

Cut along the outer border and affix this label to your sealed bid envelope to identify it as a “Sealed Bid”. Be sure to include the name of the company submitting the bid where requested.

SEALED BID • DO NOT OPEN

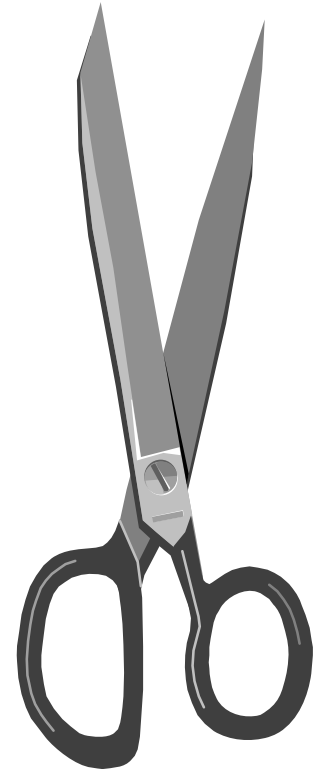
SEALED BID NO.: **078-0251-B (MW)**

BID TITLE: **Services, Bridge Tending at Two Drawbridges**

DUE DATE/TIME: **April 24, 2008 @ 3:00 p.m.**

SUBMITTED BY: _____
(Name of Company)

DELIVER TO: PURCHASING DEPARTMENT
Board of County Commissioners
Annex Building –6th Floor
400 South Fort Harrison Avenue
Clearwater, FL 33756



Please Note:

From time to time, addenda may be issued to this bid. Any such addenda will be posted on the same Web site, www.pinellascounty.org/purchase, from which you obtained this bid. Before submitting your bid/proposal you should check our Web site to download any addenda that may have been issued. Please remember to sign and return addendum acknowledgement form with completed bid package if applicable.

**SUBMIT
BID TO:** Pinellas County Board of County Commissioners
Purchasing Department
400 South Ft. Harrison, Sixth Floor
Clearwater, Florida 33756

INVITATION TO BID

PINELLAS COUNTY
BOARD OF COUNTY COMMISSIONERS

BID TITLE: Services, Bridge Tending at Two Drawbridges

BID NO.: 078-0251-B (MW)

PRE-BID CONFERENCE: NOT APPLICABLE

DATE/TIME:

www.pinellascounty.org



BID SUBMITTAL IS DUE: April 24, 2008 @ 3:00 P.M. AND MAY NOT BE WITHDRAWN FOR 90 DAYS AFTER SUCH DATE AND TIME

ISSUE DATE

DEADLINE FOR WRITTEN QUESTIONS: April 8, 2008 by 3:00 P.M. MUST BE SUBMITTED TO MICHAEL WILSON AT mwwilson@co.pinellas.fl.us

March 21, 2008

PHONE: 727-464-3311 FAX 727/464-3925

COMMISSIONERS

ROBERT B. STEWART - CHAIRMAN
CALVIN D. HARRIS - VICE CHAIRMAN
RONNIE DUNCAN
SUSAN LATVALA
JOHN MORRONI
KAREN WILLIAMS SEEL
KENNETH T. WELCH

THE MISSION OF PINELLAS COUNTY

Pinellas County Government is committed to progressive public policy, superior public service, courteous public contact, judicious exercise of authority and sound management of public resources to meet the needs and concerns of our citizens today and tomorrow.

Joseph Lauro
JOSEPH LAURO
CPPO/CPPB
Director of Purchasing

SECTION A

GENERAL CONDITIONS OF INVITATION TO BID

1. PREPARATION OF BID:

Bid will be prepared in accordance with the following:

- (a) Our enclosed Bid Summary is to be used in submitting your bid.
- (b) All information required by the Bid Summary shall be furnished. The bidder shall print or type his name and manually sign the schedule and each continuation sheet on which an entry is made.
- (c) Unit prices shall be shown and where there is an error in extension of price, the unit price shall govern.
- (d) Alternate bids will not be considered unless authorized by the Invitation to Bid.
- (e) Proposed delivery time must be shown and shall include Sundays and holidays.
- (f) Bidders will not include federal taxes nor State of Florida sales, excise, and use taxes in bid prices, as the County is exempt from payment of such taxes. An exemption certificate will be signed where applicable upon request.
- (g) Bidders shall thoroughly examine the drawings, specifications, schedule, instructions and all other contract documents.
- (h) Bidders shall make all investigations necessary to thoroughly inform themselves regarding plant and facilities for delivery of material and equipment as required by the bid conditions. Plea of ignorance by the bidder of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the bidder to make the necessary examinations and investigations, or failure to fulfill in every detail the requirements of the contract documents, will not be accepted as a basis for varying the requirements of the County or the compensation to the vendor.
- (i) Bidders are advised that all County Contracts are subject to all legal requirements provided for in the Purchasing Ordinance and/or State and Federal Statutes.

SECTION A - GENERAL CONDITIONS - CONTINUED

2. **DESCRIPTION OF SUPPLIES:**

- (a) Any manufacturer's names, trade names, brand name, or catalog numbers used in specifications are for the purpose of describing and establishing general quality levels. SUCH REFERENCES ARE NOT INTENDED TO BE RESTRICTIVE. Bids will be considered for all brands which meet the quality of the specifications listed for any items.
- (b) Bidders are required to state exactly what they intend to furnish, otherwise they shall be required to furnish the items as specified.
- (c) Bidders will submit, with their proposal, data necessary to evaluate and determine the quality of the item(s) they are bidding.

3. **SUBMISSION OF BID:**

- (a) Bids or proposals shall be submitted utilizing recycled paper copied on both sides' wherever possible. Failure to comply could result in the bid or proposal being rejected.
- (b) Bid and changes thereto shall be enclosed in sealed envelopes addressed to the Purchasing Department, Pinellas County. The name and address of the bidder, the date and hour of the bid submittal and the material or service bid on shall be placed on the outside of the envelope.
- (c) Bid must be submitted on the forms furnished. Electronic/facsimile bids will not be considered. The County reserves the right to modify the Bid Proposal by electronic/facsimile notice provided such notice is received prior to the time and date set for the bid submittal.

4. **REJECTION OF BID:**

- (a) The County may reject a bid if:
 - 1. The bidder misstates or conceals any material fact in the bid.
 - 2. The bid does not strictly conform to the law or requirements of bid.
 - 3. The bid is conditional, except that the bidder may qualify his bid for acceptance by the County on an "all or none" basis, or a "low item" basis. An "all or none" basis bid must include all items upon which the bid was invited.
- (b) The County may, however, reject all bids whenever it is deemed in the best interest of the County to do so, and may reject any part of a bid unless the bid has been qualified as provided in 4(a) 3. The County may also waive any minor informalities or irregularities in any bid.

5. **WITHDRAWAL OF BID:**

- (a) Bid may not be withdrawn after the time set for the bid submittal for a period of time as specified.
- (b) Bid may be withdrawn prior to the time set for the bid submittal. Such request must be in writing.

6. **LATE BID OR MODIFICATIONS:**

- (a) Bid and modifications received after the time set for the bid submittal will not be considered. **In addition, late bids will not be accepted, will be rejected and will be returned for any reason.** This upholds the integrity of the bidding process.
- (b) Modifications in writing received prior to the time set for the bid submittal will be accepted.

7. **PUBLIC REVIEW AT BID OPENING: Bids will be opened immediately after the bid submittal date and time (3:00 PM) by the Pinellas County Purchasing Department, 400 South Fort Harrison Avenue, Annex Building, 6th Floor, Clearwater, FL 33756. The public may attend the bid opening, but may not immediately review any bids submitted. The names of respondents and their bids amounts will be read aloud at the time of opening. Pursuant to Florida Statute, Section 119.07(3)(m), all bids submitted shall be subject to review as public records 10 days from opening, or earlier if an intended decision is reached before the ten day period expires.**8. **AWARD OF CONTRACT:**

- (a) The contract will be awarded to the lowest responsive, responsible bidder whose bid, conforming to the Invitation to Bid, is most advantageous to Pinellas County, price and other factors considered. For Invitation to Bid for Sale of Real or Surplus Property, award will be made to the highest and most advantageous bid including price and other factors considered.
- (b) The County reserves the right to accept and award item by item, and/or by group, or in the aggregate, unless the bidder qualifies his bid by specified limitations. Re Par. 4(a) 3.
- (c) If two or more bids received are for the same total amount or unit price, quality and service being equal, the contract shall be awarded to one vendor by drawing lots in public.
- (d) Prices quoted must be FOB Pinellas County with all transportation charges prepaid unless otherwise specified in the Invitation to Bid.
- (e) A written award of acceptance (Purchase Order), mailed or otherwise furnished to the successful bidder, shall result in a binding contract without further action by either party.

SECTION A - GENERAL CONDITIONS - CONTINUED

9. **BIDS FROM RELATED PARTIES OR MULTIPLE BIDS RECEIVED FROM ONE VENDOR:** Where two (2) or more related parties each submit a bid or proposal or multiple bids are received from one (1) vendor, for any contract, such bids or proposals shall be judged non-responsive. Related parties mean bidders or proposers or the principles thereof, which have a direct or indirect ownership interest in another bidder or proposer for the same contract or in which a parent company or the principles thereof of one (1) bidder or proposer have a direct or indirect ownership interest in another bidder or proposer for the same contract.
10. **LOCAL, STATE, AND FEDERAL COMPLIANCE REQUIREMENTS:** The laws of the State of Florida apply to any purchase made under this Invitation to Bid. Bidders shall comply with all local, state, and federal directives, orders and laws including, but not limited to, Equal Employment Opportunity (EEO), Minority Business Enterprise (MBE), and OSHA.
11. **PROVISION FOR OTHER AGENCIES:** Unless otherwise stipulated by the bidder, the bidder agrees to make available to all Government agencies, departments, and municipalities the bid prices submitted in accordance with said bid terms and conditions therein, should any said governmental entity desire to buy under this proposal. Eligible Users shall mean all state of Florida agencies, the legislative and judicial branches, political subdivisions (counties, local district school boards, community colleges, municipalities, or other public agencies or authorities), which may desire to purchase under the terms and conditions of the contract.
12. **COLLUSION:** The bidder, by affixing his signature to this proposal, agrees to the following: "Bidder certifies that his bid is made without previous understanding, agreement, or connection with any person, firm or corporation making a bid for the same item(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action".
13. **CONTRACTOR LICENSE REQUIREMENT:** All contractors performing construction and related work in Pinellas County must comply with our regulatory legislation, Chapter 75-489, Laws of Florida, as amended. Failure to have a competency license in a regulated trade will be cause for rejection of any bid and/or contract award.
14. **BID TABULATION INQUIRIES:** Inquiries relating to the results of this bid, prior to the official bid award by the Pinellas County Board of County Commissioners may be made by visiting the Pinellas County Purchasing Office. Telephone inquiries will be acknowledged after fourteen (14) days from the date of the bid opening. IF A TABULATION OF BIDS IS DESIRED, PLEASE ENCLOSE A SELF-ADDRESSED STAMPED ENVELOPE WHEN SUBMITTING BID PROPOSAL. IF MORE CONVENIENT, TABULATIONS ARE AVAILABLE FOR PICK-UP AFTER FINAL AWARD.
15. **MATERIAL SAFETY DATA SHEETS REQUIREMENTS:** If any chemicals, materials, or products containing toxic substances, in accordance with OSHA Hazardous Communications Standards, are contained in the products purchased by the County as a result of this bid, the successful bidder shall provide a Material Safety Data Sheet at the time of each delivery.
16. **RIGHT TO AUDIT:** Pinellas County reserves the privilege of auditing a vendor's records as such records relate to purchases between Pinellas County and said vendor. Such audit privilege is provided for within the text of the Pinellas County Code §2-156 through §2-176(j). Records should be maintained for three (3) years from the date of final payment.
17. **STATEMENT RELATIVE TO "PUBLIC ENTITY CRIMES":** The contractor is directed to the Florida Public Entity Crime Act, §287.133, Florida Statutes, and the County's requirement that the successful bidder comply with it in all respects prior to and during the term of this contract.
18. **MULTIPLE COPIES:** Unless otherwise specified, responses to an Invitation to Bid or Request for Proposal (RFP) should be submitted in duplicate.

SECTION A - GENERAL CONDITIONS - CONTINUED

19. **COUNTY INDEMNIFICATION:**

- a) The first ten dollars (\$10) of compensation received by the contractor pursuant to this contract represents specific consideration for the following indemnification: contractor shall indemnify, pay the cost of defense, including attorneys' fees, and hold harmless the County from all suits, actions or claims of any character brought on account of any injuries or damages received or sustained by any person, persons or property by or from the said contractor; or by, or in consequence of any neglect in safeguarding the work; or through the use of unacceptable materials in the construction of improvements; or by, or on account of any act or omission, neglect or misconduct of the said contractor; or by, or on account of, any claim or amounts recovered under the "Workers' Compensation Law" or of any other laws, by-laws, ordinance, order or decree, except only such injury or damage as shall have been occasioned by the sole negligence of the County.
- b. The successful bidder(s) agrees to indemnify the County and hold it harmless from and against all claims, liability, loss, damage or expense, including counsel fees, arising from or by reason of any actual or claimed trademark, patent or copyright infringement or litigation based thereon, with respect to the goods or any part thereof covered by this order, and such obligation shall survive acceptance of the goods and payment thereof by the County.

20. **VARIANCE FROM STANDARD TERMS & CONDITIONS:** All standard terms and conditions stated in Section A apply to this contract except as specifically stated in the subsequent sections of the document, which take precedence over Section A, and should be fully understood by bidders prior to submitting a bid on this requirement.

21. **ADA REQUIREMENT FOR PUBLIC NOTICES:** Persons with disabilities requiring reasonable accommodation to participate in this proceeding/event, should call 727/464-4062 (voice/tdd) fax 727/464-4157, not later than seven days prior to the proceeding.

22. **"OR EQUAL" DETERMINATION:** Where bidding other than specified, the determination of equivalency will be at the sole discretion of Pinellas County and its specialized personnel.

23. **CERTIFICATE OF INSURANCE:** The contractor must provide a Certificate of Insurance in accordance with Insurance Requirements, Section C, prior to issuance of Purchase Order or commencement of any work hereunder.

24. **PROCUREMENT POLICY FOR RECYCLED MATERIALS:**

Pinellas County wishes to encourage its bidders to use recycled products in fulfilling contractual obligations to the County and that such a policy will serve as a model for other public entities and private sector companies.

When awarding a purchase of \$5,000 or less, or recommending a purchase in excess of \$5,000 for products, materials, or services, the Director of Purchasing may allow a preference to a responsive bidder who certifies that their product or material contains the greatest percentage of postconsumer material. If they are bidding on paper products they must certify that their materials and/or products contain at least the content recommended by the EPA guidelines.

On all bids over fifty thousand dollars (\$50,000) and formal quotes under fifty thousand dollars (\$50,000), or as required by law, the Director of Purchasing shall require vendors to specify which products have recycled materials, what percentage or amount is postconsumer material, and to provide certification of the percentages of recycled materials used in the manufacture of goods and commodities procured by the County.

