

**COLUMBIA COUNTY, FLORIDA  
BOARD OF COUNTY COMMISSIONERS**

**INVITATION TO BID  
2025-W  
GENERATOR MAINTENANCE SERVICES**

The Board of County Commissioners (County) will receive sealed bids in the office of Commissioners, 135 NE Hernando Avenue, Suite 203, Lake City, FL 32055, until **2:00 PM** local time on **Thursday, November 13, 2025**, for the following:

**Generator Maintenance Services**

To be eligible for consideration, all proposers must be registered in the State of Florida to practice their profession at the time of their bid proposal. Bidders without a complete bid described will be considered improper. The Invitation to Bid information is available online only at: <https://www.columbiacountyfla.com/PurchasingBids.asp>

Submissions will be publicly opened in the Commissioner's Office at **2:00 PM, Thursday, November 13, 2025**, or as soon thereafter as practical. Bidders are responsible for the delivery of submissions. Submissions may be withdrawn at any time prior to the opening. Late bids will not be accepted. Bids delivered in any other format other than specified in this solicitation will not be accepted. Questions regarding this solicitation must be received via email to [ejones@columbiacountyfla.com](mailto:ejones@columbiacountyfla.com) no later than **Thursday, November 6, 2025** at **5:00 PM** local time. Responses to those questions considered material to the solicitation shall be distributed via formal addenda.

Columbia County welcomes your bid in response to this solicitation. Bids must be prepared in accordance with the instructions herein. The County reserves the right to waive any formalities, to reject any or all bids or to re-advertise for bids for these services. The County may withdraw all or part of this solicitation at any time to protect the interests of the County. All Bidders are asked to be thorough yet concise in their response. Failure to provide the bid in the manner prescribed herein may be grounds for disqualification.

Only one bid set will be furnished with each company or corporation interested in bidding. The one complete bid set is to be submitted in a sealed envelope. Bidders shall indicate Bid Number, Project Title, and the name and address of the firm submitting the bid on the outside of the envelope.

**All Bidders are advised that under Chapter 119, Florida Statutes, all bids are deemed a public record and open to the public as provided for in said statutes.**

## **SECTION I. GENERAL INSTRUCTIONS**

These instructions will bind bidders and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.

1. The following criteria are used in determining low responsible bidder:
  - A. The ability, capacity and skill of bidder to perform required service.
  - B. Whether the bidder can perform service promptly or within specified time.
  - C. The determined character, integrity, reputation, judgment, experience and efficiency of bidder.
  - D. The performance of previous contracts with Columbia County or entities similar to Columbia County.
  - E. The suitability of equipment or material for County use.
  - F. The ability of bidder to provide future maintenance.
2. Payment Terms are net thirty (30) unless otherwise specified. Favorable terms, discounts, may be offered and will be considered in determining low bids if they are deemed by Purchasing Department to be advantageous to the County.
3. All bids should be tabulated, totaled and checked for accuracy. Where applicable, the provided unit price will prevail in case of discrepancies or other errors.
4. All requested information shall be included in the envelope. All desired information must be included for your bid to receive full consideration.
5. If anything on the bid request is not clear, you should contact the Purchasing Officer immediately.
6. A bidders list is available at the Purchasing Office.
7. Quote all prices F.O.B. our warehouse or as specified in bid documents.
8. Each proposal shall be clearly marked on the outside of the envelope including Fed Ex, UPS or other delivery service envelopes, as a sealed bid. The name of the item being bid shall be shown on the outside in full.
9. The County shall not be liable for any bid opened prematurely if that bid was not sealed in a properly marked envelope.
10. If only one (1) bid is received, the bid may be rejected and re-advertised or accepted if determined to be in the counties best interest.
11. Bids received late will not be accepted. It is the bidder's sole responsibility to ensure proposals are timely delivered and received before the deadline.
12. Telephone and facsimile bids will not be accepted under any circumstances. Should a timely delivered bid be misplaced by the County but later found before ranking occurs, the

bid will be considered. A bidder may request a receipt showing the day and time a bid envelope is delivered to the appropriate office of the County.

13. Bids requiring bid bonds will not be accepted if bond is not enclosed. Cash or certified check will be accepted in lieu of bond except on construction projects with a project budget exceeding \$40,000.
14. Upon request of the Purchasing Office or County Manager, a bidder must provide proof that the bidder has the requisite organization, capital, plant, stock, ability, and experience to perform the contract contemplated by the Request for Proposals/Qualifications or Invitation to Bid.
15. Any alterations, erasures, additions, or omissions of required information or any changes to specifications or bidding schedule are done at the risk of the bidder. Any bid will be rejected that has a substantial variation, that is; a variation that affects price, quantity, and quality or delivery date (when delivery is required by a specific time).
16. When requested, samples will be furnished to the County free of expense, properly marked for identification and accompanied by a list where there is more than one (1) sample. The County reserves the right to mutilate or destroy any sample submitted whenever it may be to the best interest of the County to do so for the purpose of testing.
17. The County will reject any material, supplies or equipment that did not meet the specifications, even though the bidder lists the trade names or names of such material on the bid or price quotation form.
18. The unauthorized use of patented articles is done entirely at the risk of the successful bidder.
19. The ESTIMATED QUANTITY given in the specifications or advertisements is for the purpose of bidding only. The County may purchase more or less than the estimated quantity and the vendor must not assume that such estimated quantity is part of the contract.
20. Only the latest model equipment as evidenced by the manufacture's current published literature will be considered. Obsolete models of equipment not in production will not be acceptable. The equipment shall be composed of new parts and materials. Any unit containing used parts or having seen any service other than the necessary tests will be rejected. In addition to the equipment specifically called for in the specification, all equipment catalogued by the manufacturer as standard or required by the State of Florida shall be furnished with the equipment. Where required by the State of Florida Motor Vehicle Code, vehicles shall be inspected and bear the latest inspection sticker of the Florida Department of Revenue.
21. The successful bidder on motor vehicle equipment shall be required to furnish with delivery of vehicle, certificate of origin and any other appropriate documentation as required by the Florida Motor Vehicle Department.
22. Prospective bidders are required to examine the location of the proposed work or delivery

and determine, in their own way, the difficulties, which are likely to be encountered in the prosecution of the same.

23. All materials, equipment and supplies shall be subject to rigid inspection, under the immediate supervision of the Purchasing Department, its designee and /or the department to which they are delivered. If defective material, equipment, or supplies are discovered, the contractor, upon being instructed by the Purchasing Department or designee, shall remove, or make good such material, equipment, or supplies without extra compensation. It is expressly understood and agreed that the inspection of materials by the County will in no way lessen the responsibility of the Contractor release him from his obligation to perform and deliver to the County sound and satisfactory materials, equipment, or supplies. The Contractor agrees to pay the costs of all tests upon defective material, equipment, or supplies or allow the costs to be deducted from any monies due him from the County.
24. Unless otherwise specified by the Purchasing Department all materials, supplies, or equipment quoted herein must be delivered within thirty (30) days from the day of notification or exceptions noted on bid sheets.
25. A contract will not be awarded to any corporation, firm, or individual who is, from any cause, in arrears to the County or who has failed in former contracts with the County to perform work satisfactorily, either to the character of the work, the fulfillment or guarantee, or the time consumed in completing the work.
26. Reasonable grounds for supposing that any bidder is interested in more than one proposal for the same item will be considered sufficient cause for rejection of all proposals in which he is interested.
27. Submitting a proposal when the bidder intends to sublet the contract may be a cause for rejection of bids or cancellation of the contract by the County Manager.
28. Unless otherwise specified, the County reserves the right to award each items separately or on a lump sum basis whichever is in the best interest of the County.
29. The County reserves the right to reject any quotations or specifications and the right to waive minor discrepancies as to all bidders equally, when such rejection or waiver is deemed to be in the best interest of the County. For unit priced items, the County may elect to purchase part, all, or none of the materials, supplies, or equipment specified in a bid.
30. The bidder or the bidder's authorized representative or agent must sign the bid in the space provided. Unsigned bids will be rejected. Signature must be "wet" signatures in ink. Typewritten or printed signatures will not be accepted.
31. Any bidder may withdraw his/her bid at any time before the time set for the opening of the bids.
32. It is mutually understood and agreed that if at any time the Purchasing Department or designee shall be of the opinion that the contract or any part thereof is unnecessarily delayed or that the rate of progress or delivery is unsatisfactory, or that the contractor is

