

Attachment A
Proposal Checklist

PROPOSAL CHECKLIST

1. X LETTER OF TRANSMITTAL (Not Included)

2. X TECHNICAL PROPOSAL - PACKAGE NO. 1

- PART I - TECHNICAL STATEMENT - QUALIFICATIONS
- PART II – TECHNICAL STATEMENT - EXPERIENCE
- PART III – TECHNICAL STATEMENT - PROJECT APPROACH
- PART IV – TECHNICAL STATEMENT - FINANCIAL INFORMATION
- OTHER FORMS LISTED BELOW

Bidders shall execute and include the following with
Package No. 1:

- Indemnification Form – Attachment K
- Anti-Kickback Affidavit – Attachment L
- Public Entity Crimes Form – Attachment M
- Non-Collusion Declaration and Compliance - Attachment N
- Florida Trench Safety Act Compliance – Attachment O
- Cone of Silence Affidavit – Attachment P
- Equal Benefits for Domestic Partners Affidavit – Attachment Q

Failure to include the above forms may result in a
determination that the proposal is non-responsive.

3. X COST PROPOSAL - PACKAGE NO. 2

(SEPARATE FROM PACKAGE NO. 1 & SEALED)

- COST PROPOSAL
- BID BOND
- PRELIMINARY SCHEDULE OF VALUES

Attachment B
Technical Proposal - Package No. 1

PACKAGE NO. 1 - TECHNICAL PROPOSAL

For Design/Build Project
TRUMAN ANNEX / NOAA SEAWALL
KEY WEST, FLORIDA
RFP 004-17

NAME OF PROPOSER: CHARLEY TOPPINO & SONS, INC.

ADDRESS OF PROPOSER: P.O. BOX 787, KEY WEST, FL 33041

TO: City of Key West

Gentlemen:

The signer of this affidavit guarantees the truth and accuracy of all statements and information submitted herein in support of its proposal to furnish design, furnish all materials, equipment, and labor, and to perform all work in accordance with the Request for Proposal (RFP) and in accordance with the design criteria, contract, general and supplementary conditions included within the RFP entitled "Request for Proposal for Design/Build of Truman Annex / NOAA Seawall."

The undersigned hereby authorizes and requests any public official, engineer, architect, surety company, bank depository, material or equipment manufacturer or distributor or any person, firm or corporation to furnish any pertinent information requested by the City or its representatives deemed necessary to verify the statements made, information submitted, or regarding the standing and general reputation of the applicant.

The undersigned has not been disqualified by any public agency in Florida except as is explained as follows:

The undersigned further affirms that, if false information is furnished in support of its bid proposal, it can and will be prosecuted to the fullest extent of the law for perjury.

CHARLEY TOPPINO & SONS, INC.

Name of Organization

BY: *Charley P. Toppino*

Title of Person Signing President
(If Corporation, Affix Seal)

Sworn to and subscribed before me this 27 day of FEB, 2017

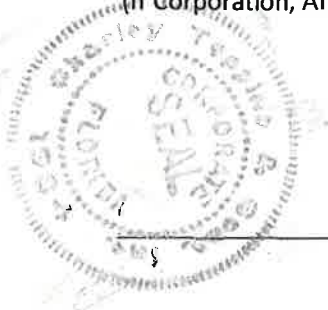
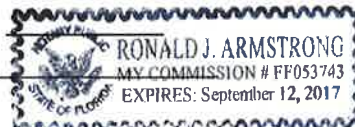
Notary Public-State of FL

Ronald J. Armstrong
My commission expires _____

(Printed, typed, or stamped commissioned name of notary public)

Personally known X

Or Produced identification (Type of identification)



If Sole Proprietor or Partnership

IN WITNESS hereto the undersigned has set his (its) hand this _____ day of _____, 20__.

Signature of Design/Build Proposer: _____

Title: _____

If Corporation

IN WITNESS WHEREOF the undersigned corporation has caused this instrument to be executed and its seal affixed by its duly authorized officers this 27 day of FEB. 2017

CHARLEY TOPPINO & SONS, INC.

(SEAL)



Name of Corporation

By Frank P. Toppino

Title PRESIDENT

Attest [Signature]
Secretary

Part I – Technical Statement - Qualifications

1. Legal Name, Address, and Telephone Number:

CHARLEY TOPPINO & SONS, INC

2. Check one: Corporation ; Partnership ; Individual

3. If a Corporation, State: FL

Date of Incorporation: AUG. 2, 1984

State in which Incorporated: FL

Name and Title of Principal Officers

Date of Assuming Position

FRANK P. TOPPINO, PRESIDENT

AUG. 2, 1984

EDWARD TOPPINO, SR, SECRETARY

AUG. 2, 1984

DANIEL P. TOPPINO, ASSISTANT SECRETARY AUG. 2, 1984

If an Out-of-State Corporation, currently authorized to do business in Florida, give date of such authorization.

4. If Partnership:

Date of Organization: _____

Nature of Partnership (General, Limited, or Association):

Name and Address of Partners:

Age of Partners

_____	_____
_____	_____
_____	_____
_____	_____

5. If an Individual, State – Name and Address of Owner:

6. Enumerate State, County, or other Public Agencies in which your organization is qualified to perform work by some means of prequalification:

<u>Agency</u>	<u>Trade in Which Qualified</u>	<u>Expiration Date</u>	<u>Approved Amount</u>
<u>FDOT</u>	<u>DEBRIS REMOVAL (EMERGENCY), DRAINAGE, ELECTRICAL WORK, FENCING, FLEXIBLE PAVING, GRADING, GRASSING, SEEDING & SODDING, GUARDRAIL, INTERM BRIDGES, MINOR BRIDGES, ROADWAY SIGNING, UNDERGROUND UTILITIES, SIDEWALKS CONCRETE CURB, RIP RAP, GROUT INJECTION, LIFT / PUMP STATION.</u>	<u>6-30-17</u>	<u>\$507,400,000.00</u>

7. Describe your organizational structure, including the number of permanent employees engaged in cost estimating, purchasing, expediting, detailing, and architecture, engineering, field supervision, field engineering, and layout:

NUMBER OF PERMANENT EMPLOYEES ENGAGED IN THE FOLLOWING:

COST ESTIMATING: 1 PURCHASING: 2 EXPEDITING: 3 DETAILING: 5 ARCHITECTURE: 1

ENGINEERING: 1 FIELD SUPERVISION: 5 FIELD ENGINEERING: 1 LAYOUT: 2

SEE ATTACHED ORGANIZATIONAL CHART

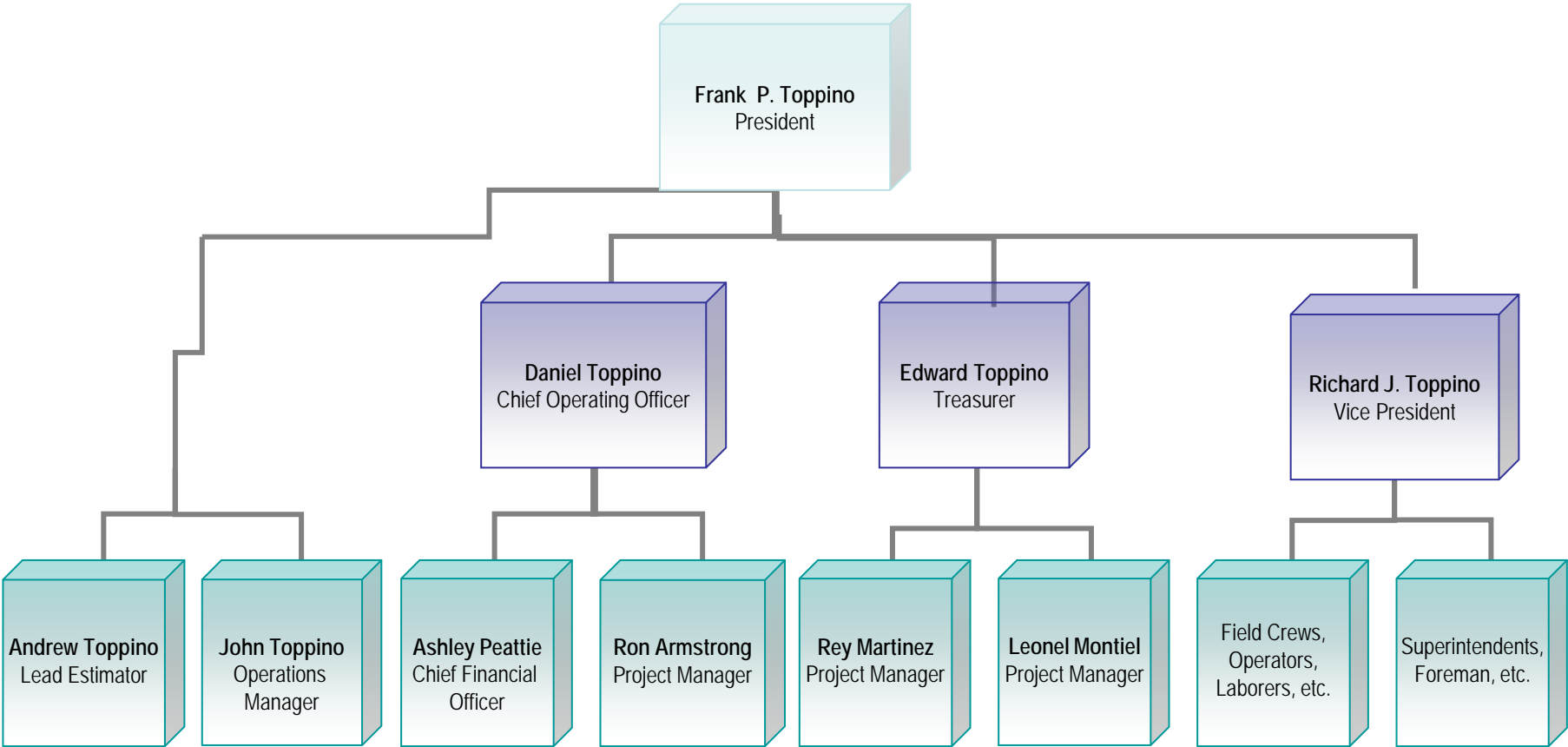
(Use extension sheet if necessary)
(Include copies of Licenses/Certifications)

8. How many years has your organization been authorized to do business in Florida? 60
9. Has any officer or partner of your organization ever been an officer or partner of some other organization that failed to complete a construction contract? NO. If within the last five (5) years, state name of individual, other organization, and reason therefore:

10. Has any officer or partner of your organization ever failed to complete a construction contract handled in his own name? NO. If within the last five (5) years, state name of individual, name of owner, and reason therefore:

11. Has your organization, or any officer or partner thereof, ever been party to any criminal litigation as a result of construction methods, costs, etc? NO.

Charley Toppino and Sons, Inc.
P.O. Box 787 Key West, FL 33040
Organizational Chart
March 3, 2017



If yes, state case number, case name, and provide pertinent details, including judgment:

(Attach extension sheet if necessary)

12. Has your organization, or any officer or partner thereof, ever been party to any civil litigation as result of construction methods, costs, etc? NO.

If yes, state case number, case name, and provide pertinent details, including judgment:

(Attach extension sheet if necessary)

13. Provide description of Design/Build Project Team:

- 13a. Constructor:

Legal Name, Address, and Telephone Number:

CHARLEY TOPPINO & SONS, INC

P.O. BOX 787, KEY WEST, FL 33041

305 296-5606

Check one: Corporation X; Partnership _____; Individual _____

If a Corporation, State: FL

Date of Incorporation: AUG. 2, 1984

State in which Incorporated: FL

Name and Title of Principal Officers	Date of Assuming Position
FRANK P. TOPPINO, PRESIDENT	AUG. 2, 1984
EDWARD TOPPINO, SR SECRETARY	AUG. 2, 1984
DANIEL P. TOPPINO ASSISTANT SECRETARY	AUG. 2, 1984

If an Out-of-State Corporation, currently authorized to do business in Florida, give date of such authorization.

If Partnership:

Date of Organization: _____

Nature of Partnership (General, Limited, or Association):

Name and Address of Partners:	Age of Partnership
_____	_____
_____	_____
_____	_____
_____	_____

13b: Designer:

Legal Name, Address, and Telephone Number:

WEILER ENGINEERING
~~201 W. MARION ST~~
 SUITE 1306 (941) 764-6447
~~PUNTA GORDA, FL 33950~~

Check one: Corporation ; Partnership _____; Individual _____

If a Corporation, State:

Date of Incorporation: 1993

State in which Incorporated: FL

Name and Title of Principal Officers	Date of Assuming Position
R. JEFF WEILER, PRESIDENT	1993
ED CASTLE, VICE PRESIDENT	2002
JANEEN WEILER, SEC	2002

If an Out-of-State Corporation, currently authorized to do business in Florida, give date of such authorization.

14. List all Architects, Engineers, and Surveyors to be used for the Project.
(Submit proof of license or certification.)

	Name	Address	License Number
ENGINEER:	CHARLES T. MCCONAGHY	201 W. MARION ST SUITE 1306 PUNTA GORDA, FL 33950	51806

15. Identify Project Manager by name and state qualifications and experience:

Constructor:

REY MARTINEZ SEE ATTACHED RESUME

Design Firm:

SEE ATTACHED

Major Subcontractor:

REY MARTINEZ
1107 Key Plaza, # 182
KEY WEST, FLORIDA 33040
305 296-5606

EMPLOYMENT HISTORY

- 1989-1993 Design Engineer for EMPIFAR: Military Engineering firm in Havana. Road designs, drainage layout, tank firing range design, small tunnels and aircraft bunker design for various military bases. Field Engineer for Havana Olympic Stadium. Work involved earthwork, concrete flatwork, retention walls, stairways, landscaping, drainage, water sewer and gas.
- 1993-1994 Field Engineer for Old Havana District, Architectural Department. Evaluation of structures habitability, development of maintenance plans, evacuation plans, emergency repairs and various reconstruction projects.
- 1995-Present CHARLEY TOPPINO & SONS, INC.
 Field Engineer and superintendent for numerous projects with City of Key West, Monroe County, State of Florida, FDOT, FCAA, and Federal Government (Navy). Responsible for all aspects of construction, scheduling, plan takeoffs, layout, workforce management and engineering design and evaluation. Types of construction projects are underground utilities: water, storm and sanitary sewer, road, bicycle path, and parking lot construction, injection well construction, concrete construction: sidewalks, curb, retaining walls, foundations, auger piles and drainage structures.

FDOT Projects Experience:

- US Hwy # 1 Roadway Work – General Asphalt 2013-2014
- US # 1, Knight’s Key Scenic Overlook Rehabilitation 2001
- US #1, Bike Path, Big Coppitt to Bay Point 2001
- US # 1, Spanish Harbor Bridge: Rip Rap Boulders 1999
- US # 1, Hurricane Georges Emergency Road Repair, Monroe County, Florida 1998
- US # 1, Truman Ave, Road Replacement, Key West, Florida 1995-1996

Other Projects:

- Camp Sawyer , West Summerland – South Florida Council: Boy Scouts of America 2010-2014
- Poinciana School Sidewalks – City of Key West 2012-2013
- HOB Middle School Replacement – Coastal Construction 2011-2013
- AIRFIELD VEGETATION CONVERSION: BOCA CHICA – Dorado-Con quistador 2011-2013
- Church Latter Day Saints, Key West – McCree Construction 2011
- 17th Street Injection Well – City of Key West 2010
- Northside Dr. Stormwater Mitigation- City of Key West 2010
- White St Pump Station – City of Key West 2009
- Gravity Injection Wells Phase II – City of Key West 2008
- Mitigation Flow – City of Key West dredged canals for natural channel storm drainage flow, installed pipe 2008
- Atlantic Shores – Key West, Fl – Demolition & site work, 2008
- Florida Key Aqueduct - Big Coppitt Key – Construct 34,000+ LF of new sanitary sewer, 1500+ new service laterals, develop and installed 10 Lift stations, 2500+ LF of force main & services, full asphalt replacement 2007 to Present
- Gravity Injection Wells Phase I – City of Key West – Drill 39 storm water gravity injection wells, install and replace underground water mains, sanitary sewer, catch basins, well boxes. Replace curbs & ADA sidewalks, restore asphalt 2007
- Beachside Condos, Site work, demolition, fill, retaining wall 2006 to 2008
- Concrete Placement – City of Key West 2005
- Poinciana Elementary School - Key West, Fl – site work, demolition, storm drainage, water main, injection wells, sanitary sewer, gas lines, sidewalks & curbs 2005
- Kamien Subdivision – Storm drainage, injection wells, sidewalks & curbs - Key West 2004
- Key West High School Replacement - Phases 1,2, & 3 site work, demolition, fill, concrete flatwork, columns, retaining walls, curbs, roadwork, & parking lots 2003 to 2005
- Meridian West Apartments – Key West, FL site work, demolition, storm drainage 2003 to 2005
- Concrete Placement – Key West, FL 2002
- T Hangers & Taxi Lanes – Marathon Airport - Construction of T-Hangers. Taxi lanes, storm water, drainage, injection wells, septic tanks, frontage road & landscaping 2002 to 2003
- Right of Way Maintenance – City of Key West 1998 to 2007
- Sugarloaf Elementary School - Site work, demolition, fill, concrete flatwork, columns, retaining walls, curbs, roadwork, & parking lots 1997 to 2000
- Key West Bight Phase I 1996 to 1999

EDUCATION

University Of Havana
Higher Politechnical Institute, Havana, Cuba
Ingeniero Civil - Equivalent to United States:
Bachelor of Science, Civil Engineer.

Civil Engineering Degree

**REFERENCES
FURNISHED UPON REQUEST**

RONALD J. ARMSTRONG
17123 GREEN TURTLE LN WEST, SUGARLOAF KEY, FL 33042
(305) 797-1006

WORK EXPERIENCE:

**CHARLEY TOPPINO & SONS, INC., KEY WEST, FL: SAFETY MANAGER/ PROJECT
MANAGER/CONTRACTS ADMINISTRATOR.**

From: July 1995 to present.

DUTIES AND RESPONSIBILITIES: Safety Manager: Creation and administration of the Safety Program for CTS. Conduct safety meetings and educational classes, construction site inspections, disbursement of all personal safety equipment, equipment inspection, fire safety, workers compensation claims and accident investigation. MSHA, OSHA training. **Project Manager:** Liaison between CTS and private, corporate and government entities. Preparation and submission of all bids. Experienced in storm / sanitary sewer, watermain, site preparation, FDOT roadway projects, demolition, quarry operations, recycling and concrete batching. Responsible for the contract administration of all major engineering/construction projects which includes limited worksite supervision, safety, all project financial information, payment application and change orders, plans submittal, EEO & DBE administration, Federal, State, County and Municipal grant/project administration, certified payrolls, material ordering and tracking, notice to owner and lien releases. Responsible for computer training, web site development, online communications, cell phone administration and training.

FLORIDA KEYS AQUEDUCT AUTHORITY: QUALITY ASSURANCE MANAGER: From June 93 to May 95

DUTIES AND RESPONSIBILITIES: Inspection and supervision of all FCAA construction projects from Florida City to Key West. Supervised four inspectors and secretarial staff in the administration of water distribution and transmission upgrade projects, water treatment plant repairs and upgrades, pump station upgrades, pavement restoration, reroofing and misc. building rehabilitation projects. Review and interpretation of project plans, specs, material submittals, change orders, pay requests and cost estimates. Maintain Contractor Prequalification System and Files, all project files, weekly construction reports, Board of Directors Construction Status Reports. Execution and organization of preconstruction conferences. Responsible for employee evaluations, file and office reorganization, developed written procedures for the construction, engineering and inspection programs. Developed new and modified specifications and standards and monitored existing contracts for improvements. Prepared drafts of press releases announcing contract work. Coordination and resolution of routine problems with community, Contractors, FDOT, DEP, Monroe County and City of Key West. Responsible for residential and commercial plans review for determination of system development fees.

CITY OF KEY WEST: PROJECTS COORDINATOR: From May 1990 to June 1993.

Duties and Responsibilities: In charge of the Construction Engineering and Inspection (CEI) for over 40 construction projects ranging from sidewalk installation, sanitary sewer, force main and storm drain construction, life station construction, little league, softball, and football field construction, landfill closure, paving, sewer pipe televising, recreational center/gym, and public housing development. Coordination and inspection of construction activity with the contractors and all city departments and agencies; review of all contractors pay requests, change orders, plans, submittal and budget review; establishment of all utility accounts. Preparation of various federal documents involving grant moneys, project status reports, and all project budget spreadsheets.

PERMITTING COORDINATOR: Building Department: From January 1990 to May 1990

Duties and Responsibilities: Coordination of the Building Departments' inspectors, staff and other City Departments in the construction permit review process. Establishment of office procedures for the review process and in house computer training. Informed architects, engineers and homeowners of applicable building codes, federal, state and municipal regulations during the permit review process. Site inspection of completed projects for issuance of certificates of occupancy.

CODE ENFORCEMENT/BUILDING INSPECTOR: Code Enforcement Department: From February 1987 to January 1990

Duties and Responsibilities: Direct dealings with the public and other city departments and agencies in the enforcement and interpretation of all city ordinances, health and safety laws, Historical Preservation District guidelines, building and zoning codes, plans review, impact fee assessments, collection of delinquent sewer, solid waste and all business licenses accounts, City Commission presentations, ordinances rewrites. Signage inspector/coordinator for Key West and the Historic District, parking enforcement specialist; City of Key West recycling coordinator and chairman of the office recycling program; created and administered the City of Key West's Used Oil Recycling Program; member of the Employee Advisory Committee.

ACCOUNTANT I: Finance Department: From October 1987 to February 1988.

Duties and Responsibilities: Various professional accounting work dealing with annual departmental audit; department's computer trainer; establishment of city leased and owned property data bases; categorized, organized, designed and built the Finance Department's financial records archives facility.

HOLIDAY INN BEACHSIDE, KEY WEST: COMPUTER CONSULTANT. From January 1988 to March 1989.

Computerization of the Accounting Departments' manual system. Created spreadsheets for all daily reports, period reports and yearly budgets for nine departments. Wrote instruction manuals and trained accounting staff in use of spreadsheets. Established and trained personnel for the Hospitality Communication System for the reservation-reception and housekeeping departments.

**STATE OF ILLINOIS, SPRINGFIELD, ILLINOIS: ACCOUNT TECHNICIAN II: Dept. of Mines and Minerals
From November 1983 to October 1987.**

Duties and Responsibilities: Professional accounting work in maintaining general account books by federal grant; assisting in the preparation of documents for the grant process, including the application for federal assistance; financial status reports, indirect cost proposal, report of federal cash transactions and any state documents required to maintain grants; verifying invoices for arithmetical and procedural accuracy; computer posting of all vouchers and maintenance of obligated accounts and vendor files; posting all financial information for the Division and five other agencies administered under the federal grant; depositing all cash receipts to the Treasurer's Office and compiling the monthly automotive cost reports for the Division's twenty vehicles; reorganized the Division's inventory system and books for over two million dollars worth of inventory, including the development of a computer program; maintain all Federally funded inventory books, computer posting of all inventory information and all the State's monthly and yearly reconciliation reports for LRD and five other agencies.

ROBAR PROPERTIES, SPRINGFIELD ILLINOIS. MAINTENANCE SUPERVISOR: From November 1982 to Sept. 1987.

Duties and Responsibilities: Maintenance supervisor for twenty six different rental units; total rehabilitation of various residential structures; electrical, plumbing and all varieties of carpentry work; supervision of general laborers, carpenter helpers and sub-contractors; payroll, material purchases and sub-contractor payments.

DIVISION OF YOUTH SERVICES, KEY WEST, FL. CHILD CARE WORKER I: From September 1978 to November 1979

Duties and responsibilities: Care, supervision and transportation of juvenile offenders from the Key West, Monroe County area to the Miami Detention Center; supervision of other Child Care Workers at the medium security holding facility in Key West.

SEARS ROEBUCK, KEY WEST, FLORIDA: SALESMAN IN VARIOUS DEPARTMENTS: From July 73 to March 75.

Duties and responsibilities: salesman for various departments; participated in computer register training, inventory control and marketing/salesmanship classes, management/leadership classes; assisted in training manager trainees assigned to the department; supervision of other salespersons during Christmas and inventory time.

CERTIFICATIONS AND MEMBERSHIPS:

Secretary, Utility Coordination Committee, Key West, Supervisory Committee Chairman, Keys Federal Credit Union. American Traffic Safety Services Association: Certified Worksite Traffic Supervisor. MOT Intermediate & Advanced Training Certification, Troxler Incorporated : Certified radiological safety and gauge operator. Florida Water and Pollution Control Operators Association: Certified Class "C" Water Distribution Technician. SBCCI Rehabilitation/Preservation Inspector Certification, US Army Corp of Engineers Construction Quality Management for Contractors certificate, Notary Public for the State of Florida, CPR/First Aid certified.

EDUCATION: University of South Florida, BA Business Management. GPA 3.05. Florida Keys Community College, AA Business Administration. GPA 3.6. Who's Who in American Junior Colleges.

PERSONAL: Date of Birth: 12-2-54, Excellent Health, Single.

REFERENCES: Furnished upon request.

CITY OF KEY WEST, NOAA SEAWALL BID

QUESTION 15 TECHNICAL PROPOSAL

WEILER ENGINEERING

Mr. McConaghy has 51 years of engineering experience in the planning, design, construction, and management of a variety of projects. He is a licensed Professional Engineer in the State of Florida (#51806). He is or has been a member of the following organizations; or holds the following credentials: Structural Engineering Certification Board, Director of State of Florida Structural Engineering Association Board, Charter member of American Society of Civil Engineers Structural Engineering Institute, ICC Certified Commercial Building Inspector, ICC Certified Residential Inspector, NHI Certified In-Service Bridge Inspector, AASHTO Highway LRFD Bridge Designer.

For the past 20 years, Tim has been a lead structural engineer for Weiler Engineering Corp. and completed large and small municipal and private projects similar to the Truman/NOAA seawall. Examples include Punta Gorda's Harborwalk, Kiwanis Park Improvements, IMPAC University Pedestrian Bridge, Levy Amusement Park Pedestrian Bridge, and FDEP's Gasparilla Island State Park Beach Access Boardwalk and Collier-Seminole State Park Dock Replacement.

Prior to joining Weiler Engineering in 1997, he was the Managing Director of a 600-Man Facilities Group, which included a Project Management Office, a Design Division, a Contract Division, and a Construction Inspection Division. Tim was also the Managing Director for a 100-man Planning and Real Estate Group which included a General Development Group, a Facilities Planning Group, an Environmental Coordination Group, a Real Estate Appraisal Office, and a Real Estate Acquisition/Lease/Disposal Division. Previous responsibilities have included Director of Project Management, Head Value Engineer, Project Engineer, Design Engineer, and Construction Engineering Services and Inspections.

State of Florida

Board of Professional Engineers

Attests that

Michael James Giardullo, P.E.



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2019

Audit No: 228201912121 R

P.E. Lic. No:

70676

State of Florida

Board of Professional Engineers

Attests that

Charles T. McConaghy, P.E.



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

Is licensed as a Professional Engineer under Chapter 471, Florida Statutes

Expiration: 2/28/2019

Audit No: 228201905042 R

P.E. Lic. No:

51806

If Partnership:

Date of Organization: _____

Nature of Partnership (General, Limited, or Association):

Name and Address of Partners:	Age of Partnership
_____	_____
_____	_____
_____	_____
_____	_____

13c: Major Subcontractor(s):

Legal Name, Address, and Telephone Number:

AMERICAN EMPIRE BUILDERS
 7476 nw 8th Street
 Miami, Fl 33126 (305) 261-9276

Check one: Corporation ; Partnership _____; Individual _____

If a Corporation, State: FLORIDA

Date of Incorporation: OCTOBER 2001

State in which Incorporated: FLORIDA

Name and Title of Principal Officers	Date of Assuming Position
ANTONIO M. GONZALEZ PRESIDENT	OCTOBER 2001
_____	_____
GISEL GONZALEZ SEC./TRAS.	OCTOBER 2001
_____	_____
_____	_____

If an Out-of-State Corporation, currently authorized to do business in Florida, give date of such authorization.

If Partnership:

Date of Organization: _____

Nature of Partnership (General, Limited, or Association):

Name and Address of Partners:	Age of Partnership
_____	_____
_____	_____
_____	_____

14. List all Architects, Engineers, and Surveyors to be used for the Project.
(Submit proof of license or certification.)

Name	Address	License Number

15. Identify Project Manager by name and state qualifications and experience:

Constructor:

Design Firm:

Major Subcontractor:

SEE ATTACHED RESUME

**Antonio M. Gonzalez: Certified General
Contractor (See attached Resume)
American Empire Builders**

14. List all Architects, Engineers, and Surveyors to be used for the Project.
(Submit proof of license or certification.)

Name	Address	License Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

15. Identify Project Manager by name and state qualifications and experience:

Constructor:

Design Firm:

Major Subcontractor: CERTIFIED LOWER KEYS PLUMBING

FLEIX AGULIAR: CERTIFIED JOURNEYMAN PLUMBER, BACKFLOW CERTIFIED,
OSHA CERTIFIED, 15 YRS OF EXPERIENCE.

ANTONIO M. GONZALEZ

Tgonzalez@americanempirebuilders.com

(305) 345-5484

AMERICAN EMPIRE BUILDERS, INC.

General Manager / President

PROJECTS

- 2016-2017** FDEP 67002 Spanish Harbor Span replacement and Bridge Rehabilitation. This project consist of the construction of a cast in place bridge at the south side of Spanish Harbor and a 120' prefabricated bridge at the north side, as well as the rehabilitation of the bridge edge on both sides of Spanish Harbor Bridge. **Total project cost \$1.2 Mill.**
- 2016-2017** FDOT- T-6388 Krome Avenue and SW 177th Avenue. This project consist of the construction of two bridges over the SFWM canal to allow the reconstruction of Krome Ave, the bridges consist of 24" concrete piles, 36" FIB and 8" deck for the super structure. **Total project cost \$1.1 Mill**
- 2015-2016** U.S.-1Bayside Shared Path Bridge over Marvin Addams Cut, this project consist of the construction of a 125' long pedestrian bridge over Marvin Addams canal with 120' FIB beams and about 500' of retaining walls. **Total project \$450 K.**
- 2015-2016** FDOT- T-6320 This project consist of the construction of the Cow Key Bridge widening which included the demolition of the existing structure as well as the replacement of 5,350 lf of bridge concrete traffic railing at the Boca Chica Bridge. **Total project cost \$1.5 Mill**
- 2014-2015** South Florida Water Management G-541/L-8 Divide Structure- This project consist of the construction of a water control structure with a maintenance bridge and installation of 8700 Sq Ft of permanent sheet pile walls and a 875cy of reinforce concrete structure to control the flow of the L-8 SFWM canal. **Total project cost \$1.3 Mill**
- 2014-2015** T-6322 SR A1A/Collins Ave/ Indian Creek Drive Along 43rd Street- This FDOT project consist of the construction and installation of 2700 Sq Ft of permanent sheet pile wall to support the existing seawall as well as a 45'x45' shaft/cofferdam to facilitate the 28' deep excavation to install the Lift Station structure. **Total project \$450 K.**
- 2013-2014** SR 5 (N. Roosevelt Blvd) & SR A1A from Eisenhower DR to US-1 Project Financial Project No. 2504548-3-52-01, 250548-3-56-01 & 250548-3-56-02- This FDOT project consist of the construction and installation of 145,000 Sq Ft of sheet piles with concrete bulk head. **Total Enhancement project cost \$41.5 Mill**

ANTONIO M. GONZALEZ

Tgonzalez@americanempirebuilders.com

(305) 345-5484

- 2010-2014** I-595 PPP Corridor Roadway Improvement Project Financial project No. 420809-3-52-01- This FDOT project consist of the installation of, 24" & 18" prestressed concrete piles as well as the construction mass concrete footings, columns, and caps for 8 mayor bridges, subcontracted from GLF construction corp. **Total Project Cost \$1.2 Billion**
- Nov-2011** Miami-Dade Expressway Authority Contract No. ITB-08-04 MDX Work Program No 87404 (SR874 / Killian Parkway Interchange Improvements)- This MDX project consist of the construction of 195,500sf of Sound barrier walls ranging from 16' to 19' tall, including foundation which consisted of 600 auger cast piles 30" diameter 20'-25' deep, Also 76,217sf of temporary and permanent sheet pile walls with Tie back system, and 7,500 lf of 18" prestressed concrete piles. **Total Project Cost \$61,461,364.18**
- Nov-2009** Florida Department of Transportation Project Fin No: 249581-1-52-01 Contract No: E6F61 SR-826 (Palmetto Expwy)/SR-836 (Dolphin Expwy) Interchange- This FDOT / MDX project consist of construction of steel sheets retaining wall with the concrete bulk head and tie backs. **Total Project Cost \$ 558,880,178.00**
- Nov-2009** SR-826 (Palmetto Expwy)/SR-836 (Dolphin Expwy) Interchange- This FDOT / MDX project consist of demolition of 16 structural steel bridges. **Contract Amount: \$1,000,000.00**
- Dec-2008** Miami-Dade Expressway Authority Contract No. ITB-07-03; MDX Work Program No. 87407-060 (SR 874 On-Ramp from Kendall Drive)- This MDX project consist of the construction of approximately 98,000sf of sound barrier walls with 312 auger cast piles 30'', Erection of Structural Steel including temporary shoring, multi-rotational bearing assembly fix and expansion, stay in place metal forms and installation of shear studs on structural steel beam. **Total Project Cost \$32,131,890.97**
- April-2006** Miami-Dade Expressway Authority Project No 83615-060 (SR 836) westbound auxiliary lane N.W. 57th Ave to Palmetto Expressway (SR826)- This MDX project consist of construction of retaining wall system, Prestressed concrete piling, Temporary steel sheet piling. **Total Project Cost \$12,581,760.00**

CONDOTTE AMERICA, INC.

Project Manager / General Superintendent

- 1997-2006** Design-Build SR112 Westbound Off Ramp to Okeechobee – This project consist of the widening of two existing bridges, Structural steel and Prestressed Concrete girders, Drilled shafts, Prestressed Concrete Piles, Substructure and superstructure as well as Temporary steel sheet piles and site concrete.

