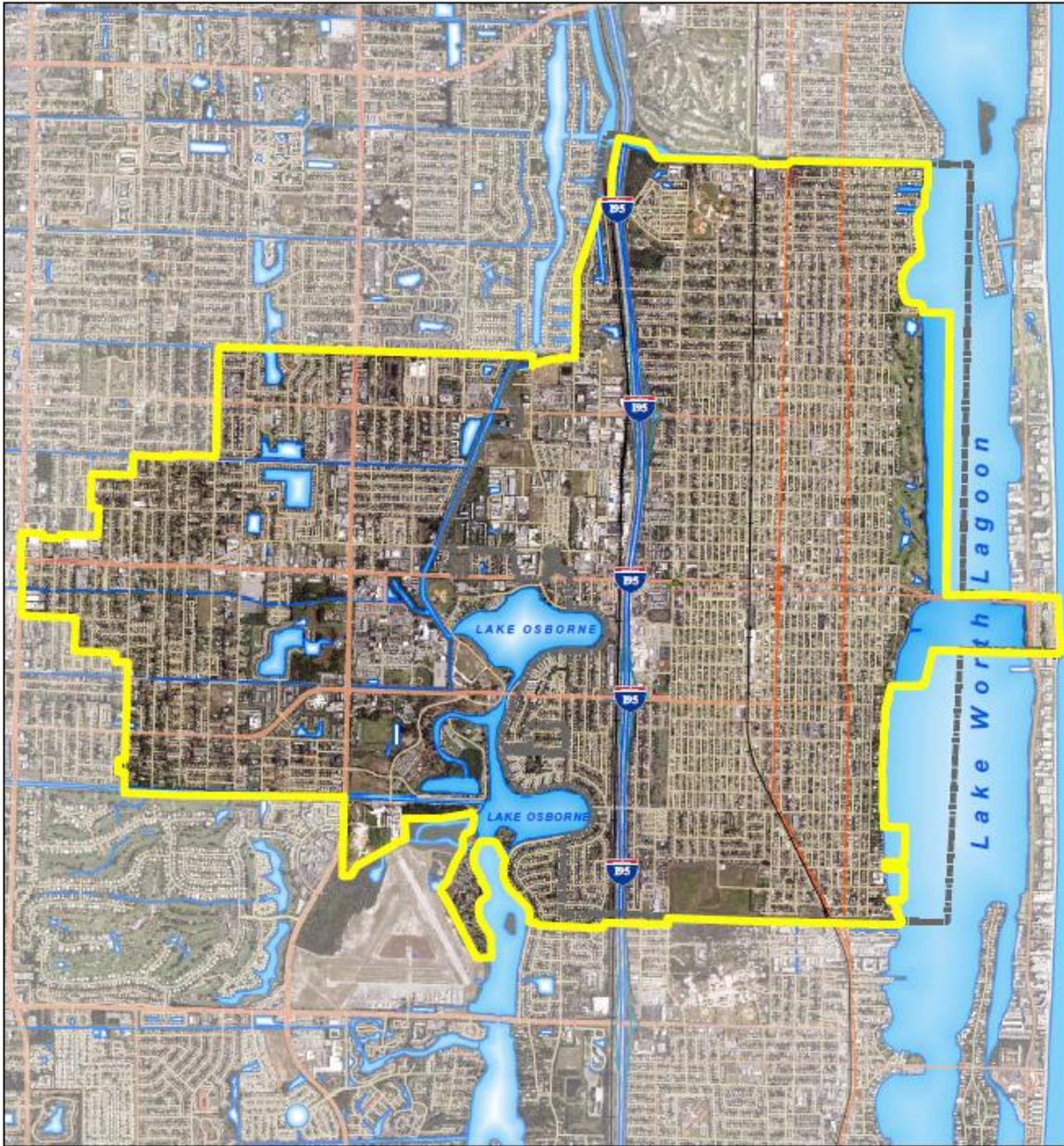
EXHIBIT "H"

**RFP #16-211
UTILITY LOCATING SERVICES
ELECTRIC SERVICE AREA**



City of Lake Worth
The Art of Florida Living

Electric Service Area



Map Legend



Electric Service Area



Municipal Boundary