willfully violating any of the conditions or covenants of the agreement, or executing the same in bad faith, the Purchasing Department or his/her designee shall have the power to notify the contractor of the nature of the complaint. Notification shall constitute delivery of notice, or letter to address given in the proposal. If after three (3) working days of notification the conditions are not corrected to the satisfaction of the Purchasing Officer, he shall have the power to take whatever action necessary to complete the work or delivery and the expense shall be deducted from any paid by the County out of such monies as may become due to the said contractor. In case such expense shall exceed the last said sum, then and in that event, the bondsman or the contractor, his/her executors, administrators, successors, or assigns, shall pay the amounts of such excess to the County on notice made by the Purchasing Department or his/her designee of the excess due.

33. If the bidder proposes to furnish any item of foreign make or product, he shall write "foreign" together with the name of the originating country opposite such item on a proposal.
34. Any complaint from bidders relative to the invitation to bid or attached specifications shall be made prior to the time of opening bids; otherwise, the bidder waives any such complaint.
35. Contracts may be cancelled by the County with or without cause on thirty- (30) days advance written notice.
36. All contractors submitting bids for road projects in excess of \$250,000 must be pre-qualified with the Florida Department of Transportation and shall provide proof of such qualification.
37. Any bidder affected adversely by an intended decision with respect to the award of any bid, shall file with the Purchasing Department for Columbia County, a written notice of intent to file a protest not later than seventy-two (72) hours (excluding Saturdays, Sundays and legal holidays), after the posting of the bid tabulation. Protest procedures may be obtained in the Purchasing Department.
38. A person or affiliate who has been placed on the convicted vendor's list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to Columbia County, may not submit a bid on a contract with Columbia County for the construction or repair of a public building or public work, may not submit bids on leases of real property to Columbia County, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with Columbia County, and may not transact business with Columbia County for a period of 36 months from the date of being placed on the convicted vendor list.
39. Vendor/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;
  - A. All persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and
  - B. All persons, including subcontractors, assigned by the Vendor/Contractor to

perform work pursuant to the contract with the County.

40. Contractor shall register on line at <https://www.columbiacountyfla.com/PurchasingBids.asp> for this specific project. All addendums are delivered via email through this website, and it is the contractor's responsibility to ensure all addendums are used in the bid submittal.

**BID NO. 2025-W**  
**GENERATOR MAINTENANCE SERVICES**

**PURPOSE**

Columbia County is soliciting bids to provide maintenance, repair services, inspections, and emergency repairs on emergency and backup generators at various locations within the County. The County reserves the right to have any generator repaired by others. This action will not waive or void any of the terms and conditions of the Agreement.

**TERM**

The award will result in a three-year Agreement with the County reserving the right and option to extend the Agreement for an additional two (2) periods of twelve (12) months each upon written approval. The Agreement is subject to immediate termination if the repairs or inspections are not completed within the time frame specified.

All Contractors must be licensed to do business in the State of Florida, must have a minimum of ten (10) years' experience in generator maintenance, service and repair. Must be a manufacturer's authorized repair facility for one or more of the manufacturers listed. Must be authorized to perform warranty repairs. Must have certified Electrical Generator Systems Technicians, or factory trained technicians with specific certification in standby generator sets and automatic transfer switches by any of the manufacturers listed.

**SCOPE OF WORK**

The Contractor shall provide preventative maintenance services for testing and inspection of Columbia County's emergency and backup generators upon the following schedule beginning with an ANNUAL for Major Maintenance, followed by Minor Maintenance at QUARTERLY and may have two locations for MONTHLY located at various locations within Columbia County. In addition, the Contractor may also be required provide routine and emergency repairs to the same set of generators when requested by designated Columbia County Representatives in a reliable and timely manner, to ensure the proper functioning of the equipment. On site response and evaluation must commence within 24 hours of notification.

Generator maintenance is imperative to ensuring our critical equipment and systems that are vital for maintaining safety of Columbia County citizens, employees, and daily operations. This is especially true before, during, and after any emergency conditions including, but not limited to, hurricanes, floods, and other such natural or catastrophic events.

**1. MAJOR PREVENTATIVE MAINTENANCE SCHEDULE - ALL EQUIPMENT:**

The following thirteen (13) tasks are specific requirements for each Columbia County emergency generator. All replacement parts shall meet the guidelines established in this scope of work. All

manufacturers' warranties shall be extended. The following tasks must be addressed and documented (as listed in 7. Records) with numbers, specific condition(s) of part(s), liquid levels, and samples for each task, reflecting discrepancies that need to be addressed for overall safety, and/or operational use.

**Preventative Maintenance:** The Contractor shall provide to the County a written schedule for Preventative Maintenance (PM) of the equipment within ten (10) working days of being awarded this bid. The Contractor will begin work upon receiving the County's approval on the proposed PM schedule. The County requires at least five (5) calendar days' notice for all changes to the proposed schedule. The Contractor will notify the County when any tests being performed require the County to be present.

#### TASK 1 - FUEL SYSTEM

- (a) Inspection shall meet or exceed requirements for equipment by manufacturer or National Fire Protection Agency (NFPA) levels 1 and 2.
- (b) Main tank level - Check level and record.
- (c) Solenoid valve operation - Verify electrical operation as well as the transfer of fuel.
- (d) Water in system - Utilizing water paste for diesel systems, dip tanks.
- (e) Condition of piping, vents - Inspect condition of all fuel piping and vents.
- (f) Condition of hoses - Inspect all fuel connections for tightness, condition and all hoses for pliability and overall condition.
- (g) Fuel Filter(s) - Replace all engine mounted fuel filters with new OEM or equivalent only.
- (h) Fuel Sample - Test condition of fuel specifically: cetane, water & algae.

#### TASK 2 - LUBRICATION SYSTEM

- (a) Oil Sample - Obtain sample prior to replacing oil. Mail sample to an authorized independent laboratory for analysis. Sample to include a minimal of the following requirements to determine condition of engine; viscosity, total solids, total base number, oxidation, fuel dilution, and antifreeze.
- (b) Oil - Replace crankcase engine oil using new oil as recommended by the manufacturer.
- (c) Filter(s) - Replace all engine mounted filters with new OEM or equivalent only.
- (d) Level - Verify oil level is at appropriate level as indicated by the dip stick located on the engine.
- (e) Crankcase Breather - Remove, inspect, and clean.

#### TASK 3 - COOLING SYSTEM

- (a) Antifreeze protection level - Test protection level of coolant and document.
- (b) Inhibitor level - Test level of inhibitor in coolant system and document.
- (c) PH Level - Test PH level of coolant system and record.