ANTONIO M. GONZALEZ

Tgonzalez@americanempirebuilders.com

(305) 345-5484

Total Project Cost \$3,657,353.00

Palmetto & NW 103rd Street Interchange; Hialeah, FL – This FDOT Project consisted of widening of the Palmetto Expressway (826), 5 bridges including a fly-over ramp, retaining walls, embankments, asphalt paving, road signs, landscaping. **Total Project Cost \$42,821,001.00**

HEFT Tamiami Toll Plazas between Bird Road and Miller Drive, Miami, FL – This project included demolition of existing buildings, construction of new buildings with communicating tunnels underneath, 191,200cy of embankment, 122,000sf of Sound barrier wall, 170,000sy of asphalt pavement, 16,250cy of concrete & 1,550,000lb of reinforcing steel.

Total Project Cost \$ 29,087,951.00

Miami-Dade Expressway Authority Project No 83615-050 (SR 836) westbound auxiliary lane N.W. 72nd Ave to Palmetto Expressway (SR826)- This MDX project consisted of building a 550ft bridge over CSX Railroad Tracks.

Total Project Cost \$ 12,581,760.00

Miami-Dade Expressway Authority Project (SR 836) Turnpike Extension- Construction of 3 bridges for the extension of (SR 836) to 137th Ave

Total Project Cost \$ 43,714,093.00

ODEBRECHT, INC.

General Superintendent

1995-1997 Palmetto Expressway @ Kendall Drive Interchange, Miami, FL - This FDOT project included the construction of new concrete and steel girder bridges, mechanically stabilized retained earth walls, concrete barrier, asphalt paving, street lighting and misc. construction. **Total Project Cost \$24 million**

RECCHI AMERICA, INC.

Superintendent

1995-1995 HEFT Interchange @ NW 106th Street, Miami, FL – This FDOT project consisted of construction of a new Interchange of the Homestead Extension of Florida's Turnpike. **Total Project Cost \$8.7 million**

CONTINENTAL BRIDGE, INC.

General Superintendent

1993-1995 Macarthur Causeway Bridge Over Biscayne Bay- This Mayor Bridge construction require the installation of 135' x 84" diameter drill shafts in the Bay with permanent casing, Mass concrete footings, columns and caps. This project was 90% over water which requires the use of Barges and Tug Boats.

ANTONIO M. GONZALEZ

Tgonzalez@americanempirebuilders.com

(305) 345-5484

ODEBRECHT, INC.

Superintendent

1992-1993 Golden Glades Interchange HOV Flyover, Miami, FL – This 1 mile long FDOT bridge project consisted of precast concrete pile foundation, cast in place concrete footings, piers and caps, precast concrete girders and cast in place concrete deck.

EXPERIENCE:

1990 – 1992

Misener Marine

Construction of the expansion for the Hess Oil refinery,
St. Croix, US Virgin Islands.

1985 – 1990

McNew Marine Construction, Inc.

Position: Foreman – Pile driving, substructure and superstructure
Projects: 27 bridges in South Florida

If Partnership:

Date of Organization: _____

Nature of Partnership (General, Limited, or Association):

Name and Address of Partners:

Age of Partnership

13c: Major Subcontractor(s):

Legal Name, Address, and Telephone Number:

NEARSHORE ELECTRIC, INC 305 294-3991

5680 1ST AVE # 5, KEY WEST, FL 33040

Check one: Corporation ; Partnership _____; Individual _____

If a Corporation, State:

Date of Incorporation: 2 / 1999

State in which Incorporated: FLORIDA

Name and Title of Principal Officers

Date of Assuming Position

DIANA R. KIRK, VICE PRESIDENT

2/ 1999

JEFFERY L. KIRK

2/ 1999

If an Out-of-State Corporation, currently authorized to do business in Florida, give date of such authorization.

If Partnership:

Date of Organization: _____

Nature of Partnership (General, Limited, or Association):

Name and Address of Partners:

Age of Partnership

14. List all Architects, Engineers, and Surveyors to be used for the Project.
(Submit proof of license or certification.)

Name	Address	License Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

15. Identify Project Manager by name and state qualifications and experience:

Constructor:

Design Firm:

Major Subcontractor:

NEARSHORE ELECTIC: JEFFERY L. KIRK

STATE CERTIFIED ELECTRICAL CONTRACTORS, LICENSE # EC 13001186

SEE ATTACHED RESUME



Nearshore Electric, Inc.
5680 1st Avenue #5, Key West, FL 33040
State Certified Electrical Contractor
#EC13001186

Jeffery L. Kirk
President
Nearshore Electric, Inc.

Mr. Kirk is the cofounder of Nearshore Electric, Inc. and began operation in February 1999. He has over 35 years of experience in the electrical and electronic industries and began his career with the US Navy in 1981 as an Aviation electronics technician. He worked at AMID NAS Key West from 1982 thru 1985 when he was honorably discharged. During his enlistment, he trouble shot and repaired various aviation electronics such as radar systems, emergency beacon radios, IFF systems. He received a certification from 3M as a micro-miniature repair technician allowing him to remove and replace electronic components on any aviation printed circuit board.

After his honorable discharge from the US navy, he continued his electronic career repairing various electronics such as TV's, VCR's, Cassette tape recorders, home and car stereos and other consumer electronics. Wanting to go back to his roots of electrical contracting, he hired on as a journeymen electrician with Kerr Electric. During his tenor with Kerr Electric his duties included repairing various electrical problems for the commercial and residential clients. Some of the major jobs he assisted in completing in Key West are the construction of Duval Square, Mel Fishers Maritime Museum, Kentucky Fried Chicken, and the Circle K convenience stores from Key West to Key Largo.

In 1989 Mr. Kirk was hired as an instrumentation and control technician for Danis Industries. He was instrumental in the completion of Key West's Environmental Protection Facility. His duties included completing the electrical, and control wiring in the solids handling building. He also completed terminations associated with the facilities main control panel controlling the secondary treatment systems. As the treatment plant was placed into service, Mr. Kirk was responsible for assisting the start up engineers of CH2MHILL. His duties included checking all control circuit algorithms for proper operation according to the contract specifications. He was responsible for repairing and modifying these circuits per the Engineers directions. His responsibilities also included performing warranty work for the facility after contract closeout.

Mr. Kirk continued with his electrical career with Harbor Electric and in 1990 was hired as the Electrical Forman for the Overseas Market located on North Roosevelt Blvd. His duties included running the electrical crews that constructed the Winn Dixie Market Place and JC Penny department store as well as several of the markets strip stores. He was responsible for laying out work on a daily and weekly basis.

From 1991 to 1999, Mr. Kirk was employed by Operations Management International (OMI). OMI is contracted by the city of Key West to operate the environmental protection facility located on Fleming Key. The position that he held was the facilities Instrumentation and Control Technician. His duties included maintaining the facilities controls and instrumentation. After a short period of time, he was promoted to the position of Maintenance Supervisor. He was responsible for all facets of the facilities maintenance as well as all the pumping stations located through out the city of Key West. He was responsible for overseeing the electrical portions of the cities improvements to the collections system which included upgrading the cities pumping stations. He also was responsible for overseeing all the improvements to the environmental protection facility by outside contractors.

From 1995 till 1998, Mr. Kirk volunteered for the collateral duty as the companies Southeast District Maintenance Coordinator. The duties of this position included implementing a company wide maintenance matrix. He was responsible for writing a software program that would help measure the effectiveness of each of the companies projects maintenance programs. He was responsible for traveling around the Southeast District to provide training to staff in effective maintenance procedures. He implemented computerized maintenance software at many facilities and provided technical support. For his efforts in this position, Mr. Kirk received OMI's presidential award in 1998.

2. List the Design Contracts your organization has underway at this time:

Name of Project	Prime Contractor Name and Address	Date of Contract	Contract \$ Amount	Owner Name and Address	Scope of Work	Are Permitting Services Provided?
BASILICA SCHOOL ACTIVITY CTR	CHARLEY TOPPINO & SONS, INC.			ARCHDIOCESE OF MIAMI 9401 BISCAYNE BLVD MIAMI SHORES, FL 33138	DESIGN BUILD OF GYM / ACTIVITY CENTER	YES

(Use extension sheet if necessary)

3. List the Construction Contracts your organization has underway at this time:

Name of Project	Prime Contractor Name and Address	Date of Contract	Contract \$ Amount Complete	Design Architect/Engineer Name and Address	Owner Name and Address	Scope of Work
STOCK ISLAND MARINA HOTEL	CHARLEY TOPPINO & SONS, INC P.O. BOX 787, KW, FL 33041	FEB. 2016	\$17,115,148	TOM POPE 1015 FLAGLER AVE. KW, FL 33040	SIMV HOTE 1, LLC C/O CREC 2121 PONCE DE LEON BLVD CORAL GABLES, FL 33134	HOTEL DEVELOPMENT
POINCIANA GARDENS	ROCKFORD CONSTRUCTION 9990 COCONUT RD STE 375 ESTERO, FL 34135	AUG 12, 2016	\$428,892	PEREZ ENGINEERING 1010 E KENNEDY DR STE 201, KW, FL 33040	HOUSING AUTHORITY 1400 KENNEDY DR KW, FL 33040	SITWORK UNDERGROUND UTILITIES, ASPHALT
MARATHON AIRPORT HANGERS	WEST CONSTRUCTION 318 S DIXIE HWY STE 4-5 LAKEWORTH, FL 33460	JUNE 21, 2016	\$348,881	JACOBS 200 S ORANGE AVE ORLAND, FL 32801	MONROE COUNTY 1100 SIMINTON ST KW, FL 33040	SITWORK UNDERGROUND UTILITIES, LIFT STATION, ASPH RESTORE.
KEY HAVEN UTILITY IMPROVEMENTS	CHARLEY TOPPINO & SONS, INC P.O. BOX 787, KW, FL 33041	SEPT 19, 2016	\$405,051	MATHEWS CONSULTING 477 S. ROSEMARY AVE STE 330 WEST PALM BEACH, FL 33402	FL KEYS AQUEDUCT AUTHORITY 1200 KENNEDY DR KW, FL 33040	SANITARY SEWER, WATERMANS, LIFE STATIONS, INJ WELLS, ASPHALT RESTORE
TRUMAN WATERFRONT PARK	CHARLEY TOPPINO & SONS, INC P.O. BOX 787, KW, FL 33041	DEC 7, 2015	\$5,932,939	BERMELLO AJAMIL & PARTNERS, INC. 2601 S BAYSHORE DR STE 1000, MIAMI, FL 33133	CITY OF KEY WEST 1300 WHITE ST KW, FL 33040	CITY PARK: SITWORK SS, STORM, WATER, HARDSCAPE, ROADWORK, ASPHALT, PLAYGROUNDS, WATER FEATURES, INJ WELLS.

(Use extension sheet if necessary)

4. List the Design Contracts your organization has completed in the past five (5) years with relevance to this proposed Design/Build project.

Name of Project	Prime Contractor Name and Address	Date of Contract	Contract \$ Amount	Owner Name and Address	Scope of Work	Were Permitting Services Provided?
FKAA BIG PINE KEY PUMP STA MAINTENANCE BLDG	CHARLEY TOPPINO & SONS, INC P.O. BOX 787, KW, FL 33041	JAN 22, 2015	\$919,020	FL KEYS AQUEDUCT AUTHORITY 1200 KENNEDY DR KW, FL 33040	DESIGN BUILD STEEL MAINTENANCE BLDG, SITEWORK, ASPHALT, UNDERGROUND UTILITIES. CONCRETE, ELECTRICAL, HVAC.	YES

(Use extension sheet if necessary)

5. List the Construction Contracts your organization has completed in the past five (5) years with relevance to this proposed Design/Build project.

Name of Project	Prime Contractor Name and Address	Date of Contract	Contract \$ Amount Complete	Design Architect/Engineer Name and Address	Owner Name and Address	Scope of Work
SEE ATTACHED						

(Use extension sheet if necessary)

TECHNICAL STATEMENT: QUESTION # 5

CHARLEY TOPPINO & SONS, INC.

P.O. BOX 787

KEY WEST, FL 33041

305 296-5606

PAST PROJECTS

1.) CITY OF KEY WEST
P.O. BOX 1409
KEY WEST, FL 33040
305 809-3965

SCOPE OF WORK: STORM DRAINAGE, INJECTIONS WELLS, SIDEWALKS, CURBS, FOUNDATIONS, PIER REPAIR, LANDSCAPING & MAINTENANCE, ROADWORK, ASPHALT.

PROJECTS:

WHITE STREET PIER REPAIR	\$ 88,000	BOND YES
DONALD AVE CANAL EMBANK	\$ 50,912.00	BOND NO
CAROLINE STREET IMPROVEMENTS	\$3,000,000.00	BOND YES
PUMP STATION "F"	\$1,671,000.00	BOND YES
SIMONTON STREET EMER OUTFALL	\$ 893,000.00	BOND YES

2.) MONROE COUNTY
1100 SIMONTON STREET
KEY WEST, FL 33040
305 292-4426

SCOPE OF WORK: SITE WORK, STORM DRAINAGE, INJECTIONS WELLS, SIDEWALKS, CURBS, LANDSCAPING, ROADWORK, ASPHALT, PLAYGROUNDS.

PROJECTS:

	\$ 339,000	BOND YES
PALM DR BRIDGE REPAIR	\$ 131,000	BOND NO

4.) FLORIDA KEY AQUADUCT AUTHORITY
1100 KENNEDY DRIVE
KEY WEST, FL 33040
305 296-2454

SCOPE OF WORK: SITE WORK, STORM DRAINAGE, SIDEWALKS, CURBS, ROADWORK, ASPHALT, STEEL BUILDING, WATER MAINS, DEMOLITION.

PROJECTS:

FCAA CONSTRUCTION YARD BUILDING	\$ 682,000	BOND YES
BIG COPPITT WASTE WATER SYSTEM	\$11,078,347	BOND YES
REPUMP STATION BIG PINE KEY	\$ 919,020.00	BOND YES

17. FL DEPT OF ENVIRONMENTAL PROTECTION
3900 COMMONWEALTH BLVD.
TALLAHASSEE, FL 32399-3000
305 420-8432

SCOPE OF WORK: BRIDGE REPAIR TO OLD OHIO BAHIA HONDA BRIDGE, MM 38.7, REPAIR ENTIRE SUPER STRUCTURE DECK, PROVIDE AND INSTALL AL PEDESTRIAN RAILING, MILL/RESURFACE AND STRIPE, SPALL / CRACK REPAIR, SEAWALL, SHEET PILING.

PROJECTS:

OHIO BAHIA HONDA BRIDGE REPAIR:	\$837,700.00	BOND YES
HERITAGE TRAIL: KEY HAVEN TO BIG COPPITT:	\$2,052,268.00	BOND YES

18. SH MARATHON, LTD.
506 FLEMING ST.
KEY WEST, FL 33040
305 294-6100

SCOPE OF WORK: DEMOLITION AND REBUILD OF HOTEL, RESTAURANT, MARINA AND BOAT SLIPS IN MARATHON, FL. HOLIDAY INN EXPRESS.

HOLIDAY INN EXPRESS:	\$8,890,227	BOND YES
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29. LONGSTOCK II, LLC STOCK ISLAND MARINA VILLAGE, PHASE 1
7009 SHRIMP ROAD
KEY WEST, FL 33040
(305) 294-2288

SCOPE OF WORK: SITE WORK, DEMOLITION, STORM DRAINAGE, INJECTIONS WELLS, SANITARY SEWER, WATER MAINS, FIRE LINES, SIDEWALKS, CURBS, BRICK PAVING, ROADWORK, PARKING LOTS, ASPHALT, FENCING, MARINE DOCK FACILITIES: DECKING, FIRE SYSTEM, SANITARY SEWER LIFT STATION, FORCE MAINS, SEAWALLS, FLOATING DOCKS, FUEL SYSTEM, LANDSCAPING, IRRIGATION, DREDGING.

STOCK ISLAND MARINA VILLAGE PH 1

\$ 15,010,683.79

BOND YES

6. Statement on firm familiarity with local conditions:

SEE # 6 BELOW

7. List other projects firm has constructed or has under construction in the Florida Keys/Monroe County: SEE # 3 ABOVE

8. Statement on experience in providing design/build services in Florida:

CHARLEY TOPPINO DESIGN BUILD SERVICES ARE LOCATED IN OUR GEOGRAPHIC AREA OF THE FL KEYS. WE ARE PRESENTLY INVOLVED W/ THE DESIGN BUILD OF THE KEY WEST, ST. MARY'S ACTIVITY CENTER FOR THE ARCHDIOCESE OF MIAMI. LAST YEAR WE COMPLETED THE EKAA REPUMP STATION MAINTENANCE BUILDING IN BIG PINE KEY.

9. Statement on corporate safety program, safety record, and OSHA violations, including handling of violators, for both Proposer and Subcontractors.

SAFETY IS CHARLEY TOPPINO AND SONS NUMBER 1 PRIORITY! AT THE END OF THE DAY EVERYONE GOES HOME TO THEIR FAMILY. IN 2016 WE HAD 4 RECORDABLE INJURIES WITH 1 REQUIRING SURGERY FOR A HERNIA. WE HAVE NEVER BEEN ~~SITED FOR AN OSHA VIOLATION NOR HAVE WE HAD A SUBCONTRACTOR HAVE A VIOLATION~~ WHILE WORKING ON OUR PROJECTS. OUR CORPORATE POLICY HAS A 3 STRIKE RULE IN PLACE FOR BOTH EMPLOYEE AND SUBCONTRACTOR. THIS INCLUDES 1ST MINOR VIOLATION YOU GET A VERBAL WARNING, SECOND MINOR VIOLATION WRITTEN WARNING, AND 3RD MINOR VIOLATION SUSPENSION OR POSSIBLE TERMINATION. 1ST MAJOR VIOLATION 3 DAY SUSPENSION, 2ND MAJOR VIOLATION 1 WEEK SUSPENSION WITH TRAINING PERTAINING TO VIOLATION, 3RD MAJOR TERMINATION. ALL VIOLATIONS ARE SUBJECT TO IMMEDIATE TERMINATION DEPENDING ON THE SEVERITY OF THE VIOLATION. See Attached Health & Safety Plan

6 CHARLEY TOPPINO & SONS, INC. IS THE LARGEST, LOCAL CONSTRUCTION COMPANY IN THE FL KEYS SINCE 1935. WE HAVE BEEN INVOLVED IN THOUSANDS OF PROJECTS FROM THE CONSTRUCTION OF THE OVERSEAS HIGHWAY TO DESIGN BUILD PROJECTS. WE ARE FAMILAR WITH ALMOST ALL LOCAL CONDITIONS, DUE TO OUR VAST EXPERIENCE IN UNDERGROUND WORK, DEMOLITION, ROADWORK, BRIDGE REPAIR, COMMERICAL BUILDINGS, CONSTRUCTION RECYCLING, DREDGING, SS LIFT STATIONS, AGGREGATES & CONCRETE SUPPLIER. WE HAVE BEEN INVOLVED W/ ALL MUNICIPAL, COUNTY, STATE, FEDERAL AGENCIES, AND OTHER AUTHORITIES IN THE FL KEYS.



Safety & Health Program



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Section 1- Management Commitment and Involvement

Dear Fellow Employee,

This is your copy of the Safety & Health Handbook. The purpose of this handbook is to clearly state the Safety Policies and Procedures that you are expected to follow during your employment at Charley Toppino & Son's, Inc. and Monroe Concrete Products, Inc.

As a management team we are committed to providing you with a safe and healthy work environment. Your safety ultimately depends on your commitment to performing your job each day with safety as your first priority. No aspect of your work takes on greater importance. Your actions, and those of your fellow employees, will determine the level at which we are all able to achieve our safety goals.

As a management team, our Company is convinced that it is our moral obligation to maintain the safest work place possible, and insure you return home to your family at the end of each day without injury. Part of our job in doing that is the consistent enforcement of these policies and procedures. Understand that the violation of these policies may result in disciplinary action, and in some cases termination. Worse than that – it could cost you your life!

As you read through this manual, please make sure you have a clear understanding of the policies and procedures set forth. If you have any questions regarding anything stated in this manual, please bring it up at your safety meeting with your supervisor. If they cannot provide a clear answer to your questions, do not hesitate to contact any of us on the management team.

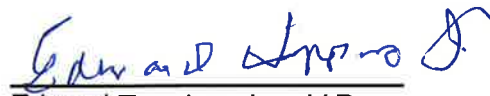
Throughout your employment we ask you to keep one thought in mind at all times:

No job is so important and no task is so urgent that we cannot take the time to perform our work safely!!



Frank Toppino - President


Edward Toppino, Sr. – V.P.


Daniel Toppino – V.P.


Edward Toppino, Jr. – V.P.

Richard Toppino – V.P.


Ronald Armstrong, Safety Director

Section 2- Employee Responsibilities

As an employee of Charley Toppino & Sons, Inc. you are an integral part of the success of our safety program. You must be ready to take an active part and accept responsibility for your safety, and the safety of your co-workers by:

- Reviewing the contents of this safety manual and all safety materials provided to you by the company or your supervisor.
- Complying with all of the safety rules contained in this manual and encouraging your co-workers do the same. The best safety device this company has is an alert employee who is looking out for their safety and the safety of those they work with.
- Setting a good example for fellow employees, customers and visitors.
- Providing suggestions for improving the safety program and reporting all unsafe conditions to your supervisor.
- Attending and actively participating in safety meetings.
- Keeping your work area or job site clean and organized.
- Refraining from horseplay or other hazardous activity.
- Inspecting equipment and tools for defects prior to each use and make your supervisor aware of all defects.
- Analyzing each job for safety requirements before commencing work.
- Reporting all injuries to your supervisor on the day of the occurrence no matter how minor they may seem to be. Reporting injuries will never result in retaliation, penalty or other disincentive for the employee. However, failure to comply with this policy may result in disciplinary action and may also jeopardize your Worker's Compensation benefits.
- Reporting any near misses to your supervisor so that preventative actions may be taken to avoid further hazards.
- Reporting all property damage and vehicle accidents to your supervisor as soon as they occur.
- Cooperating and assisting in the investigation of all accidents and incidents.
- Wearing all personal protective equipment (i.e. hard hat, safety glasses, etc.) required for the task you are performing.

Section 3- Supervisors Responsibilities

Charley Toppino & Sons, Inc. recognizes that no safety program can be effective without the commitment and constant involvement of our supervisors. The employees look to our supervisors for guidance and direction. A department's safety record will be reviewed as part of the supervisor's performance criteria. Supervisors will be held responsible for the following items:

- Setting the example for employees by always following safe work practices.
- Disciplining employees that fail to follow the safe work practices.
- Correcting recognized hazards in their department.
- Closely monitoring new employees and their work practices.
- Completing accident investigations on all employee injuries, vehicle accidents, general liability and property damage claims that occur in their areas of responsibility.
- Always being open to employee feedback and suggestions on how to improve safety.
- Being knowledgeable of all company safety policies and procedures.
- Analyzing each job for safety requirements before commencing work.
- Completing self-inspections of job sites, equipment, vehicle and tools under your responsibility.
- Completing weekly tool box talks for your employees.
- Being actively engaged in returning injured employees back to work on light duty. Supervisors will be pro-active in identifying light duty work in their areas of responsibility. They will also be pro-active in working with other supervisor's and senior management in identifying light duty work in other areas of the company.

Section 4- Disciplinary Policy

Each employee is individually responsible for complying with each of the provisions in the Safety and Health Program. In addition, the safety instructions issued by the supervisor, either verbally or in writing must also be adhered to. When safety policies and procedures are violated, disciplinary action up to and including termination will be considered. The intent is to impress upon the individual the severity of the situation and bring about the desired compliance and improvement.

Supervisors have the responsibility to ensure all personnel are performing their daily job responsibilities in a manner consistent with the safety rules and guidelines. Supervisors have the responsibility to address unsafe acts or behaviors with employees and if necessary reprimand employees. Written warnings will become part of employee's personnel record and will be reflected in their annual performance review.

The disciplinary policy has been developed to account for the fact that not every unsafe act or behavior is the same and therefore the discipline depends on the seriousness of the violation and the circumstances of each individual case.

Class I Infractions

Class I infractions are relatively minor in nature and generally call for a series of documented progressive disciplinary steps intended to train the employee and to put him/her on notice that correction of the problem is expected. Class I infractions will be treated with the following progressive discipline:

1. First violation - verbal warning that is documented by the supervisor and documentation placed in the employee file.
2. Second violation – written warning
3. Third violation – results in three days suspension without pay.
4. Fourth violation – results in termination

Examples of Class I Infractions area as follows:

1. Failure to report all injuries to your supervisor on the day of the occurrence no matter how minor they seem to be.
2. Failure to follow safety instructions from your supervisor
3. Creating or contributing to unsafe, unsanitary or unclean conditions on company premises.
4. Failure to keep machine and working areas clean
5. Failure to wear appropriate work clothing including long pants, shirt with a minimum of 4 inch sleeves and sturdy work shoes
6. Failure to wear personal protective equipment such as hard hat, safety glasses or reflective vests in areas where these protective devices are required
7. Using ladders improperly
8. Grinding, welding or burning without proper eye protection

9. Leaving welding leads or electrical extension cords on the ground, or floor when not in use where they are subject to physical damage or may create a tripping hazard
10. Operating forklifts, company vehicles or other equipment without a seatbelt

Class II Infractions

Class II infractions are serious in nature, but by themselves are usually not a dischargeable offense. They generally call for one (1) final warning. The following list represents examples of behavior or acts which are unacceptable and will be treated as Class II infractions. Class II infractions will be treated with the following progressive discipline:

1. First violation – results in three days suspension without pay.
2. Second violation – results in termination

Examples of Class II Infractions area as follows:

1. Using company property, equipment or vehicles for non-company purposes without proper management approval
2. Repeated failures to adhere to safety rules
3. Deliberate harassment of another employee because of his/her sex, age, race, religion, national origin or disability
4. Disorderly conduct such as fighting, horseplay, practical jokes, throwing objects, using foul or abusive language to another worker or supervisor, or otherwise disrupting the normal work environment
5. Using power tools without proper guards
6. Removing ground prong from electrical cords
7. Carrying tools and/or materials in hands while climbing up or down ladders
8. Lifting loads with improper rigging
9. Operating forklifts and heavy equipment with disabled back-up alarms
10. Allowing passengers/riders on forklifts

Class III Infractions

Class III infractions are very serious in nature and generally result in discharge.

Examples of Class III Infractions area as follows:

1. Possession of weapons or explosive materials on company premises
2. Possession or use of alcohol, illegal drugs on company premises
3. Reporting to work under the influence of alcohol or illegal drugs
4. Deliberately vandalizing, damaging, defacing, misusing or unauthorized removal of company property or another employee's personal property
5. Violent behavior, fighting or threatening violence on company premises at any time
6. Appropriation of company material, equipment or funds for private gain
7. Theft of another employee's property
8. Sale or purchase of stolen goods on company premises
9. Deliberately concealing defective materials or workmanship in company products
10. Removal of or tampering with any emergency equipment including security devices, fire alarms, first aid equipment or fire extinguishers
11. Removing another person's "lockout" lock and/or tag without permission
12. Working on electrical, mechanical or pneumatic equipment without de-energizing and applying danger tag and lockout procedures.
13. Entering excavations five (5) feet or deeper that are not shored, sloped, benched or provided with a trench box to prevent cave-in
14. Working within ten (10) feet of electrical power lines or contacting power lines with company equipment
15. Working on equipment or systems where safety devices have been bypassed

16. Driving company provided vehicles without valid state driver's license
17. Hoisting employees on a forklift without use of an approved safety cage
18. Entering confined spaces without first testing to ensure that the space is not toxic or explosive and that adequate oxygen levels are present
19. Improper dumping of hazardous chemicals onto the ground or in drainage ditches or the disregard of emergency spill response procedures

Obviously, the above list is not all-inclusive. Any unsafe act that could potentially have life threatening consequences for the employee or his/her fellow employees or any felonious act committed during company time will involve disciplinary action up to and including immediate termination.

Sample Letter of Disciplinary Action

July 24, 2006

Mr. John A. Smith
600 Main Street
Key West, Florida 33040

Dear John,

Enclosed you will find a copy of page 11 from the Safety and Health Program. Please direct your attention to Item No. 4. The rules and penalties, as outlined in this manual, are very specific and call for a three day suspension without pay for those involved in, "Disorderly conduct such as fighting, horseplay, practical jokes, throwing objects, using foul or abusive language to another worker or supervisor, or otherwise disrupting the normal work environment."

On July 23, 2006, Bob Stevens, your supervisor, observed you fighting with another employee. You were sent home that day and you are being suspended without pay for the next three work days.

If you wish to continue your employment with Charley Toppino & Sons, Inc. you will need to immediately change your behavior and comply with all of the company's safety policies and procedures. One more infraction of this nature will result in your immediate termination.

Sincerely,

Daniel Toppino
Vice President

Section 5- SAFETY COMMITTEE

Safety Committee Organization

A safety committee has been established as a management tool to recommend improvements to our workplace safety program and to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee employer representatives will not exceed the amount of employee representatives.

Responsibilities

The safety committee will be responsible for assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from safety and health hazards in the workplace.

The safety committee will be responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, any inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.

The safety committee will be responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

The safety committee will be responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented.

Management will provide written responses to safety committee written recommendations.

Meetings

Safety committee meetings are held quarterly and more often if needed and each committee member will be compensated at his or her hourly wage when engaged in safety committee activities. Management will post the minutes of each meeting in a conspicuous place and the minutes will be available to all employees.

All safety committee records will be maintained for not less than three calendar years.

SAFETY COMMITTEE MINUTES

Date of Committee Meeting: _____ Time: _____ Minutes
Prepared By: _____ Location: _____

Members in Attendance

Name	Name	Name
_____	_____	_____
_____	_____	_____
_____	_____	_____

Previous Action Items: _____

Review of Accidents Since Previous Meeting: _____

Recommendations for Prevention: _____

Recommendations from Anonymous Employees: _____

Suggestions from Employees: _____

Recommended Updates to Safety Program: _____

Recommendations from Accident Investigation Reports: _____

Safety Training Recommendations: _____

Comments: _____

Section 6- NEW HIRE PROCEDURES / ORIENTATION

PURPOSE: To establish new hire and orientation procedures for CHARLEY TOPPINO & SONS, INC.

SCOPE: New hire and orientation procedures will be instituted company wide. It will be the responsibility of all supervisors, managers and employees to follow these procedures.

NEW HIRE PROCEDURES / ORIENTATION:

Potential employees are given an employment application package that includes job application, company safety policies, substance abuse policy, management commitment and involvement policy, EEO program, MVR request, drug test consent agreement and post hiring medical questionnaire.

Potential employee is interviewed by the supervisor of the particular crew or area they wish to work. In some cases a proficiency test is administered to judge the skill level on various pieces of equipment.

If the employee is to work in the pit area than the MSHA new hire training and orientation is given. All employees are given an employee safety orientation:

- 1.) Company Safety Policy reviewed and signed
- 2.) General Safety Rules discussed
- 3.) Specific Job Safety Rules explained
- 4.) Reporting of Unsafe Conditions explained
- 5.) Required Personal Protective equipment discussed and issued.
- 6.) Fire Protection equipment & responsibilities explained
- 7.) Reporting of Injuries reviewed
- 8.) All applicable Material Safety Data Sheets reviewed
- 9.) First Aid Treatment procedures explained
- 10.) Drug Free Work Place Policy discussed & signed
- 11.) Hazardous Communication Training

EMPLOYEE SAFETY ORIENTATION

The supervisor must thoroughly instruct each new employee in the safety requirements of their job. Check each of the items on this form at the time instruction is given. When completed, sign and return it for placement in the employee's file.

Employee's Name: _____

Occupation: _____ Date Hired: _____

Department: _____ Orientation Date: _____

**DATE
COMPLETED**

- | | |
|-------|--|
| _____ | 1.) Company Safety Policy reviewed and signed |
| _____ | 2.) General Safety Rules discussed |
| _____ | 3.) Specific Job Safety Rules explained |
| _____ | 4.) Reporting of Unsafe Conditions explained |
| _____ | 5.) Proper Lifting techniques reviewed |
| _____ | 6.) Required Personal Protective equipment discussed and issued. |
| _____ | 7.) Fire Protection equipment & responsibilities explained |
| _____ | 8.) Reporting of Injuries reviewed |
| _____ | 9.) All applicable Material Safety Data Sheets reviewed |
| _____ | 10.) First Aid Treatment procedures explained |
| _____ | 11.) Drug Free Work Place Policy discussed & signed |
| _____ | 12.) Hazardous Communication Training |

I have instructed the above new employee in the Safety requirement checklist and feel he/she can be reasonably expected to perform his/her duties safely.

Supervisor

Date

Section 7- RETURN TO WORK PROCEDURES

PURPOSE: Procedures have been developed for the protection and well being of the employees of CHARLEY TOPPINO & SONS, INC. and the employees' speedy return to work after an injury.

SCOPE: Return to work procedures will be instituted company wide. It will be the responsibility of all supervisors, managers and employees to follow these procedures.

Return to Work Procedures

If an employee is injured and cannot work it is the responsibility of the Safety Manager and staff to follow up on all medical treatments, appointments and the healing progress of the injury. The employee will be contacted daily to monitor his progress and help with any problems relating to the injury such as medical appointments, insurance issues, compensation issues and any other situations relating to the injury. The employee will be encouraged to help himself in a speedy recovery and return to work.

If appropriate and with the doctors approval, the employee may be assigned light duty work once the injury has healed to an acceptable level. The employee will be monitored to insure that the injury is not aggravated during work and that all medical appointments are attended and treatments are followed.

Section 8- SAFETY AND HEALTH TRAINING

Safety and Health Orientation

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual. All employees will be instructed by their supervisors that compliance with the safety rules described in the workplace safety manual is required.

Job-Specific Training

- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual.
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely.
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment.
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Periodic Retraining of Employees

All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual.

Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.