Price preference is not the preferred practice the County wishes to employ in meeting the goals of this resolution. If a price preference is deemed to serve the best interest of the County and further supports the purchase of recycled materials, the Director of Purchasing will make a recommendation that a price preference be allowed up to an amount not to exceed 10% above the lowest complying bid received.

DEFINITIONS:

Recovered Materials: Materials that have recycling potential, can be recycled, and have been diverted or removed from the solid waste stream for sale, use or reuse, by separation, collection, or processing.

Recycled Materials: Materials that contain recovered materials. This term may include internally generated scrap that is commonly used in industrial or manufacturing processes, waste or scrape purchased from another manufacturer and used in the same or a closely related product.

Postconsumer Materials: Materials which have been used by a business or a consumer and have served their intended end use, and have been separated or diverted from the solid waste stream for the purpose of recycling, such as; newspaper, aluminum, glass containers, plastic containers, office paper, corrugated boxes, pallets or other items which can be used in the remanufacturing process.

SECTION A - GENERAL CONDITIONS - CONTINUED

25. ASBESTOS MATERIALS:

The contractor shall perform all work in compliance with Federal, State and local laws, statutes, rules, regulations and ordinances, including but not limited to the Department of Environmental Protection (DEP)'s asbestos requirements, 40 CFR Part 61, Subpart M, and OSHA Section 29 CFR 1926.58. Additionally, the contractor shall be properly licensed and/or certified for asbestos removal as required under Federal, State and local laws, statutes, rules, regulations and ordinances.

The County shall be responsible for filing all DEP notifications and furnish a copy of the DEP notification and approval for demolition to the successful contractor. The County will furnish a copy of the asbestos survey to the successful bidder. The contractor must keep this copy on site at all times during the actual demolition.

26. PAYMENT/INVOICES: The bidder must specify on the Bid Summary form exactly the company name and address which must be the same as invoices submitted for payment as a result of award of this bid. Further, the successful bidder is responsible for immediately notifying the Purchasing Department of any company name change, which would cause invoicing to change from the name used at the time of the original bid. Payment will be made, in arrears, in accordance with Fla. Stat. § 218.70, et. seq., the Local Government Prompt Payment Act.

27. CANCELLATION:

(a) Pinellas County reserves the right to cancel this contract without cause by giving thirty (30) days prior notice to the contractor in writing of the intention to cancel or with cause if at any time the contractor fails to fulfill or abide by any of the terms or conditions specified.

(b) Failure of the contractor to comply with any of the provisions of this contract shall be considered a material breach of contract and shall be cause for immediate termination of the contract at the discretion of Pinellas County.

(c) In the event sufficient budgeted funds are not available for a new fiscal period, the County shall notify the vendor of such occurrence and contract shall terminate on the last day of current fiscal period without penalty or expense to the County.

(d) In addition to all other legal remedies available to Pinellas County, Pinellas County reserves the right to cancel and obtain from another source, any items which have not been delivered within the period of time stated in proposal, or if no such time is stated, within a reasonable period of time from the date of order as determined by Pinellas County.

28. BIDDER CAPABILITY/REFERENCES: Prior to contract award, any bidder may be required to show that the company has the necessary facilities, equipment, ability and financial resources to perform the work specified in a satisfactory manner and within the time specified. In addition, the company must have experience in work of the same or similar nature, and can provide references, which will satisfy the County. Bidders must furnish a reference list of at least four (4) customers for whom they have performed similar services (SEE SECTION D)

29. DELIVERY/CLAIMS: Prices quoted shall be F.O.B. Destination, FREIGHT INCLUDED and unloaded to location(s) within Pinellas County. Actual delivery address(es) shall be identified at time of order. Successful bidder(s) will be responsible for making any and all claims against carriers for missing or damaged items

30. MATERIAL QUALITY: All materials purchased and delivered against this contract will be of first quality and not damaged and/or factory seconds. Any materials damaged or not in first quality condition upon receipt will be exchanged within twenty-four (24) hours of notice to the Contractor at no charge to the County.

31. WRITTEN REQUESTS FOR INTERPRETATIONS/CLARIFICATIONS: No oral interpretations will be made to any firms as to the meaning of specifications or any other contract documents. All questions pertaining to the terms and conditions or scope of work of this bid/proposal must be sent in writing (mail or fax) to the Purchasing Department and received by the date specified in Section A. Responses to questions may be handled as an addendum if the response would provide clarification to requirements of the bid. All such addenda shall become part of the contract documents. The County will not be responsible for any other explanation or interpretation of the proposed bid made or given prior to the award of the contract. The Purchasing Department will be unable to respond to questions received after the specified time frame.

32. ASSIGNMENT/SUBCONTRACTING/CORPORATE ACQUISITIONS AND/OR MERGERS: The Contractor shall perform this contract. If a bidder intends to subcontract a portion of this work, the bidder must disclose that intent in the bid. No assignment or subcontracting shall be allowed without prior written consent of the County. In the event of a corporate acquisition and/or merger, the Contractor shall provide written notice to the County within thirty (30) business days of Contractor's notice of such action or upon the occurrence of said action, whichever occurs first. The right to terminate this contract, which shall not be unreasonably exercised by the County, shall include, but not be limited to, instances in which a corporate acquisition and/or merger represent a conflict of interest or are contrary to any local, state, or federal laws. Action by the County awarding a bid to a bidder, which has disclosed its intent to assign or subcontract in its response to the ITB, without exception shall constitute approval for purposes of this Agreement.

SECTION A - GENERAL CONDITIONS - CONTINUED

33. **EXCEPTIONS:** Contractor is advised that if it wishes to take exception to any of the terms contained in this Bid or the attached service agreement it must identify the term and the exception in its response to the Bid. Failure to do so may lead County to declare any such term non-negotiable. Contractor's desire to take exception to a non-negotiable term will not disqualify it from consideration for award.
34. **NON-EXCLUSIVE CONTRACT:** Award of this Contract shall impose no obligation on the County to utilize the vendor for all work of this type, which may develop during the contract period. This is not an exclusive contract. The County specifically reserves the right to concurrently contract with other companies for similar work if it deems such action to be in the County's best interest. In the case of multiple-term contracts, this provision shall apply separately to each term.
35. **LOBBYING:** Lobbying of Evaluation Committee members, Pinellas County Government employees, or elected officials regarding request for proposals, request for qualifications, bids or contracts, during the pendency of bid protest, by the bidder/proposer/protestor or any member of the bidder's/proposer's/protestor's staff, an agent of the bidder/proposer/protestor, or any person employed by any legal entity affiliated with or representing an organization that is responding to the request for proposal, request for qualification, bid or contract, or has a pending bid protest is strictly prohibited either upon advertisement or on a date established by the Board of County Commissioners and shall be prohibited until either an award is final or the protest is finally resolved by the County Administrator or Purchasing Director; provided, however, nothing herein shall prohibit a prospective bidder/proposer from contacting the Purchasing Department to address situations such as clarification and/or questions related to the procurement process. For purposes of this provision lobbying activities shall include but not be limited to, influencing or attempting to influence action or non-action in connection with any request for proposal, request for qualification, bid or contract through direct or indirect oral or written communication or an attempt to obtain goodwill of persons and/or entities specified in this provision. Such actions may cause any request for proposal, request for qualification, bid or contract to be rejected.
36. **ADDITIONAL REQUIREMENTS:** The County reserves the right to request additional goods or services relating to this Agreement from the Contractor. When approved by the County as an amendment to this Agreement and authorized in writing, the Contractor shall provide such additional requirements as may become necessary.
37. **ADD/DELETE LOCATIONS SERVICES:** The County reserves the right to unilaterally add or delete locations/services, either collectively or individually, at the County's sole option, at any time after award has been made as may be deemed necessary or in the best interests of the County. In such case, the contractor(s) will be required to provide services to this contract in accordance with the terms, conditions, and specifications.
38. **PROTEST PROCEDURE:**
As per Section 2-162 of County Code
1.
 - (a) *Bid/Proposal protests.* Any actual or prospective bidder, proposer, who is allegedly aggrieved in connection with the issuance of a bid/proposal package or pending award of a contract may protest to the director of purchasing.
 - (b) *Posting.* The Purchasing Department shall post the formal award on the departmental website. The formal award shall be publicly posted on the Purchasing Department's website no less than three full business days after the decision to recommend the award to the bidder/proposer is made.
 - (c) *Requirements to Protest.*
 - (1) If the protest relates to the content of the bid/proposal package, a formal written protest must be filed no later than 5:00 p.m. on the fifth full business day after issuance of the bid/proposal package.
 - (2) If the protest relates to the award of a contract, a formal written protest must be filed no later than 5:00 p.m., on the fifth business day after posting of either the contract award recommendation or the contract award itself. The formal written protest shall identify the protesting party and the solicitation involved; include a clear statement of the grounds on which the protest is based; refer to the statutes, laws, ordinances or other legal authorities which the protesting party deems applicable to such grounds; and specifically request the relief to which the protesting party deems itself entitled by application of such authorities to such grounds.

SECTION A - GENERAL CONDITIONS - CONTINUED

PROTEST PROCEDURE - Continued

- (3) A formal written protest is considered filed with the county when the Purchasing Department, County Administrator, or County Commission receives it. Accordingly, a protest is not timely filed unless it is received within the time specified above. Failure to file a formal written protest within the time period specified shall constitute a waiver of the right to protest and result in relinquishment of all rights to protest by the bidder/proposer.
- (d) Sole remedy. These procedures shall be the sole remedy for challenging an award of bid. Bidder/proposers are prohibited from attempts to influence, persuade, or promote a bid protest through any other channels or means. Such attempts shall be cause for suspension in accordance with 2-161(b) of this article.
- (e) Time Limits. The time limits in which protests must be filed as specified herein may be altered by specific provisions in the Bid/Request for Proposal.
- (f) Authority to resolve. The Director of Purchasing shall resolve the protest in a fair and equitable manner and shall render a written decision to the protestant no later than 5:00 p.m. on the fifth business day after the filing thereof.
- (g) Review of Purchasing Director's decision.
- (1) The protesting party may request a review of the Purchasing Director's decision to the County Administrator by delivering written request for review of the decision to the Director of Purchasing by 5:00 p.m. on the fifth business day after the date of the written decision. The written notice shall include any written or physical materials, objects, statements, and arguments, which the bidder/proposer deems relevant to the issues raised in the request for review.
- (2) If it is determined that the solicitation or award is in violation of law or the regulations and internal procedures of the purchasing department, the County Administrator shall immediately cancel or revise the solicitation or award as deem appropriate.
- (3) If it is determined that the solicitation or award should be upheld, the County Administrator shall issue a decision in writing stating the reason for the action with a copy furnished to the protesting party and all substantially affected persons or businesses no later than 5:00 p.m., on the fifth full business day. The decision shall be final and conclusive as to the county unless any further action is taken or a party commences action in court.
- (4) Stay of Procurement During Protests. There shall be no stay of procurement during protests.

39. **INTEGRITY OF BID DOCUMENTS**

Bidders shall use the original Bid Form(s) provided by the Purchasing Department and enter information only in the spaces where a response is requested. Bidders may use an attachment as an *addendum* to the Bid Form(s) if sufficient space is not available on the original form for the bidder to enter a complete response. **Any modifications or alterations to the original bid documents by the bidder, whether intentional or otherwise, will constitute grounds for rejection of a bid.** Any such modifications or alterations a bidder wishes to propose must be clearly stated in the bidder's proposal response and presented in the form of an addendum to the original bid documents.

40. **PUBLIC EMERGENCIES:**

It is hereby made a part of this bid that before, during, and after a public emergency, disaster, hurricane, tornado, flood, or other acts of God that Pinellas County shall require a "First Priority" for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation that threatens public health and safety, as determined by the County. Vendor/contractor agrees to rent/sell/lease all goods and services to the County or governmental entities on a "first priority" basis. The County expects to pay a fair and reasonable price for all products and services rendered or contracted in the event of a disaster, emergency, hurricane, tornado or other acts of God.

SECTION B SPECIAL CONDITIONS

Bid Title: **Services, Bridge Tending at Two Drawbridges**
 Bid Number: **078-0251-B (MW)**

1. **INTENT:** In accordance with attached specifications, it is the intent of Pinellas County to establish a contract for **Bridge Tending** Services, as and when required.
2. **QUANTITIES:** Quantities stated are an estimate only and no guarantee is given or implied as to quantities that will be used during the contract period. Estimated quantities are based upon previous use and/or anticipated needs.
3. **PRICING/PERIOD OF CONTRACT:** Duration of the contract shall be for a period of twenty-four (24) months from the date of contract award and any extension thereof. Unit prices bid of listed items shall be held firm for the first twelve (12) months. Estimated start date of contract is July 1, 2008.

Contract will allow for price adjustments every twelve (12) months in an amount not to exceed the average of the Consumer Price Index (CPI) for all Urban Consumers, Series Id: CUUR000SA0, Not Seasonally Adjusted, Area: U.S. city average, Item: All items, Base Period: 1982-84=100 for the twelve months prior to renewal, or five percent (5%), whichever is less.

It is the vendor's responsibility to request any pricing adjustment under this provision. For any adjustment to commence on the first day of any exercised option period, the vendor's request for adjustment should be submitted ninety (90) days prior to expiration of the then current contract term, or at time of renewal request from the County. The vendor adjustment request should not be in excess of the relevant pricing index change. If no adjustment request is received from the vendor, the County will assume the vendor has agreed that the optional term may be exercised without pricing adjustment. Any adjustment request received after the commencement of a new option period may not be considered.

4. **OPTION OF RENEWAL:**
The contract may be extended subject to written notice of agreement from the County and the successful bidder(s) for two (2) additional twenty-four (24) month periods beyond the primary contract period. This option shall be exercised only if all terms and conditions remain the same and the County Administrator or Director of Purchasing grants approval.
5. **PERFORMANCE BOND:**
The successful bidder must supply a Performance Bond in the amount of one hundred percent (100%) prior to execution of the contract or issuance of a Purchase Order. The Performance deposit must be in the form of a bond, cashier's check, certified check, bank draft, trust company treasurer's check or irrevocable letter of credit. Checks shall be payable to Pinellas County Board of County Commissioners. **NO PERSONAL, COMPANY CHECKS OR CASH WILL BE ACCEPTED.**
6. **BREACH OF CONTRACT:** Failure of Contractor to perform any of the services required by this contract within ten (10) days of receipt of written demand for performance from the County shall constitute breach of contract.
7. **PERMITS, FEES AND COSTS IMPOSED BY PINELLAS COUNTY TO BE OBTAINED BY AND/OR BORNE BY CONTRACTOR:** The Contractor is responsible for (1) determining and paying any fees that may be necessary to perform this contract and (2) determining and acquiring any and all permits and licenses required by any Federal, State or local government entity, agency or board that may be necessary to perform this contract. The Contractor shall maintain any and all permits and licenses required to complete this contract
8. **WORKSITE SANITATION:** At the end of each workday, the contractor shall remove from the premises the daily accumulation of waste materials or rubbish caused by his operations. Safety hazards will be immediately corrected by the contractor. The contractor is also responsible for ensuring that any subcontractor hired by him or his subcontractors totally cleanup the worksite at the completion of the work. If the contractor fails to clean up at the completion of the work, the County may do so and deduct the cost of such cleanup from the contractor's most current invoice. The contractor will not be responsible for cleaning up debris left by the County's employees, the public utilizing other areas in the vicinity of the worksite, or left by other contractors.