- (d) Radiator Exterior Condition - Inspect deterioration of cores and contamination build up.
- (e) Fan & Alternator Belt(s) - Inspect condition and adjust as necessary.
- (f) Water Pump - Visually inspect for leaks and condition.
- (g) Hoses, clamps & connections - Inspect condition and pliability. Tighten all hose clamps.
- (h) Jacket Water Heater - Verify operation of heater and thermostat.
- (i) Coolant Filters - Replace all engine-mounted filters with new OEM or equivalent only.
- (j) Visually inspect level inside radiator, heat exchanger, and or recovery bottle.

#### TASK 4 - EXHAUST SYSTEM

- (a) Silencer, piping, flex, inspect for cracks and excessive corrosion.
- (b) Inspect exhaust flapper for proper operation.
- (c) Drain Cap - Verify free movement.
- (d) Insulation & Fire Hazards - Inspect and document.
- (e) Hangers and Supports - Inspect and check hardware for tightness.
- (f) Excessive Back Pressure - Check engine backpressure, under load, to compare to OEM specs.

#### TASK 5 - INTAKE SYSTEM

- (a) Air Filter - Inspect and replace as necessary.
- (b) Hoses, clamps, & connections - Inspect condition and pliability. Tighten all hose clamps.

#### TASK 6 - BATTERY & CHARGING SYSTEM

- (a) Electrolyte Level - Check level IAW battery manufacturer. Add distilled water as needed.
- (b) Specific Gravity - Test specific gravity and document the lowest and highest reading.
- (c) Terminal & Connections - Remove terminals and treat for corrosion, torque accordingly.
- (d) Cables - Visually inspect condition.
- (e) Load Test - Perform load test utilizing battery manufacturer approved procedures and record battery age and size.
- (t) Battery Charger Float - Verify operation and document.
- (g) Battery Charger Equalize - Verify operation and document.

#### TASK 7 - PRIME MOVER

- (a) Wiring Harness & Connections - Inspect all engine wiring.
- (b) Mounting Hardware - Check and tighten.
- (c) Vibration Damper- Inspect hardware and components.
- (d) Ignition - Inspect cap, condenser, points, rotor and spark plugs; clean and recalibrate as needed.

- (e) Governor and Carburetor Linkages - Inspect for freedom of movement and grease as necessary.
- (t) Change Oil in governor as applicable.
- (g) Document hours listed on engine run time.

#### TASK 8 – SYSTEMS OPERATION

- (a) Place control switch to manual, record time to start.
- (b) Unusual noise or vibration. Record if applicable.
- (c) Leaks - Fuel, coolant, oil, exhaust - Inspect and correct if any are loose due to connections or corrosion.
- (d) Exhaust opacity & wet stacking - Inspect and record.
- (e) Oil Pressure Gauge - Record initial and warm, warm after 5 minutes continuous run.
- (f) Coolant Temp Gauge - Record initial and warm. Warm same as previous.
- (g) Battery Charging AMP/DC meter – Record.
- (h) Safety Shutdowns - Test and verify the operation of all shutdowns.
- (i) Pre-Safety Shutdowns - Test and verify the operation of all shutdowns.
- (j) Remote Annunciator/Control Panel Lights and Operations
- (k) AC Voltage - Record no load and loaded.
- (l) Amperage - Record A-ph B-ph C-ph
- (m) Hertz - Record no load and loaded - Potentiometer working properly.

#### TASK 9 - GENERATOR

- (a) Brushes, commutator, slip rings - Check wear condition and polish as necessary
- (b) Diodes/surge-suppressor/isolators - Inspect proper mounting, tightness, and remove grease build up with dielectric spray.
- (c) Rotor, stator, exciter field & armature - Inspect windings, connections and hardware.
- (d) Bearings - Inspect for overheating and grease as necessary.
- (e) Hardware Mounts, Flex Plates, Covers - Verify proper torque based on hardware grade, or SAE.
- (f) Leads - Output, stator, fields, sensing, CT's - Inspect insulation and connections.
- (g) Voltage Regulator, breaker, fuses - Inspect all mounting hardware and OHM across components.
- (h) Controller wiring & component connections - Check all wiring inside control panel and components.
- (i) Control panel-enclosure, mounts - Inspect conditions of control panel and mounts.
- (j) Megger Test to check insulation on wires in the main stator, main field, exciter armature and exciter field.

#### TASK 10 - GENERATOR ENCLOSURES

- (a) Document exterior condition of finish, hinges, keyways and hardware to include corrosion; correct as needed.
- (b) Clean the exterior roof and all sides of the generator to remove mold, dirt

wasp nest and the like.

TASK 11- AVTRON RESISTIVE LOAD BANK TEST - The following items are to be checked during the annual (4) four-hour load bank test. Each unit will be load banked up to 100% of nameplate KW, but no less than 93% of nameplate rating. Vendor will coordinate day and time for load bank test with the County's Representative.

- (a) Perform a load bank test for a total of 240 minutes uninterrupted at full load. A minimum of 15 minutes of warm up period shall be performed at 50% load prior to the four-hour test.
- (b) All load bank cables are UL Listed, for outdoor use.
- (c) Separate ground rods shall be temporarily established if an equipment safety ground is not adequate.
- (d) If the unit has to be shut off due to a performance issue, payment shall be prorated based on contract price and time into test. Repair or performance issue shall then be addressed and the test rescheduled.
- (e) The following are the minimum accepted items to be recorded every 15 minutes from the start of the test.
  - a. ACV Ph 1&2: Record voltage, make minor adjustments as necessary.
  - b. ACV Ph 2&3: Record voltage, make minor adjustments as necessary.
  - c. ACV Ph 3& 1: Record voltage, make minor adjustments as necessary.
  - d. AC Amps/1: Record.
  - e. AC Amps/2: Record.
  - f. AC Amps/3: Record.
  - g. Hertz: Record hertz and make minor adjustments to correct as necessary.
  - h. KW: Record.
  - i. Oil Pressure: Record and inform what the published OEM specifications are.
  - j. Water Temperature: Record and inform what the published OEM specifications are.
  - k. Battery Charger/Alternator: Record and inform what the published OEM specifications are.
  - l. Exhaust Opacity: No darker than No. 1 on Ringlemann Chart or 20% for more than 10 seconds.
  - m. Exhaust Back Pressure: Record and inform what the published OEM specifications are.
  - n. Exhaust Temp: Record exhaust temperature using calibrated infrared laser device at exhaust outlet point prior to exhaust flex. Record and inform published OEM specifications.
  - o. Radiator Temp: Record outlet & inlet temperatures using calibrated infrared laser.
  - p. Vibration: Record any abnormal vibration; any excessive vibration that identified shall be cause for termination of the test.
  - q. Unusual Noise: Record any unusual noise; any unusual noise that cannot be identified shall be cause for termination of the test.

r. Ambient Temp: Record.

TASK 12 - AUTOMATIC TRANSFER SWITCHES - Generators permanently connected to structure(s) supplied with emergency power shall include testing of the transfer switches. Emergency generators must exercise regularly and will utilize the building(s) transfer switches to provide the needed exercise. These transfer switches shall be set for automatic start and stop every Thursday, for 30-minute duration, then automatic stop.

Additional requirements are as follows:

- (a) Normal Voltage Monitor - Check for proper pick up and drop out, record results.
- (b) Emergency Voltage Monitor - Check for proper pick up and drop out, record results.
- (c) Time Delay to Start - Verify operation and record time delay.
- (d) Time Delay to Emergency - Verify operation and record time delay.
- (e) Time Delay to Normal - Verify operation and record time delay.
- (f) Delay Neutral or In-Phase Monitor - Verify operation.
- (g) Status Indicator Lamps - Verify operation and replace as required.
- (h) Exerciser - Verify operation and record day, time and length of exercise.