Section 9- FIRST AID PROCEDURES

EMERGENCY PHONE NUMBERS

Safety Coordinator 296-5606

First Aid 296-5606

Medical Clinic 296-4399

Clinic Address Truman Medical
540 Truman Ave

Poison Control 911

Fire Department 911

Police 809-1000

Ambulance 911

Minor First Aid Treatment

First aid kits are stored in the front office and in the employee lounge. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid:

- Inform your supervisor.
- Proceed to the posted medical facility. Your supervisor will assist with transportation, if necessary.
- Provide details for the completion of the accident investigation report.

Emergency Medical Treatment

If you sustain a severe injury requiring emergency treatment:

- Call for help and seek assistance from a co-worker.
- Use the emergency telephone numbers and instructions posted next to the telephone in your work area to request assistance and transportation to the local hospital emergency room.
- Provide details for the completion of the accident investigation report.

First Aid Training

Each employee will receive training and instructions from his or her supervisor on our first aid procedures.

FIRST AID INSTRUCTIONS

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance.

WOUNDS:

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water, rinse it well.
- Cover the wound using clean dressing.

Major: Large, deep, and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth.
- Keep pressure on the wound until medical help arrives.

BROKEN BONES:

- Do not move the victim unless it is absolutely necessary.
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint.

BURNS:

Thermal (Heat)

- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water.
- Blot dry the area and cover it using sterile gauze or a clean cloth.

Chemical

- Flush the exposed area with cool water immediately for 15 to 20 minutes.

EYE INJURY:

Small particles

- Do not rub your eyes.
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water.

Large or stuck particles

- If a particle is stuck in the eye, do not attempt to remove it.
- Cover both eyes with bandage.

Chemical

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes.

NECK AND SPINE INJURY:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary.

HEAT EXHAUSTION:

- Loosen the victim's tight clothing.
- Give the victim "sips" of cool water.
- Make the victim lie down in a cooler place with the feet raised.

Section 10- ACCIDENT INVESTIGATION

Accident Investigation Procedures

An accident investigation will be performed by the supervisor at the location where the accident occurred. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures:

- Implement temporary control measures to prevent any further injuries to employees.
- Review the equipment, operations, and processes to gain an understanding of the accident situation.
- Identify and interview each witness and any other person who might provide clues to the accident's causes.
- Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
- Complete the accident investigation report.
- Provide recommendations for corrective actions.
- Indicate the need for additional or remedial safety training.

Accident investigation reports must be submitted to the safety coordinator within 24 hours of the accident.

**CHARLEY TOPPINO & SONS, INC.
ACCIDENT/ INCIDENT REPORT**

REPORT # :AR _____

DATE OF REPORT: __ __ DATE & TIME OF INCIDENT: __

PERSON COMPLETING REPORT: _____RJARMSTRONG_____

NAME(S) & ADDRESS(ES) OF PERSON(S) OR COMPANY INVOLVED IN INCIDENT:

PHONE #'s: _____

LOCATION OF INCIDENT:

DESCRIPTION OF INCIDENT/ INJURY: (Type: slip, fall, vehicle, etc.)

PART OF BODY OR PROPERTY DAMAGED: _____

WAS VEHICLE INVOLVED ? YES ___ NO ___

License #'s _____

Make, Model, Year of Vehicle(s): _____

Toppino's Equipment #: _____

MEDICAL TREATMENT REQUIRED: YES ___ NO ___

If yes, where ? _____

Kind of treatment: (x-ray, etc.) _____

Date of treatment: _____

POLICE REPORT MADE ? YES ___ NO ___ CASE NUMBER: _____

OFFICER'S NAME: _____

UNSAFE FACTORS INVOLVED:(Bad weather, defective machinery or material)

YES ___ NO ___

If yes, explain: _____

WAS SAFETY EQUIPMENT USED @ TIME OF INCIDENT ? YES ___ NO ___

ACTION TAKEN TO PREVENT RECURRENCE OF INCIDENT: _____

Section 11- RECORDKEEPING PROCEDURES

Recordkeeping Procedures

The safety coordinator will control and maintain all employee accident and injury records. Records are maintained for a minimum of five (5) years and include:

Accident Investigation Reports (see Section 5 for sample form).

Workers' Compensation Notice of Injury Reports (ACORD form or state equivalent form).

Log & Summary of Occupational Injuries and Illnesses (current OSHA or State equivalent form). The current OSHA recordkeeping information and forms can be found on their Web site: <http://www.osha.gov/recordkeeping/index.html>.

Documentation of safety and health training for each worker.

Records of hazard assessment inspections.

Section 12- SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

General Use

1. USE COMMON SENSE!! If a work practice seems unsafe to you, DON'T DO IT! Discuss it with your supervisor before proceeding. With a little forethought a safer way of completing the job can usually be found.
2. Report to work physically and mentally prepared to perform your job. Working under the influence of alcohol or controlled substances, regardless of when consumed, is strictly prohibited. Employees taking prescribed medication should advise their supervisor prior to the start of the shift.
3. Wear snug-fitting clothing. Torn sleeves, loose jewelry, key chains, rings, etc., which can be caught in machinery are not acceptable. Hair worn touching the shoulder, or longer, must be tied back and secured under a hat in a manner to keep it away from moving and rotating equipment.
4. Smoking is not permitted inside any company owned buildings. Smoking is only permitted in designated smoking areas outside the building. Cigarette butts will be disposed of in designated containers.
5. Do not smoke or carry open flames near fuel storage or vehicle refueling areas, or similarly posted areas.
6. Shut all doors and fasten your seat belt before moving the vehicle.
7. Observe all safety and warning signs at all times.
8. Observe posted speed limits, traffic rules and signs.
9. Turn off vehicle before fueling.
10. Keep work areas clean and orderly. Each worker is responsible for housekeeping in his/her area. Dispose of all wastes in proper receptacles.
11. Keep all aisles and walkways clear of loose materials, stored materials, tools, cords, hoses, etc.
12. Clean up liquid spills promptly. Prevent spills in the first place if possible.
13. Observe proper procedures for handling, storage, and use of flammable liquids.
14. When using any chemical material, including cleaning solvents, consult the Material Safety Data Sheet (MSDS) for precautions and proper handling and usage.
15. Sturdy work shoes are required to be worn at all times at the work site. Sneakers and open toed shoes are forbidden.

16. Safety goggles, safety glasses, face shields or other eye protection must be worn in all areas where the employee may be exposed to flying particles, dust, chips, liquid splash, etc.
17. Hearing protection devices, such as ear plugs or muffs, are required to be worn when using the jack hammer or cutting concrete.
18. The use of CD/tape players and/or radios with headsets is prohibited.
19. Wearing of approved respirators is required when cutting concrete and painting.
20. Never operate a piece of equipment when guards or other safety devices are not in place.
21. Use the correct tool for the job. Immediately report any damaged or unsafe tools or equipment to your supervisor.
22. Barricade or guard an unsafe condition immediately. Do not leave an unsafe condition unguarded or unmarked, even temporarily.
23. Use the three-point contact method when climbing ladders and never climb a ladder with tools, equipment or materials in your hands.
24. Use approved ladder or step stool. Never stand on chairs, furniture, or other items.
25. Wear seat belts at all times when operating forklifts, heavy equipment and company vehicles.
26. Do not operate forklifts or any machinery unless you have been properly trained and are authorized to do so. No one other than the operator shall ride on a forklift.
27. Avoid manual material handling and lifting whenever possible. If there is a mechanical device provided use it. Always choose to work smarter, not harder.
28. Never direct compressed air at yourself, other employees or use it to blow off clothing.
29. Do not start or operate any equipment without the proper authority and safety instruction.
30. Do not attempt to repair or tamper with equipment that is not working properly. Report the condition to your supervisor immediately.
31. Emergency fire exits will not be locked. Emergency exits and fire extinguishers will not be blocked by stock at any time.
32. All machinery shall be shut down and the electrical circuit locked out prior to any repair/maintenance work or adjustments being made.
33. No employee shall place themselves or any part of their body under a suspended load.
34. All compressed gas cylinders shall be supported in the upright position by chaining or strapping them to a wall or other substantial support.
35. Extension cords shall not be used as a substitute for fixed wiring. Do not use frayed cords.

Housekeeping

1. Use caution signs/cones to barricade slippery areas.
2. Do not store or leave items on stairways.
3. Return tools to their storage places after using them.
4. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
5. Do not place materials such as boxes or trash in walkways and passageways.
6. Do not use gasoline for cleaning purposes.
7. Mop up water around drinking fountains, drink dispensing machines and ice machines.

Lifting Procedures

1. Test the weight of the load before lifting by pushing the load along its resting surface.
2. If a load weighs more than 50-pounds or is too awkward, or the distance to be moved is too far, perform a team lift or use mechanical material handling equipment such as a pallet jack, hand truck or cart.
3. Never lift anything if your hands are greasy or wet.
4. Wear protective gloves when lifting objects with sharp corners or jagged edges.

When lifting

1. Face the load.
2. Position your feet 6"-12" apart with one foot slightly in front of the other.
3. Bend at the knees, not at the back.
4. Keep your back straight.
5. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
6. Hold the object as close to your body as possible.
7. Perform lifting movements smoothly and gradually; do not jerk the load.
8. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
9. Set down objects in the same manner as you picked them up, except in reverse.
10. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

Ladders and Step Ladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads, or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
4. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
5. Allow only one person on the ladder at a time.
6. Do not stand on the top two rungs of any ladder.
7. Do not stand on a ladder that wobbles, or that leans to the left or right of center.
8. Do not try to "walk" a ladder by rocking it. Climb down the ladder, and then move it.
9. Face the ladder when climbing up or down it.

10. Do not carry items in your hands while climbing up or down a ladder.
11. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.

OFFICE PERSONNEL

1. Do not place material such as boxes or trash in walkways and passageways.
2. Do not throw matches, cigarettes or other smoking materials into trash baskets.
3. Do not kick objects out of your pathway; pick them up or push them out of the way.
4. Keep floors clear of items such as paper clips, pencils, tacks or staples.
5. Straighten or remove rugs and mats that do not lie flat on the floor.
6. Mop up water around drinking fountains and drink dispensing machines.
7. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
8. Store sharp objects, such as pens, pencils, letter openers or scissors in drawers or with the points down in a container.
9. Carry pencils, scissors and other sharp objects with the tips pointing down.
10. Use the ladder or step stool to retrieve or store items that are located above your head.
11. Do not run on stairs or take more than one step at a time.
12. Keep doors in hallways fully open or fully closed.
13. Use handrails when ascending or descending stairs or ramps.
14. Obey all posted safety and danger signs.

Furniture Use

1. Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.
2. Use the handle when closing doors, drawers and files.
3. Put heavy files in the bottom drawers of file cabinets.
4. Do not tilt the chair you are sitting in on its back two legs.
5. Do not stand on furniture to reach high places.

Section 13- EXCAVATION AND TRENCH SAFETY

PURPOSE: Excavation and trench safety procedures have been developed for the protection and well being of the employees of CHARLEY TOPPINO & SONS, INC.

SCOPE: Excavation and trench safety procedures will be instituted company wide. It will be the responsibility of all supervisors, managers and employees to follow these procedures.

Excavation and Trench Safety

All excavations shall be made in accordance with the rules, regulations, requirements, and guidelines set forth in 29 CFR 1926.650, .651, and .652; the Occupational Safety and Health Administration's standard on Excavations.

Because of the various types of soil and their angle of repose, trenching without bracing or shoring is hazardous. Even in hard soil a cave-in can occur at 5 feet. If such a failure does occur, persons in the trench can be buried, usually resulting in serious injury or even death. Improper or careless installation of bracing and shoring can cause similar tragedies.

It's essential in the excavation of trenches 5 feet or more in depth that the exposed faces of these trenches be supported and held firmly in place by adequate bracing. This requirement must be complied with for all trenching, except:

- Trenches that are in rock or hard shale.
- Trenches with exposed faces sloped to the angle of repose for the type of soil in which the excavation is being made. In no case can this angle be less than 1 foot horizontally to 3 feet vertically.
- Trenches in which substantially fabricated safety cages are used.

Under no conditions should bracing or shoring be omitted, regardless of the length of time that the trench will be open. To prevent placing an additional load on the trench face wall, excavated material must be placed no less than 3 feet from the edge of the trench. At no time should an individual be permitted to work within the area of operation of any piece of equipment that is excavating the trench. Employees should never ride the bucket or wheel of the trencher to the bottom of the excavation. Ladders should be used at all times. Whenever working in the area of trenching operations, a hard hat must always be worn.

In all bracing and shoring operations, management is responsible for the type of bracing, the material size and proper installation. You are responsible for the safe handling of the material and safe installation. By being proficient in the installation of proper bracing, the application of safety precautions and the knowledge of soil conditions, you can eliminate the hazards involved in trenching operations.

Section 14- CONFINED SPACE SAFETY

PURPOSE: Safety Procedures have been developed for confined space safety for the protection and well being of the employees of CHARLEY TOPPINO & SONS, INC.

SCOPE: Confined space safety protection will be instituted company wide. It will be the responsibility of all supervisors, managers and employees to follow these procedures.

Confined Space Safety

Special caution must be taken when working in a closed, unventilated area. By using the proper personal protective equipment and taking precautions, we can assure the working environment will be hazard free. Under no circumstances enter a sewer, manhole underground chamber, conduit or any other confined space without adhering to the following procedures.

- 1.) Don't enter a confined space if you can perform the job from the outside.
- 2.) Open doors or remove covers and air out the area as long as possible.
- 3.) Blank out inlet and outlet lines whenever possible; lock out all valves in the closed portion and turn all switches off to be sure that the area is closed off as much as possible.
- 4.) Blow air, steam or both into the space to be entered or exhaust the air in the confined space in some way.
- 5.) Test for combustible gas, oxygen deficient atmospheres (carbon dioxide), carbon monoxide and other suspected gases, including methane, hydrogen sulfide and nitrogen.
- 6.) Always put on a harness and lifeline (with standby personnel attached to the persons inside). Continue to test the air while entering the confined space. If oxygen in the air is less than 19 percent, anyone who breathes without a respirator could become unconscious.
- 7.) All electrical equipment must be explosion-proof.
- 8.) If the atmosphere is dangerous, wear an approved air line or self contained breathing apparatus.
- 9.) Whenever the confined space is re-entered, check conditions again. Keep records of the test results and all persons who entered the area.

Section 15- DEMOLITION SAFETY

PURPOSE: To establish procedures to enhance the safety of all demolition projects.

SCOPE: Demolition safety procedures will be instituted company wide. It will be the responsibility of all supervisors, managers and employees to follow these procedures.

Personal Safety: Hard hats, safety glasses, ear protection, duct masks and proper clothing will be worn at all times during demolition.

Dust Hazard: Dust created by the demolition process will be controlled by water sprayed onto the debris in and around the area of activity.

Electrical Hazard: Before the demolition starts all electrical feeds into the building will be disconnected by Keys Energy and or the electrical subcontractor.

Asbestos Hazard: Before the demolition starts all buildings will be inspected by a certified environmental company to remove the asbestos hazard.

Water Hazard: Before the demolition start all water and sewer lines, will be disconnected and capped.

Trespassing/Unauthorized Persons: Access to the demolition area will be controlled by construction fencing, thorough inspection of the area prior to the actual demolition and identification of all workers.

Section 16- LANDSCAPE / RIGHT-OF-WAY MAINTENANCE SAFETY

PURPOSE: To establish procedures to enhance the safety on all landscaping projects and the employees on the Right of way maintenance crew.

SCOPE: Landscaping safety procedures will be instituted company wide. It will be the responsibility of all supervisors, managers and employees to follow these procedures.

Personal Safety Equipment: Hard hats, safety glasses, ear protection, duct masks, safety vests and proper clothing will be worn at all times during landscaping activities.

During mowing and weeding operations workers should be especially careful and aware of pedestrians and vehicles within the work area. Mowing and weeding equipment should be used only when pedestrian and vehicles are not in the immediate work area and should be placed in a standby mode to allow them passage through the area.

Special care should be taken while working around parked vehicles to avoid damage caused by flying debris. Care should also be taken while working around private property, fences, houses and privately owned landscaping in or near the public right of way.

If any incident occurs involving a citizen, motor vehicle, bicycle, etc. that threatens the safety of the worker or surrounding property the employee shall inform his supervisor immediately. Obtain as much information as possible, such as vehicle license numbers, description of the persons and vehicles involved. If the situation becomes extreme in any way and the supervisor is not available call 911 and protect yourself and if possible, the equipment from damage.

Follow all equipment start up and safe operating procedures. Maintain all equipment covers, chutes, bags, auto shutdown, and cables to insure safe operations. Follow all manufacturers' recommended maintenance schedules. Report any inoperative or defective equipment to the supervisor immediately.

Section 17- OSHA INSPECTIONS

PURPOSE: To establish procedures to assist OSHA personnel when they are inspecting CHARLEY TOPPINO & SONS, INC.

SCOPE: OSHA inspection procedures will be instituted company wide. It will be the responsibility of all supervisors, managers and employees to follow these procedures.

Workplace Inspections

- Authority to inspect by OSHA is by Federal statutes.
- Inspection priorities: The OSHA inspector will be looking for the following:
 - Imminent Danger
 - Catastrophes and fatal accidents
 - Employee complaints
 - Programmed inspections
 - Follow-up inspections
- Inspection process
 - Inspector's credentials
 - Opening conference
 - Inspection tour or walkaround
 - Closing conference
- Inspection results
 - Citations/Penalties
 - Classification of violations
- Appeals process
 - Appeals by employees
 - Appeals by employers

During the inspection tour either the Safety Manager, Operations Manager or Frank P. Toppino will accompany the OSHA inspector. If any deficiencies are sited the Operations Manager will correct the problems.

SECTION 18 EEO POLICIES

CHARLEY TOPPINO & SONS, INC.

P.O. BOX 787 KEY WEST, FLORIDA 33041 (305) 296-5606 FAX (305) 296-5189

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of Charley Toppino & Sons, Inc. to comply and cooperate with all applicable regulations of the Equal Employment Opportunity Provisions of the Civil Rights Act of 1964, Presidential Executive Order 11246, the Rehabilitation Act of 1973 (29 U.S.C. 793), the Americans with Disabilities Act (ADA) of 6/26/90, and the Vietnam Era Veterans Readjustment Assistance Act of 1972, all as amended. This policy pertains, as far as the responsibility of this company is concerned, to any arrangement under which employees, including trainees, are selected for work.

It is the policy of Charley Toppino & Sons, Inc. not to discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, disabilities, or Vietnam Era and Special Disabled Veterans status. This company will take affirmative action to ensure an equal employment opportunity to all qualified persons, and ensure that employees are treated equally during employment without regard to their race, religion, color, age, sex, national origin, disabilities, or Vietnam Era and Special Disabled Veterans status. Such action shall include but not be limited to the following:

1. Employment upgrading, demotion, or transfer.
2. Recruitment of recruitment advertising.
3. Layoff or termination.
4. Rates of pay or other forms of compensation.
5. Selection for training, including apprenticeship

Daniel P. Toppino has been named the Equal Employment Opportunity Officer for Charley Toppino & Sons, Inc. Daniel P. Toppino will have the responsibility for effectively administering and promoting an active program of equal employment opportunity within the Company. Daniel P. Toppino will coordinate the EEO efforts of superintendents, supervisors, foreman, and others in position of hiring personnel. The EEO Officer will make recommendations, where appropriate, to correct any deficiencies found in the company's program.



PRESIDENT

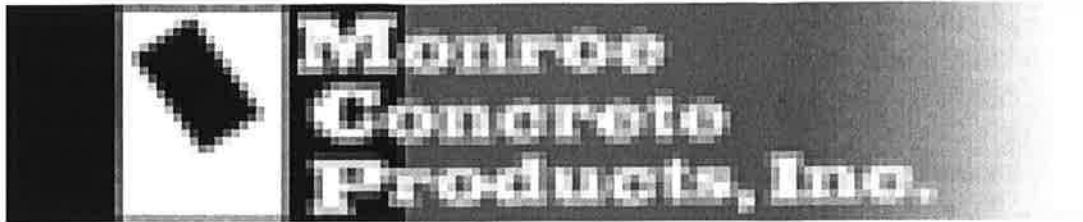
CHARLEY TOPPINO & SONS, INC.

P.O. BOX 787

KEY WEST, FLORIDA 33041

305.296.5606

DATE:



EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of Monroe Concrete Products, Inc. to comply and cooperate with all applicable regulations of the Equal Employment Opportunity Provisions of the Civil Rights Act of 1964, Presidential Executive Order 11246, the Rehabilitation Act of 1973 (29 U.S.C. 793), the Americans with Disabilities Act (ADA) of 6/26/90, and the Vietnam Era Veterans Readjustment Assistance Act of 1972, all as amended. This policy pertains, as far as the responsibility of this company is concerned, to any arrangement under which employees, including trainees, are selected for work.

It is the policy of Monroe Concrete Products, Inc. not to discriminate against any employee or applicant for employment because of race, religion, color, age, sex, national origin, disabilities, or Vietnam Era and Special Disabled Veterans status. This company will take affirmative action to ensure an equal employment opportunity to all qualified persons, and ensure that employees are treated equally during employment without regard to their race, religion, color, age, sex, national origin, disabilities, or Vietnam Era and Special Disabled Veterans status. Such action shall include but not be limited to the following:

6. Employment upgrading, demotion, or transfer.
7. Recruitment of recruitment advertising.
8. Layoff or termination.
9. Rates of pay or other forms of compensation.
10. Selection for training, including apprenticeship

Daniel P. Toppino has been named the Equal Employment Opportunity Officer for Monroe Concrete Products, Inc. Daniel P. Toppino will have the responsibility for effectively administering and promoting an active program of equal employment opportunity within the Company. Daniel P. Toppino will coordinate the EEO efforts of superintendents, supervisors, foreman, and others in position of hiring personnel. The EEO Officer will make recommendations, where appropriate, to correct any deficiencies found in the company's program.

Daniel P. Toppino

PRESIDENT
MONROE CONCRETE PRODUCTS, INC.
P.O. DRAWER 1149
KEY WEST, FLORIDA 33041
305.296.5606

DATE:

CERTIFIED
Lower Keys
Plumbing INC.



SAFETY AND LOSS CONTROL PROGRAM

Dear Valued Client:

At EnterpriseHR we believe that assisting our clients to develop and maintain a safe work environment is one of the primary value added services we can provide. Having such an environment dramatically reduces workplace injuries, which, in turn reduce lost work time and associated costs. One of the basic steps in developing such an environment is implementing a Safety and Loss Control Program.

Our approach is to provide you with a Safety & Loss Control Program that can be expanded to meet your needs. The initial portion of the program is common to all industries and consists of information on your requirements and commitments, safety and first aid training, injury reporting, recordkeeping and return to work programs. The second portion of the program provides safety program topics specific to your industry. These safety program topics are intended to support you in conducting regularly scheduled safety meetings. In the event additional program topics are identified, simply contact EnterpriseHR and we will supply the appropriate supporting safety documentation.

We hope you will use the information provide as a valuable tool in developing a culture that is committed to providing a safe workplace for all employees. If you have any questions concerning the information provided in this manual or any of the services offered through the Risk Management Department here at EnterpriseHR, please do not hesitate to contact me anytime at (888)-770-7676 ext. 210.

Respectfully,



Tra Rawls
Risk Manager
EnterpriseHR

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Introduction

The purpose of this manual is to provide you with a written Safety and Loss Control Program that will assist you in establishing a safe working environment for your employees. By committing to develop and continuously maintain a safe working environment you are taking necessary steps required to maintain quality employees, control costs and even increase profits in today's highly competitive markets.

Loss Control Service Plan:

Our loss control service plan starts with an onsite evaluation to help you identify areas where safety policies and procedures may be needed. Information gathered from the visit is then used to develop materials contained in this manual that are specific to your needs. Additional information will periodically be distributed by mail or with your payroll. In the event you have any additional needs, please contact EnterpriseHR Risk Management Department at 888-770-7676.

Your Requirements

Workers' Compensation Program:

In order to properly handle any claim and ensure your employees get the medical attention they need and deserve, there are requirements that need to be met:

- Appoint a designated staff member or members to report workers' compensation claims and to be a contact for ongoing claim related questions and updates from EnterpriseHR or the claims adjuster.
- Review the Workers' Compensation Kit with the personnel that will manage your injury-reporting program.
- Train all supervisors in injury reporting, medical referral and mandatory post-accident drug testing procedures.
- Post any statutory workers' compensation posters where all employees can see them.
- Call in all workers' compensation injuries IMMEDIATELY to EnterpriseHR Risk Management and cooperate with the EnterpriseHR in providing information to coordinate the claims process.
- Established a return-to-work program for employees able to work in a light duty capacity. EnterpriseHR and its insurance company will assist you if needed.
- Assist insurance carrier representatives with investigations, job descriptions and return to work issues.
- Contact EnterpriseHR Risk Management (not your Payroll Technician) before terminating any employee with an active workers' compensation claim to discuss any legal liabilities.

Loss Control Program:

- Assist EnterpriseHR Loss Control Representative when contacted to visit your facilities, operation or job site.
- You are required under the EnterpriseHR Service Agreement to meet all relevant Federal OSHA and state safety and health regulations. EnterpriseHR Loss Control representatives will help you identify your OSHA compliance needs.
- Conduct your own documented hazard evaluation on a regular basis (at least monthly).
- Train all your employees on safe working practices and safety policies.
- Document attendance and topics for all training.
- Hold safety meetings on a regular basis, at least monthly, to review safety procedures, injury prevention, past and present claims.
- Conduct accident investigations on all accidents and injuries to determine the root cause and take corrective measures to eliminate reoccurrence.
- Provide Personal Protective Equipment such as but not limited to: hard hats, safety glasses, hearing protection and gloves.



Management Commitment

Policy Statement:

The management of CERTIFIED LOWER KEYS PLUMBING, INC. is committed to providing employees with a safe and healthful workplace. It is company policy that employees report unsafe conditions and do not perform work tasks if the work is considered unsafe. Employees must report all accidents, injuries, and unsafe conditions to their supervisors. No such report will result in retaliation, penalty, or other disincentive. Employee recommendations to improve safety and health conditions will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions. Similarly, management will take disciplinary action against an employee who willfully or repeatedly violates workplace safety rules. This action may include verbal or written reprimands and may ultimately result in termination of employment.

The primary responsibility for the coordination, implementation, and maintenance of our workplace safety program has been assigned to:

Name: Felix Aguiar

Title: Supervisor

Telephone: 305-879-5832

Senior management will be actively involved with employees in establishing and maintaining an effective safety program. Our safety program coordinator, I, or other members of our management team will participate with you or your department's employee representative in ongoing safety and health program activities, which include:

- Promoting safety committee participation
- Providing safety and health education and training
- Reviewing and updating workplace safety rules

This policy statement serves to express management's commitment to and involvement in providing our employees a safe and healthful workplace. This workplace safety program will be incorporated as the standard of practice for this organization. Compliance with the safety rules will be required of all employees as a condition of employment.

Bf. Basso
(Signature of CEO/President or Owner)

2/01/2017
(Date)

Safety Committee

Safety Committee Organization:

A safety committee should be established as a management tool to recommend improvements to the workplace safety program. The safety committee also works to identify corrective measures needed to eliminate or control recognized safety and health hazards. The safety committee employer representatives should not exceed the amount of employee representatives.

Responsibilities:

The safety committee is responsible for assisting management in communicating procedures for evaluating the effectiveness of control measures used to protect employees from workplace safety and health hazards. The safety committee is responsible for assisting management in reviewing and updating workplace safety rules based on accident investigation findings, inspection findings, and employee reports of unsafe conditions or work practices; and accepting and addressing anonymous complaints and suggestions from employees.

The safety committee is responsible for assisting management in updating the workplace safety program by evaluating employee injury and accident records, identifying trends and patterns, and formulating corrective measures to prevent recurrence.

The safety committee is responsible for assisting management in evaluating employee accident and illness prevention programs, and promoting safety and health awareness and co-worker participation through continuous improvements to the workplace safety program.

Safety committee members will participate in safety training and be responsible for assisting management in monitoring workplace safety education and training to ensure that it is in place, that it is effective, and that it is documented. Management will provide written responses to safety committee written recommendations.

Meetings:

Safety committee meetings need to be held quarterly, or more often if needed, and each committee member will be compensated at his or her hourly wage when engaged in safety committee activities. Management will post the minutes of each meeting in an obvious place and the minutes will be available to all employees.

All safety committee records will be maintained for not less than three calendar years.

The following resources can be utilized to obtain safety meeting topics/materials:

www.usfsafetyflorida.com
www.safetymeetingtopics.com
www.toolboxtopics.com



Safety Committee Meeting Minutes – Page 1

Date of Committee Meeting: _____ Time: _____
Minutes Prepared By: _____ Title: _____
Location: _____

Members in Attendance:

Name	Name	Name

Previous Action Items:

Review of Accidents Since Previous Meeting:

Recommendations for Prevention:

Safety Committee Meeting Minutes – Page 2

Recommendations from Anonymous Employees:

Employee Suggestions:

Recommended Updates To Safety Program:

Recommendations from Accident Investigation Reports:

Safety Training Recommendations:

Safety and Health Training

Safety and Health Orientation:

Workplace safety and health orientation begins on the first day of initial employment or job transfer. Each employee has access to a copy of this safety manual, through his or her supervisor, for review and future reference, and will be given a personal copy of the safety rules, policies, and procedures pertaining to his or her job. Supervisors will ask questions of employees and answer employees' questions to ensure knowledge and understanding of safety rules, policies, and job-specific procedures described in our workplace safety program manual. Their supervisors will instruct all employees that compliance with the safety rules described in the workplace safety manual is required.

Job-Specific Training:

- Supervisors will initially train employees on how to perform assigned job tasks safely.
- Supervisors will carefully review with each employee the specific safety rules, policies, and procedures that are applicable and that are described in the workplace safety manual
- Supervisors will give employees verbal instructions and specific directions on how to do the work safely
- Supervisors will observe employees performing the work. If necessary, the supervisor will provide a demonstration using safe work practices, or remedial instruction to correct training deficiencies before an employee is permitted to do the work without supervision.
- All employees will receive safe operating instructions on seldom-used or new equipment before using the equipment
- Supervisors will review safe work practices with employees before permitting the performance of new, non-routine, or specialized procedures.

Periodic Retraining of Employees:

All employees will be retrained periodically on safety rules, policies and procedures, and when changes are made to the workplace safety manual. Individual employees will be retrained after the occurrence of a work-related injury caused by an unsafe act or work practice, and when a supervisor observes employees displaying unsafe acts, practices, or behaviors.



First Aid Procedures

Emergency Phone Numbers:

Safety Coordinator Felix Aguiar
Poison Control 911
First Aid 305-879-5832 Fire Department 305-292-8145
Ambulance 911 Trauma Star Police 305-809-1000
Closest Medical Clinic Key West Urgent Care
Clinic Address 1501 Government Road

Minor First Aid Treatment:

First aid kits should be kept in the front office, employee lounge, break rooms, company vehicles and/or at the field jobsite under the supervisor's control. If you sustain an injury or are involved in an accident requiring minor first aid treatment:

- Inform your supervisor.
- Administer first aid treatment to the injury or wound.
- If a first aid kit is used, indicate usage on the accident investigation report.
- Access to a first aid kit is not intended to be a substitute for medical attention.
- Provide details for the completion of the accident investigation report.

Non-Emergency Medical Treatment:

For non-emergency work-related injuries requiring professional medical assistance, management must first authorize treatment. If you sustain an injury requiring treatment other than first aid.

- Inform your supervisor.
- Provide details for the completion of the accident investigation report.
- Go to the closest approved First Care Provider listed in your company Workers' Compensation Kit and inform them that you have been involved in a work related accident. Be sure to provide them with the insurance carrier/billing carrier information listed in the Workers' Compensation Kit.
- After receiving medical treatment, immediately report to a specified screening facility for mandatory post accident drug/alcohol screening. **Post accident screening is mandatory. If screening is not performed within 24 hours of the accident, all workers' compensation benefits may be denied.** Contact the EnterpriseHR Risk Management Department (888-770-7676) if you have any questions regarding post accident screening locations or required documentation/identification.
- Cooperate with the claim adjuster or other representatives.

Emergency Medical Treatment:

If you sustain a severe injury requiring emergency treatment:

- Try to inform your supervisor, but do not jeopardize your health.
- Request immediate assistance and transportation to the local hospital emergency room or call 911.
- If possible, treat with a medical provider that is part of the list approved by the insurance company.
- Instruct the hospital staff to collect a post accident screening specimen. If the hospital is not equipped for screening collections, immediately report to a specified screening facility for mandatory post accident drug/alcohol screening. **Post accident screening is mandatory. If screening is not performed within 24 hours of the accident, all workers' compensation benefits may be denied.** Contact the EnterpriseHR Risk Management Department (888-770-7676) if you have any questions regarding post accident screening locations or required documentation/identification.
- Cooperate with the claim adjuster or other representatives.

First Aid Instructions

In all cases requiring emergency medical treatment, immediately call, or have a co-worker call, to request emergency medical assistance. Always use your best judgment in deciding whether to seek medical treatment in non-emergency injury situation.

Here are some of the most frequent occupational first aid situations.

