

**PART 2**

**CONTRACT FORMS**

**Notice of Award**

Date

Company  
Attention:  
Address  
City, State, Zip

Project: ITB #13-012: FUEL SUPPLY

Dear :

At a meeting of the City of Key West CITY held on XXXXXX, 2013, your firm, XXXXXX., was awarded the contract for FUEL SUPPLY.

Enclosed please find three (3) copies of the Contract Documents for your execution. Please complete the necessary pages, affixing signatures, notary and / or corporate seals, etc. where necessary and return to this office within ten (10) calendar days from the date of this letter.

The Certificate of Insurance must be attached to the documents; an original and two copies are acceptable.

A copy of your City of Key West Occupational License must be attached.

If you have additional questions, please do not hesitate to call me at (305) 809-3905.

Sincerely,

Eduardo Herrera  
Fleet Manager

## CONTRACT

This Contract, made and entered into this \_\_\_\_\_ day of \_\_\_\_\_ 2013, by and between the **City of Key West**, hereinafter called the "Owner", and \_\_\_\_\_ of \_\_\_\_\_ hereinafter called the "Contractor";

WITNESSETH:

The Contractor, in consideration of the sum to be paid him by the Owner and of the covenants and agreements herein contained, hereby agrees at his own proper cost and expense to do all the work and furnish all the materials, tools, labor, and all appliances, machinery, and appurtenances for the PROJECT ITB #13-012: FUEL SUPPLY, to the extent of the Bid made by the Contractor, dated this \_\_\_\_\_ day of \_\_\_\_\_ 2013, all in full compliance with the Contract Documents referred to herein:

BIDDING REQUIREMENTS, CONTRACT FORMS, CONDITIONS OF THE CONTRACT, SCOPE OF WORK, which consists of FUEL SUPPLY are hereby referred to and by reference made a part of this Contract as fully and completely as if the same were fully set forth herein and are mutually cooperative therewith.

In consideration of the performance of the work as set forth in these Contract Documents, the Owner agrees to pay to the Contractor the amount in the Bid as adjusted in accordance with the Contract Documents, or as otherwise herein provided, and to make such payments in the manner and at the times provided in the Contract Documents.

The Contractor agrees that the Contract period shall be for five (5) years. The Contract shall begin on the date that this Contract was entered into.

IN WITNESS WHEREOF, we, the parties hereto, each herewith subscribe the same, this \_\_\_\_\_ day of \_\_\_\_\_ 2013.

Attest:

By:

\_\_\_\_\_  
Cheryl Smith, City Clerk

\_\_\_\_\_  
Bogdan Vitas, City Manager

Contractor: \_\_\_\_\_ Witness: \_\_\_\_\_

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

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

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

**NOTICE TO PROCEED**

Date

Project No: ITB #13-012

Company.  
Attention:  
Street  
City, State, Zip

**Project: Fuel Supply**

You are hereby notified to commence work on \_\_\_\_\_, 2013 in accordance with the Contract made with the City of Key West CITY on the \_\_\_\_\_ day of \_\_\_\_\_ 2013.

Sincerely,

\_\_\_\_\_  
Eduardo Herrera  
Fleet Manager

Receipt of this NOTICE TO PROCEED is hereby acknowledged this, the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

CONTRACTOR: \_\_\_\_\_

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

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

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

Please return one (1) copy of this notice to:

Eduardo Herrera, Fleet Manager  
627 Palm Ave.  
Key West, FL 33041