TASK 13 - FUEL TANK RUPTURE TEST ON REQUIRED LOCATIONS.

## 2. MINOR PREVENTATIVE MAINTENANCE SCHEDULE FOR ALL EQUIPMENT:

The following ten (10) Tasks are the scope of work to accomplish a **Minor Testing and Inspection** to be performed on all generators. **This Minor Testing and Inspection shall be performed as per the Generator Maintenance Frequency listing (annually, quarterly or monthly).** All manufacturers' warranties will be extended including labor when applicable. The following Tasks must address and document with numbers, specific condition(s) of part(s), liquid levels, samples and the like in each Task, recording negative issues that will need to be addressed for overall safety, and/or operational use.

TASK 1 - FUEL SYSTEM

- (a) Main tank level - Check level and record.
- (b) Day tank level - Check level and record.
- (c) Transfer pump and control operation - Test controls and float assemblies.
- (d) Solenoid valve operation - Verify electrical operation as well as the transfer of fuel.
- (e) Water in system - Utilizing water paste in diesel systems, dip main tank/day tank/sub- base tank.
- (f) Condition of piping, vents - Inspect condition of all fuel piping and vents.
- (g) Condition of hoses - Inspect fuel connections for tightness, condition of hoses for pliability and overall condition.

TASK 2 - LUBRICATION SYSTEM

- (a) Level-Verify oil level is at appropriate level as indicated by dipstick located on engine.
- (b) Crankcase breather- Remove, inspect and clean.

### TASK 3 - COOLING SYSTEM

- (a) Level - Inspect level inside radiator, heat exchanger or recovery bottle.
- (b) Antifreeze protection level - Test protection level of coolant and document.
- (c) Inhibitor level - Test level of inhibitor in coolant system and document.
- (d) PH level - Test PH level of coolant system and record.
- (e) Radiator exterior condition - Inspect for deterioration of cores & contamination build up.
- (f) Fan & alternator belt(s) - Inspect condition and adjust as needed.
- (g) Water Pump - Inspect for leaks and condition.
- (h) Hoses, clamps & connections - Inspect condition and pliability, tighten all hose clamps.
- (i) Jacket Water Heater - Verify operation of heater and thermostat.

### TASK 4 - EXHAUST SYSTEM

- (a) Silencer, piping, flex - Inspect for cracks and excessive corrosion.
- (b) Rain Cap - Verify free movement.
- (c) Insulation and fire hazards - Inspect and document.
- (d) Hangers and Supports - Inspect and check hardware for tightness.

### TASK 5-INTAKE SYSTEM

- (a) Air Filter - Inspect and replace as necessary.
- (b) Hoses, clamps, and connections - Inspect condition/pliability and tighten all hose clamps.

### TASK 6 - BATTERY AND CHARGING SYSTEM

- (a) Electrolyte level - Check level to be IAW battery manufacturer. Add distilled water as needed.
- (b) Specific gravity - Test specific gravity and document the lowest and highest reading.
- (c) Terminal and connections - Remove terminals and treat for corrosion, torque accordingly.
- (d) Cables - Inspect condition.
- (e) Load Test - Perform load test utilizing battery manufacturer procedures. Record results and battery age.
- (t) Battery charger float - Verify operation and document.
- (g) Battery charger - Verify operation and document.

### TASK 7 - PRIME MOVER

- (a) Wiring harness and connections - Inspect engine wiring.
- (b) Mounting hardware - Check and tighten.

- (c) Vibration Damper - Inspect hardware components.
- (d) Governor and Carburetor Linkages - Inspect for freedom of movement and grease as necessary.

#### TASK 8 - SYSTEMS OPERATIONS

- (a) Place control switch to manual, record time to start.
- (b) Unusual noise or vibration - Record if applicable.
- (c) Leaks - Fuel, coolant, oil, exhaust - Visually inspect and correct if any leaks are due to looseness of connections.
- (d) Exhaust opacity and wet stacking- Visually inspect and record.
- (e) Oil pressure gauge - Record initial: warm: warm = 5 minutes.
- (t) Coolant temp gauge - Record initial: warm: warm = 5 minutes.
- (g) Battery charging Amp/DC meter - Record.
- (h) Safety shutdowns - Test and verify the operation of all shutdowns.
- (i) Pre-safety shutdowns - Test and verify the operation of all pre-safety shutdowns.
- (j) Remote Annunciator - Test and verify the operation of all items.
- (k) AC Voltage - Record no load and loaded.
- (l) Amperage - Record A-ph B-ph C-ph.
- (m) Hertz - Record no load and loaded.

#### TASK 9-GENERATOR

- (a) Hardware mounts flex plats, covers - Verify proper torque based on hardware SAE grade.
- (b) Leads: output, stator, fields, sensing, CT's - Inspect insulation and connections pole/fuse, record accordingly.
- (c) Controller wiring and component connections - Check all wiring inside control panel and components.
- (d) Control panel enclosure, mounts - Inspect condition of control panel and mounts.

#### TASK 10 - CLEANING OF GENERATORS

- (a) Document exterior condition of finish, corrosion, hinges, hardware and keyways.
- (b) Clean the roof and all sides of generators to remove mold, dirt, wasp nests, and the like.

List of generators is provided, and services shall include the following:

### **3. REPAIR SERVICES:**

- (a.) The Contractor shall repair all generators in accordance with the manufacturer's technical data including tolerances, calibrations, specifications, and Industry Standards.

- (b.) All replacement parts or materials shall be specific manufacturers' replacement parts for each respective generator being serviced and/or shall be new, Other Equipment Manufacturers equivalent.
- (c.) All work shall conform to the latest NEMA Standards, NFPA Sections 70 and 110, National Electric Codes (NEC) NFPA (sec 30, 37, 70, 99, and 110 (this includes fuel storage), UL 2200 (142), and all State and Local building/electric codes.
- (d.) The Contractor shall properly dispose of used/contaminated lubricant and filters. The Contractor shall provide to the County upon request, a copy of a standard form of transportation manifest showing that all used/contaminated lubricants and filters are being properly handled and disposed of.
- (e.) After any routine preventative maintenance or emergency repairs the Contractor shall provide to the County a detailed list of any corrective actions taken and any additional repairs that are recommended.

#### 4. ESTIMATES OF REPAIRS:

- (a.) The Contractor shall inspect and evaluate each piece of equipment within 72 hours of notification. If the total cost of repairs exceeds 50% of the replacement cost of the equipment, the Contractor shall 1) notify the County by phone or with a written memorandum to follow as confirmation within 10 hours from the pickup by the Contractor, 2) delivery to the Contractor's facility by the County, or (3) review at the County's facility by the Contractor. The County shall make the decision and notify the Contractor whether or not to proceed with the repairs. If the County decides not to proceed with repairs, the Contractor, upon request by the County, shall either return the equipment to the County's facility within 48 hours or dispose of the equipment as directed by County staff.
- (b.) All cost overruns from the original repair estimate given by the Contractor to the County shall be absorbed by the Contractor unless waived by the County.
- (c.) All costs incurred by the County for the third and subsequent rework cycles will be charged to the Contractor.
- (d.) If the various equipment is found to repeatedly require rework after having been previously repaired, the Agreement is subject to termination by the County.
- (e.) If the Contractor is unable to repair and return equipment back to service within the time requirements specified herein, a "loaner" piece of equipment

shall be provided at no additional cost to the County.