Wounds:

Minor: Cuts, lacerations, abrasions, or punctures

- Wash the wound using soap and water; rinse it well
- Cover the wound using clean dressing
- Determine whether a medical evaluation is necessary

Major: Large, deep and bleeding

- Stop the bleeding by pressing directly on the wound, using a bandage or cloth
- Seek immediate medical treatment
- Keep pressure on the wound until medical help arrives

Burns:

Thermal (Heat):

- Rinse the burned area, without scrubbing it, and immerse it in cold water; do not use ice water
- Blot dry the area and cover it using sterile gauze or a clean cloth
- Determine whether a medical evaluation is necessary

Chemical

- Flush the exposed area with cool water immediately for 15 to 20 minutes
- Seek immediate medical treatment

Eye Injury:

Small particles:

- Do not rub your eyes
- Use the corner of a soft clean cloth to draw particles out, or hold the eyelids open and flush the eyes continuously with water
- Determine whether a medical evaluation is necessary

Large or stuck particles:

- If a particle is stuck in the eye, do not attempt to remove it
- Cover both eyes with bandage
- Seek immediate medical treatment

Chemical:

- Immediately irrigate the eyes and under the eyelids, with water, for 30 minutes
Seek immediate medical treatment

First Aid Instructions

Broken Bones:

- Do not move the victim unless it is absolutely necessary
- Call for medical assistance immediately
- If the victim must be moved, "splint" the injured area. Use a board, cardboard, or rolled newspaper as a splint

Neck and Spine Injury:

- If the victim appears to have injured his or her neck or spine, or is unable to move his or her arm or leg, do not attempt to move the victim unless it is absolutely necessary
- Seek immediate medical treatment

Heat Exhaustion:

- Loosen the victim's tight clothing
- Give the victim "sips" of cool water
- Make the victim lie down in a cooler place with the feet raised
Determine whether a medical evaluation is necessary



Workers' Compensation Accidents

Workers' Compensation Claims Management Information:

All work related injuries and accidents must be reported to EnterpriseHR (888-770-7676) regardless of how minor the injury may seem. Once the injury has been reported, direct the injured worker to the closest approved First Care Provider listed in your company Workers' Compensation Kit. Approximately 24 to 48 hours after the injury has been reported to EnterpriseHR, the injured employee will be contacted by a claims adjuster within who will coordinate any future medical treatment that may be needed and explain workers' compensation benefits provided during the recovery period.

Please ensure that the injured employee, or a company representative assisting the injured employee, provides the billing information listed below to all treatment facilities so that all medical bills and records can be forwarded to the appropriate claims adjuster.

MCMC, LLC
Attn: SUNZ
2000 Mallory Ln. Ste 130-607
Franklin, TN 37067



Injury Reporting:

See the WORKERS' COMPENSATION KIT "FIRST REPORTING INSTRUCTIONS" procedure.

REPORT ALL INJURIES TO EnterpriseHR RISK MANAGEMENT IMMEDIATELY TOLL FREE AT 888-770-7676. An EnterpriseHR Representative will take the injury information and report the accident to the insurance carrier for processing.

EDUCATE YOUR EMPLOYEES THAT IT IS COMPANY POLICY TO REPORT ALL ACCIDENTS TO THEIR SUPERVISOR IMMEDIATELY. THE SUPERVISOR or other designated staff SHOULD VERIFY THAT THE INJURY IS called into EnterpriseHR Risk Management Immediately. Toll-free number: 888-770-7676.

Medical Referral Procedures:

See the Workers' Compensation Kit for the customized medical panel of providers near you. If you need assistance, call EnterpriseHR toll free at 888-770-7676.

Post-Accident Drug Testing:

See the Workers' Compensation Kit for post accident testing procedures. Post-Accident drug testing is mandatory within 24 hours. If you need assistance, call EnterpriseHR Risk Management.

Employee Communication:

Keep in regular contact with injured employees to see how they are recovering and if they need any assistance with their claim. If necessary, contact EnterpriseHR Risk Management for assistance.

Accident Investigation Procedures:

The supervisor at the location where the accident occurred should perform an accident investigation. The safety coordinator is responsible for seeing that the accident investigation reports are being filled out completely, and that the recommendations are being addressed. Supervisors will investigate all accidents, injuries, and occupational diseases using the following investigation procedures.

1. Implement temporary control measures to prevent any further injuries to employees.
2. Review the equipment, operations, and processes to gain an understanding of the accident situation. **IF EQUIPMENT MALFUNCTIONS, DO NOT USE THE EQUIPMENT AND CALL EnterpriseHR RISK MANAGEMENT TO HAVE A LOSS CONTROL REPRESENTATIVE ASSIST YOU IN EVALUATING CONTINUED USE, REPAIR OR REPLACEMENT.**
3. Identify and interview each witness and any other person who might provide clues to the accident's causes.
4. Investigate causal conditions and unsafe acts; make conclusions based on existing facts.
5. Complete the accident investigation report (see separate form).
6. Provide recommendations for corrective actions.
7. Indicate the need for additional or remedial safety training.

Accident investigation reports must be submitted to the company safety coordinator within 24 hours of the accident.

The company safety coordinator must immediately call EnterpriseHR Risk Management to report the injury toll free at 888-770-7676.



Accident Investigation Report – Page 1

REPORT # _____

Date of Report: _____

Company Information:

Name	
Address	
Phone	
Fax	

Injured Person Information:

Name	
Job Title	
Social Security #	
<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Age

Length of job experience: ____years ____months ____weeks

Accident Information:

Date and day of accident	
Time of accident	<input type="checkbox"/> AM <input type="checkbox"/> PM
Address of accident site (if different than company name)	

Describe the accident (including fatal injuries): how it happened (lifting, pulling, twisting, pushing, cutting, drilling, falling, slipping, burned, hit by falling object, scraping, caught, tripped, stepped on object, etc.) and if any equipment, vehicles, other staff, hazards or materials were involved?

Parts of Body injured (including fatal injuries):

What was the cause? (including fatal injuries)

(Examples: spills, poor housekeeping, equipment/machinery failure, non-use of personal protective equipment, failure to act, warn or observe, training issue, etc.)

Accident Investigation Report – Page 2

Medical treatment provided? yes no

If yes: Referred injured person to managed care network provider?

Provided treatment (first aid) at worksite, explain:

If no, was the incident a Report only, or Near miss, please explain:

OSHA RECORD KEEPING SECTION FOR LOG RECORDABILITY DETERMINATION:

Complete all relevant OSHA Log Related recordable questions (see OSHA descriptions at the back of the Safety Manual for further definitions):

Did employee die? yes Date of death: _____ no

Did the employee lose consciousness? yes no

Did the employee receive medical treatment beyond first aid from the physician?
 yes no

If Lost Time from work? List total number of medically authorized days away from work: _____

Return to work status:

Return to work date: _____ Full duty
Light/restricted duty

If light duty, describe job duties and how many hours a day?

How does this differ from his regular job?

Accident Investigation Report – Page 3

Were witnesses present? yes no If yes, complete entries

Witness Name:
Job Title:
Observations:
Witness Name:
Job Title:
Observations:
Witness Name:
Job Title:
Observations:
Witness Name:
Job Title:
Observations:
Witness Name:
Job Title:
Observations:

Accident Investigation Report – Page 4

Safety Factors:

Was personal protective equipment required? yes no
Was it provided? yes no
Was it being used? yes no

If "no", explain

Was it being used as trained by supervisor or designated trainer? yes no

If "no", explain

Corrective Action Plans:

Was Safety training provided to the injured person? yes no

If "no", explain

What is the interim corrective action plan to prevent recurrence?

Permanent Action Plan to prevent a reoccurrence:

Accident Investigation Report – Page 5

Prepared by: _____ Date: _____
(Print Name)

(Signature)

Supervisor: _____ Date: _____
(Print Name)

(Signature)

Status and follow up action taken by Company Safety Coordinator:

Safety Coordinator: _____ Date: _____
(Print Name)

(Signature)

Record Keeping

Accident Investigation:

The safety coordinator will control and maintain all employee accident and injury records. Records are to be maintained for a minimum of three (3) years and include:

- Company Accident Investigation Reports
- EnterpriseHR will record all workers' compensation claim information for the OSHA 300 Log. You must complete all other entries not reported to EnterpriseHR that are recordable.
- You are responsible for all other OSHA record keeping as required by OSHA.
- Keep the entire Log & Summary of Occupational Injuries and Illnesses OSHA 300 and all other OSHA-required logs ready for inspection.

OSHA Reporting:

- OSHA 300 Log forms: You are responsible for maintaining incidents not reportable to EnterpriseHR as a workers' compensation injury. EnterpriseHR will provide you with the workers' compensation recordable injury section of the log.

You must also report any recordable injuries/incidents you may have had under other workers' compensation insurance programs prior to becoming an EnterpriseHR client.

Return to Work Program

Returning an injured employee to the workforce is our top priority. It reduces the cost of a workers' compensation claim and economic complications for both the employer and employee. Only the treating medical provider can restrict an injured employee from returning to work. That is why it is so important to make sure the initial referral for treatment is made to an approved First Care Provider shown in your Workers' Compensation Kit.

There are 3 types of disability levels that can only be determined by the medical provider:

- 1. Temporary Total Disability:** the injured employee cannot perform any work on a temporary basis. It is anticipated that they will be able to return to work upon recovery from the injury.
- 2. Permanent Total Disability:** the injured employee will never be able to return to any form of work. These occurrences are fortunately rare.
- 3. Temporary Partial Disability:** the injured employee is temporarily able to perform some, but not all, of the job duties at the time of injury. The status is sometimes called **Light Duty, Modified Duty, or Transitional Duty**. The description of the job restrictions must be in writing from the treating medical provider.

Employees that are designated Temporary Partial Disable provide the best possibility for us to collectively reduce the claim cost. It is EnterpriseHR's policy that you make every effort to modify the injured employee's job to meet the medical restrictions outlined by the treating medical provider. Both EnterpriseHR and the claims adjusters will work with you to facilitate a successful return to work. The goal is to provide the earliest possible safe return to work for the employee in order to maintain productivity, self-esteem and morale. Everyone wins when an injured employee can be returned to gainful employment.

In no instance do we expect to see an employee terminated for filing a workers' compensation claim or based on the fact they are temporarily restricted to light duty. EnterpriseHR will assist you in dealing with light duty situations and job modifications. The last thing we all need is litigation and extended benefits from not giving light duty a chance.

Part of the claim adjusting process is to provide an accurate job description to the treating provider so they can make an informed decision on return to work status. If necessary, EnterpriseHR may request that you complete a Job Description Form, provided on the next page, which can be sent to the medical provider for return to work analysis.

Job Description Form

Employer Name: _____

Address: _____

1. Title of Job: _____

2. Nature of Operation and General Job Description:

3. In an 8-hour day how much standing or walking is required?

Hours at a time (check one): 6-8 4-6 2-4 0-2

4. In an 8-hour day how much sitting?

Hours at a time (check one): 6-8 4-6 2-4 0-2

5. How much lifting or carrying?

Hours at a time (check one): 6-8 4-6 2-4 0-2

Unlimited

Occasionally

50 lbs. or more	<input type="checkbox"/>		<input type="checkbox"/>	
40 lbs. to 50 lbs.	<input type="checkbox"/>		<input type="checkbox"/>	
30 lbs. to 40 lbs.	<input type="checkbox"/>		<input type="checkbox"/>	
20 lbs to 30 lbs.	<input type="checkbox"/>		<input type="checkbox"/>	
10 lbs. to 20 lbs.	<input type="checkbox"/>		<input type="checkbox"/>	
Up to 10 lbs.	<input type="checkbox"/>		<input type="checkbox"/>	

6. Use of hands/arms repeatedly?

Hours at a time (check one): 6-8 4-6 2-4 0-2

Unlimited

Occasionally

Simple grasping	<input type="checkbox"/>		<input type="checkbox"/>	
Pushing/Pulling	<input type="checkbox"/>		<input type="checkbox"/>	
Fine Manipulation	<input type="checkbox"/>		<input type="checkbox"/>	
Reaching above head	<input type="checkbox"/>		<input type="checkbox"/>	
Reaching away from body	<input type="checkbox"/>		<input type="checkbox"/>	

7. Use of feet/legs repeatedly?

Hours at a time (check one): 6-8 4-6 2-4 0-2

	Frequently	Occasionally	Not at all
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additionally, please include a copy of any written job descriptions you already have on file.

Prepared by: _____

Title: _____

Phone Number: _____

In Conclusion

Establishing a safe, injury-free workplace begins with management. Implementing a formal Safety & Loss Control Program is a vital first step by management in developing a true commitment to safety. Only when employees see this commitment will they too become focused on safety in the workplace. Over time, businesses that implement and routinely focus on safe work environments reduce their costs and improve their experience modification ratings.

Unfortunately, even in the safest workplaces accidents may occasionally occur. When an accident does occur, the number one priority is to get the injured worker treatment and notify EnterpriseHR of the accident details. Only after we have been informed of an accident can we help the employee obtain the benefits they deserve and assist them through their recovery period.

Please contact EnterpriseHR Risk Management if you need any assistance implementing your Safety & Loss Control Program or if you need any specific safety program information.

Respectfully,



Tra Rawls
Risk Manager

Back Injury Prevention Program

Introduction

Low back pain is the most common work related medical problem in the United States and the second most common reason for doctor visits among U.S. citizens, according to the National Center for Health Statistics. It affects more than 20 million Americans and is the leading cause of disability among people ages 19-45. Injuries to the lower back are the number one leading cause of missed work days, costing Americans \$60 billion per year in treatments and American businesses about \$15 billion annually. It's estimated that at least 80 percent of all Americans will experience some form of low back pain at some point in their lives.

How the Back Works

Your spine is affected by your whole body. The spine consists of 33 bones, or vertebrae. The upper 24 vertebrae are separated by discs acting as cushions. The centers of the discs have no nerves; only on the outer layer are nerves present. Thus, discs will already be significantly deteriorated by the time pain is felt. The following illustrates the differing disc pressure based on the body position:

- Standing: 100% body weight
- Lying down: 40% body weight
- Sitting Improperly: 150% of the body weight
- Bending and twisting at the waist: 4 times body weight PLUS 4 times the object's weight.

Thirty one branches of nerves extend from the spinal cord. They send information to the brain and nerve impulses to the muscles. The 400 attached muscles produce motion in all directions and are attached to the bones by about 1,000 tendons. Being overweight can put extra strain on those muscles and tendons. Extra weight in the stomach area (a protruding stomach) produces a constant forward pull on the back muscles and prevents keeping a lifted object close to the body. If you are out of shape, your muscles may be weak and unable to do their supporting job.

How Can Back Injuries Resulting From Lifting Be Prevented?

To prevent occupational back injuries, it is essential to identify the factors of lifting that make employees more susceptible to injury or that directly contribute to injury.

When efforts to prevent injuries from lifting focus on only one risk factor, they do not significantly reduce the injury rate. A more successful approach such as the one offered by ergonomics combines knowledge of engineering, environment, and human capabilities and limitations. The following aspects should be considered:

- organization of work flow
- job design/redesign (including environment)
- pre-placement procedures, where necessary
- training
- exercise

How Does Organization Of The Work Flow Reduce The Risk For Back Injury?

Often, poor planning of the work flow results in needless or repeated handling of the same object. When articles are temporarily stored in one place, moved to another, stored again, and moved again, a more efficient work flow can eliminate many potentially harmful lifting related tasks.

How Does Job Design/Redesign Reduce The Risk For Back Injury?

The design or redesign of jobs involving lifting should be approached in the following stages:

- eliminate heavy lifts
- decrease lifting demands
- reduce stressful body movements
- improve environmental conditions

How Do You Eliminate Heavy Lifting Tasks?

Consider using powered or mechanical handling systems if possible. Mechanical aids lower the risk for back injury substantially by reducing the worker's physical effort required to handle heavy objects.

Manual handling such as lifting and carrying can be easier and safer if mechanized by using lift tables, conveyors, yokes or trucks. Gravity dumps and chutes can help in disposing of materials. Mechanical aids also reduce the need to select workers for the task, but it is essential that the worker is properly trained in the safe use of the available equipment.

How Lifting Demands Can Be Decreased?

If mechanical aids cannot eliminate manual handling, decrease the lifting demands. There are several ways to achieve this:

- Decrease the weight of handled objects to acceptable limits.
- Reduce the weight by assigning two people to lift the load or by splitting the load into two or more containers. Using light plastic containers also decreases the weight of the load.
- Change the type of movement. Lowering objects causes less strain than lifting. Pulling objects is easier than carrying. Pushing is less demanding than pulling.
- Change work area layouts. Reducing the horizontal and vertical distances of lifting substantially lowers work demands. Reducing the travel distances for carrying, pushing or pulling also decreases work demands.
- Assign more time for repetitive handling tasks. This reduces the frequency of handling and allows for more work/rest periods.
- Alternate heavy tasks with lighter ones to reduce the build-up of fatigue.

How Can Stressful Body Movements During Material Movements Be Reduced?

When we have the ability to influence the design of regular material movements, it is important that they are designed so workers perform tasks without excessive bending and twisting. These body motions are particularly dangerous and can cause back injury even when not combined with handling loads.

- Provide all materials at a work level that is adjusted to the worker's body size.
- Eliminate deep shelves to avoid bending.
- Ensure sufficient space for the entire body to turn.
- Locate objects within easy reach.
- Ensure that there is a clear and easy access to the load.
- Use slings and hooks to move loads without handles.
- Balance contents of containers.
- Use rigid containers.
- Change the shape of the load so the load can be handled close to the body.

Does Training Reduce Back Injuries?

When combined with work design, training is an important element in the prevention of injuries. Proper training also shows the worker how to actively contribute to the prevention of injuries. A good training program should:

- Make the worker aware of the hazards of manual material handling
- Demonstrate ways of avoiding unnecessary stress
- Teach the worker to handle materials safely

Instruction on how to lift "properly" is the most controversial issue concerning training in manual material handling. Unfortunately, there is no single correct way to lift because lifting can always be done in several ways. Because of this, on-site, task specific training is essential. In general, the following lifting rules can be applied to most situations:

- Plan the move before lifting; remove obstructions from your chosen pathway.
- Prepare to lift by warming up the muscles.
- Test the weight of the load before lifting by pushing the load along its resting surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, pallet jacks or carts, or get assistance from a coworker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your coworker.
- When two or more persons are required to handle an object, have one person in charge of communicating and giving signals for lifting, moving, lowering and dropping in unison.
- Stand close to the load, facing the way you intend to move.
- Use a wide stance to gain balance.
- Ensure a good grip on the load.
- Do not lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects with sharp corners or jagged edges.
- Keep arms straight.
- Tighten abdominal muscles.
- Tuck chin into the chest.
- Initiate the lift with body weight.
- Lift the load close to the body.
- Lift smoothly without jerking.
- Avoid twisting and side bending while lifting.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
- Slide materials to the end of the tailgate before attempting to lift them off of a pick-up truck. Do not lift over the walls or tailgate of the truck bed.
- Do not lift if you are not convinced that you can handle the load safely.

Exercise

Exercise can strengthen the back, stomach and leg muscles. Several easy exercises include:

- Pelvic tilt – Lie on your back, knees bent, with your feet flat on the floor. Tense your stomach muscles so that the small of your back presses against the floor. Squeeze your buttocks together and lift your hips slightly off the floor. Hold for a count of 10 and relax, then repeat.
- Knee to chest – Lie flat on your back with your legs straight. Grasp one knee and bring it as close to your chest as possible. Hold for a count of 10 and relax, then repeat.
- Bent leg sit ups – Lie flat on the floor. Arms may be at your sides or folded across your chest. Raise your head, chest and shoulders off the floor. Relax, then repeat.

Finally, employees need to understand that muscles, tendons and ligaments are not prepared to meet the physical stress of handling tasks when they are not "warmed up." They are more likely to pull, tear or cramp when stretched or contracted suddenly under such conditions. This, painful enough by itself, can lead to more serious and permanent injury if physically stressful work is continued. Warming up and mental readiness for physically demanding tasks are important for any kind of manual material handling, but particularly for occasional tasks where the employee is not accustomed to handling loads.

PLUMBERS (MASTERS and APPRENTICES)

General Installation Rules & Guidelines

- Do not begin working until barricades, warning signs or other protective devices have been installed to isolate the work area from local traffic.
- Do not walk under partially demolished walls or floors.
- Stop working outdoors and seek shelter during lightning storms.
- When working outside, keep shirts on to avoid dehydration and sun burn.
- Drink plenty of clear liquids during your breaks.
- If you discover a wasp nest or bee hive while installing or servicing equipment, use the long distance aerosol insecticide labeled "Wasp and Bee Insecticide" to spray the nest. Test with the stick or pole once again to ensure that all bees/wasps are gone before continuing work.
- Seek first aid immediately if bitten or stung by wasps or bees. See page IV.1, "First Aid Procedures."
- Do not handle caterpillars or other insects with your bare hands.
- Do not use a metal ladder within 50 feet of electrical power lines.
- Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
- Do not stand on sinks, toilets or cabinets; use a step ladder.
- Do not work on open sided floors, elevated walkways or elevated platforms if there are no guardrails in place.
- Do not handle hot items such as hot water heaters or water/steam lines with your bare hands; use cloth gloves.
- Open the gate valve to release the pressure from the steam lines and turn off the boiler before servicing piping equipment.

Work Clothing and Personal Protective Equipment

- Wear the face shield over your goggles or safety glasses during open furnace, welding, soldering or gas cutting operations.
- Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
- Wear the welding helmet or welding goggles during welding operations.
- Wear the dielectric gloves when working on electric current.
- Wear your ear plugs or ear muffs in areas posted "Hearing Protection Required."
- Safety goggles must be worn while welding or cutting metal.
- Do not wear long sleeve shirts that do not have button-down cuffs.
- Do not wear jewelry or coats with metal zippers to work.

Respirators

- Wear the respirator provided by your supervisor for your assigned duties.
- Shave daily to prevent facial hair from interfering with the face seal of the respirator.
- Clean and disinfect your respirator with detergent solution and clean water after each use.
- Do not wear contact lenses when wearing a respirator. Use optical inserts acquired by your supervisor.
- Return respirators to carrying case or carton and store in your locker or storage area when the work is completed.
- Prior to each use, inspect the respirators for missing or distorted inhalation and exhalation valves, or cracked face pieces. Do not use if any of these conditions are found.
- Do not use respirator that has cracks, excessive dirt on the face piece, loss of elasticity in the straps, missing gaskets, and kinks in air supply hoses.
- Perform a fit test prior to use:
 - First, position face piece comfortably over face and pull all straps tight. Do not wear face piece if it does not allow you to talk, if it does not fit snug over nose bridge or if it slips. Close off the inlet of the canister, cartridges or filters with the palm of your hands or replace the seals and inhale slightly and hold for 10 (ten) seconds. If face piece remains slightly collapsed and no inward leaking is detected, the respirator is tight enough. Use your other hand to detect air leaks around face seal. (Negative pressure test).
 - Second, close off the exhalation valve and blow into face piece gently. Use hands to feel any air leaking out of the seal between face piece and face. If no outward leaking is detected, the respirator is tight enough. (Positive pressure test)
- Only use respirator that has been issued to you.

Confined Space Entry (Sewers, etc)

- Do not enter the sewers or other confined spaces without reading and following this "confined space entry procedure."
- Obtain a confined space entry permit from your supervisor before entering the confined space.
- Do not enter the confined space unless an assigned observer or lookout person posted at the entrance. If you are assigned as the outside observer, do not go inside the confined space under any circumstances and keep the entrant in your view at all times.
- Place furnaces and space heaters in a level position on the downhill lower side of the manhole.
- Do not throw materials into or out of manholes. Place materials in a receptacle and hoist them in and out by means of a rope.
- Do not leave tools and/or materials on the ground around a manhole opening.
- Use survey equipment such as an "organic vapor meter" to test and monitor the confined space for oxygen deficiency and explosive or hazardous gases/fumes. If the organic vapor meter reading for the explosive gases is above 10% of the LEL and if the oxygen reading is below 19.5% or greater than 23.5%, do not enter the confined space.

- Turn "off" disconnect, or lock and tag all systems that affect or make operational the confined space prior to entry.
- Do not perform hot work such as electric or gas welding or cutting in or on a confined space until the atmosphere has been determined to be safe.
- Use mechanical forced air ventilation when open flames or torches are used in a confined space.

Fabrication Operations

General Machine Safety

- Replace the guards before starting machines, or after making adjustments or repairs to the machine.
- Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.
- Do not wear loose clothing or jewelry around moving machinery.
- Long hair must be contained under a hat or hair net, regardless of gender.
- Read and obey safety warnings posted on or near any machinery.
- Do not try to stop a work piece as it goes through any machine. If the machine becomes jammed, unplug it before clearing the jam.
- Do not use metal working equipment such as grinders, sanders or beveling machines if they do not have safety guards.
- Clamp work when using saws or cutting tools.

Welding Operations

- Obey all signs posted in the welding area.
- Wear clothing made of cotton, wool, or non-synthetic fibers. Wear long sleeve shirts, long pants, and boots.
- Before welding place the floor fan behind you to keep welding fumes away from your face.
- Use the welding screen to shield other employees from flying slag and intense light.
- Wear the welding helmet or welding goggles during welding operations.
- Use the insulated work gloves when using welding sheet metal air-ducts.
- Do not perform welding tasks while wearing wet cotton gloves or wet leather gloves.
- Do not use the welding apparatus if the power cord is cut, frayed, split or otherwise visibly damaged or modified.
- Do not perform "hot work" such as welding, cutting or other spark producing operations within 50 feet of containers labeled "Flammable" or "Combustible."
- Do not leave oily rags, paper or other combustible materials in the welding, cutting or brazing area.
- Use the red hose for gas fuel and the green hose for oxygen.
- Do not use worn or cracked hoses.
- Do not use oil, grease or other lubricants on the regulator.
- "Blow Out" hoses before attaching the torch.
- "Blow Out" the cylinder valve before attaching or reattaching a hose to the cylinder.

- Do not use a cigarette lighter to ignite torches; use friction lighters only.
- Do not wear contact lenses when you are welding.
- Do not change electrodes using your bare hands; use the dry rubber gloves.
- "Bleed" oxygen and fuel lines at the end of the workshift.
- Use the welding cart that has a safety chain or cable when transporting cylinders used for welding.

Portable Welding/Soldering Operations

- Do not perform welding or soldering tasks while wearing wet cotton gloves or wet leather gloves.
- Use the insulated work gloves when using welding or soldering equipment.
- Do not use the welding or soldering apparatus if the power cord is cut, frayed, split or otherwise visibly damaged or modified.
- Do not perform "hot work" such as welding, soldering or other spark producing operations within 50 feet of containers labeled "Flammable" or "Combustible."

Compressed Gas Cylinder Storage and Handling

- Do not handle oxygen cylinders if your gloves are greasy or oily.
- Store all compressed gas cylinders in the upright position.
- Place valve protection caps on compressed gas cylinders that are in storage or are not being used.
- Do not lift compressed gas cylinders by the valve protection cap.
- Do not store compressed gas cylinders in areas where they can come in contact with chemicals labeled "Corrosive."
- Hoist compressed gas cylinders on the cradle, slingboard, pallet or compressed gas cylinder basket.
- Do not place compressed gas cylinders against electrical panels or live electrical cords where the cylinder can become part of the circuit.

Use of Compressed Gas Cylinders

- Do not use dented, cracked or other visibly damaged cylinders.
- Use only an open ended or adjustable wrench when connecting or disconnecting regulators and fittings.
- Do not transport cylinders without first removing the regulators and replacing the valve protection caps.
- Close the cylinder valve when work is finished, when the cylinder is empty or at any time the cylinder is moved.
- Do not store oxygen cylinders near fuel gas cylinders such as propane or acetylene, or near combustible material such as oil or grease.
- Stand to the side of the regulator when opening the valve.
- If a cylinder is leaking around a valve or a fuse plug, move it to an outside area away from where work is performed, and tag it to indicate the defect.

- Do not use compressed gas to clean yourself, equipment or your work area.
- Do not remove the valve wrench from acetylene cylinders while the cylinder is being used.
- Open cylinder valves slowly. Open the valves fully when the compressed gas cylinder is being used, in order to eliminate possible leakage around the cylinder valve stem.

Lockout/Tagout

- Do not remove a lock from any equipment unless you placed it there yourself. Each person shall place his/her own lock/tag when required to isolate an energy source.
- Do not start any adjustment, service or repair without verifying that the tag/lock out Switch or control cannot be by-passed or over-ridden.
- Lockout verification:
 - Verify that the locked-out switch or control cannot be overridden.
 - Test the equipment to be certain that the locked-out switch is de-energized and not simply malfunctioning.
 - Press all start buttons to see if the equipment starts.
 - Ensure the system you will be working on is the same one that has been locked out.
 - Before restarting the equipment, verify the following:
 - All tools and other items have been removed.
 - All machine guards are in place.
 - All electric systems are reconnected.
 - All employees are clear of equipment.

Hazardous Materials

- Wear the chemical goggles when using, applying or handling chemical liquids from containers labeled "Caustic" or "Corrosive."
- Follow the instructions on the label and in the corresponding Material Safety Data Sheet (MSDS) for each chemical product you will be using in your workplace.
- Use personal protective clothing or equipment such as neoprene gloves, rubber boots, shoe covers, rubber aprons, and protective eyewear, when using chemicals labeled "Flammable", "Corrosive", "Caustic" or "Poisonous."
- Always use your chemical goggles and the face shield when handling chemicals labeled "Corrosive" or "Caustic."
- Do not use protective clothing or equipment that has split seams, pin holes, cuts, tears, or other visible signs of damage.
- Each time you use your gloves, wash them, before removing the gloves, using cold tap water and normal hand washing motion. Always wash your hands after removing the gloves.
- Only dispense a liquid labeled "Flammable" from its bulk container located in areas posted "Flammable Liquid Storage."
- Do not use chemicals from unlabeled containers or unmarked cylinders.
- Do not drag containers labeled "Flammable."
- Do not store chemical containers labeled "Oxidizer" with containers labeled "Corrosive" or "Caustic."

Vehicle Safety Program

Purpose

This program covers safe operation and maintenance of all company vehicles except those company vehicles regulated by the Interstate Commerce Commission or US Department of Transportation. Examples of vehicles covered include company-owned-or-leased passenger vehicles, pickup trucks, light trucks and vans that do not require a commercial driver's license for operation.

Policy

- All company vehicles will be operated only by employees authorized by company management for specific company purposes.
- Vehicles will be maintained in a safe condition at all times. In the event of an unsafe mechanical condition, the vehicle will be immediately placed out of service and the appropriate manager notified.
- Only qualified company vehicle mechanics or approved service facilities are permitted to perform maintenance on company vehicles.
- All vehicles will be operated, licensed and insured in accordance with applicable local, state and federal laws.
- All employees authorized to operate any company owned or leased vehicle will be included in the company random drug-testing program.
- All authorized employees must possess a valid state driver's license for the class vehicle authorized.
- Authorized employees must have a driving record at least equal to that required for maintaining a commercial driver's license.

Responsibilities

Management

- Provide annual defensive-driver training for all employees authorized to operate company vehicles.
- Train authorized employees on vehicle inspection and accident procedures.
- Maintain company vehicles in safe condition.
- Maintain active insurance policies on all company vehicles.

Department Heads

- Allow only authorized employees to operate company vehicles.
- Arrange for defensive driving training prior to initial authorization
- Maintain a list of authorized employees in their department.
- Arrange for required periodic maintenance checks on assigned vehicles.
- Immediately remove from service any vehicle with any safety defect.
- Not allow operation of any company vehicle by an authorized employee taking medication that warns of drowsiness.
- Establish a key control program for all assigned vehicles.

Authorized Employees

- Operate company vehicles in a safe, responsible manner and obey all traffic laws.
- Participate in driver-training programs.
- Participate in the company drug-testing program.
- Ensure all vehicle occupants use seatbelts before moving the vehicle.
- Follow safe fueling procedures.
- Conduct a pre-use inspection before any first daily use.
- Immediately report any safety defects or vehicle problems.
- Report use of all prescription medication.

Training

All employees authorized to operate company-owned-or-leased vehicles will participate in initial and annual driver-safety training that will include:

- Defensive driving
- Vehicle inspection
- Accident procedures
- Hazardous weather driving
- Procedure for notification of unsafe vehicle
- Backing procedures (light truck & van operators)
- Cargo area storage (light truck & van operators)
- Loading & unloading (light truck & van operators)

Vehicle Inspection

Driver Inspections

Prior to each first daily use the driver shall inspect the vehicle for proper operation of the following safety features, as applicable:

- Horn
- Backup warning
- Head, tail & signal lights
- Windshield wipers
- Tire inflation (visual check)
- Brakes
- Steering Control
- Mirrors
- No operational warning lights
- Accident kit in glove compartment
- Fire extinguisher (light truck & vans)
- Broken glass

Mechanical Inspections

Every company vehicle will be inspected by a qualified vehicle mechanics at least every 3 months. Inspection & maintenance points include:

- Road test
- Visual inspection of brake system - wheel removal required
- Fluid system levels & visual inspection
- Brake pad wear
- Belts & hoses
- Battery condition
- Filter replacement
- Lubrication
- Oil change
- Emissions systems visual inspection
- Tire tread
- All vehicle inspections and maintenance records will be maintained by _____.

Driving Safely

Starting

- Conduct pre-use inspection
- Use seatbelts at all times
- Adjust seat & mirrors before starting vehicle
- Allow a 15 second warm up time
- Check for warning lights

Driving

- Do not drive if drowsy
- Think ahead - anticipate hazards
- Don't trust the other driver to drive properly
- Don't speed or tailgate
- Drive slower in hazardous conditions or hazardous areas
- Pass only in safe areas and when excessive speed is not required
- No loose articles on floor
- Do not read, write, apply make-up, drink, eat or use a phone while driving
- Stay at least four seconds behind the vehicle ahead
- Do not stop for hitchhikers or to provide roadside assistance

Backing

- Back slowly & be ready to stop
- Do not back up if anyone is in path of vehicle travel
- Check clearances
- Don't assume people see you
- Getting out & check if you cannot see from the driver's seat

Stopping

- Park only in proper areas, not roadsides
- Use warning flashers & raise hood if vehicle becomes disabled

Accidents

- Do not admit responsibility
- Notify your company and law enforcement as soon as possible
- Cooperate with any law enforcement officers
- Move the vehicle only at the direction of a law enforcement officer
- Fill out all sections of the accident report in the glove box
- Do not sign any forms unless required by a law enforcement officer
- At the scene get the following information:
 - Investigating officer name and law enforcement agency
 - Make, Model & License Plate number of other vehicles
 - Names, addresses and phone numbers of all witnesses
 - Photos of accident using camera in glove box (all 4 sides of all vehicles, roads and intersection at the scene & interior of all vehicles - seating & floor areas)
 - Name, address & license of other drivers

Certified Lower Keys Plumbing, Inc Safety Training Attendance Sheet

Topic: _____

Date: _____

Trainer/Safety Contact: _____

	Name	Signature
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Summary of Work-Related Injuries and Illnesses



Year 201 6

U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0".

