



LAKE COUNTY  
FLORIDA

INVITATION TO BID (ITB)

CONSTRUCTION OF A BIRD BLIND AT PEAR PARK

ITB Number: 13-0208 Contracting Officer: B. Schwartzman  
Bid Due Date: January 23, 2013 Pre-Bid Conf. Date: January 9, 2013; See Section 1.4  
Bid Due Time: 3:00 PM ITB Issue Date: December 17, 2012

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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  
535 Cooper Commerce Dr., Suite 340  
Apopka, FL 32712  
Phone: 407.464.1700 [www.rominereprographics.com](http://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 thirty (30) working days after the official bid due date.

Vendors shall complete and return this ITB Document, and attach all other information requested in this ITB document, as directed in 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 all labor, equipment, materials, fuel and any other incidental costs and supervision necessary to survey, layout, clear and build a turn-key Bird Watching Blind structure at PEAR Park as described in the Statement of Work found in Section 2 of this Invitation to Bid. Vendors are advised that this procurement action will be formalized via a short-form construction contract tailored to the specific project.

**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 Manager  
Lake County BCC  
Office of Procurement Services  
315 W. Main Street, Room 441  
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 Procurement Services.

**Section 1.3: Method of Award - To a Single Vendor**

Award of this contract will be made to the lowest priced, responsive, responsible vendor which submits an offer in response to this solicitation. To be considered responsible, a vendor must have successfully completed work similar to that required under this solicitation for a public sector entity within the past three (3) years.

**Section 1.4: Pre-Bid Conference and Examination of Site (Mandatory)**

A mandatory pre-bid conference and site visit will be held on January 9, 2013 at 1:00 PM at PEAR Park (26701 US Hwy 27, Leesburg Florida 34748). Vendors are to assemble in the parking area at the Nature Center which is located on the park's primary entry road (University Avenue - see detail map at Attachment Two). The purpose of the conference is to discuss the special conditions and specifications included within this solicitation. It is required 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. Copies will not be available at the conference site.