#### 5. PICKUP AND DELIVERY:

- (a.) The Contractor shall provide free pickup and delivery of all equipment to be repaired at the Contractor's facility. If it is not feasible to transport the equipment to the Contractor's facility, then at the County's discretion, repairs shall be performed at the specified County Facility.
- (b.) The Contractor shall pick up equipment for repair within 24 hours from receiving verbal notification by the County.

#### 6. SCHEDULES FOR REPAIRS:

- (a.) Specific schedules must be adhered to, for different types of repairs such as routine, major, and emergency repairs. The Contractor shall be liable for secondary, incidental, or consequential damage of any nature resulting from any work performed under the resulting agreement. Both parties agree that time is of the essence in the performance of this agreement.
- (b.) Routine Repairs: When designated by the County, repairs shall be completed within five (5) working days from pickup by the Contractor or upon commencement of work if performed on site.
- (c.) Major Repairs: The Contractor shall commence major repairs on equipment within ten (10) hours from the pickup by the Contractor. A firm commitment for completion date must also be given by the Contractor, which shall not exceed ten (10) working days from the date of pickup or commencement of work on site if repairs are to be on site at the County.
- (d.) Emergency Repairs:
  - (1) Contractor shall maintain at least one (1) 24 hour, toll free, emergency telephone number in the event of generator failures.
  - (2) The Contractor must commence with emergency repairs within two (2) hours from written or phone notification by County Staff.
    - a. If an emergency repair cannot be completed within four (4) hours of arrival onsite by the Contractor, a portable unit shall be supplied and connected by the Contractor, with approval from the County. All temporary portable units shall be fully operational and of equitable service capability. Temporary portable units must be placed at the designated location within one (1) hour of the end of the four (4) hour emergency repair time frame. All costs associated with the hook up, disconnect,

delivery, pick up, and rental charges of temporary portable units shall be included in the rental rates for the temporary portable unit and shall be the responsibility of the County based on the Schedule of Rental rates.

- a. If the Contractor fails to commence with emergency repairs within two (2) hours from written or phone notification by County Staff, the Contractor shall, in place of actual damages, pay to the Government liquidated damages of \$ 100.00 per offense of delay.
  - b. If the Contractor fails to repair the emergency generator within four (4) hours of arrival onsite and does not supply and connect a portable unit without pre-written consent from the County, the Contractor shall, in place of actual damages, pay to the Government liquidated damages of \$ 100.00 per offense of delay.
  - c. (b) If the Government terminates this contract in whole or in part under the Default-Fixed-Price Supply and Service clause, the Contractor is liable for liquidated damages accruing until the Government reasonably obtains delivery or performance of similar supplies or services. These liquidated damages are in addition to excess costs of repurchase under the Termination clause.
  - d. (c) The Contractor will not be charged with liquidated damages when the delay in delivery or performance is beyond the control and without the fault or negligence of the Contractor as defined in the Default-Fixed-Price Supply and Service clause in this contract.
- (3) Emergency repairs shall be completed within 48 hours contingent on the availability of parts. Should repairs take longer than anticipated, it is the Contractor's responsibility to notify the County before the end of the next day.
- (4) The Contractor shall provide emergency repair services either in the field, at a County Facility, or at the Contractor's Facility 24 hours a day, seven (7) days a week, including holidays when requested by the County.

## 7. RECORDS:

- (a.) A copy of all records shall be submitted to the County upon completion of each preventative maintenance cycle.
- b.) Each Columbia County generator tested and inspected shall be identified by: manufacturer, model, serial number, County ID number, and address for identification purposes.

## 8. USE OF COUNTY PREMISES:

- (a.) During the progress of the work specified herein, the Contractor shall keep the premises free from accumulation of waste materials, and other debris resulting from the work.
- (b.) At the completion of the work, the Contractor shall remove all waste materials, and debris from, and around the premises as well as all tools, equipment and surplus materials, and leave the site clean and ready for occupancy by the County.

#### **ADDITONAL SERVICES AND FEES**

If the County and/or Contractor identifies any additional services to be provided by Contractor that are not covered under the Agreement but are beneficial to the County, such additional services shall be mutually negotiated between the County and the Contractor. The County reserves the right to add and delete generators as needed.

#### **INVOICE / PAYMENT**

Contractor shall invoice after each repair or service is performed. Contractor's parts receipt shall be included with invoice for verification of mark-up cost. All payments will be made in accordance with the Local Government Prompt Payment Act; no later than 45 days from receipt of proper invoice.

Bid No. 2025-W Generator Maintenance

	<b>Location</b>	<b>KW</b>	<b>Type</b>	<b>Fuel Type</b>	<b>Column A Minor Maintenance Inspection Price per Schedule</b>	<b>Column B Annual Maintenance Inspection Price per Item</b>	<b>Column C (Total of A +B) Total Yearly Inspection Cost per Item</b>
1.	F.S. #40 Fairgrounds	15	Generac	LP	Quarterly		
2.	F.S. #41 Deep Creek	25	Generac/Guardian	LP	Quarterly		
3.	F.S. #42 Suwannee Valley	29	Cum Onan	LP	Quarterly		
4.	F.S. #43 West Columbia	29	Cum Onan	LP	Quarterly		
5.	F.S. #44 Columbia City	12	Generac/Guardian	LP	Quarterly		
6.	F.S. #45 Ellisville	29	Cum Onan	LP	Quarterly		
7.	F.S. #46 Ft. White	25	Generac/Guardian	LP	Quarterly		
8.	F.S. #48 Race Track Rd.	80	Cum Onan	LP	Quarterly		
9.	F.S. #51 Lake Jeffery	24	Generac	NG	Quarterly		
10.	Courthouse	125	Cum Onan	D	Quarterly		
11.	CCDC (Jail)	200	Caterpillar	D	Quarterly		
12.	911/EOC	100	Cum Onan	D	Monthly		
13.	Sheriff's Office	200	Cum Onan	D	Quarterly		
14.	Emerg. Mgmt. Portable #1	37	Perkins	D	Quarterly		
15.	Emerg. Mgmt. Portable #2	37	Perkins	D	Quarterly		
16.	Emerg. Mgmt. Portable #3	125	Caterpillar	D	Monthly		
17.	Watertown Portable	60	MEP	D	Quarterly		
18.	Winfield Landfill	40	(Gen/Cat) Olympian	D	Quarterly		
19.	Ellisville WTP	200	Cum Onan	D	Quarterly		
20.	Ellisville WWTP	60	Cum Onan	D	Quarterly		
21.	Franklin Street Tower	50	(Gen/Cat) Olympian	D	Quarterly		
22.	Cumorah Hill Tower	60	Kohler	D	Quarterly		
23.	Public Works	80	Baldor	D	Quarterly		
24.	Borrow Pit	35	Cum Onan	D	Quarterly		
25.	Deep Creek Tower	40	Cum Onan	D	Quarterly		
26.	Deep Creek Center	24	Generac	LP	Quarterly		
27.	EOC Tower	35	Cum Onan	D	Quarterly		
28.	Bethlehem Center	24	Generac	LP	Quarterly		
29.	Richardson Center	150	Generac	NG	Quarterly		

Bid No. 2025-W Generator Maintenance

	Location	KW	TYPE	Fuel Type	Column A	Column B	Column C
30.	CCSO Sheriff's Office Tower	35	Cum Onan	D	Quarterly		
31.	Lulu Tower	35	Cum Onan	D	Quarterly		
32.	Benton Tower	35	Cum Onan	D	Quarterly		
33.	New Detention Building	130	Generac	NG	Quarterly		
34.	Ft. White WTP	150	Generac	D	Quarterly		

Total for Column C: \$ \_\_\_\_\_

Total above written in words: \_\_\_\_\_

Bid award based on total of Column C above.