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
0 (G)	0 (H)	0 (I)	0 (J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
0 (K)	0 (L)

Injury and Illness Types

Total number of . . . (M)	(4) Poisonings	0
(1) Injuries	(5) Hearing loss	0
(2) Skin disorders	(6) All other illnesses	0
(3) Respiratory conditions		

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspect of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Certified Lower Keys Plumbing

Street 1014 White St

City Key West State FL ZIP 33040

Industry description (e.g., *Manufacture of motor truck trailers*)

Plumbing Contractor

Standard Industrial Classification (SIC), if known (e.g., 3715)

1 7 1 1

OR _____

North American Industrial Classification (NAICS), if known (e.g., 336212)

Employment information (If you don't have these figures, see the Worksheet on the back of this page to estimate.)

Annual average number of employees 13.5

Total hours worked by all employees last year 27,945

Sign here B. Barroso

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

Barry Barroso
Company executive
President
305 296-5959
1/26/2017
Phone Date

Nearshore Electric, Inc.

State Certified Electrical Contractor

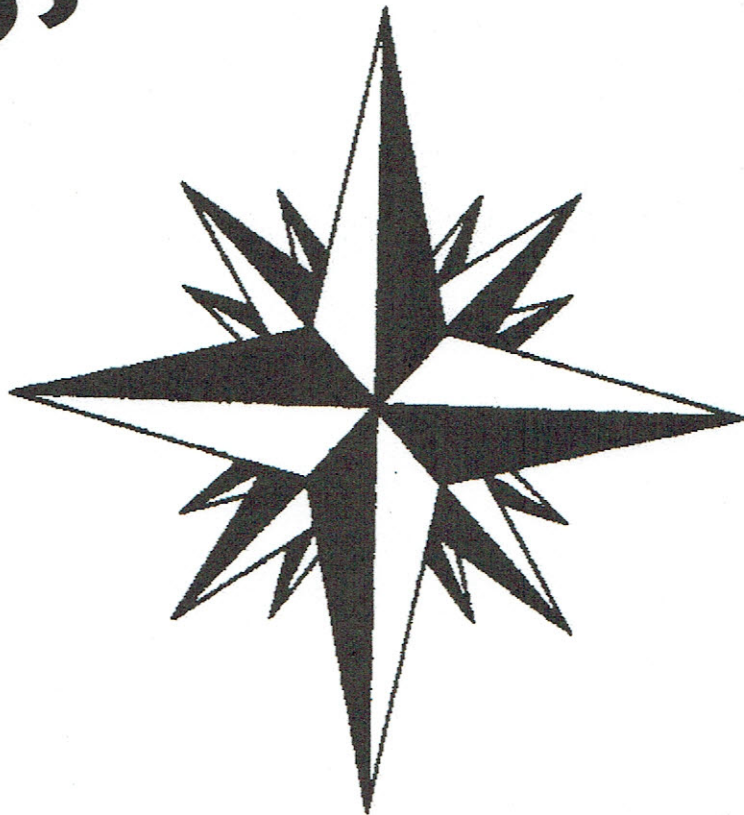
5680 1st Avenue #5

Key West, FL 33040

Phone (305) 294-3991 ~ Fax (305) 294-3043

#EC13001186

Employee Safety Manual



SECTION VII

1731 ELECTRICAL WORK

SAFETY RULES, POLICIES, AND PROCEDURES

The safety rules contained on these pages have been prepared to protect you in your daily work. Employees are to follow these rules, review them often and use good common sense in carrying out assigned duties.

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ALL EMPLOYEES

Housekeeping

1. Use caution signs/cones to barricade slippery areas.
2. Do not store or leave items on stairways.
3. Return tools to their storage places after using them.
4. Do not block or obstruct stairwells, exits or accesses to safety and emergency equipment such as fire extinguishers or fire alarms.
5. Do not place materials such as boxes or trash in walkways and passageways.
6. Do not use gasoline for cleaning purposes.
7. Mop up water around drinking fountains, drink dispensing machines and ice machines.

Lifting Procedures

General

1. Test the weight of the load before lifting by pushing the load along its resting surface.
2. If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts, or get assistance from a co-worker.
3. Never lift anything if your hands are greasy or wet.
4. Wear protective gloves when lifting objects with sharp corners or jagged edges.

When lifting

1. Face the load.
2. Position your feet 6"-12" apart with one foot slightly in front of the other.
3. Bend at the knees, not at the back.
4. Keep your back straight.
5. Get a firm grip on the object using your hands and fingers. Use handles when they are present.
6. Hold the object as close to your body as possible.
7. Perform lifting movements smoothly and gradually; do not jerk the load.
8. If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
9. Set down objects in the same manner as you picked them up, except in reverse.
10. Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.

Ladders and Step Ladders

1. Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use the ladder.
2. Do not use ladders that have loose rungs, cracked or split side rails, missing rubber foot pads or are otherwise visibly damaged.
3. Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.

4. When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder.
5. Allow only one person on the ladder at a time.
6. Do not stand on the top two rungs of any ladder.
7. Do not stand on a ladder that wobbles or that leans to the left or right of center.
8. Do not try to “walk” a ladder by rocking it. Climb down the ladder and then move it.

Climbing a Ladder

1. Face the ladder when climbing up or down it.
2. Do not carry items in your hands while climbing up or down a ladder.
3. Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.

Driving/Vehicle Safety

Fueling Vehicles

1. Turn the vehicle off before fueling.
2. Do not smoke while fueling a vehicle.
3. Wash hands with soap and water if you spill gasoline on your hands.

Driving Rules

1. Shut all doors and fasten your seat belt before moving the vehicle.
2. Obey all traffic patterns and signs at all times.
3. Maintain a three-point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.
4. Do not leave keys in an unattended vehicle.

OFFICE PERSONNEL

Office Safety

General

1. Do not place material such as boxes or trash in walkways and passageways.
2. Do not throw matches, cigarettes or other smoking materials into trash baskets.
3. Do not kick objects out of your pathway; pick them up or push them out of the way.
4. Keep floors clear of items such as paper clips, pencils, tacks or staples.
5. Straighten or remove rugs and mats that do not lie flat on the floor.
6. Mop up water around drinking fountains and drink dispensing machines.
7. Do not block your view by carrying large or bulky items; use a dolly or hand truck or get assistance from a fellow employee.
8. Store sharp objects, such as pens, pencils, and letter openers or scissors in drawers or with the points down in a container.
9. Carry pencils, scissors and other sharp objects with the tips pointing down.
10. Use the ladder or step stool to retrieve or store items that are located above your head.

11. Do not run on stairs or take more than one step at a time.
12. Keep doors in hallways fully open or fully closed.
13. Use handrails when ascending or descending stairs or ramps.
14. Obey all posted safety and danger signs.

Furniture Use

1. Open only one file cabinet drawer at a time. Close the filing cabinet drawer you are working in before opening another filing drawer in the same cabinet.
2. Use the handle when closing doors, drawers and files.
3. Put heavy files in the bottom drawers of file cabinets.
4. Do not tilt the chair you are sitting in on its back two legs.
5. Do not stand on furniture to reach high places.

Equipment Use

1. Do not use fans that have excessive vibration, frayed cords or missing guards.
2. Do not place floor type fans in walkways, aisles or doorways.
3. Do not plug multiple electrical cords into a single outlet.
4. Do not use extension or power cords that have the ground prong removed or broken off.
5. Do not use frayed, cut or cracked electrical cords.
6. Use a cord cover or tape the cord down when running electrical cords across aisles, between desks or across entrances or exits.
7. Turn the power switch of the local exhaust fans to “On” when operating the blueprint machine.
8. Do not use lighting fluid to clean drafting equipment; use soap and water.

ELECTRICIANS/JOURNEYMEN/MECHANICS

General Rules

1. Do not use a metal ladder on rooftops or within 50 feet of electrical power lines.
2. Do not block the walking surfaces of elevated working platforms, such as scaffolds, with tools or materials that are not being used.
3. Do not work outdoors during lightning storms.
4. Do not stand on sinks, toilets or cabinets; use a stepladder.
5. Do not work on open-sided floors, elevated walkways or elevated platforms if there are no guardrails in place.
6. Stand clear of floor openings if guardrails or covers are removed or displaced.

Heat Exhaustion/Sun Exposure

1. Keep your shirt on to avoid dehydration and sunburn.
2. Drink plenty of clear liquids during your breaks.
3. Take breaks in shaded areas.

Work Area Protection

1. Place signs (lights) well in advance of the work area to permit upcoming motorists time to react.
2. Erect protective barriers or guards and warning signs prior to removing manhole covers or making excavations where accessible by vehicular or pedestrian traffic.
3. Position the work vehicle to guard the work area while work is in progress.

Personal Protective Equipment

1. Do not wear hard hats that are dented or cracked.
2. Wear your safety glasses when operating drills and when cutting or snipping copper or light gauge wire.
3. Wear your safety goggles when welding or soldering.
4. Do not continue to work if your safety glasses become fogged. Stop work and clean the glasses until the lenses are clear and defogged.
5. Wear the dielectric gloves when working on electric current.
6. Do not wear jewelry or coats with metal zippers to work.
7. Wear earplugs or earmuffs in areas posted "Hearing Protection Required."

Electrical Powered Tools

1. Do not use power equipment or tools on which you have not been trained.
2. Keep power cords away from path of drills and wire soldering and cutting equipment.
3. Do not use cords that have splices, exposed wires or cracked or frayed ends.
4. Disconnect the tool from the outlet by pulling on the plug, not the cord.
5. Turn the tool off before plugging or unplugging it.
6. Do not carry plugged in equipment or tools with your finger on the switch.
7. Do not leave tools that are "On" unattended.
8. Do not handle or operate electrical tools when your hands are wet or when you are standing on wet floors.
9. Turn off the electrical tool and unplug it from the outlet before attempting repairs or service work. Tag the tool "Out of Service."
10. Do not use extension cords or other three pronged power cords that have a missing prong.
11. Do not remove the ground prong from electrical cords.
12. Do not use an adapter such as a cheater plug that eliminates the ground.
13. Do not plug multiple electrical cords into a single outlet.
14. Do not stand in water or on wet surfaces when operating power hand tools or portable electrical appliances.
15. Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
16. Do not operate a power hand tool or portable appliance:
 - that has a frayed, worn, cut, improperly spliced or damaged cord.
 - that has a two-pronged adapter or a two-conductor extension cord.
 - or if a prong from the three-pronged power plug is missing or has been removed.

17. Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.
18. Do not use electrical tools if its housing is cracked.
19. Do not use electrical tools while working on a metal ladder unless the ladder has rubber feet.

Power Saws

1. Wear safety goggles, protective gloves, a dust mask and hearing protection when operating a power saw
2. Do not wear loose clothing or jewelry.
3. Clean any residue from the blade or cutting head before making a new cut with the power saw.
4. Do not use a power saw that has cracked, broken or loose guards or other visible damage.
5. Keep your hands away from the exposed blade.
6. Operate the saw at full cutting speed, with a sharp blade, to prevent kickbacks.
7. Do not alter the anti-kickback device or blade guard.
8. Do not perform cutting operations with the power saw while standing on a wet or slippery floor.
9. When using the power saw, do not reach across the cutting operation.
10. Cut away from your body and below your shoulder level when you are using a power saw.
11. If the saw becomes jammed, turn the power switch of the saw to “Off” before pulling out the incomplete cut.

Machine/Equipment Safety

1. Replace the guards before starting machines or after making adjustments or repairs to the machine.
2. Do not remove, alter or bypass any safety guards or devices when operating any piece of equipment or machinery.
3. Read and obey safety warnings posted on or near any machinery.

Lockout/Tagout

1. Notify all affected employees of the impending lockout situation, the reason for it and estimated start and duration times.
2. Place the breaker or switch in the “Off” or “Safe” position.
3. Lockout and tagout all in-line points of control. In most cases, this may be more than one place or more than one lock if several people are working on the equipment.
4. Lockout verification:
 - Verify that the locked-out switch or control cannot be overridden.
 - Test the equipment to be certain that the locked-out switch is de-energized and not simply malfunctioning.
 - Press all start buttons to see if the equipment starts.
 - Ensure the system you will be working on is the same one that has been locked out.

5. All locks and tags are to be left in place until work is completely finished. A lock is never to be removed except by the person who placed it there. Only immediate supervisors are to authorize emergency removal of a lock or tag.
6. Before restarting the equipment, verify the following:
 - All tools and other items have been removed.
 - All machine guards are in place.
 - All electric systems are reconnected.
 - All employees are clear of equipment.

Portable Welding/Soldering Operations

1. Do not perform welding or soldering tasks while wearing wet cotton gloves or wet leather gloves.
2. Use the insulated work gloves when using welding or soldering equipment.
3. Do not use the welding or soldering apparatus if the power cord is cut, frayed, split or otherwise visibly damaged or modified.
4. Do not perform “hot work” such as welding, soldering or other spark producing operations within 50 feet of containers labeled “Flammable” or “Combustible.”

Hand Tool Safety

1. Use tied off containers to keep tools from falling off of scaffolds and other elevated work platforms.
2. Keep the blade of all cutting tools sharp.
3. Carry all sharp tools in a sheath or holster.
4. Do not use a tool if its handle has splinters, burrs, cracks or splits or if the head of the tool is loose.
5. Do not use impact tools such as hammers that have mushroomed heads.
6. When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
7. When using knives, shears or other cutting tools, cut in a direction away from your body.
8. Do not carry sharp or pointed hand tools such as screwdrivers in your pocket unless the tool or your pocket is sheathed.
9. Do not perform “make-shift” repairs to tools.
10. Do not throw tools from one location to another, from one employee to another, from scaffolds or other elevated platforms.
11. Do not carry tools in your hand when climbing. Carry tools in tool belts or hoist the tools to the work area with a hand line.
12. Transport hand tools only in toolboxes or tool belts. Do not carry tools in your clothing.

Hammers

1. Do not strike nails or other objects with the “cheek” of the hammer.
2. Do not strike one hammer against another hammer.
3. Do not use a hammer if your hands are oily, greasy or wet.

Screwdrivers

1. Always match the size and type of a screwdriver blade to fit the head of the screw.
2. Do not hold the workpiece against your body while using a screwdriver.
3. Do not put your fingers near the blade of the screwdriver when tightening a screw.
4. Use a drill or a nail to make a starting hole for screws.
5. Do not force a screwdriver by using a hammer or pliers on it.
6. When you are performing electrical work, use the screwdriver that has the blue handle; this screwdriver is insulated.
7. Do not carry a screwdriver in your pocket.
8. Do not use a screwdriver if your hands are wet, oily or greasy.
9. Do not use a screwdriver to test the charge of a battery.
10. When using a spiral ratchet screwdriver, push down firmly and slowly.

Pliers

1. Do not attempt to force pliers by using a hammer on them.
2. When you are performing electrical work, use the pliers that have the blue rubber sleeves covering the handle; these pliers are insulated.
3. Do not use pliers that are cracked, broken or sprung.
4. When using diagonal cutting pliers, shield the loose pieces of cut material from flying into the air by using a cloth or your gloved hand.

Wrenches

1. Do not use wrenches that are bent, cracked, badly chipped or that have loose or broken handles.
2. Do not use a shim to make a wrench fit.
3. Size the adjustable wrench to fit the nut before turning.
4. Use a split box wrench on flare nuts.
5. Do not use a wrench that has broken or battered points.
6. Discard any wrench that has spread, nicked or battered jaws or if the handle is bent.
7. Use box or socket wrenches on hexagon nuts and bolts as a first choice and open-end wrenches as a second choice.

Saws

1. Keep control of saws by releasing downward pressure at the end of the stroke.
2. Do not use a saw that has dull saw blades.
3. Oil saw blades after each use of the saw.
4. Keep your hands and fingers away from the saw blade while you are using the saw.
5. Do not carry a saw by the blade.
6. When using a handsaw, hold the workpiece firmly against the work table.

Clamps

1. Do not use the C-clamp for hoisting materials.
2. Do not use the C-clamp as a permanent fastening device.

Tool Boxes/Chest/Cabinet

1. Use the handle when opening and closing a drawer or door of a toolbox, chest or cabinet.
2. Tape over or file off sharp edges on tool boxes, chests or cabinets.
3. Do not stand on toolboxes, chests or cabinets to gain extra height.
4. Lock the wheels on large toolboxes, chests or cabinets to prevent them from rolling.
5. Push large chests, cabinets and toolboxes; do not pull.
6. Do not open more than one drawer of a toolbox at a time.
7. Close and lock all drawers and doors before moving the tool chest to a new location.
8. Do not use a toolbox or chest as a workbench.
9. Do not move a toolbox, chest or cabinet if it has loose tools or parts on the top.

Knives/Sharp Instruments

1. When handling knife blades and other cutting tools, direct sharp points and edges away from you.
2. Cut in the direction away from your body when using knives.
3. Store knives in knife blocks or in sheaths after using them.
4. Use the knife that has been sharpened; do not use knives that have dull blades.
5. Use knives for the operations for which they are made.
6. Do not use knives that have broken or loose handles.
7. Do not use knives as screwdrivers.
8. Do not pick up knives by their blades.
9. Carry knives with their tips pointed towards the floor.
10. Do not carry knives or other sharp tools in your pockets unless they are first placed in their sheath or holder.

Hot Line Safety

1. Clean all protective line equipment after each use, prior to storage.
2. Wear rubber gloves or use hot sticks when removing tree branches, limbs or similar objects from contact with high voltage lines, panels or equipment.
3. Do not wear rubber protective gloves while climbing or descending a pole.
4. Wear 100% cotton or flame-resistant shirts or jumpers (with sleeves rolled down) and protective hats when working on or near live parts, lines and panels when climbing poles.
5. Wear body belts with straps or lanyards when working at an elevated position (poles, towers, etc.).
6. Visually inspect body belts and straps before use for defects, wear and damage.
7. When working with lines of 600 volts or more:
 - Wear rubber gloves or use hot sticks when placing protective equipment on/around energized voltage conductors.
 - Do not work on the line that is removed from service until the line is cleared, tagged, tested and grounded.
 - Treat bare wire communication conductors on structures as energized lines unless they are protected by insulated conductors.
8. Treat bare wire communication conductors on power poles and structures as energized lines (with voltages in excess of 600 volts) unless the conductors are protected by insulating materials.

9. Do not remove any ground until all employees are clear of the temporary grounded lines or equipment.
10. After a capacitor has been disconnected from its source of supply, wait five minutes before short-circuiting and grounding it.
11. Do not contact the terminals, jumpers or line wires connected directly to capacitors until the capacitors have been short-circuited and/or grounded.
12. Visually inspect and wipe down all hot line tools each day before use.
13. Do not wear rubber gloves with protectors while using hot line tools.
14. Do not use defective hot line tools. Mark them as defective and turn them in for repair or replacement.

Stringing/Removing Deenergized Conductors

1. Keep conductors that are being strung in or removed under positive control to prevent accidental contact with energized circuits.
2. Do not exceed the load rating for stringing lines, pulling lines, sock connections or load-bearing hardware and accessories.
3. Do not use defective pulling lines or defective accessories. Mark the defective items and turn them in for repair or replacement.
4. Do not use conductor grips on wire ropes unless the grips are designed for that particular purpose.
5. If an existing line that crosses over a conductor is to be deenergized, ground the line on both sides of the crossing or treat the conductor being crossed as energized.

Bus/Bus Room Safety

1. Do not enter or work in the bus room alone.
2. Do not leave the bus room doors open.
3. Do not carry any tools or materials above your waist while in the bus room.
4. Do not work on any bus, bus structure, cable or disconnect switch unless it is grounded.

General Electrical Device/Fixture Installation Safety

1. Assume all electrical wires as live wires.
2. Turn the main switch to “Off” before removing and replacing power fuses.
3. Do not wear watches, rings or other metallic objects which could act as conductors of electricity around electrical currents.
4. Before leaving the job, test insulators and equipment to ensure they are free from defects.
5. Do not work near any circuit that is in service without first installing barricades approved by your supervisor.
6. Do not touch field brushes or a synchronous motor until the motor is up to synchronous speed and the field switch is closed.

Scaffolding

1. Follow the manufacturer’s instructions when erecting the scaffold.
2. Do not work on scaffolds outside during stormy or windy weather.
3. Do not climb on scaffolds that wobble or lean to one side.

4. Initially inspect the scaffold prior to mounting it. Do not use a scaffold if any pulley, block, hook or fitting is visibly worn, cracked, rusted or otherwise damaged. Do not use a scaffold if any rope is frayed, torn or visibly damaged.
5. Do not use any scaffold tagged “Out of Service.”
6. Do not use unstable objects such as barrels, boxes, loose brick or concrete blocks to support scaffolds or planks.
7. Do not work on platforms or scaffolds unless they are fully planked.
8. Do not use a scaffold unless guardrails and all flooring are in place.
9. Level the scaffold after each move. Do not extend adjusting leg screws more than 12 inches.
10. Do not walk or work beneath a scaffold unless a wire mesh has been installed between the midrail and the toeboard or planking.
11. Use your safety belts and lanyards when working on scaffolding at a height of 10 feet or more above ground level. Attach the lanyard to a secure member of the scaffold.
12. Do not climb the cross braces for access to the scaffold. Use the ladder.
13. Do not jump from, to or between scaffolding.
14. Do not slide down cables, ropes or guys used for bracing.
15. Keep both feet on the decking. Do not sit or climb on the guardrails.
16. Do not lean out from the scaffold. Do not rock the scaffold.
17. Keep the scaffold free of scraps, loose tools, tangled lines and other obstructions.
18. Do not throw anything “overboard” unless a spotter is available. Use the debris chutes or lower things by hoist or by hand.
19. Do not move a mobile scaffold if anyone is on the scaffold.
20. Chock the wheels of the rolling scaffold using the wheel blocks, and lock the wheels by using your foot to depress the wheel lock before using the scaffold.

Lifting Equipment (chains, cables, ropes, slings, etc.)

1. Do not use chain slings if links are cracked, twisted, stretched or bent.
2. Fabricate all wire in wire rope slings by using thimbles; do not form eyes by using wire clips or knots.
3. Do not shorten slings by using makeshift devices such as knots or bolts.
4. Do not use a kinked chain.
5. Protect slings from the sharp edges of their loads by placing pads over the sharp edges of the items that have been loaded.
6. Do not place your hands between the sling and its load when the sling is being tightened around the load.
7. Do not alter or remove the safety latch on hooks. Do not use a hook that does not have a safety latch or if the safety latch is bent.
8. Lift the load from the center of hooks, not from the point.

Confined Spaces

1. Do not enter the confined space without reading and following the “confined space entry procedure.”
2. Obtain a confined space entry permit from your supervisor before entering a confined space.

Prior to Entry

1. Get locking devices and labels from your supervisor to lock out and tag “Out of Service” all equipment in the confined space before entering the confined space.
2. Open all windows, doors or manholes of the confined space for ventilation.
3. Use a Combustible Gas Analyzer to test the confined space for an oxygen deficiency or accumulated combustible gases. Do not enter the confined space if the reading for the Combustible Gas Analyzer is above 10% LFL and the oxygen level is below 19.5% or greater than 23.5%.

When Entering

1. Do not enter the confined space unless an assigned observer or lookout person is posted at the entrance to the confined space. If you are assigned as the outside observer, do not go inside the confined space under any circumstances and keep the entrant in your view at all times.
2. Stay in constant view of the observer when you are working inside the confined space.

Access and Egress Safety

1. Use ladders, structural ramps or stairways as a means of access or egress from excavations or restricted spaces.
2. Do not climb a ladder unless it extends at least three (3) feet or three (3) rungs beyond the edge of the trench.

Driving/Vehicle Safety

1. Turn the vehicle off before fueling it.
2. Do not smoke while fueling a vehicle.
3. Wash hands with soap and water if you spill gasoline on your hands.
4. Shut your door and fasten your seat belt before moving the vehicle.
5. Obey all traffic laws and signals at all times.
6. Maintain a three-point contact using both hands and one foot or both feet and one hand when climbing into and out of vehicles.

STOREROOMS/STOCKROOM PERSONNEL

General Storeroom/Stockroom Safety

1. Wear leather gloves when handling materials such as copper or aluminum wire.
2. Do not attempt to catch falling materials.
3. Do not try to kick objects out of pathways. Push or carry them out of the way.
4. Move slowly when approaching blind corners.
5. Do not run on stairs or take more than one step at a time.
6. Do not jump from elevated places such as truck beds, platforms or ladders.
7. Do not lift slippery or wet objects; use a hand truck.
8. Obey all safety and danger signs posted in the workplace.

Part III - Technical Statement - Project Approach

The following statements shall be addressed by the Proposer on separate paper as required in the order presented herewith.

- A. Statement of Project scope and requirements and design approach.
- B. Management structure for project staffing including design/builder administrative and supervisory staff and proposed subcontractors.
- C. Statement on Management Process, which will be used during design phase and construction phase.
- D. Statement of resources, capacity to perform and Mobilization Plan.
- E. Statement regarding approach to Schematic Site Plan, grading and level changes.
- F. Statement on Construction Phasing approach.
- G. Statement on quality and sufficiency of proposed staffing and organizational structure, including project organization charge and identification of key project team members.
- H. Statement of proposed design process with review schedule and scope of each deliverable.
- I. Statement of proposed Design/Build Milestones with time schedule.
- J. Statement of construction systems and materials proposed for the exterior of the proposed buildings.
- K. Statement on design and construction Quality Control Program of Proposer.
- L. Design areas where Design/Builder would suggest alternate methods, materials, or systems.

SEE ATTACHED



CHARLEY TOPPINO & SONS, INC.

P.O. BOX 787 KEY WEST, FLORIDA 33041 (305) 296-5606 FAX (305) 296-5189

March 1, 2017

Engineering Services
City of Key West
1300 White Street
Key West, FL 33040

Part III – Technical Statement – Project Approach

A. Project Scope

The project includes the establishment of a Project Management Plan (PMP), which will ultimately define leadership and management roles moving into the design phase of the project. The design phase shall include a project initiation conference, detailing our design approach and design teams key personnel. We have teamed up with Weiler Engineering Corporation to design the project, as they have vast experience in designing similar projects in the Keys. Our design approach will be very similar to what is shown on the (approx. 50%) documents provided at bid time, and will include replacement of the sheet pile wall, concrete cap, tie-backs, and all incidental work associated with building the proposed seawall. Including all electrical and water service connections, as detailed on the permit sets provided at bid time.

Specifically the design plans will clearly depict the sheet pile profile, thickness and material and length (required embedment depth) and details of the tie back system based on the geotechnical report provided in the RFQ and detailed engineering calculations. The plans will also depict the method of accommodating the work including detailing of the removal (or demolition) and replacement (or reconstruction) of the existing docking facilities and the temporary disconnection and reconnection of the water and electrical utility services. WEC will inspect the existing facilities as part of the process of determining the best way of reconstructing the docks.

B. Management Structure

Charley Toppino and Sons is a local-family owned business that has been working in the Keys since 1935. We currently have 115+ full-time employees and have a highly skilled and experienced management staff that will be present from start to finish.

- Charley Toppino and Sons – Project Manager – Rey Martinez
- Charley Toppino and Sons – Superintendent – Victor De Witt

- Charley Toppino and Sons – Project Foreman – Clint Kuhns
- Weiler Engineering – Project Manager – Mike Giardulo
- Weiler Engineering – Structural Engineer – Charles McConaghy
- American Empire Builders – President/Project Manager – Antonio Gonzalez
- Nearshore Electric – President/Project Manager – Jeffrey Kirk
- Lower Keys Plumbing – President/Project Manager – Barry Barroso

C. Statement of Management Process

Charley Toppino and Sons adheres to the a few simple principles when it comes to project management; initiating, planning, executing, controlling, and closing the work of a team to achieve specific goals and meet specific success criteria.

D. Statement of Resources

CT&S employs 115+ employees that specialize in Civil Construction. We have built dozens of seawall projects over the years, and in-fact installed the original seawall at Truman Annex in the 1980's. We have a strong fleet of the latest construction equipment available to achieve success on this project. Monroe Concrete Products, a subsidiary of Charley Toppino and Sons would be supplying the ready-mix concrete to the project and any necessary aggregates. We also have built an excellent team of subcontractors based on our 80+ years of business in the Lower Keys to help produce a project within budget and on-time.

E. Approach to Schematic Site Plan, Grading & Level Changes.

Charley Toppino & Sons and Weiler Engineering share a long and successful history of working together on similar projects. Including the recently completed Phase 1 of the Stock Island Marina Village project which involved 2,500+ linear feet of new sheet pile seawall replacement and 136 wet slips in an existing marina. Our success on past project has stemmed from our working relationship and the coordinated efforts from Day 1.

WEC will perform inspection of the existing facility and will provide a constructability review of existing plans and provide value engineering. A report will be developed detailing this effort which will be provided to the City for review and discussion prior to initiating the 60% design.

WEC and Toppino will devise 60% level plans with recommended details and a grading inclusive of any value engineering recommendation of which the cost savings will be shared with the City. All details and grading will conform the Americans with Disabilities Act as appropriate for docking and marina facilities. The

City is considered an integral member of project team, and as such, will be invited to be involved at all steps in the design process to ensure the City's project vision is met. This Over-the-Shoulder progress review not only ensures the City is involved, but also reduces the design time as there is less likely to be significant changes at the formal review milestones. The 60% plans will be provided to the City for review and it is recommended that a field meeting be held at this time. Based on comments and agreement from the City at this meeting, WEC will provide the full detailed construction plans for 90% level review.

Specifically the design plans will clearly depict the sheet pile profile, thickness and material and length (required embedment depth) and details of the tie back system based on the geotechnical report provided in the RFQ and detailed engineering calculations. The plans will also depict the method of accommodating the work including detailing of the removal (or demolition) and replacement (or reconstruction) of the existing docking facilities and the temporary disconnection and reconnection of the water and electrical utility services. Detailed site and grading plans will be provided. The plans will detail best management practices and turbidity monitoring consistent with local, state and federal requirements. The plans will also detail site security and well pedestrian movement around the project site. The 90% documents will be submitted for City review along with a project review meeting. Any remaining comments will be resolved in the 100% documents and final construction sets.

Throughout the design WEC and Toppino will field check the design through out the design effort. This is an important part of any design and will ensure that the finished plans will consider all existing feature to which the new improvements must coordinate. With Toppino's office on Rockland Key and WEC's offices throughout the Keys, there will be no issues getting this done.

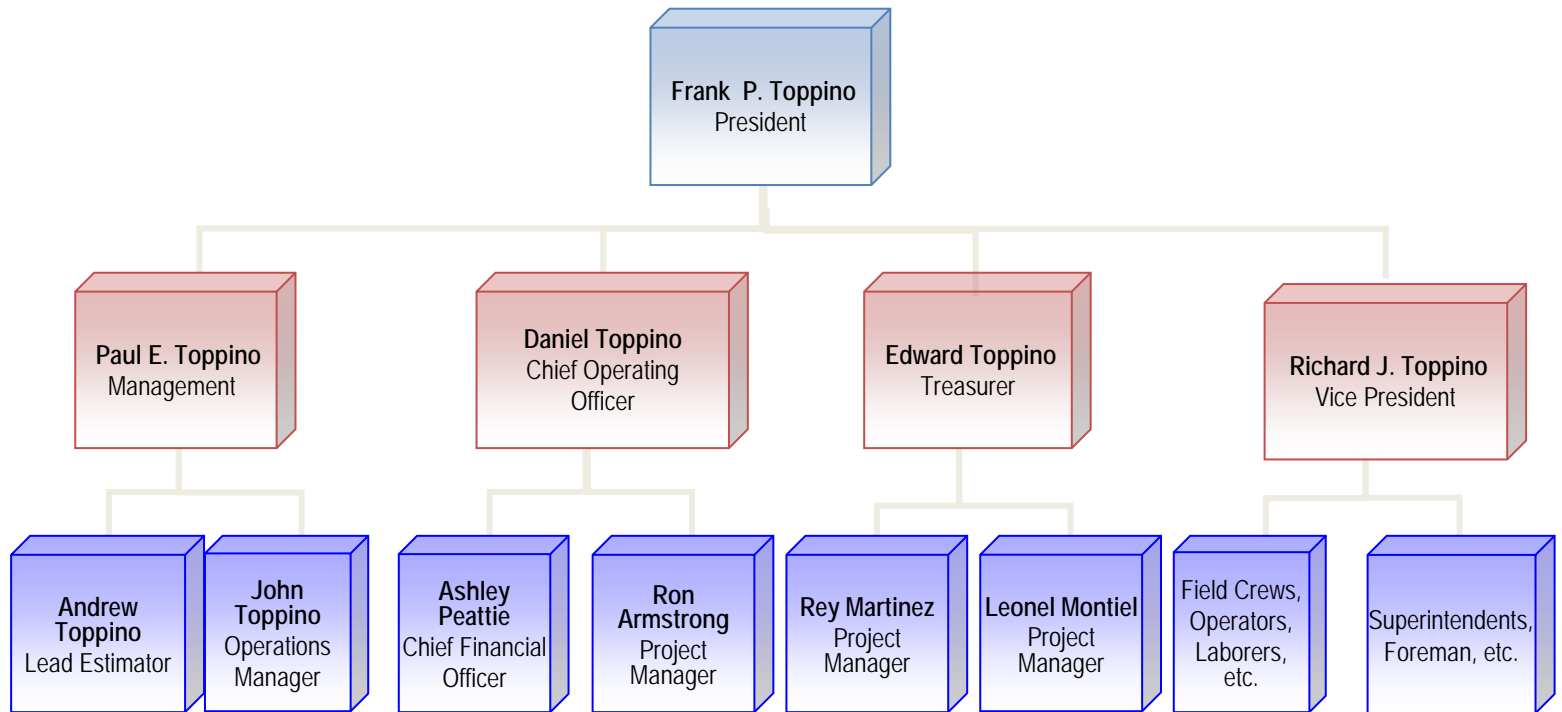
Also throughout the design, Toppino will provide monthly status reports along with minutes from any meeting with the City to keep the City apprised of our progress and document discussions and decisions.

