



**Water Utilities Department  
Engineering**

P.O. Box 16097  
West Palm Beach, FL 33416-6097  
(561) 493-6000  
Fax: (561) 493-6113  
www.pbcwater.com



**Palm Beach County  
Board of County  
Commissioners**

Shelley Vana, Mayor  
Mary Lou Berger, Vice Mayor  
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Steven L. Abrams  
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Priscilla A. Taylor

**County Administrator**

Robert Weisman

"An Equal Opportunity  
Affirmative Action Employer"

January 2, 2015

Mr. Daniel Duke, President  
Hinterland Group, Inc.  
5401 North Haverhill Road, Suite 114  
West Palm Beach, FL 33407

Reference: Lift Station Rehabilitation Continuing Construction Contract  
Project No. WUD 14-047

You are hereby notified that your Bid dated **October 29, 2014**, for the above Contract has been considered and you are the apparent low bidder.

The Contract Price for the Contract is six million seven hundred ninety seven thousand five hundred and zero cents (\$6,797,500.00).

Attached for your further processing are (4) copies of each of the Contract Documents:


You must comply with the following conditions precedent within ten (10) working days of the date of this notification.

1. You must deliver to the OWNER four (4) fully executed counterparts of the Contract including all the Contract Documents. Each of the Contract Documents must bear your original signature on the cover page of each set of Contract Documents.
2. You must deliver with the executed Contract the Public Construction Bond and Form of Guarantee as specified in the Instructions to Bidders (paragraph 5.2.4) and General Conditions (Article 17) together with Power of Attorney for use by the Board of County Commissioners of Palm Beach County, Florida, to insert the date of execution of the Public Construction Bond, Form of Guarantee and Contract.
3. A Certificate of Insurance evidencing insurance coverage with limits not less than those indicated in the General Conditions (Article 18) and covering the insured operations in the State of Florida.

Failure to comply with these conditions within the time specified will entitle the OWNER to consider your Bid abandoned and to declare your Bid Security forfeited.

If this contract is approved by the Board of County Commissioners within ninety (90) days after you comply with these conditions, the Owner will return to you one (1) fully signed counterpart of the Contract with the contract documents attached.

Respectfully,

  
Victor M. Gutierrez, P.E.  
Professional Engineer  
Engineering Division

Attachment: Contract Documents Guidelines

c: Jim Stiles, P.E.  
Maurice Tobon, P.E.  
Henry Melendez, P.E.  
Craig C. Williams  
Becky Salinas  
Patricia Wilhelm, SBE-M/WBE

# PALM BEACH COUNTY WATER UTILITIES DEPARTMENT

## CONTRACT DOCUMENTS GUIDELINES PROJECT NO. WUD 14-047

### ITEMS TO BE COMPLETED BY THE CONTRACTOR:

1. **Page CONTRACT-1**, Fill in Corporate name and contract amount.

**Page CONTRACT-2**, Have the appropriate corporate officer or owner sign and attest the contract.

#### **DO NOT DATE the Contract.**

Provide signed copies of the resolution of Corporate Board of Directors (Corporate Resolution) authorizing the officer to sign the Contract (yellow page).

Fill in Public Construction Bond (pages BOND-1 to 3), sign and affix corporate and surety seal.

Fill in Form of Guarantee (page GUARANTEE-1), sign and affix corporate and surety seal.

Attach to each Contract Document the Certificate of Insurance provided by the Insurance Company evidencing insurance coverage as stated in the General Conditions (Article 18).

In addition, the Insurance Certificate must be completed providing the following requirements:

#### **Additional Insured:**

**The Certificate of Insurance must have a statement where The Board of County Commissioners, Palm Beach County, Florida (a political subdivision of the State of Florida) are hereby named as additional insured under the terms of this policy. In addition, Palm Beach County Water Utilities Department, its officers, directors, agents, and employees are hereby named as additional insured under the terms of this policy for Lift Station Rehabilitation Continuing Construction Contract, Project No. WUD 14-047 in the description box. (See page 14 of the General Conditions).**

**CONTRACT DOCUMENTS GUIDELINES**  
**PROJECT NO. WUD 14-047**

**Notice of Cancellation or Changes:**

Thirty (30) days Notification of Cancellation and any material change(s) in coverage shall be provided to the Board of County Commissioners, Palm Beach County.

**Certificate Holder:**

Board of County Commissioners  
Palm Beach County, Florida  
Care of the Palm Beach County  
Water Utilities Department  
P.O. Box 16097  
West Palm Beach, Florida 33416-6097

2. Provide a copy of Notice of Registration status for doing business in the State of Florida as issued by Florida Department of State, Division of Corporations, P.O. Box 6327 Tallahassee, Florida 32314, Tel. 850/487-6937.
3. The Public Construction Bond and the Form of Guarantee should be completed and executed by both the Contractor and their Surety Company. A valid Power of Attorney should be attached to the Bond. **DO NOT DATE any of these documents.**
4. **DO NOT DATE ANY OF THE DOCUMENTS, INCLUDING THE PUBLIC CONSTRUCTION BOND AND THE FORM OF GUARANTEE. They will be dated upon execution by the County.**
5. **THE POWER OF ATTORNEY must be dated.**
6. **The contract documents will be presented to the Board of County Commissioners for award and execution at the same meeting.**
7. After execution of the contract documents by the Board of County Commissioners a pre-construction meeting will be scheduled at which time an executed copy will be provided to you.