



**LAKE COUNTY**  
FLORIDA

**INVITATION TO BID (ITB)**

**ASTATULA BOAT RAMP IMPROVEMENTS**

|                      |                  |                             |                        |
|----------------------|------------------|-----------------------------|------------------------|
| <b>ITB Number:</b>   | <u>11-0221</u>   | <b>Contracting Officer:</b> | <u>B. Schwartzman</u>  |
| <b>Bid Due Date:</b> | <u>17 Aug 11</u> | <b>Pre-Bid Conf. Date:</b>  | <u>See Section 1.4</u> |
| <b>Bid Due Time:</b> | <u>3:00 PM</u>   | <b>ITB Issue Date:</b>      | <u>25 Jul 11</u>       |

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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

**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 award a contract providing for all labor, materials, equipment for, or reasonably incidental to, the installation of a complete and fully operative Floating Dock system and new parking lot at an existing boat ramp facility located at 12703 Florida Avenue, Astatula, Florida. Vendors are advised that this procurement action will be formalized via a short-form construction contract tailored to the specific project requirements.

**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 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 the Lake County Procurement Services Office.

**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 years.

**Section 1.4: Examination of Site (Mandatory)**

Prior to submitting its offer, the vendor is required to visit the site of the proposed work and to become familiar with any conditions which may in any manner affect the work to be done or affect the equipment, materials and labor required. The vendor is also required to examine carefully the drawings and specifications and be thoroughly aware regarding any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowances will be made because of lack of knowledge of these conditions. **Completion of the site visit certification in the pricing section of this Invitation to Bid will serve as confirmation that the bidder has inspected the site and shall present no**

**claim arising from site conditions. Failure to provide a completed certification with the initial bid response may serve as cause for a vendor’s bid to be rejected as non-responsive.**

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

The performance period under this contract shall commence upon the date of the purchase order or related Notice To Proceed and shall remain in effect until such time as the commodities, equipment and/or services acquired in conjunction with this solicitation and resulting contract have been delivered and/or completed, and accepted by the County's authorized representative, and will then remain in effect until completion of the expressed and/or implied warranty periods.

### **Section 1.6: Option to Renew**

Not applicable to this solicitation

### **Section 1.7: Method of Payment – Periodic Payment Based on Specific Milestone**

The County envisions receipt and payment for two invoices under the project. The first invoice shall be for the entirety of the dock materials specified in paragraph 1.01.A of the scope of work. This initial invoice may be transmitted to the County upon delivery and installation of the entirety of these materials to the project work site. This invoice shall be for the amount billed to the project vendor by the manufacturer of the dock materials. The second invoice shall be submitted after completion of the entirety of all project effort, and shall be for the balance of the contract price. Each of these two invoices shall be submitted to the County user department(s) responsible for the project.

All invoices shall contain the contract and/or purchase order number, date and location of delivery or service, detailed description of the goods or services to be provided, and confirmation of acceptance of the goods or services by the appropriate County representative. Failure to submit invoices in the prescribed manner will delay payment, and the vendor may be considered in default of contract and its contract may be terminated. Payments shall be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes.

### **Section 1.8: Insurance**

Each vendor shall include in its solicitation response package proof of insurance capabilities, including but not limited to, the following requirements: [This does not mean that the vendor must have the coverage prior to submittal, but, that the coverage must be in effect prior to a purchase order or contract being executed by the County.]

An original certificate of insurance, indicating that the awarded vendor has coverage in accordance with the requirements of this section, shall be furnished by the vendor to the Contracting Officer within five (5) working days of such request and must be received and accepted by the County prior to contract execution and/or before any work begins.

The vendor shall provide and maintain at all times during the term of any contract, without cost or expense to the County, policies of insurance, with a company or companies authorized to do