F. Statement of Construction Phasing Approach.

The construction phasing will be similar to the Project Description, paragraph 1.1.6. This project's size and scope is relatively small and is in a location with ample space and security.

G. Staffing, Organizational Structure, Key Project Team Members.

See below Organizational Chart showing organizational structure and key project team members.



H. Statement of Design Process

Weiler Engineering prides itself on the ability to manage large design contracts while giving our clients the personal service that is expected from a small firm. WEC was established in 1993 with a staff of only a couple individuals offering specialized knowledge and proven ability in design, permitting and construction administration. Founder R. Jeff Weiler built the practice on principles of dedication to client's needs. Over the past 24 years, WEC has grown to over 30 employees and through the years, WEC has sought individuals of the highest skill levels from within Florida and around the United States. These efforts have built the talented team the company offers today. While WEC excels in the design of municipal project improvements, road and storm water design, structural engineering design and permitting in environmentally sensitive areas, WEC's greatest asset is a team of talented multi-discipline professionals who deliver high quality projects every time. Satisfied clients include City of Marathon, Florida Department of Environmental Protection, Key Largo, and the Village of Islamorada, to name a few.

We intend to provide engineering services to the City of Key West to finalize current

design concepts, steel sheetpile wall and concrete cap specifications, and installation methodologies. Weiler Engineering will prepare drawings, shop drawings and specifications as necessary. The design concepts presented in the RFP will be modified as necessary to comply with regulatory permit conditions and as necessary to obtain City of Key West acceptance prior to incorporation into the final Construction Documents. The drawings, shop drawings and/or specifications will address structural, civil, geotechnical, and basic mechanical and electrical systems. CT&S will prepare and submit copies of the draft drawings and technical specifications for City of Key West for review and comment at the 60% and 90% completion levels.

Internal project status progress meetings will be held weekly throughout the project so that information can be exchanged between the work groups, primarily civil, structural and Toppino as needed. The City is also invited to attend our weekly internal task meetings via in person, conference call, go-to meetings or any other technology that is convenient for the staff. It is imperative to coordinate milestone deadlines in order to ensure expedited timelines can be met and regular progress meetings allows the City staff to be more familiar with the on-going design, which in turn shortens milestone review times.

A two stage approach is utilized for the quality control process. Each internal group responsible for a specific task will perform their own quality control review prior to submission to the project manager. Once complete, a member of our firm not associated with the specific design task will conduct a separate quality control review. This process has proven to be very effective in producing error free documents. In addition, our multi-disciplinary staff ensures that skilled professionals in each area are available to provide the second level of quality control review. This process requires excellent control of the design schedule and project data by the project manager and task leaders so that ample time is available to complete the reviews and meet submission deadlines.

Corrective action measures will be utilized if errors are found, schedules appear to be in jeopardy, or budgets are strained. One effective technique to staying on track with the project schedule is to identify value engineering options early in the process, which we have pointed out in this proposal that we will provide a full spectrum of ideas and options prior to beginning work on the 60% design plans. Our experience has shown that frequent and brief meetings or “check ins” as often as twice or three times a week, is the most effect way to ensure projects are brought back on schedule and costs are maintained. If necessary, additional personnel will

be assigned into the task groups to expedite the design process and provide additional review. This is not only an effective means of meeting deadlines, but also of eliminating errors typically found during State Agency reviews and during construction. WEC understands that it is our responsibility to provide clean, correct, constructible documents. WEC will be able to provide with the highest professional quality staff available for this project.

I. Design/Build Milestones w/ time schedule.

Bid submission

Contract award

Design process

60% Plans

90% Plans

100% Plans

Notice to Proceed

Project Completion

J. Statement of construction systems & materials proposed for the exterior of the proposed buildings. NA

K. Statement of design & construction Quality Control Program of Proposer.

Weiler Engineering Corp provides the following brief program to highlight our Quality Control Program in addition to the items already referenced in previous sections. We take pride in our ability to identify and take corrective action on any potential errors or issues during the design process. Throughout design, we regularly site verify and field check existing conditions with proposed improvements and site conditions. Our dedicated QA/QC process involved non-project P.E.s that while experienced with seawall projects, are not embedded on this specific project so as to have a “fresh set of eyes” on any plans.

Design with the end in mind

In-house QA/QC by other talented/skilled P.E.s

Toppino provide over site and review

Track record of on-time, within budget, and high quality projects.

- L. Design areas where Design / Builder would suggest alternate methods, materials, or systems.

Potential cost savings.

One of the most costly areas of the project is in the steel sheet pilings. Careful consideration needs to be made of the embedment depth as this will have significant effect on the material and installation cost. The embedment is important for protection of the uplands against scouring during storm events and for supporting the uplands in lieu of the existing seawall. The tie back system provides additional support. The embedment depth, coupled with the sheet pile thickness can effect the size of the tie back system and the most cost effective combination of these three factors needs to be determined based on engineering evaluation and calculations.

Options for the tie back design should be evaluated based on the needs of the seawall. Has engineered various types of deadmen anchors including traditional slabs of various dimensions as well as piling deadmen. Reinforced deadmen can be either pre-cast or cast in place. Labor cost associated with difference types are different and the most cost effective option for the given load and conditions will be determined. On a similar project, augercast piling deadmen were determined to be as effective and lower cost than a slab.

Another area of potential savings is the possible reuse of existing facilities. Through field examination, a construction method can be devised which will maximize the re-use of existing docks and pilings. Consideration shall be given to the effort involved in the careful removal for the purpose of reuse, as well as the physical condition appearance and estimated remaining useful life of the item to be removed and replaced in contrast to cost of replacement as a cost benefit analysis. It is not uncommon for reuse of certain items to be more costly than replacement based on the labor involved in removing them in a manner which keeps them in satisfactory condition for reuse.

A cost benefit analysis shall also be performed regarding the method and material for filling the void space between the existing concrete panel walls and the corrugated metal sheet piling. This includes various types of rock and flowable fill. Changing cost of material and the labor involved in different methods will effect the most cost-effective alternative.

Part IV - Technical Statement - Financial Information

1. State number of years the company has been in business. 34

2. Statement on credit rating of Proposer:
 - a. Give total contract value of work accomplished by your organization in each of the last three years.
2014 \$12,868,000 2015: 17,257,000 2016: 35,625,000

 - b. Give contract value of work now under contract with your organization: \$ 42,247,896.00 Charley Toppino & Sons, Inc. has a strong financial standing. Please see attached draft balance sheet & income statement for your reference.

3. Strength of latest financial statement:

4. Statement on any bankruptcies, value of judgment or liens outstanding against your organization: NONE

5. Statement on ability to secure performance and payment bonds: SEE ATTACHED BONDING COMPANY STATEMENT
Give names of Surety Companies and agent under which you have functioned within last three years:
2014 TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA
2015 "
2016 "

6. Estimate your maximum bonding capacity \$ 25,000,000 single & \$50,000,000 aggregate
How much is unencumbered and available at this date? \$44,000,000

7. Statement on bonding capacity committed to current and pending projects:
SEE ATTACHED BONDING COMPANY STATEMENT

8. What is the largest (dollar cost) project ever performed by your organization?
STOCK ISLAND MARINA VILLAGE HOTEL:
\$18,416,525.00

February 22, 2017

RE: Charley Toppino & Sons, Inc.

To Whom It May Concern:

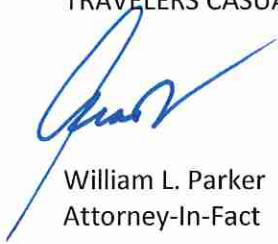
The above referenced company is a highly-regarded and valued client of Travelers Casualty and Surety Company of America, rated by Best's KR Guide as A++ (Superior), with a financial rating of XV. Travelers Casualty and Surety Company of America has established surety support covering single projects up to \$25,000,000 and an aggregate bond limit of \$50,000,000. However, these amounts are not to be construed as our maximum levels of support; rather they are guidelines for the daily servicing of the above referenced company's surety needs.

Customary with industry practice, the issuance of any bond is a matter of discretion and subject to satisfactory underwriting conditions at the time of request. These conditions include but are not limited to the financial condition of our client, a review of the contract, bond terms and conditions, and evidence of project financing. We assume no liability to third parties or to you if for any reason we do not execute said bonds.

If we can provide any further assurances or assistance, please do not hesitate to call upon us.

Sincerely,

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA


William L. Parker
Attorney-In-Fact



POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 230629

Certificate No. 006719169

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

William L. Parker, Davor I. Mimica, Ileana M. Bauza, William Frederick Kleis, and Eduardo A. Menendez

of the City of Miami, State of Florida, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 25th day of March, 2016.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut
City of Hartford ss.

By: [Signature]
Robert L. Raney, Senior Vice President

On this the 25th day of March, 2016, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
My Commission expires the 30th day of June, 2016.



[Signature]
Marie C. Tetreault, Notary Public

CHARLEY TOPPINO & SONS, INC. AND SUBSIDIARIES AND AFFILIATES
COMBINED BALANCE SHEET
DECEMBER 31, 2016

ASSETS

CURRENT ASSETS

Cash (Note 12)	\$	2,083,494
Certificates of Deposit (Note 3)		540,565
Contract and Trade Receivables – Net (Notes 4, 9 and 12)		8,069,329
Other Receivables		104,205
Costs and Estimated Earnings in Excess of Billings on Uncompleted Contracts (Note 5)		238,336
Inventory		802,255
Prepaid Expenses		234,663

Total Current Assets		12,072,846
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PROPERTY, PLANT AND EQUIPMENT – Net (Notes 8, 9, 10, 11, 12 and 13)		9,956,997
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DUE FROM RELATED PARTIES (Note 7)		271,211
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OTHER ASSETS		34,461
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	\$	<u>22,335,516</u>
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LIABILITIES AND EQUITY

CURRENT LIABILITIES

Lines of Credit (Note 9)	\$	195,650
Current Maturities of Long-Term Debt (Note 10)	\$	635,035
Accounts Payable – Trade (Note 16)		4,823,486
Accrued Liabilities		159,459
Billings in Excess of Cost and Estimated Earnings on Uncompleted Contracts (Note 5)		2,452,403

Total Current Liabilities		8,266,033
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LINES OF CREDIT (Note 9)

LONG-TERM DEBT, Net of Current Liabilities (Note 10)		1,566,169
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LOANS PAYABLE - STOCKHOLDERS (Note 7)		24,648
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Total Liabilities		<u>9,856,851</u>
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COMMITMENTS AND CONTINGENCIES (Notes 6, 12, 14 and 17)

EQUITY

Charley Toppino & Sons, Inc. and Subsidiaries' and Affiliates' Equity		
Common Stock, Par Value \$1 per share; 7,500 authorized shares;		
400 issued and outstanding shares;		400
Additional Paid-In Capital		487,618
Retained Earnings		9,376,752
Partners'/Members' Equity		2,613,896
Total Equity		<u>12,478,665</u>

Total Liabilities and Equity	\$	<u>22,335,516</u>
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CHARLEY TOPPINO & SONS, INC. AND SUBSIDIARIES AND AFFILIATES
COMBINED INCOME STATEMENT
YEAR ENDED DECEMBER 31, 2016

Contract Revenue (Notes 2 and 6)	\$	35,625,205
Cost of Contract Revenue		<u>(28,112,997)</u>
Field Profit		7,512,208
Indirect Other Costs – Contracts (Note 8)		<u>(2,377,652)</u>
Gross Profit on Contracts		<u>5,134,556</u>
Sales		8,393,588
Cost of Goods Sold		(6,858,886)
Indirect Other Costs – Sales (Note 8)		<u>(1,071,776)</u>
Gross Profit on Sales		<u>462,926</u>
Total Gross Profit		5,597,482
Land and Equipment Rental Revenue (Note 13)		<u>647,605</u>
Income Before General and Administrative Expenses		6,245,088
General and Administrative Expenses (Notes 7 and 8)		<u>(4,682,420)</u>
Income Before Profit Sharing Plan Expense		1,562,668
Profit Sharing Plan Expense		<u>3,418</u>
Income from Operations		1,566,085
Other Income (Expense)		
Interest Income		3,470
Miscellaneous Income		975
Interest Expense		<u>(120,480)</u>
Other Expense – Net		<u>(116,035)</u>
Net Income	\$	<u><u>1,450,050</u></u>

See Notes to Combined Financial Statements

LOCAL VENDOR CERTIFICATION PURSUANT TO CITY OF KEY WEST ORDINANCE 09-22
SECTION 2-798

The undersigned, as a duly authorized representative of the vendor listed herein, certifies to the best of his/her knowledge and belief, that the vendor meets the definition of a "Local Business." For purposes of this section, "local business" shall mean a business which:

- a) Principle address as registered with the FL Department of State located within 30 miles of the boundaries of the city, listed with the chief licensing official as having a business tax receipt with its principle address within 30 miles of the boundaries of the city for at least one (1) year immediately prior to the issuance of the solicitation;
- b) Maintains a workforce of at least 50 percent of its employees from the city or within 30 miles of its boundaries; and
- c) Having paid all current license taxes and any other fees due the city at least 24 hours prior to the publication of the call for bids or request for proposals.
 - Not a local vendor pursuant to Ordinance 09-22 Section 2-798
 - Qualifies as a local vendor pursuant to Ordinance 09-22 Section 2-798

If you qualify, please complete the following in support of the self certification & submit copies of your County and City business licenses. Failure to provide the information requested will result in denial of certification as a local business.

Business Name: CHARLEY TOPPINO & SONS, INC. Phone: 305 296-5606 Current
Local Address: 125 TOPPINO INDUSTRIAL DR Fax: 305 296-5189 (P.O Box numbers
KEY WEST, FL 33040
may not be used to establish status)
Length of time at this address: 37 YEARS

FEB. 27, 2107

Charley P. Toppino
Signature of Authorized Representative

Date

NOTARY

STATE OF FL

COUNTY OF MONROE

The foregoing instrument was acknowledged before me this FEB day of 27, 2017.

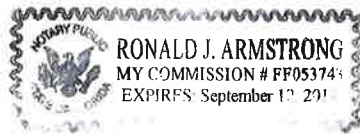
By FRANK P. TOPPINO, of CHARLEY TOPPINO & SONS, INC.

(Name of officer or agent, title of officer or agent) Name of corporation acknowledging)

or has produced _____ as identification.

Ronald J. Armstrong

Signature of Notary



Return Completed form with

Print, Type or Stamp Name of Notary

Supporting documents to: City

of Key West Purchasing

Title or Rank

Attachment K
Indemnification Form

CITY OF KEY WEST INDEMNIFICATION FORM

DESIGN-BUILDER agrees to protect, defend, indemnify, save and hold harmless The City of Key West, all its Departments, Agencies, Boards, Commissions, officers, City's Consultant, agents, servants and employees, including volunteers, from and against any and all claims, debts, demands, expense and liability arising out of injury or death to any person or the damage, loss of destruction of any property which may occur or in any way grow out of any act or omission of the DESIGN-BUILDER, its agents, servants, and employees, or any and all costs, expense and/or attorney fees incurred by the City as a result of any claim, demands, and/or causes of action except of those claims, demands, and/or causes of action arising out of the negligence of The City of Key West, all its Departments, Agencies, Boards, Commissions, officers, agents, servants and employees. The DESIGN-BUILDER agrees to investigate, handle, respond to, provide defense for and defend any such claims, demand, or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it (claims, etc.) is groundless, false or fraudulent. The City of Key West does not waive any of its sovereign immunity rights, including but not limited to, those expressed in Section 768.28, Florida Statutes.

These indemnifications shall survive the term of this agreement. In the event that any action or proceeding is brought against the City of Key West by reason of such claim or demand, DESIGN-BUILDER shall, upon written notice from the City of Key West, resist and defend such action or proceeding by counsel satisfactory to the City of Key West.

The indemnification provided above shall obligate DESIGN-BUILDER to defend at its own expense to and through appellate, supplemental or bankruptcy proceeding, or to provide for such defense, at the City of Key West's option, any and all claims of liability and all suits and actions of every name and description covered above which may be brought against the City of Key West whether performed by DESIGN- BUILDER, or persons employed or utilized by DESIGN-BUILDER.

The DESIGN-BUILDER's obligation under this provision shall not be limited in any way by the agreed upon Contract Price as shown in this agreement, or the DESIGN- BUILDER's limit of or lack of sufficient insurance protection.

DESIGN-BUILDER: CHARLEY TOPPINO & SONS, INC.

COMPANY SEAL

P.O. BOX 787, KEY WEST, FL 33041

Address

Frank P. Toppino

Signature

FRANK P. TOPPINO

FEB. 27, 2107

Print Name

Date

PRESIDENT

Title

NOTARY FOR THE DESIGN-BUILDER

STATE OF FL

COUNTY OF MONROE

The foregoing instrument was acknowledged before me this 27 day of FEB, 2017.

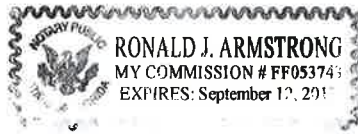
By FRANK P. TOPPINO, of CHARLEY TOPPINO & SONS, INC.

(Name of officer or agent, title of officer or agent) Name of corporation acknowledging)

or has produced _____ as identification.



Signature of Notary



Return Completed form with
Supporting documents to: City
of Key West Purchasing

Print, Type or Stamp Name of Notary

Title or Rank

Attachment L
Anti-Kickback Affidavit

ANTI-KICKBACKAFFIDAVIT

STATE OF FLORIDA)
 : SS
COUNTY OF MONROE)

I, the undersigned hereby duly sworn, depose and say that no portion of the sum herein Bid will be paid to any employees of the City of Key West as a commission, kickback, reward or gift, directly or indirectly by me or any member of my firm or by an officer of the corporation.

Frank P. Toppino BY: _____

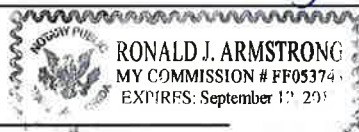
FRANK P. TOPPINO, PRESIDENT

Sworn and subscribed before me this

27 day of FEB, 2017.

Ronald J. Armstrong

NOTARY PUBLIC, STATE OF FLORIDA AT LARGE



My Commission Expires: _____

Attachment M
Public Entity Crimes Form

SWORN STATEMENT UNDER SECTION 287.133(3)(a) FLORIDA
STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICE
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with RFP, Bid or Contract No. _____ for
RFP #: 004-17 TRUMAN ANNEX NOAA SEAWALL

2. This sworn statement is submitted by ___ (Name of entity submitting sworn statement)
CHARLEY TOPPINO & SONS, INC.
whose business address is _____ P.O. BOX 787, KEY WEST, FL 33041
_____ and (if
applicable) its Federal Employer Identification Number (FEIN) is
59 2426906 _____ (If the entity has no FEIN, include the Social
Security Number of the individual signing this sworn statement.)
3. My name is FRANK P. TOPPINO and my relationship to
(Please print name of individual signing)
PRESIDENT
the entity named above is _____.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida
Statutes, means a violation of any state or federal law by a person with respect to and
directly related to the transaction of business with any public entity or with an agency or
political subdivision of any other state or with the United States, including but not limited to,
any Bid or contract for goods or services to be provided to any public entity or an agency or
political subdivision of any other state or of the United States and involving antitrust, fraud,
theft, bribery, collusion, racketeering, conspiracy, material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(l)(b), Florida
Statutes, means a finding of guilt or a conviction of a public entity crime, with or without
an adjudication guilt, in any federal or state trial court of record
relating to charges brought by indictment information after July 1, 1989, as a result of
a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida
Statutes, means

1. A predecessor or successor of a person convicted of a public entity crime: or
 2. An entity under the control of any natural person who is active in the management of t entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Paragraph 287.133(1)(8), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which Bids or applies to Bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
8. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)
- Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies.)
- There has been a proceeding concerning the conviction before a hearing of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)
- The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove

the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

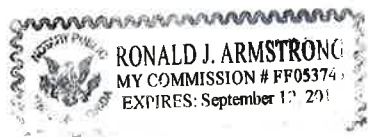
 The person or affiliate has not been put on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services.)

Frank P. Toppino
(Signature) 2-27-17
(Date)

STATE OF FL
COUNTY OF MONROE

PERSONALLY APPEARED BEFORE ME, the undersigned authority,
FRANK P. TOPPINO who, after first being sworn by me, affixed his/her signature in the
(Name of individual signing)
space provided above on this 27 day of FEB, 2017.

My commission expires:



Ronald J. Armstrong
NOTARY PUBLIC

Attachment N
Non-Collusion Declaration and Compliance

NON-COLLUSION DECLARATION AND COMPLIANCE WITH 49 CFR §29

ITEM/SEGMENT NO.: _____
F.A.P. NO.: _____
PARCEL NO.: _____
COUNTY OF: MONROE
BID LETTING OF: _____, 3-2-17

I, FRANK P. TOPPINO, hereby
declare that I am PRESIDENT (NAME) of CHARLEY TOPPINO & SONS, INC.
Of KEY WEST, FL 33040 (TITLE) (FIRM)
(CITY AND STATE)

and that I am the person responsible within my firm for the final decision as to the price(s)
and amount of this Bid on this Project.

I further declare that:

1. The prices(s) and amount of this bid have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition with any other contractor, bidder or potential bidder.
2. Neither the price(s) nor the amount of this bid have been disclosed to any other firm or person who is a bidder or potential bidder on this project, and will not be so disclosed prior to the bid opening.
3. No attempt has been made or will be made to solicit, cause or induce any other firm or person to refrain from bidding on this project, or to submit a bid higher than the bid of this firm, or any intentionally high or non-competitive bid or other form of complementary bid.
4. The bid of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary bid.
5. My firm has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any firm or person, or offered, promised or paid cash or anything of value to any firm or person, whether in connection with this or any other project, in consideration for an agreement or promise by any firm or person to refrain from bidding or to submit a complementary bid on this project.
6. My firm has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any firm or person, and has not been promised or paid cash or anything of value by any firm or person, whether in connection with this or any other project, in consideration for my firm's submitting a complementary bid, or agreeing to do so, on this project.
7. I have made a diligent inquiry of all members, officers, employees, and agents of my firm with responsibilities relating to the preparation, approval or submission of my firm's bid on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or

other conduct inconsistent with any of the statements and representations made in this Declaration.

8. As required by Section 337.165, Florida Statutes, the firm has fully informed the City of Key West in writing of all convictions of the firm, its affiliates (as defined in Section 337.165(l)(a), Florida Statutes), and all directors, officers, and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public contract or for violation of any state or federal law involving fraud, bribery, collusion, conspiracy or material misrepresentation with respect to a public contract. This includes disclosure of the names of current employees of the firm or affiliates who were convicted of contract crimes while in the employ of another company.

9. I certify that, except as noted below, neither my firm nor any person associated therewith in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, and/or position involving the administration of Federal funds:

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions, as defined in 49 CFR §29.110(a), by any Federal department or agency;

(b) has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against him or her for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, State or local government transaction or public contract; violation of Federal or State antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

(c) is presently indicted for or otherwise criminally or civilly charged by a Federal, State or local governmental entity with commission of any of the offenses enumerated in paragraph 9(b) of this certification; and

(d) has within a three-year period preceding this certification had one or more Federal, State or local government public transactions terminated for cause or default..

10. I(We), certify that I(We), shall not knowingly enter into any transaction with any subcontractor, material supplier, or vendor who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this contract by any Federal Agency unless authorized by the Department.

Where I am unable to declare or certify as to any of the statements contained in the above stated paragraphs numbered (1) through (10), I have provided an explanation in the "Exceptions" portion below or by attached separate sheet.

EXCEPTIONS:

(Any exception listed above will not necessarily result in denial of award, but will be considered in determining bidder responsibility. For any exception noted, indicate to whom it applies, initiating agency and dates of agency action.

Providing false information may result in criminal prosecution and/or administrative sanctions.)

I declare under penalty of perjury that the foregoing is true and correct.

CONTRACTOR: (Seal)

BY: FRANK P. TOPPINO, PRESIDENT

NAME AND TITLE PRINTED

BY: Frank P. Toppino
SIGNATURE

WITNESS: RONALD J. ARMSTRONG

WITNESS: Ronald J. Armstrong

Executed on this 27 day of FEB., 2017

**FAILURE TO FULLY COMPLETE AND EXECUTE THIS DOCUMENT MAY RESULT
IN THE BID BEING DECLARED NONRESPONSIVE**

Attachment O
Florida Trench Safety Act Compliance

FLORIDA TRENCH SAFETY ACT COMPLIANCE
Trench Excavation Safety System and Shoring

CERTIFICATION

All excavation, trenching, and related sheeting, bracing, etc. on this project shall conform to the requirements of the Florida Trench Safety Act (90-96, CS/SB 2626), which incorporates by reference, OSHA's excavation safety standards, 29 CFR 1926.650 Subpart P including all subsequent revisions or updates to these standards.

By submission of this bid and subsequent execution of this Contract, the undersigned certifies compliance with the above mentioned standards and further stipulates that all costs associated with this compliance are detailed below as well as included in their lump sum bid amount.

Summary of Costs:

Trench Safety Measure	Units	Quantity	Unit Cost	Extended Cost
A. <u>TRENCH BOX</u>	<u>EA</u>	<u>1</u>	<u>\$1,000.00</u>	<u>\$1,000.00</u>
B. _____	_____	_____	_____	_____

Frank P. Toppino

Signature

FEB. 27, 2017

Date

STATE OF FL

COUNTY OF MONROE

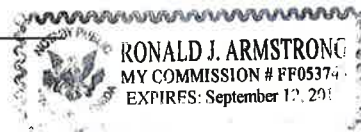
PERSONALLY APPEARED BEFORE ME, the undersigned authority,
FRANK P. TOPPINO _____, who, after first being sworn by me affixed his /her signature
in the space,

provided above on the 27 day of FEB, ~~2017~~ 2017

Ronald J. Armstrong
Notary Public

(Seal)

MY COMMISSION EXPIRES: _____



Attachment P
Cone of Silence Affidavit

CONE OF SILENCE AFFIDAVIT

STATE OF FL)

: SS

COUNTY OF MONROE)

I the undersigned hereby duly sworn depose and say that all owner(s), partners, officers, directors, employees and agents representing the firm of CHARLEY TOPPINO & SONS, INC. have read and understand the limitations and procedures regarding communications concerning City of Key West issued competitive solicitations pursuant to City of Key West Ordinance Section 2-773 Cone of Silence (attached).

Frank P. Toppino

(signature)

2-27-17

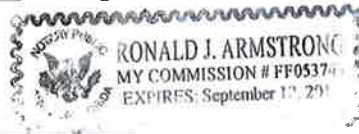
(date)

Sworn and subscribed before me this

27 Day of FEB., ~~2015~~ XXXX 2017

Ronald J. Armstrong

NOTARY PUBLIC, State of FL at Large



My Commission Expires: _____

Attachment Q
Equal Benefits for Domestic Partners

EQUAL BENEFITS FOR DOMESTIC PARTNERS AFFIDAVIT

STATE OF FL)

: SS

COUNTY OF MONROE)

I, the undersigned hereby duly sworn, depose and say that the firm of CHARLEY TOPPINO & SONS, INC. provides benefits to domestic partners of its employees on the same basis as it provides benefits to employees' spouses per City of Key West Ordinance Sec. 2-799.

Frank P. Joppino

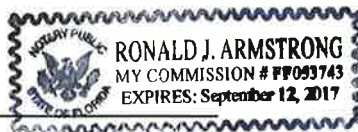
By:

Sworn and subscribed before me this

27 day of FEB., ~~2015~~ 2017

Ronald J. Armstrong
NOTARY PUBLIC, State of FL at Large

My Commission Expires: _____



Attachment C
Cost Proposal - Package No. 2

PACKAGE NO. 2 - COST PROPOSAL

for
TRUMAN ANNEX / NOAA SEAWALL
KEY WEST, FLORIDA

NOTE TO PROPOSER: Use ink, preferably BLACK, for completing this proposal form.

To: City Clerk, City of Key West

Address: 1300 White Street
Key West, Florida 33040

Project Title: Truman Annex / NOAA Seawall
Key West, Florida

CITY Project No.: RFP 004-17

PROPOSER'S person to contact for additional information on the
Proposal:

Name: ANDREW TOPPINO

Telephone Number: 305 296-5606

BIDDER'S DECLARATION AND UNDERSTANDING

The undersigned hereinafter called the Design/Build Proposer, declares that the only persons or parties interested in this Proposal are those names herein, that this Proposal is, in all respects, fair and without fraud, that it is made without any connection or collusion with any person submitting another Proposal on this Contract.

The Proposer further declares that the Design/Build Proposer has carefully examined the Request for Proposal for design and construction of the Project, that the Proposer attended the Pre-proposal Meeting, that the Proposer has personally inspected the site, that the Proposer has satisfied himself as to the scope of the Project, including, but not limited to required design work, permitting conditions, conditions of construction work involved, quantities of equipment, materials, and building systems as well as the detailed requirements of the Contract, and that this Proposal is made according to the provisions and under the terms of the Contract. Furthermore, the Proposer acknowledges all information presented in the Instructions to Proposers.

The Proposer further agrees that the Proposer has exercised his own judgment regarding interpretation of the Design Criteria information and has utilized all data, which the Proposer believes pertinent from CITY and other sources in arriving at his conclusions.

Contract Execution and Bonds

The Design/Build Proposer agrees that upon receiving notice of City's intent to accept this Proposal the Bidder will, within 15 working days after Notice of Award, sign the Contract, submit the executed Performance and Payment Bonds, and will, to the extent of his Proposal, furnish all design and machinery, tools, apparatus, and other means of construction and do the work and furnish all materials necessary to complete all work as specified or indicated in the Design Criteria and Contract and General and Supplementary Conditions.

Certificates of Insurance

The Design/Build Proposer further agrees to furnish to the City, before signing of the Contract, the certificates of insurance as specified in the Request for Proposal Documents. The CITY shall be listed as additionally insured on all Insurance Certificates.

Start of Project and Contract Completion Time

The Design/Build Proposer further agrees to begin work within ten (10) calendar days after the date of the Notice to Proceed and that construction shall be substantially complete and also completed and ready for final payment and acceptance by, the CITY as set forth in the Design/Build contract

Liquidated Damages

Liquidated damages, in the amount and in accordance with the terms stated in the Agreement, shall be paid by the Proposer for each day from the time specified for the completion of the Contract until final acceptance of the Work in accordance with the Agreement. This is estimated as fixed damages to the CITY for failure to complete the Work

in the time specified. This charge shall be made, unless the CITY shall grant an extension of time for the completion of the Work.

Addenda

The Design/Build Proposer hereby acknowledges that he has received Addenda No's 1, 2, 3, 4, _____ (Bidder shall insert No. of each Addendum received) and agrees that all Addenda issued are hereby made part of the Contract Documents, and the Bidder further agrees that the Proposal includes all impacts resulting from said Addenda.

Sales and Use Taxes

The Design/Build Proposer agrees that all sales and use taxes are included in the stated bid prices for the work, unless provision is made herein for the Proposer to separately itemize the amount of sales tax.

Lump Sum Work

The Design/Build Proposer further proposes to accept as full payment for the work proposed herein the amounts computed under the provisions of the Contract Documents and based on the following lump sum amounts, it being expressly understood that the amounts are independent of the exact quantities involved. The Design/Build Proposer agrees that the amounts represent a true measure of the labor and materials required to perform the work, including all allowances for overhead and profit for each type of work called for in these Contract Documents. The amounts shall be shown in both words and figures. In case of a discrepancy, the amount shown in words shall govern.

Preliminary Schedule of Values

Preliminary Schedule of Values prepared in accordance with General Conditions, Paragraph 2.04.B.3 shall be attached to this Cost Proposal Package. Final Schedule of Values shall be developed in accordance with the Contract subject to approval of the City.

Public Entity Crimes

"A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list." See Attachment M.

Florida Trench Safety Act

The Design/Build Proposer further acknowledges that, included in the various items of the Proposal and in the total bid price are costs for complying with the Florida Trench Safety Act (90-96, Laws of Florida) effective October 1, 1990. These costs shall not be paid for in a separate bid item. See Attachment O.

Permits

Design / Build Proposer shall obtain and pay for any permits required for execution of the work. Separate permits will be required by the City of Key West Building Department. No permits will be waived.

The CITY has received Permits from FDEP Permit: 44-0341846-001-EE and ACOE Permit: SAJ-2016-00621 (NW-CGM)/SER-2016-18029. Permits enclosed as Appendices ii and iii respectively.

The Design/Builder shall apply for a building permit and substantially comply with all permit approvals and/or modify these permits, as necessary, to incorporate any changes in design concepts or operational procedures incorporated during the design.

Total Base Bid Amount

The Design/Build Proposer agrees to accept as full payment for the Work proposed under this Project, as herein specified and as shown on the Drawings and Engineering Design Standards, the following Total Base Bid amount and building permit allowance:

1. Administrative NTP No. 1 (includes furnishing a full progress schedule in accordance with technical specifications section, submittals schedule, and schedule of values)

1 Lump Sum \$ 20,000.00

2. Design NTP No. 2 (includes design reaching 100% submittal and securing all Permits)

1 Lump Sum \$ 85,000.00

3. Construction NTP No. 3 (Includes mobilization, installing sheet pile wall With tie-back anchors and concrete cap, electrical, plumbing, stormwater piping, and dock/wood piling removal and replacement)

1 Lump Sum \$ 1,233,912.00

TOTAL OF BASE BID ITEMS 1 THROUGH 3 LISTED ABOVE:

Total of lump sum items 1 - 3 \$ 1,338,912.00

ONE MILLION THREE HUNDRED THIRTY EIGHT THOUSAND NINE HUNDRED TWELVE--00/100

_____ Dollars & _____ Cents
(amount written in words)

Alternates:

Listed below are alternate options that will be considered by the City. These options, if accepted by the City will be additions to or deductions from the Total Base Bid Amount stated above. Acceptance of alternates will be at the sole discretion of the City.