**EMERGENCY MAINTENANCE/REPAIR SERVICES:**

1. Shop Labor Rate Per Hour – Repairs \$ \_\_\_\_\_
2. Field Labor Rate Per Hour – Repairs \$ \_\_\_\_\_
3. Overtime Labor Rate Per Hr – Repairs \$ \_\_\_\_\_
4. Emergency Labor Rate Per Hour \$ \_\_\_\_\_
5. Parts Mark-up % (Not to exceed 10%) \_\_\_\_\_%
6. Replacement Generator Rental Rates \$ \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE (Signature)** \_\_\_\_\_

## VENDOR INFORMATION AND SIGNATURE FORM

Vendor Name	
Trade License (If applicable)	
Contact Person(s)	
Street Address with City, State and Zip Code	
Mailing Address (If different from Above)	
Phone Number	
Fax Number	
E-Mail	
Proposer will do the work as	<input type="checkbox"/> Individual <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
Date and State of Incorporation	DATE: _____ STATE: _____
Name of partnership or joint venture	

By signing below, the submission shall be deemed a representation and certification by the Proposing Firm that you have investigated all aspects of the solicitation, have read and understand the solicitation, and acknowledge all addenda.

Authorized Signature:
Printed Name of Signer:
Date Signed:
Title of Signatory:

Claiming Local Vendor Preference in accordance with Columbia County Purchasing Policies section 304.6.3 as found on <https://www.columbiacounty.com/Purchasing.asp>

YES \_\_\_\_\_ NO \_\_\_\_\_

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT**

1. The Contractors and subcontractors hereby agree to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.

2. The Contractor agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: \_\_\_\_\_

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

Firm: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_



Dated this \_\_\_\_\_ day of \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Signed by: \_\_\_\_\_

Print Name: \_\_\_\_\_

Being duly sworn deposes and says that the information herein is true and sufficiently complete so as not to be misleading.

The foregoing instrument was executed before me this day \_\_\_\_ of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_ as of \_\_\_\_\_, who personally swore or affirmed that he/she is authorized to execute this document and thereby bind the Corporation, and who is personally known to me **OR** has produced \_\_\_\_\_ as identification.

(stamp)

\_\_\_\_\_  
NOTARY PUBLIC, State of \_\_\_\_\_

## Public Entity Crimes Statement

SWORN STATEMENT UNDER SECTION 287.133(3) (a), FLORIDA STATUTES: 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 with Proposal, ITN, or Contract Number
2. This sworn statement is submitted by \_\_\_\_\_  
[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: \_\_\_\_\_)
3. My name is \_\_\_\_\_ and my relationship to the above is \_\_\_\_\_  
[Please print name of individual signing]
4. I understand that a "public entity crime" as defined in section 287. 1 33(l)(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 in Florida or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or an agency or political subdivision and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in section 287.133(1) (b), Florida Statutes, means a finding of guilt or 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.
6. I understand that "affiliate" as defined in section 287.133(1) (a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or
  - b. 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 a public entity crime in Florida during the preceding thirty-six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in section 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 the legal power to enter into a binding contract and which bids/proposals or applies to bids/proposals on contracts for the provision of goods or 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.

8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. **[Please indicate which statement applies].**

\_\_\_ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who is active in the management of the entity, nor any affiliate of the entity have been 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 the 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, AND **[Please indicate which additional statement applies].**

\_\_\_ There has been a proceeding concerning the conviction before a judge or hearing officer of the State of Florida, Division of Administrative Hearings, or a court of law having proper jurisdiction. The final order entered by the hearing officer or judge did not place the person or affiliate on the convicted Contractor list. **[Please attach a copy of the final order.]**

\_\_\_ The person or affiliate was placed on the convicted Contractor list. There has been a subsequent proceeding before a court of law having proper jurisdiction or a judge or hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the judge or hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted Contractor list. **[Please attach a copy of the final order.]**

\_\_\_ The person or affiliate has not been placed on any convicted vendor list. [Please describe any action taken by or pending with the State of Florida, Department of Management Services.]

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in Attachment "C", Public Entity Crimes, is truthful and correct at the time of submission.

\_\_\_\_\_  
AFFIANT

\_\_\_\_\_  
Typed Name of AFFIANT

\_\_\_\_\_  
Title

STATE OF \_\_\_\_\_

County OF \_\_\_\_\_

The foregoing instrument was executed before me this day \_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_, by \_\_\_\_\_ as of \_\_\_\_\_, who personally swore or affirmed that he/she is authorized to execute this document and thereby bind the Corporation, and who is personally known to me **OR** has produced \_\_\_\_\_ as identification.

(stamp)

NOTARY PUBLIC, State of \_\_\_\_\_

## **Drug-Free Workplace Certification**

The drug-free certification form below must be signed and returned with the solicitation response.

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' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid/proposal a copy of the statement specified in the first paragraph .
4. In the statement specified in the first paragraph, notify the employees that, as a condition of working on the commodities or contractual services that are under bid/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, Florida Statutes, or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) Days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of the foregoing provisions.

By the signature(s) below, I/we, the undersigned, as authorized signatory to commit the firm, certify that the information as provided in this Drug-Free Workplace Certification, is truthful and correct at the time of submission.

\_\_\_\_\_  
AFFIANT

\_\_\_\_\_  
Typed Name of AFFIANT

\_\_\_\_\_  
Title

STATE OF .....

County OF .....

The foregoing instrument was executed before me this day \_\_\_\_ of \_\_\_\_\_  
20\_\_, by \_\_\_\_\_ as \_\_\_\_\_ of  
\_\_\_\_\_, who personally swore or affirmed that  
he/she is authorized to execute this document and thereby bind the Corporation, and who is  
personally known to me **OR** has produced \_\_\_\_\_ as identification.

(stamp)

NOTARY PUBLIC, State of \_\_\_\_\_

## Conflict of Interest Statement

STATE OF \_\_\_\_\_

County OF \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_ who was duly sworn, deposes, and states:

I am the \_\_\_\_\_ of \_\_\_\_\_ with a local office  
(Insert Title) (Insert Company Name)  
in \_\_\_\_\_ and principal office in \_\_\_\_\_. Said entity is submitting this proposal/offer to

1. The AFFIANT has made diligent inquiry and provided the information in this statement affidavit based upon its full knowledge.
2. The AFFIANT states that only one submittal for this solicitation has been submitted and tendered by the appropriate date and time and that said above stated entity has no financial interest in other entities submitting a proposal for the work contemplated hereby.
3. Neither the AFFIANT nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion or collusive activity, or otherwise taken any action which in any way restricts or restrains the competitive nature of this solicitation, including but not limited to the prior discussion of terms, conditions, pricing, or other offer parameters required by this solicitation.
4. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise prohibited from participation in this solicitation or any contract to follow thereafter by any government entity.
5. Neither the entity nor its affiliates, nor anyone associated with them, have any potential conflict of interest because and due to any other clients, contracts, or property interests in this solicitation or the resulting project.
6. I hereby also certify that no member of the entity's ownership or management or staff has a vested interest in any County Office or Department.
7. I certify that no member of the entity's ownership or management is presently applying, actively seeking, or has been selected for an elected position within Columbia County government.
8. In the event that a conflict of interest is identified in the provision of services, I, the undersigned will immediately notify the County in writing.