SECTION C - INSURANCE AND INDEMNIFICATION REQUIREMENTS

I MINIMUM INSURANCE REQUIREMENTS FOR GENERAL LOW RISK CONTRACTS

- A. Prior to the time Contractor is entitled to commence any part of the project, work or services under this Contract, Contractor shall procure, pay for and maintain at least the following insurance coverage's and limits. Said insurance shall be evidenced by delivery to the County of (1) certificates of insurance executed by the insurers listing coverage's and limits, expiration dates and terms of policies and all endorsements whether or not required by the County, and listing all carriers issuing said policies; and (2) upon request a certified copy of each policy, including all endorsements. The insurance requirements shall remain in effect throughout the term of this Contract. In addition, the County reserves the right to request physical evidence of this coverage by requesting the policy declaration page.
- (1) Worker's Compensation in at least the limits as required by law; Employers' Liability Insurance of not less than \$100,000 for each accident.
 - (2) Comprehensive General Liability Insurance including, but not limited to, Independent, Contractor, Contractual, Premises/Operations, Products/Completed Operation and Personal Injury covering the liability assumed under indemnification provisions of this Contract, with limits of liability for personal injury and/or bodily injury, including death, of not less than \$500,000, each occurrence; and property damage of not less than \$100,000, each occurrence. (Combined Single Limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence" basis, and the policy shall include Broad Form Property Damage coverage, and Fire Legal Liability of not less than \$50,000 per occurrence, unless otherwise stated by exception herein.
 - (3) Comprehensive Automobile and Truck liability covering owned, hired and non-owned vehicles with minimum limits of \$500,000 each occurrence, for bodily injury including death, and property damage of not less than \$100,000, each occurrence. (Combined Single Limits of not less than \$500,000, each occurrence, will be acceptable unless otherwise stated). Coverage shall be on an "occurrence" basis, such insurance to include coverage for loading and unloading hazards.
 - (4) **\$500,000.00** combined single limits, personal injury and/or bodily injury, including death, and property damage liability insurance as an excess of the primary coverage required above.
- B. Each insurance policy shall include the following conditions by endorsement to the policy:
- (1) Each policy shall require that thirty (30) days prior to expiration, cancellation, non-renewal or any material change in coverage's or limits, a notice thereof shall be given to County by certified mail to: Pinellas County Purchasing Department, 400 S. Ft. Harrison Avenue, 6th Floor, Clearwater, Florida 33756. Contractor shall also notify County, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal or material change in coverage received by said Contractor from its insurer; and nothing contained herein shall absolve Contractor of this requirement to provide notice.
 - (2) Companies issuing the insurance policy, or policies, shall have no recourse against County for payment of premiums or assessments for any deductibles which all are at the sole responsibility and risk of Contractor.
 - (3) The term "County" or "Pinellas County" shall include all Authorities, Boards, Bureaus, Commissions, Divisions, Departments and offices of County and individual members, employees thereof in their official capacities, and/or while acting on behalf of Pinellas County.
 - (4) **Pinellas County shall be endorsed** to the required policy or policies as an additional insured. The policy clause "Other Insurance" shall not apply to any insurance coverage currently held by County to any such future coverage, or to County's Self-Insured Retention's of whatever nature.

SECTION C - INSURANCE AND INDEMNIFICATION REQUIREMENTS - CONTINUED

- C. Contractor hereby waives subrogation rights for loss or damage against the County.
- D. Contractor shall ensure that any subcontractors or persons hired by subcontractors maintain the same level of insurance coverage as the contractor.

SECTION D -VENDOR REFERENCES

Bid Title: **Services, Bridge Tending at Two Drawbridges**
Bid Number: **078-0251-B (MW)**

THE FOLLOWING INFORMATION IS REQUIRED IN ORDER THAT YOUR BID MAY BE REVIEWED AND PROPERLY EVALUATED.

COMPANY NAME: _____

LENGTH OF TIME COMPANY HAS BEEN IN BUSINESS: _____

BUSINESS ADDRESS: _____

HOW LONG IN PRESENT LOCATION: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

TOTAL NUMBER OF CURRENT EMPLOYEES: _____ FULL TIME _____ PART TIME

NUMBER OF EMPLOYEES YOU PLAN TO USE TO SERVICE THIS CONTRACT: _____

All references will be contacted by a County Designee via email, fax, mail or phone call to obtain answers to questions, as applicable before an evaluation decision is made.

LOCAL COMMERCIAL AND/OR GOVERNMENTAL REFERENCES THAT YOU HAVE PREVIOUSLY PERFORMED SIMILAR CONTRACT SERVICES FOR (References should be for work of comparable size/type to the requirements of this contract):

1. COMPANY: _____

ADDRESS: _____

TELEPHONE/FAX: _____

CONTACT: _____

COMPANY EMAIL ADDRESS: _____

2. COMPANY: _____

ADDRESS: _____

TELEPHONE/FAX: _____

CONTACT: _____

COMPANY EMAIL ADDRESS: _____

3. COMPANY: _____

ADDRESS: _____

TELEPHONE/FAX: _____

CONTACT: _____

COMPANY EMAIL ADDRESS: _____

4. COMPANY: _____

ADDRESS: _____

TELEPHONE/FAX: _____

CONTACT: _____

COMPANY EMAIL ADDRESS: _____

SECTION E - SPECIFICATIONS

Bid Title: **Services, Bridge Tending at Two Drawbridges**

Bid Number: **078-0251-B (MW)**

SECTION 1**DESCRIPTION OF SERVICES:**

The Pinellas County Public Works Operations Department seeks the services of a Contractor to provide bridge tending services for two (2) drawbridges. Services include 24-hour coverage as further described in these specifications, Exhibit A, and all Appendices.

SECTION 2**CONTRACTOR REQUIREMENTS:**

- A. Contractor shall furnish all labor, materials, equipment, tools, transportation and supplies required to perform the services as outlined in these specifications. Personal items such as a radio and television may be provided at the Contractor's discretion. (See Section 4 for County Responsibilities).
- B. Contractor shall maintain a clean and safe work site and furnish all supplies required for routine housekeeping, which include light bulbs, toilet paper, towels, cleaning solutions, first aid kits, etc., for each bridge house and auxiliary engine room. As a minimum, a thirty (30) day supply of these items shall be kept on hand for replacement or re-stocking.
- C. Contractor shall provide qualified personnel to perform the bridge tending services on a continuous 24-hour day. Contractor's employees shall wear a photo ID Badge while on duty.
- D. Contractor shall secure all permits necessary to conduct the work in accordance with the required regulations and will notify all applicable utilities or parties affected by the Contractor's operations.
- E. Contractor shall conform to the duties and responsibilities of bridge tenders as outlined in the County's Bridge Tending Manual (Exhibit A).
- F. The successful Contractor shall provide a signed statement outlining their hiring practices and their method utilized to verify that the above requirements are met by the Supervisor(s) and Bridge Tenders. This includes criminal background checks, with an assurance that those employees meet or exceed those requirements and checks. The successful Contractor will be required to attend the Pre-Commencement meeting. The signed hiring practices statement shall be due at the Pre-Commencement meeting.

G. Contractor's Bridge Tender Supervisor:

Contractor shall provide a responsible Bridge Tending Supervisor with a local exchange telephone number. The Supervisor shall be qualified to operate the bridge and possess a minimum of five (5) years bridge tending experience. The Supervisor shall be responsible for supervising, training, scheduling and coordinating all services with the County Representative, or designee. The Contractor shall keep the County Representative advised at all times as to the identification and means of contacting this Supervisor on a 24-hour per day basis. This supervisor shall not function as a Bridge Tender, except in an emergency. The supervisor shall perform the following functions:

- 1) Visit each bridge at a minimum of once per week.
- 2) Schedule Bridge Tender's work hours.
- 3) Routine work schedules should not exceed ten (10) hour shifts. In emergencies, a Bridge Tender may be allowed to work sixteen (16) hour shifts not to exceed sixty-four (64) hours in one week.
- 4) Ensure Bridge Tenders work according to the schedule furnished to the County Representative. This shall include ensuring each Bridge Tender is trained to operate the bridge they are assigned.
- 5) Ensure compliance with the County's Bridge Tender Manual January 2008 (Exhibit A), and be knowledgeable of operating procedures and U.S. Coast Guard Regulations. If deficiencies are identified, the supervisor will initiate training.

SECTION E – SPECIFICATIONS - CONTINUED

H. Contractor Supervision - Continued

- 6) Ensure Bridge Tenders are kept current with County, State and Federal rules, procedures, manuals and regulation changes.
- 7) Ensure each bridge has a telephone call list containing the contacts in the County's Operations Department, municipal enforcement and fire agencies and U.S. Coast Guard.

I. Qualifications of Contractor's Personnel

- 1) The successful Contractor shall furnish the County Representative satisfactory documentation that all staff employed to provide services for this contract are qualified and meet the minimum physical and competency skills described below. Documentation shall be provided no later than thirty (30) days prior to start of services, unless the County Representative agrees to another schedule.
- 2) The County Representative will verify that staff is qualified based on the documentation provided. The County Representative may attend classroom training, testing, review test results, and attend on-site operational and mechanical tests.

3) Bridge Tenders Minimum Requirements

- (a) Contractor shall provide a signed statement, with verification from qualified technicians that the Bridge Tender(s) meet or exceed the below requirements. These statements will be due after the Pre-Commencement meeting on an agreed upon date.

(b) Physical Requirements:

- ✓ Corrected vision 20/40 or better.
- ✓ Able to distinguish red, amber and green colors;
- ✓ Able to hear frequencies from 500 to 6,000 Hertz +15 dB and the overall hearing sensitivity to be able to resolve no less than -50 dB in a normal situation. A voice communication test may be used for screening. A hearing test shall be required when the screening test is failed.
- ✓ Drug free (in accordance with Florida Statutes Section 112.0455);
- ✓ Be at least 18 years old;
- ✓ Able to climb bridge stairs and ladders (on-site test);
- ✓ Capable of hand cranking bridge gate;
- ✓ Capable of carrying and placing traffic control barricades (approximately 30 pounds);
- ✓ Able to walk from designated parking area to tender facility

(c) Competency: (Skills, Education, Abilities) and other Requirements

- ✓ Have a local telephone for emergency contact;
- ✓ Able to read and write in English and comprehend Pinellas County and U.S. Coast Guard manuals, rules, regulations and procedures (classroom and on-site testing);
- ✓ Able to keep logs and records in accordance with County procedures in correct, legible English;
- ✓ Able to effectively communicate in English on the VHF marine radio;
- ✓ Able to follow instructions;
- ✓ Able to perform minor maintenance on structures (on-site test);
- ✓ Bridge Tender working on more than one bridge must be trained on each structure prior to assignment. Training is valid for 24-months for a specific bridge.

SECTION E – SPECIFICATIONS - CONTINUED

Bridge Tenders Minimum Requirements Continued

- 4) Bridge Tender Supervisor Requirements
 - (a) Meet the physical requirements for employment as a Bridge Tender;
 - (b) Meet the skills, education and abilities for Bridge Tenders;
 - (c) Have at least five (5) years experience in bridge tending;

J. Training & Testing

The Bridge Tender Supervisor will conduct all Bridge Tender training. The Contractor shall coordinate the training with the County Representative to ensure all training is completed prior to commencing the contract. The Contractor shall be responsible for all compensation for his/her employees at all times including during the training period. Training will be conducted Monday – Thursday during ten (10) hour shifts. No training will take place on Friday, Saturday, Sunday or Holidays. Not more than two (2) persons, in addition to the Bridge tender, may be in the bridge house at any given time for the purpose of training. Testing will be conducted in two parts; written and mechanical.

The Contractor shall provide the County Representative verification of passing test results conducted by the Contractor on each bridge tender.

- 1) Existing Bridge Tenders hired to work under this contract shall meet all requirements of Paragraph I above and complete the continuing education requirements of Paragraph J.5 below. Previous FDOT certification shall be provided to the County and will be accepted upon successfully completing the operational test.
- 2) First Time Bridge Tending Applicants (including Supervisor) must meet all requirements of Paragraph I (Qualifications of Contractor's Personnel) and successfully complete the following training and testing.
 - (a) Attend one (1) full (8 hour) day of classroom instruction provided by the Contractor prior to their start and repeated instruction at least once per year thereafter. Upon completion of classroom training, the candidate will be given a written test on the classroom work. The Contractor shall furnish the County Representative the successful candidate test results. Those failing the test will not be allowed to work on any Pinellas County bridge; however they may take the course again to obtain a passing score at the Contractor's and County's discretion. A passing score will allow the applicant to be employed for bridge tending services.
 - (b) Training shall consist of and meet the following requirements:
 - ✓ Requirements of County Bridge Tending Manual
 - ✓ Administrative Requirements
 - ✓ Forms and Logs
 - ✓ U.S. Coast Guard Regulations
 - ✓ Operating Procedures
 - (c) Attend standard training consisting of a minimum of three (3) full (8 hour) days of supervised structured training at the bridge site the applicant is to operate. One (1) day of training must be during a night shift. Training shall consist of the following:
 - ✓ Routine Operating Procedures
 - ✓ Bridge Logs and Records
 - ✓ Emergency Operating Procedures

SECTION E – SPECIFICATIONS - CONTINUED

Training (Continued)

- ✓ Minor maintenance, which includes:
 - Bridge Tender's House
 - Bridge Components
 - Safety Equipment
 - Restrooms
 - Traffic Gates
- ✓ Operating of VHF Marine Radio
- ✓ Coast Guard Regulation

(d) Pass supervised operational test on the bridge site that applicant is to operate. The Contractor shall notify the County Representative, in writing, of the bridge tender's successful completion of the operational test.

3) Training of Inactive Bridge Tenders

(a) Former Contractor Bridge Tenders that have been inactive for more than three months, but less than twelve months, will be required to take eight (8) hours of on-the-job training and pass the written and operational exams.

(b) Bridge Tenders inactive more than twelve months will be considered first time candidates, and meet all requirements of Section 2.H.

4) Bridge Tender Supervisor

The supervisor shall be trained and tested per above on all bridges to be operated under this contract, and must meet all the requirements of Section 2.H.

5) Continuing Education

(a) Each Bridge Tender shall attend and receive one (1) full (8 hour) day of continuing education on bridge tending every 24-months. The Contractor shall furnish the County Representative a copy of the course outline and curriculum to be administered by the Contractor. Failure to pass the test will require retraining and testing.

(b) The County Representative may, at any time, require and conduct an operational test on any bridge tender without notice, for the purposes of quality control or due to incidents that may occur periodically resulting in the need for remedial action. Results of testing or a description of an incident will be provided to the Contractor with possible requirements for additional training, or other actions, as needed. The Contractor shall respond with verification that those requirements have been met to the County Representative in a timely manner. E-mail messaging is sufficient in these matters.

