



LAKE COUNTY
FLORIDA

INVITATION TO BID (ITB)

LEESBURG HEALTH CLINIC RENOVATION AND EXPANSION

ITB Number: 11-0215 Contracting Officer: B. Schwartzman
Bid Due Date: May 11, 2011 Pre-Bid Conf. Date: April 26, 2011; 2:00 pm
Bid Due Time: 3:00 PM ITB Issue Date: April 14, 2011

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AVAILABILITY OF SPECIFIC SOLICITATION DOCUMENTS IS AS DESCRIBED BELOW:

Front End Documents, Contract for Construction, Drawings and Specifications may be picked up at:
Romine Reprographics
515 North Park Ave.
Apopka, FL 32712
Phone: 407.464.1700
www.rominereprographics.com

At the date and time specified above, all bids that have been received in a timely manner will be opened, recorded, and accepted for consideration. The names of the bidders submitting bids will be read aloud and recorded. The bids will be available for inspection during normal business hours in the Office of Procurement Services within ten (10) working days after the official bid due date. When counter-signed by an authorized County representative, this document and any specifically identified attachments may form the contract document binding the parties to all performance specified herein.

Vendors shall complete and return the entirety of this ITB Document, and attach all other information requested in this ITB document (See Provision 1.13). Failure to sign the bid response, or to submit the bid response by the specified time and date, may be cause for rejection of the bid.

NO-RESPONSE REPLY

If any vendor does not want to respond to this solicitation at this time, or, would like to be removed from Lake County’s Vendor List, please mark the appropriate space, complete name below and return this page only.

- Not interested at this time; keep our firm on Lake County’s Vendors List for future solicitations for this product / service
- Please remove our firm from Lake County’s Vendor’s List for this product / service.

VENDOR IDENTIFICATION

Company Name: _____ Phone Number: _____
E-mail Address: _____ Contact Person: _____

Section 1.1: Purpose

The purpose of this solicitation is to establish a contract for renovation of, and addition to, the Leesburg Health Clinic, an existing facility located in Lake County, Florida. The work to be performed is described in the Statement of Work, Section 2 of this Invitation to Bid. Vendors are advised that this procurement action will be formalized via the contract included within this Invitation to Bid as Attachment 6 thereto. The County intends no change to the contract as presented in the attachment.

Section 1.2: Designated Procurement Representative

Questions concerning any portion of this solicitation shall be directed in writing [fax and e-mail accepted] to the below named individual who shall be the official point of contact for this solicitation. To ensure reply, questions should be submitted no later than five (5) working days before the bid due date.

B. Schwartzman, Procurement Services Director
Lake County BCC
Procurement Services office
315 W. Main Street, Room 416
PO Box 7800
Tavares, FL 32778-7800

Phone : 352.343.9424
Fax : 352.343.9473
e-mail: bschwartzman@lakecountyfl.gov

No answers given in response to questions submitted shall be binding upon this solicitation unless released in writing as an addendum to the solicitation by the Lake County Procurement Services office.

Section 1.3: Method of Award

The Contract will be awarded to the lowest responsive and responsible bidder, as determined to be in the best interest of Lake County. To be considered a “responsible” bidder under this solicitation, the vendor must meet the following qualification standards:

1. Must have successfully completed at least three similar projects in the last five years
2. Must have been successfully performing similar project effort for the last five years
3. Must currently hold all required licenses for the project described in this ITB

Should the successful bidder default by not furnishing surety as specified, then the next low bidder in order of bid price shall then be considered the lowest Bidder. Should this Bidder also default, then the next low bidder shall be considered. In each case, any bidder which defaults shall forfeit its bid guarantee.

The successful bidder shall sign a Contract with the County based on the attached Lake County Agreement which is not negotiable. Signature requirements shall be the same as those for signing the Bid Form.

Section 1.4: Pre-Bid Conference / Site Visits (Recommended)

A pre-bid conference and site visit will be held on April 26, 2011 at 2:00 PM at the Leesburg Health Clinic located at 2113 Griffin Road, Leesburg FL to discuss the special conditions and specifications included within this solicitation. It is recommended that a representative of the vendor attend this meeting to ensure a full understanding of the project requirements. Vendors should bring a copy of this solicitation document to the conference, as additional copies will not be available at the conference site.

Section 1.5: Term of Contract - Upon Acceptance of Goods or Completion of Services

As specified in the attached contract.

Section 1.6: Option to Renew

Not applicable to this solicitation

Section 1.7: Method of Payment - Periodic Payments for Completion of Work

As specified in the attached contract

Section 1.8: Insurance

As specified in the attached contract

Section 1.9: Bonding Requirements**Section 1.9.1 Bid Bonds**

Each Bid shall be accompanied by a Bid Bond (form attached) in the penal sum of five percent (5%) of the gross base Bid executed by a corporate surety licensed to execute such bonds under the laws of the State of Florida. An original signed Bid Bond and its Power-of-Attorney shall be submitted with the Bid response. This bond will be retained by the County if the Bidder fails to execute the contract or fails to give satisfactory surety within fifteen (15) consecutive calendar days from the date of the Notice of Award. Bids not accompanied by a Bid Bond compliant with County requirements shall be rejected. .

Section 1.9.2 Performance and Payment (Labor and Materials) Bonds

These bonds shall be provided as specified in the attached contract. The cost to record Performance and Payment Bonds is: Ten Dollars (\$10.00) for the first page and Eight Dollars and Fifty Cents (\$8.50) for each additional page. A check shall be submitted by the contractor made payable to Neil Kelly, Clerk of the Circuit Court.