\_\_\_\_\_  
AFFIANT

\_\_\_\_\_  
Typed Name of AFFIANT

\_\_\_\_\_  
Title

STATE OF \_\_\_\_\_

County OF \_\_\_\_\_

The foregoing instrument was executed before me this day \_\_\_\_ of \_\_\_\_\_ of  
20\_\_, by \_\_\_\_\_ as \_\_\_\_\_ of  
\_\_\_\_\_, who personally swore or affirmed that  
he/she is authorized to execute this document and thereby bind the Corporation, and who is  
personally known to me OR has produced \_\_\_\_\_ as identification.

(stamp).

NOTARY PUBLIC, State of \_\_\_\_\_

# HUMAN TRAFFICKING AFFIDAVIT

Affiant swears under pain and penalty of perjury that the company or entity does not use coercion for labor or services as defined by Florida Statute § 787.06 which is hereby incorporated by reference.

\_\_\_\_\_  
(Company or Entity Name)

**Affiant who is an Officer/Authorized Representative of Company or Entity:**

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

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Date)

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ )

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_ by \_\_\_\_\_, by means of physical presence and \_\_\_\_\_ who is personally known to me or \_\_\_\_\_ has produced \_\_\_\_\_ as identification.

(NOTARY STAMP)

\_\_\_\_\_  
Notary Public

# Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

<b>Print or type.</b>	<b>See Specific Instructions on page 3.</b>	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p><b>2</b> Business name/disregarded entity name, if different from above</p> <hr/> <p><b>3</b> Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC      <input type="checkbox"/> C Corporation      <input type="checkbox"/> S Corporation      <input type="checkbox"/> Partnership      <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p style="font-size: small;">(Applies to accounts maintained outside the U.S.)</p>
		<p><b>5</b> Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p><b>6</b> City, state, and ZIP code</p> <hr/> <p><b>7</b> List account number(s) here (optional)</p> <hr/>	<p>Requester's name and address (optional)</p> <hr/>

## Part I Taxpayer Identification Number (TIN)

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

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>											
				-			-				
<b>or</b>											
<b>Employer identification number</b>											
				-							

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

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

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or “doing business as” (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity’s name as shown on the entity’s tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a “disregarded entity.” See Regulations section 301.7701-2(c)(2)(iii). Enter the owner’s name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner’s name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity’s name on line 2, “Business name/disregarded entity name.” If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys’ fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

### Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

### Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.**

You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.**

You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.**

You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

\*Note: The grantor also must provide a Form W-9 to trustee of trust.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

## **AGREEMENT**

**THIS AGREEMENT** (“Agreement” or “Contract”) made this \_\_\_\_\_ day of \_\_\_\_\_, 2025 by and between \_\_\_\_\_, a(n) \_\_\_\_\_, with whose principle address is \_\_\_\_\_, hereinafter called “Contractor”, and **COLUMBIA COUNTY, FLORIDA**, a political subdivision of the State of Florida, with its mailing address at Post Office Box 1529 Lake City, Florida 32056-1529, hereinafter called “County”.

### **WITNESSETH:**

**WHEREAS**, the County solicited bids for the provision of certain services to the County with accompanying instructions for the submission of bids under Bid No. 2025-W “Generator Maintenance”; and

**WHEREAS**, the Contractor was determined as the most qualified responsive bidder to that solicitation for bids, and was selected as the prevailing bidder by the County on \_\_\_\_\_; and

**WHEREAS**, the County and the Contractor desire to enter into an agreement for the provision of services by the Contractor to the County and the terms of payment by the County to the Contractor with other terms and conditions that shall govern the subject matter of this Contract;

**NOW, THEREFORE**, in consideration of the covenants and agreements hereinafter set forth, the parties agree as follows:

#### **I. RECITALS INCORPORATED**

The above recitals are true and correct and are incorporated here by reference.

The Contractor shall provide generator materials and labor as set forth in the bid documents for Bid No. 2025-W, which are attached hereto and made a part hereof as is fully set forth herein.

#### **II. FEES FOR PRODUCTS**

The Contractor shall be compensated in accordance with the Bid Form submitted by the Contractor for Bid No. 2025-W.

#### **III. PERMITS AND INSURANCE**

Prior to commencement pursuant to this Agreement, the Contractor shall provide the County copies of all current and applicable licenses and permits together with all insurance documents set forth in the bid documents.

#### **IV. INVOICING AND PAYMENT**

The County shall make payment of all approved invoices to the Contractor in accordance with the Local Government Prompt Payment Act, Fla. Stat. section 218.70 et seq.

#### **V. CONTRACT TERM AND LIQUIDATED DAMAGES**

The term of this agreement shall be effective beginning the date executed by both parties.

Subject to approval at the sole discretion of the County's Board of Commissioners, this Agreement may renew for up to two (2) successive one (1) year terms, for a total of five (5) years. Up to ninety (90) days but not fewer than thirty (30) days prior to the end of the initial term of this Agreement, Contractor may notify the County of Contractor's desire not to renew this Agreement, such that on the last day of that term this Agreement shall terminate and no renewal shall occur. This provision shall not be construed in any manner to require either party to renew this Agreement.

If the Contractor fails to commence with emergency repairs within two (2) hours from written or phone notification by County Staff, the Contractor shall, in place of actual damages, pay to the Government liquidated damages of \$ 100.00 per offense of delay.

If the Contractor fails to repair the emergency generator within four (4) hours of arrival onsite and does not supply and connect a portable unit without pre-written consent from the County, the Contractor shall, in place of actual damages, pay to the Government liquidated damages of \$ 100.00 per offense of delay.

If the Government terminates this contract in whole or in part under the Default-Fixed-Price Supply and Service clause, the Contractor is liable for liquidated damages accruing until the Government reasonably obtains delivery or performance of similar supplies or services. These liquidated damages are in addition to excess costs of repurchase under the Termination clause.

The Contractor will not be charged with liquidated damages when the delay in delivery or performance is beyond the control and without the fault or negligence of the Contractor as defined in the Default-Fixed-Price Supply and Service clause in this contract.

## VI. INDEMNITY

Contractor (as indemnitor) shall indemnify, save and hold County, its officers and employees, agents, successors, and assign(as indemnitee) harmless from and against and in respect of any act, judgement, claim, domain, suit, proceeding, expenses, orders, action, loss, damage, cost, charge, interest, fine, penalty, liability, reasonable attorney and expert fees, and related obligations (collectively, the "claims") arising from or related to any action, neglect or omission of Contractor in its performance under the Agreement, whether direct or indirect including but not limited to, liabilities, obligations, responsibilities, remedial actions, losses, damages, punitive damages, consequential damages to third parties, treble damages, costs and expenses, fines, penalties, sanctions, interest levied and other charges levied by other federal, state and local government agencies on County by reasons of Contractor's direct or indirect actions. This indemnity will survive and remain in force after the expiration or termination of the Agreement and is unlimited; provided, however that the indemnity is not intended to cover claims against County arising out of County's own negligence or intentional misconduct. Nothing herein shall be interpreted by the parties or any third party that County waives its sovereign immunity otherwise provided by law. For purposes of this section, the term County shall include County, officers, and its employees.

## VII. INTEGRATION

This written instrument and the attachments to which reference is made constitute the entire Agreement between the County and the Contractor. All prior and contemporaneous agreements and understandings, whether oral or written, are without effect in the construction of any provision if they alter or otherwise vary any term or condition set forth in this instrument.

#### VIII. RIGHT TO REQUIRE PERFORMANCE

The failure of the County at any time to require performance by the Contractor of any provision of this Agreement shall in no way affect the right of the County thereafter to enforce such provision. Nor shall waiver by the County of any material breach of any terms of this Agreement be taken or held to be a waiver of any subsequent material breach of such term or as a waiver of any provision of this Agreement.