K. Standards of Conduct

- 1) The Contractor is responsible for ensuring that its employees conform to the conduct standards contained in the Pinellas County Bridge Tender's Manual.
- 2) The Contractor shall be responsible for ensuring that Bridge Tenders comply with all requirements outlined in this Scope of Services.

L. Bridge Tending Operations & Inspections

- 1) The Bridge Tender Supervisor or designated alternate with authority to respond to emergencies shall be available at all times. Current, functional local telephone numbers for the supervisor and all designated alternates must be posted in each bridge tender's house.
- 2) During repairs to a movable bridge drive train, control system, electrical or mechanical system, repair personnel familiar with bridge operations and functions may operate the bridge as approved by the County.
- 3) In emergencies, the County may temporarily operate or authorize the bridge to be operated with personnel determined to be adequately trained, but not tested. This exception will be in effect only until the operators can be trained or tested in accordance with this Scope of Services.

SECTION E – SPECIFICATIONS - CONTINUED**Bridge Tending Operations & Inspections (Continued)**

4) The Contractor shall comply with the following:

(a) The County Representative **must** be notified of the reason for any necessity for utilizing the by-pass PRIOR to any seal being broken; i.e., the bridge being stuck in the open or closed position. The Bridge Tender Supervisor shall contact the local maintenance office during normal working hours. After normal working hours, the Bridge Tender Supervisor shall contact the Operations Department Administration Office at (727) 464-8900 together with any other additional "emergency 24-hour phone numbers" posted at each given bridge site.

- ✓ After sunset, bridge tenders shall be constantly alert to see that all lights are burning and replace burned out bulbs immediately if possible. This applies particularly to water and highway warning lights and to all navigation lights.
- ✓ Each bridge tender on duty during hours of darkness shall check the lights at the beginning of the shift or as soon as it becomes dark. A record of the results of this inspection shall be entered in the regular bridge log.
- ✓ If lighting failure is caused by faulty wiring or for other reasons such that Bridge Tender cannot repair immediately, they should substitute battery-operated lights and inform their supervisor of the failure within minutes of discovering the failure.
- ✓ The Bridge tender shall clean the lenses of all lights to keep them functioning at a minimum of twice a month.
- ✓ Battery-operated lights shall be kept in readiness at all times and must be placed in their proper place when electrical power fails.

(b) Inspections - Weekly inspection of all shifts shall be conducted by the Bridge Tender Supervisor using the "Inspection Form" as provided by the County to ensure continued compliance with these specifications. The County may make an inspection at any time any shift, using the Daily Checklist. The Contractor shall immediately resolve any and all discrepancies noted on the Daily Checklist.

(c) Every Monday, bridge tenders shall inspect and operate auxiliary and/or standby equipment in their proper place when electrical power fails.

- ✓ Check oil and water, and notify County when levels become low, or if fluids appear contaminated.
- ✓ Allow motor to run at operating speed a minimum of sixty (60) minutes before stopping. Our standby motor generator sets have automatic governors; therefore, it will not be possible to perform this operation except by automatic means.
- ✓ During the motor's operating period determine whether there are oil or water leaks, or any other deficiencies existing.
- ✓ Report deficiencies to the bridge tender supervisor and County Representative within minutes of discovery.
- ✓ The bridge mechanisms shall be operated during one opening each week with power from the standby generator, to assure that emergency power openings can be made efficiently. This emergency power bridge opening should be made at the time of a regular standby generator exercise. Record the results of this opening in the auxiliary power unit weekly checklist and report any deficiency to the supervisor immediately.
- ✓ Fuel Level: bridge tenders shall check to insure that the fuel tank is always above ½ full at all times and shall request fuel as needed from the County Representative. Request time is to be noted in the auxiliary power weekly checklist.
- ✓ An Auxiliary Power Unit Weekly Checklist is to be kept in the Tender House. This inspection is to be performed every Monday at 11:00 A.M., or as close as possible, by the bridge tender on duty. This checklist will be turned in each month with bridge logs.

SECTION E – SPECIFICATIONS - CONTINUED

Bridge Tending Operations (Continued)

- ✓ During the monthly operation of the bridge using standby auxiliary equipment, County personnel will be present and check the following, noting conditions on the weekly check in space provided:

Did engine respond to load?
Electrical system check
Mechanical system
Remarks

(d) Each Auxiliary Power Unit Weekly Checklist (attached) contains five (5) individual checklists to cover all possible Mondays in a month. The Bridge Tender is to fill out one for each Monday check and forward this form with the Bridge logs at the end of each month.

M. Complaints

The Contractor shall respond within one working day of an incident, in writing, to the Director, Operations Department, answering any complaints filed by the public, the Coast Guard, or the County concerning conduct of employees and/or operation of the bridge. Failure to respond may be considered material breach of contract and cause for immediate termination, at the sole discretion of the County.

SECTION 3**PERFORMANCE OF WORK**

The parties recognize that timely performance by the Contractor is of the essence. In the event that the County finds that the Contractor has failed to perform any part of the services for which they are responsible, then the County shall take the following action:

- A. On the first day of non-compliance, the Contractor's Bridge Tending Supervisor and Bridge Tender on duty, shall be notified with a copy of the Inspection Report denoting the non-compliance and advised to comply with the terms of the contract and notify the County of said corrective action within 24-hours. The Bridge Tender on duty shall be required to sign the Inspection Report to verify that they have been notified of the non-compliance. The County will attempt to telephone the Contractor's office, but it shall be the Bridge Tender Supervisor's responsibility to notify their employee of the non-compliance.
- B. After 24-hours has elapsed, the County's Representative will conduct another inspection with the Bridge Tender Supervisor and bridge tender on duty to verify compliance. Failure to rectify non-compliance may be considered material breach of contract and cause for immediate termination, at the sole discretion of the County.
- C. It is recognized that the following list of infractions will be construed by the County as non-compliance and may, at the option of Pinellas County, be cause for immediate termination, at the sole discretion of the County:
 - 1) Unauthorized persons in the control house.
 - 2) The use of alcoholic beverages or illegal substances while on duty.
 - 3) Reporting to the work-site under the influence of alcohol or illegal substances.
 - 4) No bridge tender on duty.
 - 5) Sleeping during shift.
 - 6) Failure to maintain Contractor's records.
 - 7) A bridge tender that has worked more than 16 hours straight without an 8-hour break before starting another shift.
- D. It shall be the Contractor's responsibility to notify the County Representative when compliance has been attained.

SECTION E – SPECIFICATIONS - CONTINUED**Performance of Work (Continued)**

- E. If the County is required at any time to intervene to keep the drawbridge operational and functional, resulting from any item in Paragraph 3.C. above, then any and all costs for labor and supplies incurred by the County shall be charged to the Contractor. The charge shall be deducted from the next available invoice(s).
- F. Performance Deduction: The services of this Contract require the Contractor to provide services to ensure 24-hour bridge tending services.
- (a) In the event the Contractor fails to consistently perform any of the services of this contract, then the County reserves the right to impose a deduction to reflect the deficient task(s). The County will inform the Contractor in writing of the deficient item. The deficient task(s) shall be the Contractor's responsibility to correct within twenty-four (24) hours. Thereafter, the County may impose a deduction against the invoice for the associated service period. At the County's discretion, the deduction may be up to ten percent (10%) of the total invoice, per each calendar day not corrected.
- (b) Performance deductions occurring at the rate of more than three (3) times in any twelve (12) month period, shall be cause for the Contractor to be in default of the contract.

SECTION 4**COUNTY RESPONSIBILITIES:**

- A. The County Representative will conduct a pre-commencement meeting prior to the start of the contract.
- B. The County shall furnish the Contractor with an initial set of Forms required for use under this Contract. The replenishing of subsequent Forms shall be the responsibility of the Contractor.
- C. The County shall pay for electric, water, sanitary and telephone charges for the bridge tender houses.
- D. Long distance telephone calls are authorized only when necessary in conjunction with County business. Unauthorized long distance calls are not allowed. The Contractor's employees shall keep a log of all long distance calls stating the reason for the call. The log shall be kept on a form approved by the County listing the name and number called, time and date and reason, etc.
- E. The County shall also provide: functional work furniture (desk, chair), small refrigerator, water heater, heat and air conditioning, necessary communication equipment, orange safety cones and safety vests, and regular pest control. The County shall be responsible for repair and routine maintenance of County owned equipment and facilities.
- F. It shall be the responsibility of the appropriate County Representative to provide the Contractor with proper operating instructions for each individual auxiliary power unit they are required to operate.

SECTION 5**GENERAL****A. PRE-COMMENCEMENT AND COORDINATION MEETINGS**

A pre-commencement meeting, and additional coordination meetings will be held with the successful Contractor, the County Representative, and other necessary County staff prior to commencement of services. These meetings require that both parties complete joint site visits of the areas to ensure the specific scope of services is understood. The Contractor shall provide specific documentation at this meeting as described in Section 2.

SECTION E – SPECIFICATIONS - CONTINUED

B. COUNTY REPRESENTATIVE

Upon award of contract, all work will be coordinated with the following County Representative or designee:

Jamie Prawl
Public Works Operations Department
22211 US Highway 19 North
Clearwater, FL 33765
Phone: (727) 464-8900 / Fax: (727) 464-8915

C. INVOICES

Invoices shall be forwarded to the following address:

Pinellas County Operations Department
Financial Services & Contracts
22211 U.S. Highway 19 North
Clearwater, Florida 33765
Phone (727) 464-8900 / Fax 464-8915

- ✓ The Contractor shall submit invoices at the end of each 30-day period for services rendered.
- ✓ Invoices shall be on the Contractor's letterhead and contain the Purchase Order Number.
- ✓ Invoices shall identify the monthly rate for each bridge.
- ✓ The County may return inaccurate invoices for adjustment.

SECTION F - BID SUMMARY

Bid Title: **Services, Bridge Tending at Two Drawbridges**
 Bid Number: **078-0251-B (MW)**

Item	(A) Item Description	(B) 24-Month Quantity	(C) Unit of Measure	(D) Total Price
1.	Bridge Tending Services Bridge Number 150068 Dunedin Causeway Bridge	24	1 Month	\$
2.	Bridge Tending Services Bridge Number 154355 Park Boulevard Bridge	24	1 Month	\$
Total Bid Price				\$

DELIVERY _____ DAYS AFTER RECEIPT OF ORDER

NOTE: BIDS MUST BE SUBMITTED IN DUPLICATE

BIDDER MUST COMPLETE FOLLOWING

BIDDERS ARE CAUTIONED THAT THE POLICY OF THE BOARD OF COUNTY COMMISSIONERS, PINELLAS COUNTY, IS TO ACCEPT THE LOWEST RESPONSIBLE BID RECEIVED MEETING SPECIFICATIONS. NO CHANGES REQUESTED BY A BIDDER DUE TO AN ERROR IN PRICING WILL BE CONSIDERED AFTER THE BID OPENING DATE AS ADVERTISED. BY SIGNING THIS PROPOSAL FORM BIDDERS ARE ATTESTING TO THEIR AWARENESS OF THIS POLICY.

PAYMENT TERMS: _____ % _____ DAYS, SALES PERSON TO CONTACT AFTER AWARD:
 NET _____

BIDDER NAME _____ BID DEPOSIT, WHEN REQUIRED IS ATTACHED
 IN THE AMOUNT OF \$ _____

*REMIT TO NAME (AS SHOWN ON INVOICE) _____ I HEREBY AGREE TO ABIDE BY ALL CONDITIONS
 OF THIS BID AND CERTIFY THAT I AM AUTHORIZED
 TO SIGN THIS BID FOR THE BIDDER.

BIDDER ADDRESS _____
 CITY _____ STATE _____ ZIP _____ AUTHORIZED SIGNATURE _____

TELEPHONE _____ FAX _____ PRINT NAME AND TITLE _____

FEDERAL EMPLOYEE ID NO. (FEIN) _____ DATE: _____

E-MAIL ADDRESS: _____ COMPANY EMAIL ADDRESS: _____
 (ACCOUNT REPRESENTATIVE) (REQUIRED FOR FUTURE ELECTRONIC NOTIFICATIONS)

CHECKLIST FOR FORMS	
COPY OF COMPANY INVOICE	
TAXPAYER ID & CERTIFICATION W9	

Proper Corporate Identity is needed when you submit your bid, especially how it is registered with the Division of Florida Corporations. Please see www.sunbiz.org website for this division. It is essential for you to fill out the W9 on the next page and return it with your bid. Thank you.

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

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).

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 on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

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.

Note. If 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 on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.

The person who gives 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 is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

SECTION G - ADDENDUM ACKNOWLEDGMENT FORM

Bid Title: **Services, Bridge Tending at Two Drawbridges**

Bid No: **078-0251-B (MW)**

PLEASE ACKNOWLEDGE RECEIPT OF ADDENDA FOR THIS ITB BY SIGNING AND DATING BELOW. PLEASE CAREFULLY READ THE INFORMATION BELOW BEFORE SUBMITTING YOUR SEALED BID.

ADDENDUM NO.	SIGNATURE/PRINTED NAME	DATE RECEIVED

ADDENDUM NO.	SIGNATURE/PRINTED NAME	DATE RECEIVED

Note: Prior to submitting the response to this solicitation, it is the responsibility of the firm submitting a response to confirm if any addenda have been issued. If such document(s) has been issued, acknowledge receipt by signature and date in section above. Failure to do so may result in being considered non-responsive or result in lowering the rating of a firm’s proposal.

Information regarding Addenda issued is available on the Purchasing Department’s website at, www.pinellascounty.org/purchase, listed under category ‘Current Bids’.

SECTION H - STATEMENT OF NO BID

NOTE: If you do not intend to bid on this requirement, please return this form immediately. **Thank you.**

Pinellas County Purchasing Department
400 South Fort Harrison Avenue, 6th Floor
Clearwater, Florida 33756]

We, the undersigned have declined to submit a bid for No. **078-0252-B (MW)** for **Services, Bridge Tending at Two Drawbridges**

- Specifications too "tight", i.e., geared toward one brand or manufacturer only (explain below).
- Insufficient time to respond to the Invitation to Bid.
- We do not offer this product or service.
- Our schedule would not permit us to perform.
- Unable to meet specifications.
- Unable to meet Bond requirement.
- Specifications unclear (explain below).
- Unable to Meet Insurance Requirements.
- Remove Us from Your "Notification List" Altogether
- Other (specify below).

REMARKS:

We understand that if the "No Bid" letter is not executed and returned our name may be deleted from the Bidders List of Pinellas County.

COMPANY NAME: _____

DATE: _____

SIGNATURE: _____

TYPED NAME OF ABOVE: _____

TELEPHONE: _____

FAX: _____

EMAIL: _____



**BRIDGE TENDERS MANUAL
AND
TRAINING GUIDE**

January 2008

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A. FORWARD

1. This Manual has been prepared by Pinellas County to describe the duties and responsibilities of bridge tenders. Those bridge tenders who are hired under contract need to contact the designated person they are working for when referred by the manual to the Bridge Supervisor, he shall in turn contact the Contract Manager or the County Representative.
2. The procedures for bridge operation are intended to lessen the likelihood of damage to persons or property.