ALTERNATE A – TARGUARD Coal Tar Epoxy (Lump Sum)

Under this alternate bid item, the Design/Builder must achieve coating the top 25 feet of steel sheet pile sheets on both sides with a 16-Mil minimum thickness of TARGUARD Coal Tar Epoxy.

Acceptance of Alternate A – TARGUARD Coal Tar Epoxy would increase the Total Base Bid Price.

1	Lump Sum	\$ <u>59,000.00</u>
---	----------	----------------------------

ALTERNATE B – Seawall Length Adjustment (Unit Price)

Under this alternate bid item, the Design/Builder will reduce the overall wall length by the City selected footage. This unit price deduction per foot of wall would be inclusive all associated material, labor, and overhead cost.

Acceptance of Alternate B – Overall Seawall Length Adjustment would decrease the Total Base Bid Price.

1	Lineal Foot of Seawall	\$ <u>1,900.00</u>
---	------------------------	---------------------------

ALTERNATE C – TARGUARD Coal Tar Epoxy Adjustment

Under this alternate bid item, the Design/Builder will reduce the overall wall length by the City selected footage, thus reducing the required TARGUARD Coal Tar Epoxy coating. This unit price deduction per foot of wall coating would be inclusive all TARGUARD Coal Tar Epoxy associated material, labor, and overhead cost.

Acceptance of Alternate C – TARGUARD Coal Tar Epoxy Adjustment would decrease the Total Base Bid Price:

1	Lineal Foot of Seawall	\$ <u>160.00</u>
---	------------------------	-------------------------

PRELIMINARY SCHEDULE OF VALUES

NOAA SEAWALL PROJECT					
CITY OF KEY WEST					
NTP 1					
Administrative	1	LS	\$ 20,000.00	\$	20,000.00
NTP 2					
Design	1	LS	\$ 85,000.00	\$	85,000.00
NTP 3					
General Conditions	1	LS	\$ 192,562.00	\$	192,562.00
Maintenance of Traffic	1	LS	\$ 3,125.00	\$	3,125.00
Temporary Fencing	1	LS	\$ 7,500.00	\$	7,500.00
Turbidity Barrier	1	LS	\$ 15,000.00	\$	15,000.00
Erosion Control	1	LS	\$ 1,500.00	\$	1,500.00
Demolition & Sitework	1	LS	\$ 132,500.00	\$	132,500.00
Sheetpiles + Concrete Work	1	LS	\$ 739,040.00	\$	739,040.00
Electrical	1	LS	\$ 77,060.00	\$	77,060.00
Utilities	1	LS	\$ 50,000.00	\$	50,000.00
Stone	1	LS	\$ 15,625.00	\$	15,625.00
Total	-	-	-	\$	1,338,912.00

SURETY

The Performance and Payment Bonding will be furnished by a Surety. The Surety who will provide the Payment and Performance Bonding will be TRAVELERS CASUALTY & SURETY

Whose address is ONE TOWER SQUARE,
HARTFORD Street CT 06183
City State Zip Code

PROPOSER

The name of the Design/Build Proposer submitting this Proposal is _____
CHARLEY TOPPINO & SONS, INC., doing business at

P.O. BOX 787 KEY WEST FL 33041
Street City State Zip Code

which is the address to which all communications concerned with this Proposal and with the Contract shall be sent.

The names of the principal officers of the corporation submitting this Proposal, or of the partnership, or of all persons interested in this Proposal as principals are as follows:

- _____
FRANK P. TOPPINO PRESIDENT
- _____
EDWARD TOPPINO, SR SECRETARY
- _____
DANIEL P. TOPPINO, ASSISTANT SECRETARY
- _____
RICHARD J. TOPPINO, ASSISTANT TREASURERER

Attachment D
Bid Bond

STATE OF FLORIDA)
)
COUNTY OF Miami Dade)

KNOW TO ALL MEN BY THESE PRESENTS, that we,

Charley Toppino & Sons, Inc.

hereinafter called the PRINCIPAL, and

Travelers Casualty and Surety Company of America

hereinafter called SURETY, are held and firmly bound unto City of Key West, hereinafter called OWNER, in the sum of

5% of Bid Proposal Submitted DOLLARS (\$ -----5%-----) lawful

money of the United States of America, for the payment of which well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, by these presents.

THE CONDITION OF THIS BOND IS SUCH THAT:

WHEREAS, the PRINCIPAL contemplates submitting or has submitted a bid to the OWNER for the furnishing of all design, labor, materials, equipment, machinery, tools, apparatus, means of transportation for, and the performance of the work covered in the Request for Proposal, entitled:

Truman Annex / NOAA Seawall, Key West, Florida

WHEREAS, it was a condition precedent to the submission of said bid that a cashier's check, certified check, or bid bond in the amount of 5 percent of the total bid to be submitted with said bid as a guarantee that the PRINCIPAL, would, if notified of OWNER'S intent to award the Contract to the PRINCIPAL, enter into a written Contract with the OWNER for the performance of said Contract, within 15 consecutive calendar days after written notice having been given of the award of the Contract.

NOW, THEREFORE, the conditions of this obligation are such that if the PRINCIPAL accepts within 15 consecutive calendar days after written notice of such intended award executes and delivers to the OWNER the written Contract with the OWNER and furnishes the Performance and Payment Bonds, each in an amount equal to 100 percent of the total bid, satisfactory to the OWNER, then this obligation shall be void; otherwise the sum herein stated shall be due and payable to the OWNER and the SURETY herein agrees to pay said sum immediately upon demand of the OWNER in good and lawful money of the United States of America, as liquidated damages for failure thereof of said PRINCIPAL.

IN WITNESS WHEREOF, the said
as PRINCIPAL herein, has caused these presents to be signed in its name by its and
attested by its
under its corporate seal, and the said
as SURETY herein, has caused these presents to be signed in its name by its
corporate seal, this 16th day of February A.D., 2017.

Signed, sealed and delivered in
the presence of:

Ronald Armstrong

Title President

As to Principal

William L. Parker

William L. Parker

Attorney-in-Fact

(Power-of-Attorney to be attached)

William L. Parker

As to Surety

Charley Toppino & Sons, Inc.
Principal-Contractor

By Frank P. Toppino

Travelers Casualty and Surety Company of America
Surety

By

William L. Parker

William L. Parker, Attorney in Fact & FL Res Agent

By

William L. Parker

William L. Parker, FL Res Agent
Resident Agent

END OF SECTION



POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 230629

Certificate No. 006719170

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

William L. Parker, Davor I. Mimica, Ileana M. Bauza, William Frederick Kleis, and Eduardo A. Menendez

of the City of Miami, State of Florida, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 25th day of March, 2016.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut
City of Hartford ss.

By: [Signature]
Robert L. Raney, Senior Vice President

On this the 25th day of March, 2016, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
My Commission expires the 30th day of June, 2016.



[Signature]
Marie C. Tetreault, Notary Public

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt

Holder must meet all City zoning and use provisions.

P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name T AND B DRILLING LLC CtINbr:0018407
Location Addr M M 9 ROCKLAND KEY
Lic NBR/Class 17-00022594 CONTRACTOR - SPEC WELL DRILLING
Issue Date: August 17, 2016 Expiration Date:September 30, 2017
License Fee \$103.00
Add. Charges \$0.00
Penalty \$0.00
Total \$103.00

Comments: LEONARD, GEORGE, QUALIFIER

KARL STICKLE, SECONDARY QUALIFI

This document must be prominently displayed.

T AND B DRILLING INC

T AND B DRILLING LLC
P.O. BOX 787

KEY WEST FL 33041

Oper: KEYBID Date: 8/17/16 Sl. Type: CC Dr: 1
2017 Receipt no: 26505

OR LIC OCCUPATIONAL RENEWAL
1.00

Trans number: \$103.00
CK CHECK 8030 308755
\$103.00

Trans date: 8/17/16 Time: 14:15:15

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt

Holder must meet all City zoning and use provisions.

P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name CHARLEY TOPPINO & SONS (EDWAR) CTINbr:0005358
 Location Addr MM 8 1/2 ROCKLAND KEY
 Lic NBR/Class 17-00017557 CONTRACTOR - REG ENGINEERING I
 Issue Date: July 14, 2016 Expiration Date:September 30, 2017
 License Fee \$325.00
 Add. Charges \$0.00
 Penalty \$0.00
 Total \$325.00

Comments:

This document must be prominently displayed.

CHARLEY TOPPINO & SONS, INC.

CHARLEY TOPPINO & SONS (EDWAR)
 EDWARD TOPPINO
 P.O. BOX 787
 KEY WEST FL 33041

Oper: KEWARD Type: OC Draspt 1
 Date: 7/20/16 55 Receipt no: 2294
 2017 17557
 OR LIC 000 PATTONAL RENEAL
 Trans number: 1.00 \$325.00
 OK CHECK 67842 306160
 \$975.00
 Trans date: 7/20/16 Time: 5:00:41

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt

Holder must meet all City zoning and use provisions.

P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name CHARLEY TOPPINO & S (FRANK RG) CTINbr: 0005344
 Location Addr 2011 FLAGLER AVE
 Lic NBR/Class 17-00023997 CONTRACTOR - REG GENERAL
 Issue Date: July 14, 2016 Expiration Date: September 30, 2017
 License Fee \$325.00
 Add. Charges \$0.00
 Penalty \$0.00
 Total \$325.00

Comments:

This document must be prominently displayed.

FRANK P. TOPPINO

CHARLEY TOPPINO & S (FRANK RG)

POB 787

KEY WEST FL 33041

OPER: KEYWELD Type: OC Drwg: 1
 Date: 7/20/16 55 Receipt no: 22594
 2017 2397
 OR LIC 000 PATIIONAL RENEWAL
 1.00
 Trans number: 67242 \$325.00
 CK DEBK \$975.00
 Trans date: 7/20/16 Time: 9:00:41

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt

Holder must meet all City zoning and use provisions.

P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name CHARLEY TOPPINO & S (FRANK ENG CtInbr:0010428
Location Addr 2011 FLAGLER AVE
Lic NBR/Class 17-00023996 CONTRACTOR - REG ENGINEERING I
Issue Date: July 14, 2016 Expiration Date:September 30, 2017
License Fee \$325.00
Add. Charges \$0.00
Penalty \$0.00
Total \$325.00

Comments:

This document must be prominently displayed.

CHARLEY TOPPINO & SONS, INC.

CHARLEY TOPPINO & S (FRANK ENG
FRANK TOPPINO
P.O. BOX 787
KEY WEST FL 33041

Oper: KEYWORD Type: OC Drawer: 1
Date: 7/20/16 SS Receipt no: 22594
23996
OR LIC COD/PAT/ONAL RENEWAL
1.00
Trans number: 67942 \$325.00
DK CHECK \$575.00

Trans date: 7/20/16 Time: 5:00:41

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

LICENSE NUMBER
RG0045369

The GENERAL CONTRACTOR
Named below HAS REGISTERED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2017

(INDIVIDUAL MUST MEET ALL LOCAL LICENSING
REQUIREMENTS PRIOR TO CONTRACTING IN ANY AREA)

TOPPINO, FRANK P
CHARLEY TOPPINO & SONS INC
POST OFFICE BOX 787
KEY WEST FL 33041-0787



ISSUED: 08/10/2015

DISPLAY AS REQUIRED BY LAW

SEQ # L1508100001321

**2016 / 2017
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2017**

RECEIPT# 30140-89799

Business Name: CHARLEY TOPPINO & SONS INC

Owner Name: FRANK TOPPINO, JOHN P TOPPINO QUAL
Mailing Address: BOX 787
KEY WEST, FL 33041

Business Location: US HWY 1
KEY WEST, FL 33040
Business Phone: 305-296-5606
Business Type: CONTRACTOR (GENERAL & ENGINEERING CONTRACTORS)

Employees 70

COMP CARD: ENG I 131A /GC 152A

STATE LICENSE: CGC1518488

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
250.00	0.00	250.00	0.00	0.00	0.00	250.00

Paid 116-15-00001144 07/08/2016 250.00

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

Danise D. Henriquez, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX.
YOU MUST MEET ALL
COUNTY AND/OR
MUNICIPALITY PLANNING
AND ZONING REQUIREMENTS.

MONROE COUNTY BUSINESS TAX RECEIPT
P.O. Box 1129, Key West, FL 33041-1129
EXPIRES SEPTEMBER 30, 2017

RECEIPT# 30140-89799

Business Name: CHARLEY TOPPINO & SONS INC

Owner Name: FRANK TOPPINO, JOHN P TOPPINO QUAL
Mailing Address: BOX 787
KEY WEST, FL 33041

Business Location: US HWY 1
KEY WEST, FL 33040
Business Phone: 305-296-5606
Business Type: CONTRACTOR (GENERAL & ENGINEERING CONTRACTORS)

Employees 70

COMP CARD: ENG I 131A /GC 15

STATE LICENSE: CGC1518488

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
250.00	0.00	250.00	0.00	0.00	0.00	250.00

Paid 116-15-00001144 07/08/2016 250.00

**2016 / 2017
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2017**

RECEIPT# 39140-67814

Business Name: MONROE CONCRETE PRODUCTS INC

Owner Name: FRANK AND GEORGE TOPPINO
Mailing Address:

PO DRAWER 1149
KEY WEST, FL 33041

Business Location: MM 9 ROCKLAND KEY
KEY WEST, FL 33040

Business Phone: 305-296-9164
Business Type: MANUFACTURING (MANUFACTURING CONCRETE)

Employees 10

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
30.00	0.00	30.00	0.00	0.00	0.00	30.00

Paid 107-15-00000899 07/11/2016 30.00

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

Danise D. Henriquez, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX.
YOU MUST MEET ALL
COUNTY AND/OR
MUNICIPALITY PLANNING
AND ZONING REQUIREMENTS.

MONROE COUNTY BUSINESS TAX RECEIPT
P.O. Box 1129, Key West, FL 33041-1129
EXPIRES SEPTEMBER 30, 2017

RECEIPT# 39140-67814

Business Name: MONROE CONCRETE PRODUCTS INC

Owner Name: FRANK AND GEORGE TOPPINO
Mailing Address:

PO DRAWER 1149
KEY WEST, FL 33041

Business Location: MM 9 ROCKLAND KEY
KEY WEST, FL 33040

Business Phone: 305-296-9164
Business Type: MANUFACTURING (MANUFACTURING CONCRETE)

Employees 10

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
30.00	0.00	30.00	0.00	0.00	0.00	30.00

Paid 107-15-00000899 07/11/2016 30.00

**2016 / 2017
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2017**

RECEIPT# 53110-25514

Business Name: ROCKLAND RECYCLING CENTER ENERGY
COMMONS INC DBA

Owner Name: FRANK & EDWARD & GEORGE TOPPINO
Mailing Address:

P O BOX 1149
KEY WEST, FL 33041

Business Location: MM 8.5 US HWY 1
KEY WEST, FL 33040

Business Phone: 305-296-5606
Business Type: WHOLESALE SALES (RECYCLING CONST DEBRIS)

0

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
30.00	0.00	30.00	0.00	0.00	0.00	30.00

Paid 116-15-00001144 07/08/2016 30.00

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

Danise D. Henriquez, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX.
YOU MUST MEET ALL
COUNTY AND/OR
MUNICIPALITY PLANNING
AND ZONING REQUIREMENTS.

MONROE COUNTY BUSINESS TAX RECEIPT

P.O. Box 1129, Key West, FL 33041-1129
EXPIRES SEPTEMBER 30, 2017

RECEIPT# 53110-25514

Business Name: ROCKLAND RECYCLING CENTER ENERGY
COMMONS INC DBA

Owner Name: FRANK & EDWARD & GEORGE TOPPINO
Mailing Address:

P O BOX 1149
KEY WEST, FL 33041

Business Location: MM 8.5 US HWY 1
KEY WEST, FL 33040

Business Phone: 305-296-5606
Business Type: WHOLESALE SALES (RECYCLING CONST DEBRIS)

0

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
30.00	0.00	30.00	0.00	0.00	0.00	30.00

Paid 116-15-00001144 07/08/2016 30.00

**2016 / 2017
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2017**

RECEIPT# 30140-99340

Business Name: T AND B DRILLING LLC

Owner Name: FRANK P TOPPINO, GEORGE LEONARD
Mailing Address: QUALIFIER
PO BOX 787
KEY WEST, FL 33041

Business Location: MM 9 ROCKLAND KEY
KEY WEST, FL 33040
Business Phone: 305-296-5606
Business Type: CONTRACTOR (WELL DRILLING)

Employees 5

STATE LICENSE: 2947

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
20.00	0.00	20.00	0.00	0.00	0.00	20.00

Paid 107-15-00002231 08/17/2016 20.00

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

Danise D. Henriquez, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX.
YOU MUST MEET ALL
COUNTY AND/OR
MUNICIPALITY PLANNING
AND ZONING REQUIREMENTS.

MONROE COUNTY BUSINESS TAX RECEIPT
P.O. Box 1129, Key West, FL 33041-1129
EXPIRES SEPTEMBER 30, 2017

RECEIPT# 30140-99340

Business Name: T AND B DRILLING LLC

Owner Name: FRANK P TOPPINO, GEORGE LEONARD
Mailing Address: QUALIFIER
PO BOX 787
KEY WEST, FL 33041

Business Location: MM 9 ROCKLAND KEY
KEY WEST, FL 33040
Business Phone: 305-296-5606
Business Type: CONTRACTOR (WELL DRILLING)

Employees 5

STATE LICENSE: 2947

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
20.00	0.00	20.00	0.00	0.00	0.00	20.00

Paid 107-15-00002231 08/17/2016 20.00



THE CITY OF KEY WEST

Post Office Box 1409
Key West, FL 33041-1409

ADDENDUM NO. 2
RFP 004-17
PROJECT TR1503 – TRUMAN ANNEX / NOAA
SEAWALL

This addendum is issued as supplemental information to the proposal package for clarification of certain matters of both a general and a technical nature. The referenced proposal package is hereby addended in accordance with the following items:

Exhibit 1. February 15, 2017 Pre-Proposal Conference Minutes with meeting attendee Sign-In Sheet

Emailed Questions and Answers:

Question 1. Received on February 14, 2017 - Is the contract time set by the Design/Builder in their proposal or does the Bid Documents set a specific time frame?

Answer: Attachment E – “Contract” specifies each Notice to Proceed time duration and the time from the first NTP Administration issuance to Substantial Completion duration as one hundred eighty (180) calendar days.

Question 2. Received on February 15, 2017 – Was the pre-proposal conference attendance mandatory?

Answer: The “Information and Instructions to Proposers, Section 1.2.4 Pre-Proposal Conference” does not mandate potential proposer attendance at the pre-proposal conference.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 2 by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature

CHARLEY TOPPINO & SONS, INC.

Name of Business



THE CITY OF KEY WEST
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

Truman Annex / NOAA Seawall RFP 004-17
Pre-Proposal Meeting
Wednesday, February 15, 2017 9:30 AM

Minutes

1. Project Scope Overview

- Design and Build a new 370 feet long sheetpiling seawall with concrete cap and tie-back anchors waterward of the existing seawall at the NOAA Key West facility.
- Project includes ancillary work of relocating utilities from waterside of existing wall to underground landward of the existing wall, removing and replacing existing wooden mooring piles, and removing and replacing portions of the five dock platforms with access security gates and lighting.
- Project is on both 70' of City of Key West property and 260' of National Marine Sanctuary property. **City property begins at boat ramp wall**

2. Project Schedule

- Proposal Opening Date – Thursday, March 2nd at 3:00 PM – **Proposal submission requires a Letter of Transmittal and 2 separate sealed envelopes: 1 Technical Proposal and 1 Cost Proposal**
- City Commission Contract Award – April 2017 **City intends awarding project within 30 days**
- Notice to Proceed Issuance – April 2017
- Completion – January 2018 – **Total Project Duration and individual Notice to Proceed Numbers 1 thru 3 specified in Contract.**

3. Proposal Preparation Considerations

- Proposal Preparation requires submitting a Letter of Transmittal, Technical Proposal and Cost Proposal per the Request for Proposals and Instructions to Proposers stipulations – reference pages 1 through 20
- Proposal Preparation Questions must be submitted only in writing to the City and no later than 5 calendar days prior to the opening date – reference Addendum no. 1, therefore the questions submittal deadline is Friday, February 24, 2017. Answers to written questions will be provided by an Addendum. **Reiterated Addendum no. 1 revised question deadline from 10 to 5 days prior to opening date.**
- City Forms – Completed Forms are a requirement of the Technical Proposal – Package No. 1 reference Attachments J through Q
- Proposal Type – Lump Sum – Total Base Amount broken into 3 Notice to Proceed issuances reference Attachment C – Cost Proposal – Cost Proposal consists of City issuing 3 Notice to Proceeds – **NTP 1 Administration, NTP 2 Design, and NTP 3 Construction**
- Preliminary Schedule of Values – shall be provided with Cost Proposal – Package No. 2 reference Attachment A – Proposal Checklist
- Bid Security - 5% of Total Base Amount shall be provided with Cost Proposal – Package No. 2 reference Attachment A
- Contract Award - 120 days from Proposals opening – reference page 10
- Contract Award Basis on the highest combined Technical and Cost Proposal Packages evaluation scores – reference pages 21 through 23

- Contract Bonds such as; Performance and Payment Bonds are a Contract Requirement – reference Attachments F and G
- **Added the item ODP - Request for Proposals offers City the option of implementing an Owner Direct Purchase Program (ODP) and the ODP is detailed in Attachment R.**

2. Project General Considerations

- Operating Florida Keys Marine Sanctuary and NOAA facility will require design/builder maintaining property owners access to facilities

5. Project Administration

- Construction Engineering and Quality Assurance Inspection by Tetra Tech **introduced Stuart McGahee as representing Tetra Tech in this capacity.**
- Construction Administration and Field Inspection by City of Key West **introduced Kreed Howell as representing City of Key West in this capacity.**

6. Project Technical Considerations

- General Project Description – **Exposed existing sheet piling toe is driving need for project. Project intent is installing new sheet piling with concrete cap and tie back anchors on waterside of existing wall. New sheet piling system installation requires removing and replacing sections of docks, dock security gates, and dock light poles. Utilities will be removed from the existing seawall and new utilities install underground landward of the existing seawall. Existing railroad track system near boat ramp wall is noted as an excavation obstruction and removing a portion of this track system will be a requirement of new tie-back installation. Project Design/Build requirement driven by unknown existing tie-back configuration does not allow for fully designing new tie-back system**
- Scope of Services:
 - Project Management
 - Permitting – **Marine Resources (corals) surveyed and relocated by National Marine Sanctuary**
 - Design – **Design of tie-back anchors, deadman, concrete cap configuration and concrete mix design are a requirement. Cost proposal shall include conceptual design of concrete cap transverse reinforcing (stirrups) spacing at 9" o.c. and Grade 50 Type ASTM A690 (Marine Steel) minimum length of 35' cold rolled steel sheet piling.**
 - Construction
 - Deliverables
- Design Standards:
 - Demolition – **Chainlink fence gate will be replaced under Truman Waterfront Park construction scope – per Jim Bouquet. Fence removal will be a requirement of seawall construction project scope.**
 - Basin Wall
 - Mooring Piles – **Overall individual wood mooring pile lengths installed may be adjusted from an assumed 45' length in conceptual design. Conceptual design**

assumes 25' embedment. Coring will be a requirement before driving mooring piles.

- Docks - **A continuous single dock access will not be a requirement during construction – Craig Hollingsworth stated at pre-proposal conference project site walk through.**
- Electrical and Water
- **Value Engineering Suggestion per Stuart McGahee – The Conceptual Design of sheet piling required section thickness and length is based on a sandy material soils classification, while the geotechnical report indicates a crushed limestone material soil classification, therefore a new wall loading analysis might possibly allow adjusting the specified steel sheet piling section thickness and length.**
- FDEP Permit – **allows for working waterside without a modification to Permit. See enclosed FDEP February 15, 2017 email. However design/builder obtaining NAVY approval of marine equipment access and design/builder staging marine equipment in harbor remains a requirement.**
- ACOE Permit
- Geotechnical Report
- Conceptual Design Drawings

From: Yongue, Elizabeth <Elizabeth.Yongue@dep.state.fl.us>
Sent: Wednesday, February 15, 2017 9:35:53 AM
To: McGahee, Stuart
Subject: RE: Permitting question/Truman seawall

Hey Stu! No worries, I just needed to find the de minimis and make sure it doesn't specifically state the construction is taking place from land, which it doesn't seem to reference. You shouldn't need a modification from us, but please provide assurance that the barge will not be resting on any of the bay bottom or will not impact resources during construction, and that the appropriate BMP's will be utilized to keep any turbidity from impacting the surrounding OFW.

Thanks!
Liz Yongue
Environmental Specialist II
Florida Department of Environmental Protection
South District Marathon Office
2796 Overseas Highway, Suite 221
Marathon, Florida 33050
Phone [\(305\) 289-7079](tel:(305)289-7079)

From: McGahee, Stuart
Sent: Wednesday, February 15, 2017 6:00:38 AM
To: Yongue, Elizabeth
Subject: Permitting question/Truman seawall

Hi Liz,

We have a project pre-bid meeting this morning to talk with prospective bidders/contractors about the Truman project. This is the NOAA/City of KW wall... A question popped into my mind that I thought I should ask?

What if one of the contractors would rather use a barge instead of working from the upland. Would we have to modify the permit? How long might that take?

Any insight you have would be great. And feel free to call me if you prefer. (772) 200-5113.

Stu

Stuart McGahee
(772) 200-5113

City of Key West - RFP 004-17 Truman Annex NOAA Seawall - February 15, 2017, Pre-Proposal Meeting Sign-in Sheet

	NAME	COMPANY	PHONE NO.	E-MAIL
1	DEVON STECKLY	CKW	305-809-3747	dsteckly@cityofkeywestfl.gov
2	Lee Corrigan	Blue Goose Construction	772-332-4732	lcorrigan@bluegooseconstruction.com
3	Ryon LaChapelle	SeaTech, Inc.	305-304-8406	RYONL@SEATECH.CC
4	Ed LINDELOF	NOAA, F/K MARINE SERVICES	305-809-4713	edward.lindelo@noaa.gov
5	CRAIG HOLLINGSWORTH	NOAA - FRUMS	305-809-4763	craig.hollingsworth@noaa.gov
6	Stuart McGahee	Tetra Tech	772-781-3404	stuart.megahee@tetratech.com
7	Paul Waters	Douglas N Hissins	305-797-1014	Paul@dnhissins.com
8	Jim BOUQUET	CKW	305-809-3962	jbouquet@cityofkeywestfl.gov
9				
10				
11				
12				
13				
14				



THE CITY OF KEY WEST

Post Office Box 1409
Key West, FL 33041-1409

ADDENDUM NO. 1
RFP 004-17
PROJECT TR1503 – TRUMAN ANNEX / NOAA
SEAWALL

This addendum is issued as supplemental information to the proposal package for clarification of certain matters of both a general and a technical nature. The referenced proposal package is hereby addended in accordance with the following item in italics:

1.2.5 Questions, Interpretational Addenda

Prospective Proposers shall promptly notify the CITY in writing of all conflicts, errors, ambiguities, inconsistencies, or discrepancies that Proposers find in the Proposal Documents.

No verbal inquiries shall be received or responded to. All questions and clarification inquiries from Proposers concerning the proposals must be submitted in writing either through email, or mail. Any written inquiries must be received by CITY no later than ~~ten (10)~~ **five (5)** calendar days prior to the scheduled date for receipt of proposals. Questions will be answered in writing by the CITY and made available to all registered RFP holders. See also Section 1.2.18.

Questions should be sent to:

City of Key West

1300 White Street, Key West, FL 33040

Attn.: Devon Steckly

Email: dsteckly@cityofkeywest-fl.gov

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 1 by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

RTAm

Signature

CHARLEY TOPPINO & SONS, INC.

Name of Business



THE CITY OF KEY WEST

Post Office Box 1409
Key West, FL 33041-1409

**ADDENDUM NO. 3
RFP 004-17
PROJECT TR1503 – TRUMAN ANNEX / NOAA
SEAWALL**

This addendum is issued as supplemental information to the proposal package for clarification of certain matters of both a general and a technical nature. The referenced proposal package is hereby addended in accordance with the following items:

Exhibit 1. Shoreline Foundation, Inc. Letter dated and received by email on February 21, 2017

Question and Answer:

Question: Shoreline Foundation, Inc. requests a bid [proposal opening date] extension of two weeks.

Answer: Proposal opening date will remain March 2, 2017.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 3 by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature

CHARLEY TOPPINO & SONS, INC.

Name of Business



2781 S.W. 56th Avenue • Pembroke Park, Florida 33023
Phone: (954) 985-0460 • Fax: (954) 985-0462 • www.shorelinefoundation.com

February 21, 2017

Devon Steckly
City of Key West
1300 White Street
Key West, FL 33040

Re: Truman Annex NOAA Seawall
RFP #004-17

Subject: SFI Request for Information #1

Dear Mr. Steckly,
Due to the complexity of the utilities involved, we respectfully request a bid extension of two weeks to allow our utility subcontractors ample time to evaluate this project and submit RFIs.

Thank you for your consideration.

Respectfully Submitted,
SHORELINE FOUNDATION, INC.

Joseph Stanton
Joseph Stanton



THE CITY OF KEY WEST

Post Office Box 1409
Key West, FL 33041-1409

ADDENDUM NO. 4
RFP 004-17
PROJECT TR1503 – TRUMAN ANNEX / NOAA
SEAWALL

This addendum is issued as supplemental information to the proposal package for clarification of certain matters of both a general and a technical nature. The referenced proposal package is hereby addended in accordance with the following items:

Emailed Questions and Answers:

Question 1. Received on February 22, 2017 – What are the depth requirements for pull boxes?

Answer: Revise Sheets U-202 Electrical Utility Installation and C-112 Proposed Utility Detail Pull box notations to pull boxes shall provide a 12” minimum depth.

Question 2. Received on February 22, 2017 – Do pull boxes require a traffic rating?

Answer: Revise Sheets U-202 Electrical Utility Installation and C-112 Proposed Utility Detail Pull box notations to pull boxes shall be ANSI/SCTE 77 TIER 22 with Extra Heavy Duty Covers or equal meeting a minimum of AASHTO H-20 loading. Pull box sides shall be encased by a 6” wide x 12” deep fiber reinforced concrete and concrete shall be reinforced with 2 - #5 rebar.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 4 by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

Signature

CHARLEY TOPPINO & SONS, INC.

Name of Business

COPY
CHARLEY
TOPPINO }
SONS

Attachment C
Cost Proposal - Package No. 2

PACKAGE NO. 2 - COST PROPOSAL

for
TRUMAN ANNEX / NOAA SEAWALL
KEY WEST, FLORIDA

NOTE TO PROPOSER: Use ink, preferably BLACK, for completing this proposal form.

To: City Clerk, City of Key West

Address: 1300 White Street
Key West, Florida 33040

Project Title: Truman Annex / NOAA Seawall
Key West, Florida

CITY Project No.: RFP 004-17

PROPOSER'S person to contact for additional information on the
Proposal:

Name: ANDREW TOPPINO

Telephone Number: 305 296-5606

BIDDER'S DECLARATION AND UNDERSTANDING

The undersigned hereinafter called the Design/Build Proposer, declares that the only persons or parties interested in this Proposal are those names herein, that this Proposal is, in all respects, fair and without fraud, that it is made without any connection or collusion with any person submitting another Proposal on this Contract.

The Proposer further declares that the Design/Build Proposer has carefully examined the Request for Proposal for design and construction of the Project, that the Proposer attended the Pre-proposal Meeting, that the Proposer has personally inspected the site, that the Proposer has satisfied himself as to the scope of the Project, including, but not limited to required design work, permitting conditions, conditions of construction work involved, quantities of equipment, materials, and building systems as well as the detailed requirements of the Contract, and that this Proposal is made according to the provisions and under the terms of the Contract. Furthermore, the Proposer acknowledges all information presented in the Instructions to Proposers.

The Proposer further agrees that the Proposer has exercised his own judgment regarding interpretation of the Design Criteria information and has utilized all data, which the Proposer believes pertinent from CITY and other sources in arriving at his conclusions.

Contract Execution and Bonds

The Design/Build Proposer agrees that upon receiving notice of City's intent to accept this Proposal the Bidder will, within 15 working days after Notice of Award, sign the Contract, submit the executed Performance and Payment Bonds, and will, to the extent of his Proposal, furnish all design and machinery, tools, apparatus, and other means of construction and do the work and furnish all materials necessary to complete all work as specified or indicated in the Design Criteria and Contract and General and Supplementary Conditions.

Certificates of Insurance

The Design/Build Proposer further agrees to furnish to the City, before signing of the Contract, the certificates of insurance as specified in the Request for Proposal Documents. The CITY shall be listed as additionally insured on all Insurance Certificates.

Start of Project and Contract Completion Time

The Design/Build Proposer further agrees to begin work within ten (10) calendar days after the date of the Notice to Proceed and that construction shall be substantially complete and also completed and ready for final payment and acceptance by, the CITY as set forth in the Design/Build contract

Liquidated Damages

Liquidated damages, in the amount and in accordance with the terms stated in the Agreement, shall be paid by the Proposer for each day from the time specified for the completion of the Contract until final acceptance of the Work in accordance with the Agreement. This is estimated as fixed damages to the CITY for failure to complete the Work

in the time specified. This charge shall be made, unless the CITY shall grant an extension of time for the completion of the Work.

Addenda

The Design/Build Proposer hereby acknowledges that he has received Addenda No's 1, 2, 3, 4, _____ (Bidder shall insert No. of each Addendum received) and agrees that all Addenda issued are hereby made part of the Contract Documents, and the Bidder further agrees that the Proposal includes all impacts resulting from said Addenda.

Sales and Use Taxes

The Design/Build Proposer agrees that all sales and use taxes are included in the stated bid prices for the work, unless provision is made herein for the Proposer to separately itemize the amount of sales tax.