#### IX. AMENDMENT

This Agreement may be altered, amended, or repealed only by a written instrument signed by authorized representatives of the parties.

#### X. LAW TO GOVERN AND VENUE

The laws of the State of Florida shall govern the validity, construction, interpretation, and effect of this Agreement. The state courts situated within Columbia County, Florida, shall be the exclusive venue for any legal proceeding concerning this Agreement.

#### XI. ASSIGNMENT

The Contractor shall not assign any portion of the agreement for services to be rendered hereunder without written consent first obtained from the County and any assignment made contrary to the provisions of this section may be deemed a default of the Agreement and shall not convey any rights to the assignee. Any change in Contractor's ownership shall, for purposes of the Agreement, be considered a form of assignment. The County shall not unreasonably withhold its approval of a requested change in ownership, so long as the transferee is of known financial and business integrity for the undertaking and can conclusively demonstrate the ability to perform all terms and conditions and obligations of this agreement.

#### XII. PRODUCT ENDORSEMENT/ADVERTISING

Contractor shall not use the name of the County for the endorsement of any commercial products or services or Contractor's logo or brand name without the expressed written permission of the County. This shall not prevent Contractor from informing third parties of Contractor's contract with County and naming County as a business reference for Contractor.

#### XIII. WARRANTY REGARDING CONSIDERATION AND PROCUREMENT

Contractor warrants that it has not employed or retained any company or person other than a bona fide employee working solely for the Contractor to procure or solicit any agreement under this procurement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts, or other consideration contingent upon or resulting from this procurement. Further, Contractor represents that its pricing has been independently

arrived at without collusion. It has not knowingly influenced and promises that it will not knowingly influence a County employee or former County employee to breach any ethical standards. It has not violated, and is not violating, and promises that it will not violate the prohibition against gratuities and kickbacks. Violation of this warranty shall constitute default of this Agreement.

#### XIV. RELATIONSHIP OF THE PARTIES

Contractor is an independent contractor. Nothing in the Agreement shall be construed to create a relationship of employer and employee or principal and agent, partnership, joint venture, or any other relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the provisions of the Agreement. Nothing in the Agreement shall create any right or remedies in any third party, it being solely for the benefit of the County and the Contractor.

#### XV. AGREEMENT TO PAY ATTORNEY'S FEES AND EXPENSES

In the event either party should default under any of the provisions of this agreement and the other party should employ attorneys or incur other expenses for the collection of amounts due or the enforcement of performance or observance of any obligation or agreement on the part of either party, the prevailing party shall recover from the other party the reasonable fee for such attorneys and such other reasonable expenses and costs so incurred.

#### XVI. BINDING EFFECT

This agreement shall ensure the benefit of and shall be binding upon the parties and their respective successors and permitted assigns.

#### XVII. SEVERABILITY

In the event that any provision of this Agreement shall, for any reason, be determined to be invalid, illegal, or unenforceable in any respect, the parties hereto shall negotiate in good faith and agree to such amendments, modifications, or supplements of or to this agreement or such other appropriate actions as shall, to the maximum extent practicable in light of such determination, implement and give effect to the intentions of the parties as reflected herein, and the other provisions of this agreement shall as so amended, modified, supplemented, or otherwise affected by such action, remain in full force and effect.

#### XVIII. PUBLIC RECORDS

The parties acknowledge County is a political subdivision of the State of Florida and is required to comply with the Public Record Act of the State of Florida, Chapter 119, Florida Statutes, and all other public entity provision required of the County as a political subdivision of the State of Florida as provided by the Constitution and laws of the State of Florida. Contractor will maintain original or copies of its records regarding or arising out of this agreement for a minimum of five (5) years after the termination of this agreement, and shall make such records reasonably available to the County upon request.

**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 COUNTY'S CUSTODIAN OF PUBLIC RECORDS: P.O. Box 1529, Lake City,**

**Florida 32056-1529, (386) 752-1326, bccadmin@columbiacountyfla.com.**

**XIX. ADDITIONAL CONVENANTS**

Contractor hereby agrees that it will not bring an action in any court or other forum seeking to void, nullify, terminate or set aside this Agreement on the grounds that the Agreement does not comply with the laws of Florida, including the Constitution of the State of Florida as revised in 1968 and subsequently amended (the "Constitution"). For clarification, the parties agree that the foregoing is not an acknowledgement by either party that this agreement does not comply with the laws of the State of Florida, including the Constitution, and that the foregoing statement does not amend, modify or limit the parties' respective representations herein. Notwithstanding anything in this Agreement to the contrary, neither party will be liable to the other party for any indirect, incidental, loss of profits, punitive, exemplary, special or consequential damages of any kind whatsoever arising out of or relating to this Agreement to the extent and in the event a court of competent jurisdiction should declare all or any material portion of this Agreement contrary to law or otherwise invalid.

**XX. SURVIVAL OF REPRESENTATIONS AND WARRANTIES**

All representations, warranties and indemnities, and the covenants and agreements to be performed subsequent to the execution hereof by the parties contained in this Agreement, or in any document delivered in contemplation hereof shall survive the execution of this agreement and the termination, either voluntarily or involuntarily, of this Agreement.

**XXI. BID DOCUMENTS INCORPORATED**

This Agreement, to the extent applicable, shall include the terms, conditions, scope of work, and specifications of County's Bid No. 2025-W. However, the foregoing agreement shall govern and take precedence in the event of any conflict between the foregoing agreement and the bid documents.

**XXII. PERFORMANCE IN CASE OF SUBSEQUENT AWARD TO THIRD PARTY**

Should Contractor fail to prevail in a future procurement cycle, Contractor shall provide all services required in and under this Agreement until the ending date of this Agreement or any agreed extension of this Agreement. To ensure continued performance fully consistent with the requirements of this Agreement through any such period, the Contractor shall continue all operations and support services at the same level of effort and performance as were in effect prior to the award of the subsequent agreement to a competing organization, and shall fully cooperate with the County in providing non-proprietary data and information which will assist in an orderly transition of the service to the new contractor. Contractor shall make no changes in methods of operation which could reasonably be considered to be aimed at cutting Contractor's service and operating cost to maximize profits during the final stages of the Agreement. However, County recognizes that if a competing organization should prevail in a future procurement cycle, Contractor may reasonably begin to prepare for transition of service to the new Contractor. County shall not unreasonably withhold its approval of Contractor's request to begin an orderly transition process, including reasonable plans to relocate staff, scale down certain inventory items, etc., as long as such transition activity does not impair Contractor's performance during this period.

**IN WITNESS WHEREOF**, the parties hereto have affixed their hands and seals the day and year first above written.

Signed, sealed and delivered in the presence of:

**Contractor:**

\_\_\_\_\_  
Witness

\_\_\_\_\_  
By:

\_\_\_\_\_  
Print or type name

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print or type name

State of Florida  
County of Columbia

The foregoing instrument was acknowledged before me this \_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by \_\_\_\_\_ who is personally known to me or who provided \_\_\_\_\_ as identification.

**(NOTARIAL SEAL)**

\_\_\_\_\_  
Notary Public, State of Florida

\_\_\_\_\_  
(Print or Type Name)  
My Commission Expires:

**BOARD OF COUNTY COMMISSIONERS  
COLUMBIA COUNTY, FLORIDA**

\_\_\_\_\_  
By: Chairman

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

ATTEST: \_\_\_\_\_  
James M. Swisher, Clerk of Court

(Seal)

Approved as to form:

\_\_\_\_\_  
Joel F. Foreman, County Attorney