B. PURPOSE

To serve as a guide to assist the bridge tenders in understanding their duties and responsibilities in the proper and safe operation of drawbridges.

C. A NOTE TO THE BRIDGE TENDER

1. Pinellas County has entrusted to your care thousands of lives and a valuable piece of machinery, the proper operation and care of which is of primary importance to the people using the highways and waterways of Florida. It is your duty to conduct all operations of the bridge in accordance with the regulations of the United States Coast Guard, the State of Florida Statutes, and with Pinellas County policies and procedures; to adhere to the policies and instructions as given in this Manual, which may be supplemented by additional instructions from your supervisor; to take such actions as will be required to maintain safe bridge operation; to maintain cleanliness on the bridge and in the bridge tender house; and to call local police when necessary to maintain order on or near the bridge.
2. You are to be courteous and responsive at all times. Under no circumstances are you to participate in arguments with marine traffic operators or users of the bridge.
3. You are required and directed to familiarize yourself with the contents of this Manual and any special regulation pertaining to the bridge or bridges which you operate. You are responsible for operating the bridge in strict compliance with this Manual, and any other special instructions that you might receive from your supervisor.
4. You or another competent bridge tender shall be on duty at all times for the purpose of operating the drawbridge.

D. BRIDGE TENDER REQUIREMENTS

1. RESPONSIBILITY

- a. Unauthorized persons shall not be permitted in the control house at any time. Fire hazard inspection authorities, properly identified, may enter the bridge tender house at any time to perform their duties. He may, in writing, permit others. No County personnel may enter the bridge tender house unless he presents proper identification. A person's presence in the bridge tender house can be justified only if it is required for County or contracted functions.
- b. The bridge tender shall not permit any person to operate the bridge except: persons authorized by the Bridge Supervisor; assigned and properly trained bridge tenders; or persons in training to become a bridge tender. Such trainees should never be left alone to operate the bridge.
- c. All bridge tenders must remain on duty until relieved, **in the tower**, by a qualified bridge tender, unless other specific instructions have been issued by their supervisor. Personal safety is of paramount importance to the County. The bridge tender must employ his own judgment in considering whether or not to abandon the bridge tender house when he feels his personal safety is in jeopardy. Careful consideration and good judgment is required since abandonment of a bridge tender house is a serious matter to the County and to the Coast Guard. The bridge tender may be called upon to justify his abandonment and discipline by Pinellas County, and prosecution by the State and Federal Governments may follow.
- d. The bridge tender will maintain a current record, or log, on forms approved by the Pinellas County, of the following:

- 1) Boat passage, bridge openings and incidental items.
 - 2) The results of required inspections.
 - 3) Malfunction of any equipment or bridge mechanism.
 - 4) Any unusual happenings that might be of interest to the County.
 - 5) Accidents (even if there is no apparent damage to bridge).
 - 6) All emergency telephone calls.
 - 7) All individuals entering non public areas of the bridge.
 - 8) Affirmation that navigational lights work.
 - 9) Unnecessary openings.
 - 10) Weekly emergency generator checklist.
 - 11) EQUIPMENT CHECKLIST form shall be turned in every week.
- e. The bridge tender shall report immediately any failure, disorder or breakage which will, in any way, affect the efficient operation of the bridge, its fender system, safety devices or other appurtenances, to the Bridge Supervisor. The bridge tender's report should, whenever possible, include full information as to what repairs or replacements can be made without delay.
- f. **The bridge tender shall not sleep while on duty.** Any bridge tender who does not remain alert and watchful at all times, is subject to disciplinary action by Pinellas County and prosecution by the State and the Federal Governments. Contracted bridge tenders shall be subject to the terms of the current contract.
- g. The bridge tender shall not engage in private business while on duty or on County property.
- h. The bridge tender shall not have unnecessary conversations with boaters.
- i. All telephone calls will be limited to official business and/or emergencies.
- j. The bridge tender is not permitted to have any appliances or furniture placed in the bridge tender house without prior approval from the Bridge Tender Supervisor or County Representative.
- k. No one is permitted to fish or loiter from the bridge fender system or draw span or in any way hinder the operation of the drawbridge. The bridge tender should use reasonable control, efforts and prudence to discourage fishing or loitering from the bridge fender system or draw span. The bridge tender shall contact local police for assistance when reasonable control efforts fail.
- l. Boats shall not be permitted to be tied or moored to the bridge fender system or the bascule piers. Small craft may be allowed to anchor or moor to the bridge if they place themselves at least one span from the bridge fender system and/or the bascule piers. The bridge tender shall contact local police for assistance when reasonable control efforts fail.
- m. At dusk, the bridge tender shall check each day to ascertain that ALL navigation lights are working and shall affirm this by making a note in the DAILY BRIDGE LOG (form Appendix B-11). Any malfunctioning lights shall be replaced according to this manual and logged. If unable to replace the bulbs or lights are still malfunctioning, they shall be reported immediately to the Bridge Supervisor.
- n. **The bridge tender shall not fish during official duty hours.** Fishing equipment shall not be stored in the tender house.
- o. The bridge tender shall not operate the structure for anyone other than authorized County officials without prior approval from the Bridge Supervisor.
- p. No pets are allowed in the bridge tender house.

2. CONDUCT

- a. All bridge tenders are required to conduct themselves so as not to discredit themselves or Pinellas County while on duty. Any bridge tender who acts in an improper manner shall be subject to disciplinary action and/or dismissal by Pinellas County.
- b. No alcoholic beverages or illegal drugs may be brought into the bridge tender house. The bridge tender shall not report to work under the influence of alcohol or illegal drugs and shall not consume alcohol or use illegal drugs while on duty. Bridge tenders that fail to comply shall be subject to disciplinary action and/or dismissal by Pinellas County.
- c. The bridge tender shall wear appropriate dress for this position. Specific uniform dress may be directed by Pinellas County.

3. SANITATION, ORDER AND CLEANLINESS

- a. The bridge tender house shall be kept in a state of order and cleanliness at all items. The bridge tender is responsible for the following:
 - 1) All floors of the bridge tender house shall be swept and mopped every morning between the hours of 6:30 a.m. and 7:30 a.m. and more frequently if necessary.
 - 2) All windows shall be washed when dirty or in any event not less than once each Monday between 12 pm and 8 am, to insure clear visibility to the waterway and roadway. Special care should be taken with tinted windows to avoid scratches. No abrasive cleaners or rags shall be used and only water shall be used.
 - 3) Cleaning of the bathroom and check and clean the air conditioners filter each day between 4 pm and 12 pm.
 - 4) The control console is to be kept clean and in order at **all** times. No papers will be stored inside or on the control console.
 - 5) No papers or other fire hazards are to be stored in the bridge tender house, except those papers and forms used to report bridge operation.
 - 6) Walkways and sidewalks are to be checked and cleared of debris and trash each shift.

4. ACCIDENT REPORTS

- a. Vessel Accident Report - Immediately after an accident occurs and you have contacted the marine patrol, the bridge tender shall call his supervisor and report the accident and its apparent seriousness. As soon as possible thereafter, the bridge tender shall submit an ACCIDENT (Property Damage) REPORT FORM (Appendix B-6) to his supervisor.
- b. Vehicular Accident Report - Immediately after an accident occurs and you have called 911, the bridge tender shall call his supervisor and report the accident and its apparent seriousness. As soon as possible thereafter, the bridge tender shall submit an ACCIDENT (Property Damage) REPORT FORM to his supervisor.

In both cases, the Bridge Supervisor shall provide the accident report to the County Representative for further handling within 24 hours of the incident.

- c. The bridge tender shall not discuss with anyone other than officials of the County or law enforcement officers the details of any vessel or vehicular accident.

5. EMERGENCIES

- a. If for any reason the bridge cannot be safely operated, the bridge tender shall immediately call his supervisor. Emergencies warranting such a call include, but are not limited to, power failure and structural damage to the bridge.
- b. When the bridge tender is informed by a reliable source that an emergency vehicle is due to cross the draw, the bridge tender shall take all reasonable measures to have the draw closed at the time the emergency vehicle arrives at the bridge.
- c. A law enforcement officer may not order a bridge opened or closed unless one of the following circumstances exist: an emergency vehicle is approaching; public safety will be served; a major disaster has occurred or is occurring; a Civil Defense emergency exists.
- d. Bridge tenders shall not comply with any request to raise the bridge they are operating for the purpose of forming a roadblock. Any requests shall be referred to the bridge supervisor.

6. ENCROACHMENT

The bridge tender shall promptly report to his supervisor any trespass on the Pinellas County right of way within the vicinity of the bridge for violations such as: erection of buildings, cutting timber, removing sand or other materials, digging ditches, using the banks of the waterway as loading points where the use is clearly of a commercial nature.

7. HIGHWAY TRAFFIC

- a. The bridge tender shall not permit vehicles of any description, including bicycles, to park on the bridge approaches between the end of the spans and the safety gates at any time.
- b. The bridge tender shall report illegal or questionable vehicles, which might cause damage to the bridge, to his supervisor as soon as possible.

8. SAFETY

- a. The bridge tender is expected to conduct himself in a manner that is safe for himself, others and property.
- b. Any water standing around electrical switchgear will be mopped dry and a rubber floor mat put in place before electrical gear is operated.
- c. First aid kits are for emergency use only and shall be refilled after use.

E. JURISDICTION

- 1. Primary jurisdiction to regulate drawbridges over the navigable waters of the United States is vested in the United States Coast Guard. The regulations are presented in the Code of Federal Regulations, Title 33 -Navigation and Navigable Waters, hereinafter referred to as CFR 33. Such bridges owned and operated by Pinellas County have been constructed and are maintained and operated by permit from the United States Coast Guard. All rules for Pinellas County to operate the bridge shall be issued by the County.
- 2. If any person knowingly fails to comply with any regulation or rule issued or order given under the provisions of CFR 33, or knowingly obstructs or interferes with the exercise of any power conferred by CFR 33, he may be punished by imprisonment for not more than ten (10) years and may, at the discretion of the court, be fined not more than \$10,000.00. Pinellas County shall train and educate his bridge tenders accordingly. The contractor will be responsible for the conduct of its employees.

F. SIGNALS

1. GENERAL

- a. The operator of each vessel requesting a drawbridge to open shall signal the bridge tender and the bridge tender shall acknowledge that signal. The vessel operator shall repeat the signal until the bridge tender has acknowledged in some manner. The vessel shall not approach the bridge until he received the bridge tender's acknowledgement.

- b. The authorized signal devices and order of preference to be used to request an opening and to acknowledge a request shall be communication by radio telephone, sound signals, or visual signals. Whatever signals are used, they must be sufficient to alert the person being signaled.
- c. All acknowledging signals given by the bridge tender shall follow the requesting signal by **no more than 30 seconds**.
- d. Common sense is to be used if a boat does not properly signal. The boat should not be sitting there while the bridge tender refuses to open, waiting for the proper signal.

2. VESSEL SIGNALS FOR BRIDGE OPENING REQUEST

- a. Communication by Radio telephone.

Communication by radio telephone may be used to request the bridge opening, however, when the contact cannot be initiated or maintained, sound or visual signals shall be used. Channel 16 shall always be monitored but should not be used for communications, use the operating channel assigned to the bridge instead. If the tender receives an opening request on channel 16, he should briefly communicate to the requesting party to switch to the bridge operating channel (9) to continue the communication.

- b. Sound Signals.

Sound signals shall be made by whistle, horn, megaphone, hailer or other device capable of producing the prescribed signals. A "prolonged blast" is 4 to 6 seconds in duration; a "short blast" is about 1 second duration. The sound signal to request the opening of a drawbridge is one prolonged blast followed (within 3 seconds) by one short blast. During scheduled closure periods, a vessel for which the draw is required to open (e.g., a public vessel of the U.S., vessel in tow or a vessel in distress), identifies its special status and requests draw opening by sounding five (5) short blasts in rapid succession.

- c. Visual Signals.

Visual signaling to request the opening of a drawbridge is accomplished by vertically raising and lowering a white flag or vertically raising and lowering a white, amber or green light.

3. BRIDGE TENDER'S RESPONSE SIGNALS

- a. Communication by Radio telephone. If the request for bridge opening has been made by radio telephone, the response will normally be completed by this method. In the event contact cannot be maintained, sound or visual signals will be used. Channel 16 shall always be monitored but should not be used for communications, use the bridge operating channel (9) instead.
- b. Sound Signals

Sound signals shall be made by activating the horn mounted on the bridge tender house. When the bridge can be opened immediately, the sound signal to acknowledge a request to open the bridge is one prolonged blast followed by one short blast (as defined above). When the bridge cannot be opened immediately or is open and must be closed promptly, the sound signal to acknowledge a request to open the bridge is five short blasts sounded in rapid succession. The signal shall be repeated until acknowledged in some manner by the requesting vessel. If the vessel does not continue its approach, this can be interpreted by the bridge tender as the vessel operator's acknowledgement and the bridge tender can cease his signal.

- c. Visual Signals

When the bridge can be opened immediately, the visual signal to acknowledge a request to open the bridge is one of the following:

- 1) A white flag raised or lowered vertically or
- 2) A white, amber or green light raised and lowered vertically or
- 3) A fixed or flashing white, amber or green light or lights.

When the draw cannot be opened immediately or is open and must be closed promptly, the visual signal to acknowledge a request to open the bridge is one of the following:

- 1) A red flag or red light swung back and forth horizontally in full sight of the vessel or
- 2) A fixed or flashing red light or lights.

The signal shall be repeated until acknowledged in some manner by the requesting vessel. If the vessel does not continue its approach, this can be interpreted by the bridge tender as the vessel operator's acknowledgment and the bridge tender can cease his signal.

d. Visual Sight

Common sense is to be used if a boat does not properly signal. The boat should not be sitting there while the Tender refuses to open, waiting for the proper signal.

G. NATURAL DISASTERS

1. Federal regulations authorized drawbridges to remain closed during a natural disaster such as a hurricane unless the Coast Guard specifically directs otherwise. The regulations do not permit closure in anticipation of a disaster without prior Coast Guard approval.
2. **Authorities** desiring to temporarily cease or restrict drawbridge openings to facilitate evacuation of land traffic before the arrival of a hurricane must obtain authorization from Commander, Seventh Coast Guard District.
3. **This must be done by County Representative ONLY!!!!** Call (305) 536-6546 between 7:30 a.m. and 4:00 p.m., Monday through Friday. At all other times call the Coast Guard Duty Officer at (305) 536-5611. The Duty Officer will relay the request and furnish a response within minutes. Temporary closures are approved on a case by case basis and only if operation of the bridge impedes evacuation. Specific regulations may exist for certain bridges which require opening on signal during periods of storm warning or alerts.
4. High winds may make a drawbridge inoperable or subject it to damage. Drawbridges are authorized to remain closed while experiencing **steady winds of 34 knots (39 mph) or more** if the Pinellas County has determined that closure is required to prevent damage to the bridge. When this condition exists, notations must be made in the **DAILY BRIDGE LOG**, including **wind speed and direction. Requests to close drawbridges at wind speeds less than 34 knots (39 mph) to prevent damage will be considered by the Coast Guard.** Such requests should be accompanied by an engineering analysis showing the maximum wind the bridge could be expected to experience without damage while in an opened or partially opened position. **Closure of a bridge because of high winds should be reported to the Coast Guard immediately** as well as the Bridge Supervisor and noted in **DAILY BRIDGE LOG**.