Lump Sum Work

The Design/Build Proposer further proposes to accept as full payment for the work proposed herein the amounts computed under the provisions of the Contract Documents and based on the following lump sum amounts, it being expressly understood that the amounts are independent of the exact quantities involved. The Design/Build Proposer agrees that the amounts represent a true measure of the labor and materials required to perform the work, including all allowances for overhead and profit for each type of work called for in these Contract Documents. The amounts shall be shown in both words and figures. In case of a discrepancy, the amount shown in words shall govern.

Preliminary Schedule of Values

Preliminary Schedule of Values prepared in accordance with General Conditions, Paragraph 2.04.B.3 shall be attached to this Cost Proposal Package. Final Schedule of Values shall be developed in accordance with the Contract subject to approval of the City.

Public Entity Crimes

"A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list." See Attachment M.

Florida Trench Safety Act

The Design/Build Proposer further acknowledges that, included in the various items of the Proposal and in the total bid price are costs for complying with the Florida Trench Safety Act (90-96, Laws of Florida) effective October 1, 1990. These costs shall not be paid for in a separate bid item. See Attachment O.

Permits

Design / Build Proposer shall obtain and pay for any permits required for execution of the work. Separate permits will be required by the City of Key West Building Department. No permits will be waived.

The CITY has received Permits from FDEP Permit: 44-0341846-001-EE and ACOE Permit: SAJ-2016-00621 (NW-CGM)/SER-2016-18029. Permits enclosed as Appendices ii and iii respectively.

The Design/Builder shall apply for a building permit and substantially comply with all permit approvals and/or modify these permits, as necessary, to incorporate any changes in design concepts or operational procedures incorporated during the design.

Total Base Bid Amount

The Design/Build Proposer agrees to accept as full payment for the Work proposed under this Project, as herein specified and as shown on the Drawings and Engineering Design Standards, the following Total Base Bid amount and building permit allowance:

1. Administrative NTP No. 1 (includes furnishing a full progress schedule in accordance with technical specifications section, submittals schedule, and schedule of values)

1 Lump Sum \$ 20,000.00

2. Design NTP No. 2 (includes design reaching 100% submittal and securing all Permits)

1 Lump Sum \$ 85,000.00

3. Construction NTP No. 3 (Includes mobilization, installing sheet pile wall With tie-back anchors and concrete cap, electrical, plumbing, stormwater piping, and dock/wood piling removal and replacement)

1 Lump Sum \$ 1,233,912.00

TOTAL OF BASE BID ITEMS 1 THROUGH 3 LISTED ABOVE:

Total of lump sum items 1 - 3 \$ 1,338,912.00

ONE MILLION THREE HUNDRED THIRTY EIGHT THOUSAND NINE HUNDRED TWELVE--00/100

_____ Dollars & _____ Cents
(amount written in words)

Alternates:

Listed below are alternate options that will be considered by the City. These options, if accepted by the City will be additions to or deductions from the Total Base Bid Amount stated above. Acceptance of alternates will be at the sole discretion of the City.

ALTERNATE A – TARGUARD Coal Tar Epoxy (Lump Sum)

Under this alternate bid item, the Design/Builder must achieve coating the top 25 feet of steel sheet pile sheets on both sides with a 16-Mil minimum thickness of TARGUARD Coal Tar Epoxy.

Acceptance of Alternate A – TARGUARD Coal Tar Epoxy would increase the Total Base Bid Price.

1 Lump Sum \$ 59,000.00

ALTERNATE B – Seawall Length Adjustment (Unit Price)

Under this alternate bid item, the Design/Builder will reduce the overall wall length by the City selected footage. This unit price deduction per foot of wall would be inclusive all associated material, labor, and overhead cost.

Acceptance of Alternate B – Overall Seawall Length Adjustment would decrease the Total Base Bid Price.

1 Lineal Foot of Seawall \$ 1,900.00

ALTERNATE C – TARGUARD Coal Tar Epoxy Adjustment

Under this alternate bid item, the Design/Builder will reduce the overall wall length by the City selected footage, thus reducing the required TARGUARD Coal Tar Epoxy coating. This unit price deduction per foot of wall coating would be inclusive all TARGUARD Coal Tar Epoxy associated material, labor, and overhead cost.

Acceptance of Alternate C – TARGUARD Coal Tar Epoxy Adjustment would decrease the Total Base Bid Price:

1 Lineal Foot of Seawall \$ 160.00

PRELIMINARY SCHEDULE OF VALUES

NOAA SEAWALL PROJECT					
CITY OF KEY WEST					
NTP 1					
Administrative	1	LS	\$	20,000.00	\$ 20,000.00
NTP 2					
Design	1	LS	\$	85,000.00	\$ 85,000.00
NTP 3					
General Conditions	1	LS	\$	192,562.00	\$ 192,562.00
Maintenance of Traffic	1	LS	\$	3,125.00	\$ 3,125.00
Temporary Fencing	1	LS	\$	7,500.00	\$ 7,500.00
Turbidity Barrier	1	LS	\$	15,000.00	\$ 15,000.00
Erosion Control	1	LS	\$	1,500.00	\$ 1,500.00
Demolition & Sitework	1	LS	\$	132,500.00	\$ 132,500.00
Sheetpiles + Concrete Work	1	LS	\$	739,040.00	\$ 739,040.00
Electrical	1	LS	\$	77,060.00	\$ 77,060.00
Utilities	1	LS	\$	50,000.00	\$ 50,000.00
Stone	1	LS	\$	15,625.00	\$ 15,625.00
Total	-	-		-	\$ 1,338,912.00

SURETY

The Performance and Payment Bonding will be furnished by a Surety. The Surety who will provide the Payment and Performance Bonding will be TRAVELERS CASUALTY & SURETY

Whose address is ONE TOWER SQUARE,
HARTFORD Street CT 06183
City State Zip Code

PROPOSER

The name of the Design/Build Proposer submitting this Proposal is _____
CHARLEY TOPPINO & SONS, INC., doing business at

P.O. BOX 787 KEY WEST FL 33041
Street City State Zip Code

which is the address to which all communications concerned with this Proposal and with the Contract shall be sent.

The names of the principal officers of the corporation submitting this Proposal, or of the partnership, or of all persons interested in this Proposal as principals are as follows:

- _____
FRANK P. TOPPINO PRESIDENT
- _____
EDWARD TOPPINO, SR SECRETARY
- _____
DANIEL P. TOPPINO, ASSISTANT SECRETARY
- _____
RICHARD J. TOPPINO, ASSISTANT TREASURER

Attachment D
Bid Bond

STATE OF FLORIDA)
)
COUNTY OF Miami Dade)

KNOW TO ALL MEN BY THESE PRESENTS, that we,
 Charley Toppino & Sons, Inc.

hereinafter called the PRINCIPAL, and
 Travelers Casualty and Surety Company of America

hereinafter called SURETY, are held and firmly bound unto City of Key West, hereinafter called
OWNER, in the sum of

5% of Bid Proposal Submitted DOLLARS (\$ ----- 5% -----) lawful

money of the United States of America, for the payment of which well and truly to be made,
we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and
severally, by these presents.

THE CONDITION OF THIS BOND IS SUCH THAT:

WHEREAS, the PRINCIPAL contemplates submitting or has submitted a bid to the OWNER
for the furnishing of all design, labor, materials, equipment, machinery, tools, apparatus,
means of transportation for, and the performance of the work covered in the Request for
Proposal, entitled:

Truman Annex / NOAA Seawall, Key West, Florida

WHEREAS, it was a condition precedent to the submission of said bid that a cashier's
check, certified check, or bid bond in the amount of 5 percent of the total bid to be
submitted with said bid as a guarantee that the PRINCIPAL, would, if notified of OWNER'S
intent to award the Contract to the PRINCIPAL, enter into a written Contract with the OWNER
for the performance of said Contract, within 15 consecutive calendar days after written notice
having been given of the award of the Contract.

NOW, THEREFORE, the conditions of this obligation are such that if the PRINCIPAL accepts
within 15 consecutive calendar days after written notice of such intended award executes and
delivers to the OWNER the written Contract with the OWNER and furnishes the Performance
and Payment Bonds, each in an amount equal to 100 percent of the total bid, satisfactory to
the OWNER, then this obligation shall be void; otherwise the sum herein stated shall be due
and payable to the OWNER and the SURETY herein agrees to pay said sum immediately upon
demand of the OWNER in good and lawful money of the United States of America, as
liquidated damages for failure thereof of said PRINCIPAL.

IN WITNESS WHEREOF, the said
as **PRINCIPAL** herein, has caused these presents to be signed in its name by its and
attested by its
under its corporate seal, and the said
as **SURETY** herein, has caused these presents to be signed in its name by its
corporate seal, this 16th day of February A.D., 2017.



Signed, sealed and delivered in
the presence of:

Ronald J. Armstrong

Charley Toppino & Sons, Inc.
Principal-Contractor

By Frank P. Toppino

Title President

As to Principal

William L. Parker

William L. Parker

Attorney-in-Fact

(Power-of-Attorney to be attached)

William L. Parker

As to Surety

Travelers Casualty and Surety Company of America
Surety

By William L. Parker

William L. Parker, Attorney in Fact & FL Res Agent

By William L. Parker

William L. Parker, FL Res Agent
Resident Agent

END OF SECTION



POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 230629

Certificate No. 006719170

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

William L. Parker, Davor I. Mimica, Ileana M. Bauza, William Frederick Kleis, and Eduardo A. Menendez

of the City of Miami, State of Florida, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 25th day of March, 2016.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut
City of Hartford ss.

By: [Signature]
Robert L. Raney, Senior Vice President

On this the 25th day of March, 2016, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
My Commission expires the 30th day of June, 2016.



[Signature]
Marie C. Tetreault, Notary Public

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt
Holder must meet all city zoning and use provisions.
P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name T AND B DRILLING LLC Ctlnbr:0018407
Location Addr M M 9 ROCKLAND KEY
Lic NBR/Class 17-00022594 CONTRACTOR - SPEC WELL DRILLING
Issue Date: August 17, 2016 Expiration Date:September 30, 2017
License Fee \$103.00
Add. Charges \$0.00
Penalty \$0.00
Total \$103.00

Comments: LEONARD, GEORGE, QUALIFIER

KARL SICKLE, SECONDARY QUALIFI

This document must be prominently displayed.

T AND B DRILLING LLC
P.O. BOX 787

KEY WEST FL 33041

T AND B DRILLING INC

Dept: REVENU Type: OC Drwg: 1
Date: 8/17/16 SI Receipt no: 25525
25594
OR LIC OCCUPATIONAL RENEWAL
1.00
Trans Number: \$103.00
DK CHECK 8030 3089753
\$103.00

Trans date: 8/17/16 Time: 14:19:16

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt

Holder must meet all City zoning and use provisions.

P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name CHARLEY TOPPINO & SONS (EDWAR) CtIDnr:0005358
Location Addr MM 8 1/2 ROCKLAND KEY
Lic MBR/Class 17-00017557 CONTRACTOR - REG ENGINEERING I
Issue Date: July 14, 2016 Expiration Date:September 30, 2017
License Fee \$325.00
Add. Charges \$0.00
Penalty \$0.00
Total \$325.00

Comments:

This document must be prominently displayed.

CHARLEY TOPPINO & SONS, INC.

CHARLEY TOPPINO & SONS (EDWAR)
EDWARD TOPPINO
P.O. BOX 787
KEY WEST FL 33041

Oper: KEY WEST Type: OC Dr: 2016
Date: 7/20/16 17557 Receipt no: 2524
OR LIC OCCUPATIONAL RENEWAL
Trans number: 67842 \$325.00
OK CHECK \$975.00
Trans date: 7/20/16 Time: 9:00:41

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt
Holder must meet all City zoning and use provisions.
P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name CHARLEY TOPPINO & S (FRANK RG) CtINbr:0005344
Location Addr 2011 FLAGLER AVE
Lic NBR/Class 17-00023997 CONTRACTOR - REG GENERAL
Issue Date: July 14, 2016 Expiration Date:September 30, 2017
License Fee \$325.00
Add. Charges \$0.00
Penalty \$0.00
Total \$325.00

Comments:

This document must be prominently displayed.

FRANK P. TOPPINO

CHARLEY TOPPINO & S (FRANK RG)
POB 787

KEY WEST FL 33041

Oper: 5/16/16 Date: 2017 Type: OC Drawer: 1
Receipt no: 22594
OR LIC 1000 PARTIAL RENEWAL
Trans number: 67842 \$325.00
OK CHECK \$975.00
Trans date: 7/20/16 Time: 9:00:41

CITY OF KEY WEST, FLORIDA

Business Tax Receipt

This Document is a business tax receipt

Holder must meet all City zoning and use provisions.

P.O. Box 1409, Key West, Florida 33040 (305) 809-3955

Business Name CHARLEY TOPPINO & S (FRANK ENG CTINbr:0010428
Location Addr 2011 FLAGLER AVE
Lic NBR/Class 17-00023996 CONTRACTOR - REG ENGINEERING I
Issue Date: July 14, 2016 Expiration Date:September 30, 2017
License Fee \$325.00
Add. Charges \$0.00
Penalty \$0.00
Total \$325.00

Comments:

This document must be prominently displayed.

CHARLEY TOPPINO & SONS, INC.

CHARLEY TOPPINO & S (FRANK ENG
FRANK TOPPINO
P.O. BOX 787
KEY WEST FL 33041

Open: 7/20/16
Date: 7/20/16
Type: B
Receipt No: 12345
OR
LICENSING DIVISION
TRANSFERRAL PERMITS
1.00
Trans Number: 67892
DK 0457
372158
1234.00
Trans date: 7/20/16 Time: 9:00:41

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
CONSTRUCTION INDUSTRY LICENSING BOARD

LICENSE NUMBER	
RG0045369	

The GENERAL CONTRACTOR
Named below HAS REGISTERED
Under the provisions of Chapter 489 FS.
Expiration date: AUG 31, 2017

(INDIVIDUAL MUST MEET ALL LOCAL LICENSING
REQUIREMENTS PRIOR TO CONTRACTING IN ANY AREA)

TOPPINO, FRANK P
CHARLEY TOPPINO & SONS INC
POST OFFICE BOX 787
KEY WEST FL 33041-0787



ISSUED: 08/10/2015

DISPLAY AS REQUIRED BY LAW

SEQ # L1508100001321

**2016 / 2017
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2017**

RECEIPT# 30140-89799

Business Name: CHARLEY TOPPINO & SONS INC

Owner Name: FRANK TOPPINO, JOHN P TOPPINO QUAL
Mailing Address: BOX 787
KEY WEST, FL 33041

Business Location: US HWY 1
KEY WEST, FL 33040
Business Phone: 305-296-5606
Business Type: CONTRACTOR (GENERAL & ENGINEERING CONTRACTORS)

Employees 70

COMP CARD: ENG I 131A /GC 152A

STATE LICENSE: CGC1518488

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
250.00	0.00	250.00	0.00	0.00	0.00	250.00

Paid 116-15-00001144 07/08/2016 250.00

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

Danise D. Henriquez, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX.
YOU MUST MEET ALL
COUNTY AND/OR
MUNICIPALITY PLANNING
AND ZONING REQUIREMENTS.

**MONROE COUNTY BUSINESS TAX RECEIPT
P.O. Box 1129, Key West, FL 33041-1129
EXPIRES SEPTEMBER 30, 2017**

RECEIPT# 30140-89799

Business Name: CHARLEY TOPPINO & SONS INC

Owner Name: FRANK TOPPINO, JOHN P TOPPINO QUAL
Mailing Address: BOX 787
KEY WEST, FL 33041

Business Location: US HWY 1
KEY WEST, FL 33040
Business Phone: 305-296-5606
Business Type: CONTRACTOR (GENERAL & ENGINEERING CONTRACTORS)

Employees 70

COMP CARD: ENG I 131A /GC 15

STATE LICENSE: CGC1518488

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
250.00	0.00	250.00	0.00	0.00	0.00	250.00

Paid 116-15-00001144 07/08/2016 250.00

**2016 / 2017
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2017**

RECEIPT# 39140-67814

Business Name: MONROE CONCRETE PRODUCTS INC

Owner Name: FRANK AND GEORGE TOPPINO
Mailing Address: PO DRAWER 1149
KEY WEST, FL 33041

Business Location: MM 9 ROCKLAND KEY
KEY WEST, FL 33040
Business Phone: 305-296-9164
Business Type: MANUFACTURING (MANUFACTURING CONCRETE)

Employees 10

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
30.00	0.00	30.00	0.00	0.00	0.00	30.00

Paid 107-15-00000899 07/11/2016 30.00

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

Danise D. Henriquez, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX.
YOU MUST MEET ALL
COUNTY AND/OR
MUNICIPALITY PLANNING
AND ZONING REQUIREMENTS.

**MONROE COUNTY BUSINESS TAX RECEIPT
P.O. Box 1129, Key West, FL 33041-1129
EXPIRES SEPTEMBER 30, 2017**

RECEIPT# 39140-67814

Business Name: MONROE CONCRETE PRODUCTS INC

Owner Name: FRANK AND GEORGE TOPPINO
Mailing Address: PO DRAWER 1149
KEY WEST, FL 33041

Business Location: MM 9 ROCKLAND KEY
KEY WEST, FL 33040
Business Phone: 305-296-9164
Business Type: MANUFACTURING (MANUFACTURING CONCRETE)

Employees 10

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
30.00	0.00	30.00	0.00	0.00	0.00	30.00

Paid 107-15-00000899 07/11/2016 30.00

**2016 / 2017
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2017**

RECEIPT# 53110-25514

Business Name: ROCKLAND RECYCLING CENTER ENERGY
COMMONS INC DBA

Owner Name: FRANK & EDWARD & GEORGE TOPPINO
Mailing Address: P O BOX 1149
KEY WEST, FL 33041

Business Location: MM 8.5 US HWY 1
KEY WEST, FL 33040

Business Phone: 305-296-5606
Business Type: WHOLESALE SALES (RECYCLING CONST DEBRIS)

0

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
30.00	0.00	30.00	0.00	0.00	0.00	30.00

Paid 116-15-00001144 07/08/2016 30.00

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

Danise D. Henriquez, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX.
YOU MUST MEET ALL
COUNTY AND/OR
MUNICIPALITY PLANNING
AND ZONING REQUIREMENTS.

**MONROE COUNTY BUSINESS TAX RECEIPT
P.O. Box 1129, Key West, FL 33041-1129
EXPIRES SEPTEMBER 30, 2017**

RECEIPT# 53110-25514

Business Name: ROCKLAND RECYCLING CENTER ENERGY
COMMONS INC DBA

Owner Name: FRANK & EDWARD & GEORGE TOPPINO
Mailing Address: P O BOX 1149
KEY WEST, FL 33041

Business Location: MM 8.5 US HWY 1
KEY WEST, FL 33040

Business Phone: 305-296-5606
Business Type: WHOLESALE SALES (RECYCLING CONST DEBRIS)

0

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
30.00	0.00	30.00	0.00	0.00	0.00	30.00

Paid 116-15-00001144 07/08/2016 30.00

**2016 / 2017
MONROE COUNTY BUSINESS TAX RECEIPT
EXPIRES SEPTEMBER 30, 2017**

RECEIPT# 30140-99340

Business Name: T AND B DRILLING LLC

Owner Name: FRANK P TOPPINO, GEORGE LEONARD
Mailing Address: QUALIFIER
PO BOX 787
KEY WEST, FL 33041

Business Location: MM 9 ROCKLAND KEY
KEY WEST, FL 33040
Business Phone: 305-296-5606
Business Type: CONTRACTOR (WELL DRILLING)

Employees 5

STATE LICENSE: 2947

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
20.00	0.00	20.00	0.00	0.00	0.00	20.00

Paid 107-15-00002231 08/17/2016 20.00

THIS BECOMES A TAX RECEIPT
WHEN VALIDATED

Danise D. Henriquez, CFC, Tax Collector
PO Box 1129, Key West, FL 33041

THIS IS ONLY A TAX.
YOU MUST MEET ALL
COUNTY AND/OR
MUNICIPALITY PLANNING
AND ZONING REQUIREMENTS.

MONROE COUNTY BUSINESS TAX RECEIPT

P.O. Box 1129, Key West, FL 33041-1129

EXPIRES SEPTEMBER 30, 2017

RECEIPT# 30140-99340

Business Name: T AND B DRILLING LLC

Owner Name: FRANK P TOPPINO, GEORGE LEONARD
Mailing Address: QUALIFIER
PO BOX 787
KEY WEST, FL 33041

Business Location: MM 9 ROCKLAND KEY
KEY WEST, FL 33040
Business Phone: 305-296-5606
Business Type: CONTRACTOR (WELL DRILLING)

Employees 5

STATE LICENSE: 2947

Tax Amount	Transfer Fee	Sub-Total	Penalty	Prior Years	Collection Cost	Total Paid
20.00	0.00	20.00	0.00	0.00	0.00	20.00

Paid 107-15-00002231 08/17/2016 20.00



THE CITY OF KEY WEST

Post Office Box 1409
Key West, FL 33041-1409

ADDENDUM NO. 2
RFP 004-17
PROJECT TR1503 – TRUMAN ANNEX / NOAA
SEAWALL

This addendum is issued as supplemental information to the proposal package for clarification of certain matters of both a general and a technical nature. The referenced proposal package is hereby addended in accordance with the following items:

Exhibit 1. February 15, 2017 Pre-Proposal Conference Minutes with meeting attendee Sign-In Sheet

Emailed Questions and Answers:

Question 1. Received on February 14, 2017 - Is the contract time set by the Design/Builder in their proposal or does the Bid Documents set a specific time frame?

Answer: Attachment E – “Contract” specifies each Notice to Proceed time duration and the time from the first NTP Administration issuance to Substantial Completion duration as one hundred eighty (180) calendar days.

Question 2. Received on February 15, 2017 – Was the pre-proposal conference attendance mandatory?

Answer: The “Information and Instructions to Proposers, Section 1.2.4 Pre-Proposal Conference” does not mandate potential proposer attendance at the pre-proposal conference.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 2 by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

RTA

Signature

Name of Business
CHARLEY TOPPINO & SONS, INC.



THE CITY OF KEY WEST
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

Truman Annex / NOAA Seawall RFP 004-17
Pre-Proposal Meeting
Wednesday, February 15, 2017 9:30 AM
Minutes

1. Project Scope Overview

- Design and Build a new 370 feet long sheetpiling seawall with concrete cap and tie-back anchors waterward of the existing seawall at the NOAA Key West facility.
- Project includes ancillary work of relocating utilities from waterside of existing wall to underground landward of the existing wall, removing and replacing existing wooden mooring piles, and removing and replacing portions of the five dock platforms with access security gates and lighting.
- Project is on both 70' of City of Key West property and 260' of National Marine Sanctuary property. **City property begins at boat ramp wall**

2. Project Schedule

- **Proposal Opening Date** – Thursday, March 2nd at 3:00 PM – **Proposal submission requires a Letter of Transmittal and 2 separate sealed envelopes: 1 Technical Proposal and 1 Cost Proposal**
- **City Commission Contract Award** – April 2017 **City intends awarding project within 30 days**
- **Notice to Proceed Issuance** – April 2017
- **Completion** – January 2018 – **Total Project Duration and individual Notice to Proceed Numbers 1 thru 3 specified in Contract.**

3. Proposal Preparation Considerations

- **Proposal Preparation** requires submitting a Letter of Transmittal, Technical Proposal and Cost Proposal per the Request for Proposals and Instructions to Proposers stipulations – reference pages 1 through 20
- **Proposal Preparation Questions** must be submitted only in writing to the City and no later than 5 calendar days prior to the opening date – reference Addendum no. 1, therefore the questions submittal deadline is Friday, February 24, 2017. Answers to written questions will be provided by an Addendum. **Reiterated Addendum no. 1 revised question deadline from 10 to 5 days prior to opening date.**
- **City Forms** – Completed Forms are a requirement of the Technical Proposal – Package No. 1 reference Attachments J through Q
- **Proposal Type** – Lump Sum – Total Base Amount broken into 3 Notice to Proceed issuances reference Attachment C – Cost Proposal – Cost Proposal consists of City issuing 3 Notice to Proceeds – **NTP 1 Administration, NTP 2 Design, and NTP 3 Construction**
- **Preliminary Schedule of Values** – shall be provided with Cost Proposal – Package No. 2 reference Attachment A – Proposal Checklist
- **Bid Security** - 5% of Total Base Amount shall be provided with Cost Proposal – Package No. 2 reference Attachment A
- **Contract Award** - 120 days from Proposals opening – reference page 10
- **Contract Award Basis** on the highest combined Technical and Cost Proposal Packages evaluation scores – reference pages 21 through 23

Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.

- Contract Bonds such as; Performance and Payment Bonds are a Contract Requirement – reference Attachments F and G
- **Added the item ODP - Request for Proposals offers City the option of implementing an Owner Direct Purchase Program (ODP) and the ODP is detailed in Attachment R.**

2. Project General Considerations

- Operating Florida Keys Marine Sanctuary and NOAA facility will require design/builder maintaining property owners access to facilities

5. Project Administration

- Construction Engineering and Quality Assurance Inspection by Tetra Tech **introduced Stuart McGahee as representing Tetra Tech in this capacity.**
- Construction Administration and Field Inspection by City of Key West **introduced Kreed Howell as representing City of Key West in this capacity.**

6. Project Technical Considerations

- General Project Description – **Exposed existing sheet piling toe is driving need for project. Project intent is installing new sheet piling with concrete cap and tie back anchors on waterside of existing wall. New sheet piling system installation requires removing and replacing sections of docks, dock security gates, and dock light poles. Utilities will be removed from the existing seawall and new utilities install underground landward of the existing seawall. Existing railroad track system near boat ramp wall is noted as an excavation obstruction and removing a portion of this track system will be a requirement of new tie-back installation. Project Design/Build requirement driven by unknown existing tie-back configuration does not allow for fully designing new tie-back system**

▪ Scope of Services:

- Project Management
- Permitting – **Marine Resources (corals) surveyed and relocated by National Marine Sanctuary**
- Design – **Design of tie-back anchors, deadman, concrete cap configuration and concrete mix design are a requirement. Cost proposal shall include conceptual design of concrete cap transverse reinforcing (stirrups) spacing at 9" o.c. and Grade 50 Type ASTM A690 (Marine Steel) minimum length of 35' cold rolled steel sheet piling.**
- Construction
- Deliverables

▪ Design Standards:

- Demolition – **Chainlink fence gate will be replaced under Truman Waterfront Park construction scope – per Jim Bouquet. Fence removal will be a requirement of seawall construction project scope.**
- Basin Wall
- Mooring Piles – **Overall individual wood mooring pile lengths installed may be adjusted from an assumed 45' length in conceptual design. Conceptual design**

assumes 25' embedment. Coring will be a requirement before driving mooring piles.

- Docks - **A continuous single dock access will not be a requirement during construction – Craig Hollingsworth stated at pre-proposal conference project site walk through.**
- Electrical and Water
- **Value Engineering Suggestion per Stuart McGahee – The Conceptual Design of sheet piling required section thickness and length is based on a sandy material soils classification, while the geotechnical report indicates a crushed limestone material soil classification, therefore a new wall loading analysis might possibly allow adjusting the specified steel sheet piling section thickness and length.**
- FDEP Permit – **allows for working waterside without a modification to Permit. See enclosed FDEP February 15, 2017 email. However design/builder obtaining NAVY approval of marine equipment access and design/builder staging marine equipment in harbor remains a requirement.**
- ACOE Permit
- Geotechnical Report
- Conceptual Design Drawings

From: Yongue, Elizabeth <Elizabeth.Yongue@dep.state.fl.us>
Sent: Wednesday, February 15, 2017 9:35:53 AM
To: McGahee, Stuart
Subject: RE: Permitting question/Truman seawall

Hey Stu! No worries, I just needed to find the de minimis and make sure it doesn't specifically state the construction is taking place from land, which it doesn't seem to reference. You shouldn't need a modification from us, but please provide assurance that the barge will not be resting on any of the bay bottom or will not impact resources during construction, and that the appropriate BMP's will be utilized to keep any turbidity from impacting the surrounding OFW.

Thanks!
Liz Yongue
Environmental Specialist II
Florida Department of Environmental Protection
South District Marathon Office
2796 Overseas Highway, Suite 221
Marathon, Florida 33050
Phone [\(305\) 289-7079](tel:305-289-7079)

From: McGahee, Stuart
Sent: Wednesday, February 15, 2017 6:00:38 AM
To: Yongue, Elizabeth
Subject: Permitting question/Truman seawall

Hi Liz,

We have a project pre-bid meeting this morning to talk with prospective bidders/contractors about the Truman project. This is the NOAA/City of KW wall... A question popped into my mind that I thought I should ask?

What if one of the contractors would rather use a barge instead of working from the upland. Would we have to modify the permit? How long might that take?

Any insight you have would be great. And feel free to call me if you prefer. (772) 200-5113.

Stu

Stuart McGahee
(772) 200-5113

City of Key West - RFP 004-17 Truman Annex NOAA Seawall - February 15, 2017, Pre-Proposal Meeting Sign-in Sheet

	NAME	COMPANY	PHONE NO.	E-MAIL
1	DEVON STECKLY	CKW	305-809-3747	dsteckly@cityofkw west flg
2	Lee Corrigan	Blue Goose Constr	772-332-47	lcorrigan@bl
3	Ryon LaChapelle	SeaTech, Inc.	305-304-8406	RYONL@SEATECH.CC
4	Ed LINDELOF	NOAA, FICMARINE SERVICES	305 809 4713	edward.lindelo@noaa.gov
5	CRAIG HOLLINGSWORTH	NOAA - FKNMS	305 809 4763	craig.hollingsworth@noaa.gov
6	Stuart McGahee	Tetra Tech	772.781.3404	stuart.megahee@tetratech.com
7	Paul Waters	Douglas N Higgins	305-777-1019	Paul@dnhiggins.com
8	Jim Bouquet	CKW	305-809-3962	jbouquet@cityofkw west flg
9				
10				
11				
12				
13				
14				



THE CITY OF KEY WEST

Post Office Box 1409
Key West, FL 33041-1409

ADDENDUM NO. 1
RFP 004-17
PROJECT TR1503 – TRUMAN ANNEX / NOAA
SEAWALL

This addendum is issued as supplemental information to the proposal package for clarification of certain matters of both a general and a technical nature. The referenced proposal package is hereby addended in accordance with the following item in italics:

1.2.5 Questions, Interpretational Addenda

Prospective Proposers shall promptly notify the CITY in writing of all conflicts, errors, ambiguities, inconsistencies, or discrepancies that Proposers find in the Proposal Documents.

No verbal inquiries shall be received or responded to. All questions and clarification inquiries from Proposers concerning the proposals must be submitted in writing either through email, or mail. Any written inquiries must be received by CITY no later than ~~ten (10)~~ **five (5)** calendar days prior to the scheduled date for receipt of proposals. Questions will be answered in writing by the CITY and made available to all registered RFP holders. See also Section 1.2.18.

Questions should be sent to:
City of Key West
1300 White Street, Key West, FL 33040
Attn.: Devon Steckly
Email: dsteckly@cityofkeywest-fl.gov

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 1 by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

A handwritten signature in black ink, appearing to read "CT", is written over a horizontal line.

Signature

CHARLEY TOPPINO & SONS, INC.

Name of Business



THE CITY OF KEY WEST

Post Office Box 1409
Key West, FL 33041-1409

**ADDENDUM NO. 3
RFP 004-17
PROJECT TR1503 – TRUMAN ANNEX / NOAA
SEAWALL**

This addendum is issued as supplemental information to the proposal package for clarification of certain matters of both a general and a technical nature. The referenced proposal package is hereby addended in accordance with the following items:

Exhibit 1. Shoreline Foundation, Inc. Letter dated and received by email on February 21, 2017

Question and Answer:

Question: Shoreline Foundation, Inc. requests a bid [proposal opening date] extension of two weeks.

Answer: Proposal opening date will remain March 2, 2017.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 3 by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

A handwritten signature in black ink, appearing to read "C. Toppino", written over a horizontal line.

Signature

CHARLEY TOPPINO & SONS, INC.

Name of Business



2781 S.W. 56th Avenue • Pembroke Park, Florida 33023
Phone: (954) 985-0460 • Fax: (954) 985-0462 • www.shorelinefoundation.com

February 21, 2017

Devon Steckly
City of Key West
1300 White Street
Key West, FL 33040

Re: Truman Annex NOAA Seawall
RFP #004-17

Subject: SFI Request for Information #1

Dear Mr. Steckly,
Due to the complexity of the utilities involved, we respectfully request a bid extension of two weeks to allow our utility subcontractors ample time to evaluate this project and submit RFIs.

Thank you for your consideration.

Respectfully Submitted,
SHORELINE FOUNDATION, INC.

Joseph Stanton
Joseph Stanton



THE CITY OF KEY WEST

Post Office Box 1409
Key West, FL 33041-1409

ADDENDUM NO. 4
RFP 004-17
PROJECT TR1503 – TRUMAN ANNEX / NOAA
SEAWALL

This addendum is issued as supplemental information to the proposal package for clarification of certain matters of both a general and a technical nature. The referenced proposal package is hereby addended in accordance with the following items:

Emailed Questions and Answers:

Question 1. Received on February 22, 2017 – What are the depth requirements for pull boxes?

Answer: Revise Sheets U-202 Electrical Utility Installation and C-112 Proposed Utility Detail Pull box notations to pull boxes shall provide a 12” minimum depth.

Question 2. Received on February 22, 2017 – Do pull boxes require a traffic rating?

Answer: Revise Sheets U-202 Electrical Utility Installation and C-112 Proposed Utility Detail Pull box notations to pull boxes shall be ANSI/SCTE 77 TIER 22 with Extra Heavy Duty Covers or equal meeting a minimum of AASHTO H-20 loading. Pull box sides shall be encased by a 6” wide x 12” deep fiber reinforced concrete and concrete shall be reinforced with 2 - #5 rebar.

All Bidders shall acknowledge receipt and acceptance of this Addendum No. 4 by submitting the addendum with their proposal. Proposals submitted without acknowledgement or without this Addendum may be considered non-responsive.

A handwritten signature in black ink, appearing to read "R. Toppino".

Signature

CHARLEY TOPPINO & SONS, INC.

Name of Business