H. SPECIAL REGULATIONS

1. In the absence of specific regulations specifying otherwise, a drawbridge is required to open promptly on signal. Notwithstanding such approved schedules; when a bridge tender is informed by a reliable source that an emergency vehicle is due to cross the draw or if he sees or hears an emergency vehicle approaching, the bridge tender shall take all reasonable measures to have the draw closed at the time the emergency vehicle arrives at the bridge. The bridge tender shall give appropriate signals to any approaching vessels under the circumstances.
2. Except as provided by particular bridge opening schedules, drawbridges shall be opened promptly and fully for the passage of vessels when a request to open has been given in accordance with the signaling procedures established. Under no circumstances is the bridge tender to question the vessel operator as to his right for a bridge opening based on the height of his vessel, **the bridge tender shall, in all cases, open the draw span if the pilot signals for a bridge opening.** If a bridge tender is required to open a drawbridge for a vessel because of non-structural fixture on that vessel, which in his opinion, is not essential to navigation or which is easily lowered, he is to complete the **BRIDGE TENDER'S REPORT ON UNNECESSARY BRIDGE OPENING** (Form Appendix B-2) and submit it to his supervisor.
3. The County may obtain permission from the United States Coast Guard to temporarily alter the schedule or to temporarily close a bridge. When permission is obtained, the supervisor will inform the bridge tender and the bridge tender is required to comply with the temporary conditions.

I. INSTRUCTION FOR BRIDGE MECHANISM OPERATION

The following general procedures shall be followed by bridge tenders in operating the drawbridge spans owned by Pinellas County. All of the bridges in the County have electrical equipment interlocked so that a definite sequencing of operation is necessary in order to operate the spans.

Specific instructions on specific bridge operation are in Section I-6.

1. General Procedure

- a. Return signal to vessel for opening. Pinellas County **requires** an audible signal before **any** opening, which will also alert maintenance personnel, pedestrians, fishermen, etc.
- b. Initiate opening sequence.
 - 1) Check the roadway for vehicles or pedestrians approaching so closely as to be endangered by lowering the traffic gates.
 - 2) Turn ON the highway traffic bell signals and warning lights and/or traffic lights to stop oncoming traffic.
 - 3) Recheck the roadway for vehicles or pedestrians approaching so closely as to be endangered by lowering the traffic gates.
 - 4) Lower the traffic safety gates to keep the traffic from advancing towards the draw span. Oncoming gates shall be lowered first.
 - 5) Insure that pedestrians are clear of the opening span(s), (Dunedin Bridge tenders must physically cross the bridge span to the south side and check the trail to insure that pedestrians are clear of the opening span), then release span locks.
 - 6) Then release the motor brakes.
 - 7) Operate the controller to open the span(s) to its fully open position using extreme care in the final opening operation to prevent any damage to the bridge.
 - 8) Set motor brakes.
- c. As the vessel passes, observe and log the name or number and type of vessel, direction of travel, date and time of passage, and initial entry on the **MONTHLY REPORT OF DRAWBRIDGE OPENINGS** (Form Appendix B-10).
- d. After the vessel has cleared the bridge, check to make sure no other vessels are approaching. If none are approaching, signal for bridge closure.
- e. Initiate closing sequence.
 - 1) Release motor brakes.
 - 2) Operate the controller to close the span(s) using extreme care in the final closing operation to prevent any damage to the bridge.
 - 3) Operate the lock motors to close the span locks.
 - 4) Set motor brakes.
 - 5) Raise the traffic safety gates, the oncoming gates shall be opened last, stop traffic bells and warning signals, switch traffic lights to green and permit highway traffic to precede.
- f. In the event that the bridge fails to operate, you are to note it in the **DAILY BRIDGE LOG** (form Appendix B-11). In all cases, first advise the bridge supervisor of the problem by phone.
- g. All bypass switches are provided with seals. In the event it becomes necessary to utilize the bypasses, first **Notify your supervisor**, by phone, of the problem, for remedy and **approval to break the seal must be given by Pinellas County Representative**. A notation shall be made on the **DAILY BRIDGE LOG** indicating the reasons and the person authorizing by pass use. Failure to do so will result in disciplinary action. The bridge supervisor shall be notified immediately of any broken bypass seals. See bypass procedure below.

2. Bypass Procedure

- a. If malfunction occurs call Pinellas County Highway Maintenance, 464-8900. There is a person answering this number 24 hours a day. If you are unable to reach someone leave a message and call the Bridge Emergency Number 727-580-6273 or 727-580-2391.
- b. **DO NOT cut bypass seal without permission from Pinellas County Bridge Tender Supervisor.**
- c. When authorization has been given to cut bypass seal you will:
 - 1) Log it on your DAILY BRIDGE LOG, date & time, seal was cut and why it had to be cut and the name of the person authorizing it to be cut.
 - 2) When the problem has been corrected by Pinellas County and the seal has been replaced, log it on your DAILY BRIDGE LOG, date and time, bypass was resealed and who performed the repair.

3. Safety Interlock Bypass Selector Switches

CAUTION: Extreme care should be exercised when utilizing these switches, as serious damage to machinery and personnel may result.

- a. There are three safety interlock bypass switches for the bridge leafs. The purpose of these switches are to enable qualified Pinellas County maintenance personnel the ability to bypass **the limit switches which indicate the position of various mechanical parts in case of their failure as is necessary in an emergency situation.**
 - 1) GATE BYPASS When this switch is in the ON position; all safety interlocks for the traffic gates are bypassed. The span locks may be pulled without the traffic gates being fully lowered. The traffic lights may be turned green without the traffic gates being fully raised.
 - 2) SPAN LOCK BYPASS When this switch is in the ON position; all safety interlocks for the span locks are bypassed. The bridge leaves may be raised or lowered without the span locks being fully pulled. The traffic gates may be raised without the span locks being fully driven.
 - 3) SPAN BYPASS When this switch is in the ON position; all safety interlocks for the bridge leaves are bypassed. The span locks may be driven without the bridge leaves being fully lowered. The navigation lights may be turned green without the bridge leaves being fully raised.

4. Auxiliary Power Unit Procedure

- a. Automatic Auxiliary Power Unit Procedure In case of an electrical power failure, an emergency generator is available to provide back-up power failure; an emergency generator is available to provide back-up power. Generator power is selected by turning the generator switch located on the control console to the TEST position. If it is desired to run the generator only, without having generator power supplied, the generator switch may be turned to the RUN position. In all other instances, the generator switch should be in the AUTOMATIC position.

5. Navigation Traffic Lights Selector Switch

- a. The navigation light selector switch is located on the CONTROL CONSOLE.

It has three positions which may be selected. When MANUAL MODE is selected, the navigation lights remain on and operational at all times. When AUTOMATIC MODE is selected, the navigation lights will turn on and operate during night hours only. When OFF is selected, the navigation lights remain off and in operational.

6. Specific Bridge Operation

- a. Park Blvd.
- b. Dunedin

6.a. Park Blvd. Routine Sequence of Operation

Raise Sequence

- 1) Navigation lights are turned on.
- 2) Answer boat signals by pulling out HORN push-button (1-long & 1short)
- 3) Depress RED TRAFFIC/SIGNALS push-button. Normal GREEN INDICATING light out, RED INDICATING light on. Traffic lights turn red to stop traffic. RED GATE ARM lights come on and bell rings. Check for pedestrian traffic.
- 4) Depress ROADWAY GATE LOWER push-buttons. (Note: These are spring return buttons and they must be held down until gates are fully lowered.) To stop the gates in an emergency, release the buttons. (The pedestrian gate operates with the east gate).
- 5) Release EMERGENCY BRAKE; both leafs.
- 6) Depress NOSE LOCK DRAW push-button. (The Control locks in).
- 7) Advance SPAN MASTER CONTROLLERS slowly in RAISE direction successively through Points D, 1, 2, 3, 4, 5, and 6. Spans accelerate to speed corresponding to leaf controller positions.
- 8) Spans approach NEARLY OPEN positions. Return span controllers to Raise Points 5, 4, 3, 2 and 1, pausing briefly at each point. (Spans decelerate and approach the NEARLY OPEN positions at reduced speed. Spans stop in NEARLY OPEN position by action of SPAN LIMIT SWITCH. Spans shown at NEARLY OPEN position by amber light.)
- 9) Spans are at NEARLY OPEN positions. Return the span controllers to the OFF position. Advance span controllers toward Raise Points 1, 2, or 3 (**Note: Do not advance span controller past Point 3**). Spans advance to FULLY OPEN positions at reduced speed. Spans stopped at FULLY OPEN position by span limit switch circuits to de-energize the leaf motors and set the brakes. Red indication lights come On to show FULLY OPEN position. Red Navigation lights go Out and green light comes On through span limit switch contact action.
- 10) Spans are at FULLY OPEN positions. Return span controllers to the OFF positions. You are now ready for water traffic.

Lower Sequence

- 1) When Boat traffic has cleared the bridge and you ready to start the lowering sequence, give the signal that the Bridge is closing by **5 SHORT BLASTS** on the horn.
- 2) Advance SPAN MASTER CONTROLLERS slowly in Lower direction successively through Points D, 1, 2, 3, 4, 5, and 6. Spans accelerate to speed corresponding to each controller position. Navigation lights change from green to red.
- 3) Return span controllers to Lower Points 5, 4, 3, 2, and 1 pausing briefly at each point. (Spans decelerate and approach the NEARLY CLOSED positions at reduced speed. Spans stop in NEARLY CLOSED positions by action of span limit switch. Spans shown in NEARLY CLOSED positions by amber indicating lights.
- 4) Return the SPAN CONTROLLERS to the OFF position. Advance SPAN CONTROLLERS toward Lower Points 1, 2, or 3 at a reduced speed. Spans reach FULLY CLOSED positions when end stops are reached and span Fully Closed limit switches close to light green FULLY CLOSED indication lights. When FULLY CLOSED lights come On, depress FOOT SWITCH to set the service brakes while holding the MASTER CONTROLLERS in Lower Points 1, 2, or 3 to keep power on the motors while the brakes set. After the brakes set, return the MASTER CONTROLLER to the OFF position. Be sure the FULLY CLOSED green indicating lights remain lighted. Permissive to drive NOSE LOCKS.
- 5) Set EMERGENCY BRAKE till Green Light in ON. (Both leafs) Lock mechanisms operate automatically under control of their limit switches. Locks are shown in DRIVEN position by Green Light. Permissive to raise Roadway Gates.

- 6) Depress ROADWAY GATE RAISE pushbuttons (the control locks in) do not hold down the button. Roadway Gates raise and Limit Switches open to stop gates. Green Gate Raised Lights come ON.
- 7) Depress GREEN TRAFFIC SIGNALS pushbutton. Gate Arm lights and bells are turned OFF. Traffic lights turn green. Normal green light is ON, red light is OFF.
- 8) ROAD TRAFFIC RESUMES.

6.b. Dunedin Causeway Routine Sequence Of Operation

Raise Sequence

- 1) Before any of the control functions can be executed, power must be turned on by depressing the CONTROL POWER push-button. The LEVER must be returned to its neutral position. Power on will be verified by illumination of the CONTROL POWER ON indicator light.
- 2) The horn is to be sounded at this time by depressing the manual HORN push-button. (One long and one short blast)
- 3) Before initiating the raise sequence of operation, the advance warning lights are to be turned on and the traffic signals will be turned from green to red by turning the TRAFFIC SIGNAL selector switch to the ON position. The advance warning light will warn the oncoming traffic that the bridge is about to open before the traffic lights are visible and traffic signals will automatically turn from green to yellow, and after approximately 10 seconds, the traffic lights will turn from yellow to red.

- 4) The far oncoming traffic gate may then be lowered by depressing the FAR ONCOMING TRAFFIC GATE LOWER push-button. This push-button must be held depressed in order for motion to occur. Release of this push-button will stop the gate from moving. As the far oncoming gate is being lowered, the FAR ONCOMING TRAFFIC GATE RAISED indicator light will go out. Once the far oncoming traffic gate is fully lowered, the FAR ONCOMING TRAFFIC GATE LOWER indicator light will be illuminated, the bell on the far oncoming traffic gate will stop ringing, and the near off going traffic gate will be enabled.

CAUTION: The operator must inspect the bridge before lowering the near off going traffic gate to be sure that there are no vehicles still present on the bridge.

- 5) The near off going traffic gate may then be lower by depressing the NEAR OFF GOING TRAFFIC GATE LOWER push-button. As in the operation of the FAR ONCOMING TRAFFIC GATE LOWER push-button, this push-button must be held depressed in order for motion to occur. Release of this push-button will stop the gate from moving.

As the near off going traffic gate is being lowered, the NEAR OFF GOING TRAFFIC GATE RAISED indicator light will go out. Once the near off going traffic gate is fully lowered, the NEAR OFF GOING TRAFFIC GATE LOWERED indicator light will illuminate.

- 6) The near oncoming traffic gate may then be lowered by depressing the NEAR ONCOMING TRAFFIC GATE LOWER push-button. This push-button must be held depressed in order for motion to occur. Release of this push-button will stop the gate from moving. As the near oncoming traffic gate is being lowered, the NEAR ONCOMING TRAFFIC GATE RAISED indicator light will go out. Once the near oncoming traffic gate is fully lowered, the NEAR ONCOMING TRAFFIC GATE LOWER indicator light will be illuminated, the bell on the near oncoming traffic gate will stop ringing, and the far off going traffic gate will be enabled.

CAUTION: The operator must inspect the bridge before lowering the far off going traffic gate to be sure that there are no vehicles still present on the bridge.

- 7) The far off going traffic gate may then be lowered by depressing the FAR OFF GOING TRAFFIC GATE LOWER push-button. As in the operation of the NEAR ONCOMING TRAFFIC GATE RAISE push-button, this push-button must be held depressed in order for motion to occur. Release of this push-button will stop the gate from moving.

As the far off going traffic gate is being lowered, the FAR OFF GOING TRAFFIC GATE RAISED indicator light will go out. Once the far off going traffic gate is fully lowered, the FAR OFF GOING TRAFFIC GATE LOWERED indicator light will illuminate.

- 8) The normal sequence of operation of the traffic gates may be suspended at any time by releasing the appropriate TRAFFIC GATE LOWER push-button. The sequence of operation may then be resumed by pulling out the appropriate TRAFFIC GATE LOWER push-button, or the sequence may be aborted by pulling out the appropriate TRAFFIC GATE RAISE push-button.
- 9) Once all of the traffic gates are lowered, the span locks will be enabled. At this time the tender **must** cross to the south side of the bridge to check the trail to insure pedestrians are clear of the opening spans.
- 10) The span locks may then be retracted by pulling out the SPAN LOCKS PULL push-button. As the span locks are being retracted, the SPAN LOCKS DRIVEN indicator light will go out. Once the span locks are fully retracted, the SPAN LOCKS PULLED indicator light will illuminate, and the raise sequence is enabled.
- 11) The normal sequence of operation of the span locks may be suspended at any time by pulling out the STOP push-button. The sequence of operation may then be resumed by pulling out the SPAN LOCKS PULL push-button, or the sequence may be aborted by pulling out the SPAN LOCKS DRIVE push-button.
- 12) Prior to raising the bridge, you may sound the horn again by depressing the HORN push-button one time long and one time short. Each bridge leaf may then be raised by turning the corresponding LEVER, near span is turned clockwise and far span is turned counter clockwise. The LEVER has six maintained positions which correspond to six various speeds. The farther the LEVER is turned, the faster the bridge leaf will rise.
- 13) While a bridge leaf is in motion, the BRAKE SET indicator light will go out, and the BRAKE RELEASE indicator light will illuminate, indicating that the brake motor is running and has released the bridge leaf motor. When the bridge leaf motor stops, the brake motor stops, the BRAKE RELEASE indicator light will go out, and the BRAKE SET indicator light will illuminate.
- 14) As a bridge leaf is being raised, the FULLY CLOSED indicator light will immediately go out. Once a bridge leaf has risen far enough to break contact with its respective nearly closed limit switch, the NEARLY CLOSED indicator light will go out. Once a bridge leaf has risen far enough to make contact with its respective nearly open limit switch, the NEARLY OPEN indicator light will illuminate, and the bridge leaf will automatically rise at a slower speed. The bridge leaf will continue at that slower speed until it makes contact with its respective fully open limit switch, at which time the FULLY OPEN indicator light will also illuminate, and the bridge leaf will automatically stop.
- 15) The raising sequence of either of the bridge leaves may be suspended at any time by slowly turning the corresponding LEVER, near span is turned counter clockwise and far span is turned clockwise, to its slow speed position.
- 16) When the LEVER is slowly turned to its slow speed position, the bridge leaf will decelerate to a controlled stop. The raise sequence may then be resumed by pulling the LEVER, near span is turned clockwise and far span is turned counter clockwise or the sequence may be aborted (the bridge leaf lowered) by turning the LEVER near span is turned counter clockwise and far span is turned clockwise. The farther the LEVER is turned, the faster the bridge leaf will lower.
- 17) While the bridge leaves are in motion the LEVER may be returned to its neutral position, to stop the leaves abruptly. This will cause excessive wear and damage to the mechanical parts, however, and should therefore be **used only in emergency situations**. The raise sequence of operation may then be resumed by turning the LEVER, near span is turned clockwise and far span is turned counter clockwise or the sequence may be aborted (the bridge leaf lowered) by turning the LEVER near span is turned counter clockwise and far span is turned clockwise. The farther the LEVER is turned, the faster the bridge leaf will lower.
- 18) While the bridge leaves are in motion, the CONTROL POWER OFF push-button may be depressed, to stop the leaves abruptly. This will cause excessive wear and damage to the mechanical parts, however, and should therefore be **used only in emergency situations**. The raise sequence of the operation may then be resumed by turning the LEVER back to its neutral position, pulling out the CONTROL POWER ON push-button and turning the LEVER, near span is turned clockwise and far span is turned counter clockwise, or the sequence may

be aborted (the bridge leaf lowered) by turning the LEVER, near span is turned counter clockwise and far span is turned clockwise. The farther the LEVER is turned, the faster the bridge leaf will lower.

- 19) Once both bridge leaves are in their fully open position, the navigation lights will automatically turn from red to green, providing the NAVIGATION LIGHTS SELECTOR SWITCH is turned to the ON position.

Lower Sequence

- 1) Prior to lowering the bridge, the horn should be sounded by pulling out the HORN push-button **five** short consecutive times. You should also verify **all** boat traffic has cleared the spans.
- 2) Each bridge leaf may then be lowered by turning the corresponding LEVER, near span is turned counter clockwise and far span is turned clockwise. The LEVER has six maintained positions which correspond to six various speeds. The farther the LEVER is turned, near span is turned counter clockwise and far span is turned clockwise, the faster the bridge leaf will lower.
- 3) While a bridge leaf is in motion, the BRAKE SET indicator light will go out, and the BRAKE RELEASE indicator light will illuminate, indicating the brake motor is running and has released the bridge leaf motor. When the bridge leaf motor stops, the brake motor stops, the BRAKE RELEASE indicator light will go out, and the BRAKE SET indicator light will illuminate.
- 4) As a bridge leaf is being lowered, the FULLY OPEN indicator light will immediately go out. Once a bridge leaf has lowered far enough to break contact with its respective nearly open limit switch, the NEARLY OPEN indicator light will go out. Once a bridge leaf has lowered far enough to make contact with its respective nearly closed limit switch, the NEARLY CLOSED indicator light will illuminate, and the bridge leaf will automatically lower at the slower speed. The bridge leaf will continue at that slower speed until it makes contact with its respective fully closed limit switch, at which time the FULLY CLOSED indicator light will illuminate, and the bridge leaf will automatically stop.
- 5) The lowering sequence of either of the bridge leaves may be suspended at any time by slowly pushing the corresponding LEVER, near span is turned counter clockwise and far span is turned clockwise, back to its slow speed position.
- 6) When the LEVER is slowly turned to its slow speed position, the bridge leaf will decelerate to a controlled stop. The lower sequence may then be resumed by turning the LEVER, the near span is turned counter clockwise and the far span is turned clockwise, or the sequence may be aborted (the bridge leaf raised) by turning the LEVER, near span is turned clockwise and far span is turned counter clockwise. The farther the LEVER is turned, the faster the bridge leaf will rise.
- 7) While the bridge leaves are in motion the LEVER may be returned to its neutral position, to stop the leaves abruptly. This will cause excessive wear and damage to the mechanical parts, however, and should therefore be used only in emergency situations. The lower sequence of operation may then be resumed by turning the LEVER, near span is turned counter clockwise and far span is turned counter clockwise, or the sequence may be aborted (the bridge leaf raised) by turning the LEVER near span is turned clockwise and far span is turned counter clockwise. The farther the LEVER is turned, the faster the bridge leaf will rise.
- 8) While the bridge leaves are in motion, the CONTROL POWER OFF push-button may be depressed to stop the leaves abruptly. This will cause excessive wear and damage to the mechanical parts, however, and should therefore be used only in emergency situations. The lower sequence of operation may then be resumed by turning the LEVER back to its neutral position, pulling out the CONTROL POWER ON push-button and turning the LEVER near span is turned counter clockwise and far span is turned counter clockwise or the sequence may be aborted (the bridge leaf raised) by turning the LEVER, near span is turned clockwise and far span is turned counter clockwise. The farther the LEVER is turned, the faster the bridge leaf will rise.

CAUTION: Care should be taken in the special case of suspending the bridge lower sequence when the bridge leaf is within 5 degrees of being fully closed. If the FULLY CLOSED LIMIT SWITCH is improperly set, the switch may trip prematurely, and prevent

the bridge from fully closing. Should this happen, the bridge should be raised again until it is at least 15 degrees inclined, then lowered to set the leaves properly, and the following step followed.

- 9) Once both bridge leaves have fully closed, the bridge leaves may be seated by pulling out and holding in the SEAT push-button. As a leaf is being seated, the BRAKE SET indicator light will go out, the BRAKE RELEASE indicator light will illuminate, indicating the brake motor is running and has released the bridge leaf motor. The bridge leaf motor will then slowly lower the bridge leaf down into a fully seated position. Release of the SEAT push-button will stop the bridge leaf motor and brake motor. Once the brake motor stops, the BRAKE RELEASE indicator light will go out, and the BRAKE SET indicator light will illuminate.
- 10) Once both bridge leaves have fully closed, and both brakes set, the span locks will be enabled. The span locks may then be extended by pulling out the SPAN LOCKS DRIVE push-button. As the span locks are being driven, the SPAN LOCKS PULLED indicator light will go out. Once the span locks are fully driven, the SPAN LOCKS DRIVEN indicator light will illuminate, and the off going traffic gates are enabled.
- 11) The normal sequence of operation of the span locks may be suspended at any time by depressing the STOP push-button. The sequence of operation may then be resumed by depressing the SPAN LOCKS DRIVE push-button, or the sequence may be aborted by pulling out the SPAN LOCKS PULL push-button.
- 12) The far off going traffic gate may then be raised by depressing the FAR OFF GOING TRAFFIC GATE RAISE push-button. As the far off going traffic gate is being raised, the FAR OFF GOING TRAFFIC GATE LOWERED indicator light will go out. Once the far off going traffic gate raised, the FAR OFF GOING TRAFFIC GATE RAISED indicator light will illuminate, and the near oncoming traffic gate will be enabled.
- 13) The near oncoming traffic gate may then be raised by depressing the NEAR ONCOMING TRAFFIC GATE RAISE push-button. As the near oncoming traffic gate is being raised, the NEAR ONCOMING TRAFFIC GATE LOWERED indicator light will go out. Once the near oncoming traffic gate if fully raised, the NEAR ONCOMING TRAFFIC GATE RAISED indicator light will illuminate.
- 14) The near off going traffic gates may then be raised by depressing the NEAR OFF GOING TRAFFIC GATE RAISE push-button. As the near off going traffic gate is being raised, the NEAR OFF GOING TRAFFIC GATE LOWERED indicator light will go out. Once the near off going traffic gate is fully raised, the NEAR OFF GOING TRAFFIC GATE RAISED indicator light will illuminate, and the far oncoming traffic gates will be enabled.
- 15) The far oncoming traffic gates may then be raised by depressing the FAR ONCOMING TRAFFIC GATE RAISE push-button. As the far oncoming traffic gate is being raised, the FAR ONCOMING TRAFFIC GATE LOWERED indicator light will go out. Once the far oncoming traffic gate if fully raised, the FAR ONCOMING TRAFFIC GATE RAISED indicator light will illuminate.
- 16) The normal sequence of operation of the traffic gates may be suspended at any time by depressing the CONTROL POWER push-button. The sequence of operation may then be resumed by pulling out the CONTROL POWER ON push-button, and pulling out the appropriate TRAFFIC GATE RAISE push-button or the sequence may be aborted by pulling out the appropriate TRAFFIC GATE LOWER push-button.
- 17) Once all the traffic gates are fully raised, the traffic signals may be turned green by turning both the TRAFFIC SIGNAL selector switches to the GREEN position.

J. LIGHTING

1. After sunset the bridge tenders shall be constantly alert to see that all lights are burning. The bridge tender shall replace burned out lights, as required by the County, as soon as possible.
2. Each bridge tender on duty during the hours of darkness shall check the lights at the beginning of his shift or as soon as dusk arrives. A record of the results of this inspection shall be entered in the DAILY BRIDGE LOG.

3. Battery operated lights shall be kept in readiness at all times and must be placed in their proper place when electrical power fails.

K. DRAWBRIDGE OPERATION DURING CIVIL DEFENSE EMERGENCIES

1. During Civil Defense emergencies, normal drawbridge openings will continue, except at the following times:
 - a. When it becomes necessary for the bridge tender, in the interest of his own personal safety, to evacuate the bridge. Before leaving the bridge, the bridge tender will make sure that the main power switch is turned off and that all doors are closed and locked.
 - b. When the bridge tender receives instructions from a Pinellas County official not to open the bridge in the interest of public safety.
 - c. When, in the interest of public safety, a Civil Defense Official desires that a bridge temporarily discontinue normal openings, the Civil Defense Official will so inform Pinellas County Officials who will relay the request to the affected people for action.
2. The Bridge Supervisor will immediately notify the Coast Guard and other pertinent maritime interests of any discontinuance of drawbridge openings.

L. BRIDGE MAINTENANCE/INSPECTION

1. Pinellas County is responsible for maintaining/inspecting the bridge structure and mechanical/electrical devices. The bridge tender is responsible for informing his supervisor upon a malfunction of the controls or of any event that may have damaged any component of the bridge.
2. When a maintenance/inspection crew arrives, note in the BRIDGE SIGN-IN LOG (Form Appendix B-9).
Both the bridge tender and the maintenance/inspection crew leader are to place their signatures on the log conforming that the maintenance/inspection crew intends to perform maintenance/inspection on the bridge.
3. The bridge tender shall cooperate fully with the maintenance/inspection crew. The personal safety of himself and all members of the maintenance/inspection crew is the utmost priority. Good, clear communication is vital while the crew is on duty.
4. During times that maintenance/inspection is being performed on the structure, the bridge tender shall communicate with the crew during bridge openings. If the crew is in the machinery areas of the bridge, notification of an opening is absolutely necessary to prevent injury to personnel. The following steps shall be taken:
 - a. If available, the bridge intercom system is to be used. The bridge tender shall call the crew and inform them of the opening.
 - b. If a bridge intercom is not available, radios are to be used. The bridge tender shall call the crew and inform them of the opening.
 - c. The bridge tender shall always sound one long and one short blast on the bridge horn before the opening, allowing time for maintenance/inspection personnel to move to a safe area.
5. The crew leader may give the bridge tender instructions that are contrary to the instructions given herein. The bridge tender is to comply with the crew leader's instructions and make a note in his log to that effect. If the bridge tender cannot comply with the crew leader's instructions, he is to call his supervisor immediately for assistance.

NOTE: For all cases, the bridge tender must receive an acknowledgment from the work crew before proceeding with the opening. If the bridge tender has any doubts as to whether the communication is fully understood, he should not proceed with any movement of the bridge span(s).

M. MANUAL OPERATIONS

- * Hand Cranking of Traffic Control Gates, Span Lock Drive Pins and Bascule Spans.
- * All of these electrical powered units have protection devices. They are called heaters and they can be reset. They are located on each side of the unit's contractor.

- * The spans have a device called a dashpot, which protects the over heated span motor. The dashpot has to cool down before you can proceed with the operation of lowering or raising the draw span. This takes from 5 to 15 minutes.
 - * Make sure to notify the proper personnel of any problem and note the problem in proper logs.
1. Hand Cranking of the Traffic Control Gates.
 - a. Turn main breaker off to that gate unit that will be hand cranked, or open the access door on gate unit and turn off single pole switch, so there is no electrical power to the three-phase motor. (Remember turning off the single pole switch does not mean that power is not still present.)
 - b. Insert hand crank handle and proceed cranking (up or down).
 - c. Remove hand crank handle.
 - d. Close access door and tighten both bolts. (Remember to turn on single pole switch, if you used that method to shut off power.)
 - e. Turn on Main breaker.
 - f. Return hand crank handle to proper storage locations.
 - g. Contact proper personnel if you can not solve the problem and note time, date and problem in proper logs.
 2. Hand Cranking of Span Lock Drive Pins.
 - a. Turn off main breaker to drive pin unit that will be hand cranked.
 - b. Open and secure access door to drive pin unit.
 - c. Cone off area that is open so pedestrians will be aware of opening. (Minimum of two (2) orange traffic cones).
 - d. Release both break locks on motor.
 - e. Insert hand crank. (On some drive pin motors you will have to tighten crank to shaft on motor.)
 - f. Start hand cranking in desired direction that is needed for the proper function required. (Pulled position or driven position.)
 - g. When that is completed, release both brake locks so brake is tight and remove hand crank handle.
 - h. Close access door and secure it down with proper bolts.
 - i. Remove orange traffic cones and return them to proper storage area.
 - j. Place hand crank handle into proper storage location.
 - k. If normal function of drive pin is restored, make sure main breaker is returned to the "on" position.
 - l. Contact proper personnel if you can not solve the problem and note time, date and problem, in proper logs.
 3. Hand Cranking of Bascule Spans.
 - a. Turn off main breaker to span that will be hand cranked.
 - b. Each span has two brakes that must be released before you can hand crank.
 - c. You must engage a device that will allow you to hand crank the draw span.
 - d. Once engaged, insert the handle and hand crank span down to proper position on live-load pads.
 - e. After draw span is down, remove hand crank handle and return it to proper storage area.
 - f. Disengage the device that allowed you to hand crank.
 - g. Reset both brakes.
 - h. Turn on main breaker, if you can return to normal operation.
 - i. Contract proper personnel if you can not solve the problem and note time, date and problem, in proper logs.

N. SUMMARY

1. Drawbridges operated under Pinellas County must:
 - a. Be staffed with the necessary draw bridge tenders for safe and prompt opening of the draw bridge.
 - b. Be maintained in a serviceable operating condition.
 - c. Be operated at sufficient intervals to assure their satisfactory operation.
 - d. Promptly accomplish repair or maintenance work effecting operation of the draw.
 - e. Display approved, legible, clearance gauges.
 - f. Post signs explaining operating procedures if the bridge has been authorized to not always open on request.
2. Bridge tenders must:
 - a. Open promptly and fully for vessel passage upon request except when regulations permit otherwise.
 - b. Properly acknowledge vessel signals for bridge opening.
 - c. Operate a radio telephone when specifically required.
 - d. Take all reasonable measures to have the draw bridge closed for passage of an emergency vehicle if informed by a reliable source that such vehicle is due to cross the draw bridge.
 - e. Fill out all required forms.
3. Drawbridges operated under Pinellas County may:
 - a. Close during periods of natural disasters or civil disorder declared by the appropriate authorities unless the Coast Guard specifically directs otherwise.
 - b. Deviate from normal opening procedures when required for scheduled repair or maintenance work if authorized by the Coast Guard (30 days advance notice required).
 - c. Close for vital, unscheduled, repair work that renders the draw inoperative provided the Coast Guard is promptly notified.
 - d. Close for reasons of public health or safety or for public functions such as parades or races if authorized by the Coast Guard (30 days advance notice required).
 - e. Request authority to remain closed and untended due to infrequent vessel use.
 - f. Be maintained in the fully open position with bridge tender service discontinued if the Coast Guard is notified in advance and approval obtained.
 - g. By specific regulation, be authorized to not open for vessels during certain time periods to facilitate vehicular traffic.
4. Bridge tenders may:
 - a. Open for vessels during periods that the regulations say the bridge "need not" open.

APPENDIX A

U.S. COAST GUARD REGULATIONS

UNITED STATES COAST GUARD CODE OF FEDERAL REGULATIONS

Title 33, Chapter 1, Part 117 - Drawbridge Operation Regulations: Navigation and Navigable Waterways

Please visit the website to view the latest edition at: <http://ecfr.gpoaccess.gov>

APPENDIX B

FORMS

- B-1 INSTRUCTIONS & GUIDES FOR COMPLETING FORMS
- B-2 BRIDGE TENDER'S REPORT ON UNNECESSARY BRIDGE OPENING
- B-3 MONTHLY EQUIPMENT CHECK LIST
- B-4 JOB KNOWLEDGE FOR QUARTERLY REVIEW
- B-5 TELEPHONE LOG
- B-6 PROPERTY DAMAGE REPORT
- B-7 DAILY CHECKLIST
- B-8 AUXILIARY POWER UNIT WEEKLY CHECKLIST
- B-9 BRIDGE SIGN-IN LOG FORM
- B-10 MONTHLY REPORT OF DRAWBRIDGE OPENINGS
- B-11 DAILY BRIDGE LOG

APPENDIX B-1

INSTRUCTIONS & GUIDES FOR COMPLETING FORMS

1. All entries are to be printed, using uppercase vertical lettering; no script.
2. Days of the week, if abbreviated, shall be MON, TUE, WED, THU, FRI, SAT, SUN.
3. Months, if abbreviated, shall be the standard three letter abbreviation:
JAN, FEB, MAR, APR, JUN, JUL, AUG, SEP, OCT, NOV, DEC.
4. Numbers shall be shown in Arabic numerals, i.e., 1, 2, 3, 4, 5, 6, 7, 8, 9, 0
5. Never use ditto marks.
6. Enter PM or AM clearly as required.
7. When showing direction, indicate the direction the vessel or vehicle is going with an N, S, E or W
8. **Weather conditions are to be shown as follows:**
 - a. "W" for windy.
 - b. "C" for calm.
 - c. "R" for rainy.
 - d. "S" for sunny.
 - e. "F" for foggy.
 - f. "NW" for no wind.
 - g. "CH" for choppy seas.
 - h. "RT" for torrential rain.
 - i. "PS" for partly sunny.
 - j. "VF" for very foggy.
 - k. "HW" for high wind.
 - l. "CHB" for very rough, choppy seas,
 - m. "NS" for no sun.
9. When signing in or out for duty, the bridge tender is to sign his/her name on the Daily Log showing day of the week, date and time of day. Signature must be readable.
10. **Vessels shall be identified as follows:**
 - a. "P" for pleasure craft.
 - b. "C" for commercial vessel.
 - c. "T" for tug with tow.
 - d. "G" for government vessel.
 - e. "S" for sail vessel

APPENDIX B-3

MONTHLY EQUIPMENT CHECK LIST

BRIDGE NAME: _____	
<p>1. FIRST-AID KIT</p> <p>a. In a readily accessible place? b. Has it been used? c. Has it been replenished?</p>	<p>6. FLARES-6</p> <p>a. Is the required number accounted for? b. Are they properly stored?</p>
<p>2. LIFE JACKETS -2 and LIFE RINGS –2</p> <p>a. Is the required number accounted for? b. Ripped, torn or cracked? c. General condition: New ___ Good ___ Fair ___ Poor ___</p>	<p>7. FLASHLIGHTS -2</p> <p>a. Is the required number accounted for? b. Are they in working condition? c. Are the batteries good?</p>
<p>3. ROPE, 150 LF. 1/4 INCH (plus vertical distance of the draw span to water)</p> <p>a. Is it in a readily accessible place? b. General condition: New ___ Good ___ Fair ___ Poor ___</p>	<p>8. ARE THE FOLLOWING AVAILABLE:</p> <p>a. Cones -6 b. Red flags -4 (reflectorized) c. Vests -2 d. Barricades -2 (with flashing lights) e. Sign holder -2 f. BRIDGE CLOSED sign -2 g. Rubber floor mat -1 h. Light bulbs -6 (100 watts) i. Spare batteries</p>
<p>4. BATTERY OPERATED LIGHTS STEADY BURN -4 AND FLASHER -4</p> <p>a. Is the required number accounted for? b. Are the batteries good? c. Do they work properly?</p>	
<p>5. FIRE EXTINGUISHER -2</p> <p>a. Are they type ABC? b. Date filled? c. Expiration date? d. Has the pin been broken?</p>	<p>9. ARE THE FOLLOWING WORKING SATISFACTORILY:</p> <p>a. Commode b. Fan/air conditioner c. Door locks d. Telephone e. Intercom (if available)</p>
<p>10. COMMENTS _____</p>	
<p>Bridge tender _____</p>	<p>Date _____</p>

APPENDIX B-4

JOB KNOWLEDGE FOR QUARTERLY REVIEW

BRIDGE NAME: _____

INSPECTOR: _____ TIME: _____ DATE: _____

SKILL	Good	Fair	Poor
A. BRIDGE TENDER KNOWLEDGE (OVERALL)			
1. Knowledge of routine operating procedures			
2. Knowledge of emergency operating procedures			
3. Knowledge of administrative requirements			
4. Knowledge of Coast Guard Regulations			
B. BRIDGE TENDER OPERATIONAL ABILITY (OVERALL)			
1. Ability to operate bridge			
2. Bridge logs -Completeness			
C. BRIDGE NAVIGATION AND SAFETY CONDITIONS			
1. Navigation lights			
2. Fender system			
3. Other safety devices			
D. HOUSEKEEPING (OVERALL)			
1. Tender house floor			
2. Tender house windows			
3. Control console and switchgear			
4. Walkways and platforms			
5. Commode			
E. OVERALL BRIDGE CONDITION			

APPENDIX B-6

PROPERTY DAMAGE REPORT FORM

Refer to Paragraph D.4 – Accident Reports for additional information.

Form on Next Page

Accident Information

Claim No:

Date of accident:

Department:

Brief Description Of the Accident:
Information:

Additional

Photos taken (Circle One): Yes / No
Was the Area Dry? (Circle One): Yes / No
Was the Area Clean? (Circle One): Yes / No
How was the lighting? (Circle two): Daytime / Nighttime Indoor / Outdoor Stormy Conditions

Address or Place of accident:

Specific Location of accident:
(roadway, hallway, sidewalk, etc.)

Law Enforcement Agency (if applicable): Inspected by: Report # Name & Phone # of Individual Completing the Form:

Vehicle Accidents

County & Private Vehicle Information

# of county vehicles involved: <input type="text"/>	Asset#: <input type="text"/>	Employee#: <input type="text"/>
	Make: <input type="text"/>	Name: <input type="text"/>
	Model: <input type="text"/>	
# of private vehicles involved: <input type="text"/>	Make: <input type="text"/>	Insurance Co: <input type="text"/>
	Model: <input type="text"/>	Year: <input type="text"/>
		Plate#: <input type="text"/>

Private Vehicle Owner/Driver/Passenger Information

Driver:	Address: <input type="text"/>	Telephone#: <input type="text"/>
Owner:	Address: <input type="text"/>	Telephone#: <input type="text"/>
Passenger Name: (To add additional passengers, use Citizens)	Address: <input type="text"/>	Telephone#: <input type="text"/>
# of Citizens involved:	Address: <input type="text"/>	Telephone#: <input type="text"/>
1.		
2.		
3.		

Property Damage Accidents

Citizen Information & Witness Information

Citizen Information:	Address: <input type="text"/>	Telephone#: <input type="text"/>
1.		
2.		
3.		
Witness Information:	Address: <input type="text"/>	Telephone#: <input type="text"/>
1.		
2.		

APPENDIX B-7

DAILY CHECKLIST

If the item is working properly when you arrive, write your initials in the appropriate column. If the item is not working properly, correct it and write explanation in the comment area. If immediate attention is needed, and you cannot correct the problem call the supervisor. This will enable us to determine that everyone is leaving the tower better than when they came, and if someone is not meeting the job requirements.

Bridge: _____ **Week of:** _____

Day Item	Sunday			Monday			Tuesday			Wednesday			Thursday			Friday			Saturday			
	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	3	1	2	
Spoke to previous tender																						
Checked all log entries																						
Radio																						
Transfer switch on auto																						
Binoculars																						
Fender navigation lights																						
Hanging navigation lights																						
Clearance gauge lights																						
Flood lights																						
Seal intact on bypass box																						
House floor swept																						
House floor mopped																						
Control console clean																						
Console lights operational																						
Sidewalks clear																						
First Aid kit complete																						
Bathroom clean																						

Comment Area: _____

APPENDIX B-8

AUXILIARY POWER UNIT WEEKLY CHECKLIST

Month & Year: _____ Bridge: _____

	Week One	Week Two	Week Three	Week Four	Week Five
Name					
Date					
Oil Level					
Water Level					
Fuel Level (percentage)					
Time generator started					
Time bridge opened					
Time generator shut down					

Check all fluid levels prior to running generator. A test run is required once a week for a period of at least 30 minutes to insure proper operation. During this testing period a bridge opening is required. Under the comments section, each week include all pertinent information relative to any corrective action taken, needed, or reported. (Example) water level low added 1 gal, oil leak noted (location) etc. Each week write a brief description on how the engine, electrical systems, and mechanical systems responded.

COMMENTS:

WEEK ONE
WEEK TWO
WEEK THREE
WEEK FOUR
WEEK FIVE

APPENDIX C
ACKNOWLEDGEMENT

I, _____, Bridge Tender, employed by _____ hereby acknowledge that I have read the PINELLAS COUNTY BRIDGE TENDERS MANUAL and understand all of the contents and directions contained therein. Furthermore, I have been familiarized with the U.S. Coast Guard Regulations, Title 33, Chapter 1, Part 117-Drawbridge Operation: Navigation and Navigable Waterways.

REMARKS: _____

Bridge Tender _____
Date

Contractor _____
Date

Department _____
Date

**BOARD OF COUNTY
COMMISSIONERS**

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Joseph Lauro, CPPO/CPPB
Director

DATE ISSUED: April 10, 2008
TO: ALL INTERESTED BIDDERS
INVITATION TO BID: Services, Bridge Tending at Two Drawbridges
BID NUMBER: 078-0251-B (MW)
BID SUBMITTAL REMAINS: April 24, 2008 @ 3:00 PM

ADDENDUM NO. 1

Following is additional information, clarifications, questions and responses relative to referenced Invitation to Bid (ITB):

1. Addition to Bid: Requirement for Minimum Wage for Bridge Tenders

The County has established a mandatory minimum wage rate of \$8.75 per hour for Bridge Tenders employed by the Contractor under this contract. This is not intended to limit the hourly wage above that minimum that the Contractor may compensate the bridge tenders. To ensure compliance with this provision, the Contractor may be required to provide certified payrolls to the County Representative, which shall be due within fourteen (14) calendar days of such request.

2. Non-Mandatory Site Visit Added for Wednesday April 16, 2008

The County will host a non-mandatory site visit to allow prospective bidders an opportunity to preview the drawbridges as follows:

Dunedin Drawbridge – site visit will commence at 9:00 a.m.

Park Boulevard Drawbridge – site visit will commence at 11:00 a.m.

Please acknowledge receipt of Addendum 1 in Section G (page 22) of the Invitation To Bid, and return the page with your sealed bid.

All other specifications, terms and conditions remain the same.

Please review our Current Bids website for published addendums before submitting your sealed bids:
http://www.pinellascounty.org/purchase/Current_Bids1.htm

Sincerely,


Joseph Lauro, CPPO/CPPB
Director of Purchasing

PLEASE ADDRESS REPLY TO:
400 South Ft. Harrison, Sixth Floor
Clearwater, Florida 33756
Phone: (727) 464-3311
FAX: (727) 464-3925
Website: www.pinellascounty.org/purchase

