



LAKE COUNTY  
FLORIDA

INVITATION TO BID (ITB)

CONSTRUCTION OF NEW COURTS AT PEAR PARK

ITB Number: 12-0210 Contracting Officer: B. Schwartzman  
Bid Due Date: January 25, 2012 Pre-Bid Conf. Date: January 13, 2012 (See 1.4)  
Bid Due Time: 3:00 PM ITB Issue Date: December 23, 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](http://www.rominereprographics.com)

note: documents will be viewable, but not available for download, from 24 Dec 11 thru 1 Jan 12

**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, materials, equipment, fuel and other incidental costs and supervision necessary to construct one (1) basketball court and four (4) pickle ball courts at PEAR Park in Lake County, Florida 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. (Note: the individual below will be out of the office 26-30 Dec 11)

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 - 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: Pre-Bid Conference / Site Visits (Mandatory)**

A pre-bid conference will be held on January 13, 2012 at 9:30 AM at the location 7 marked on the attached PEAR Park map to walk the site and to discuss the special conditions and specifications included within this solicitation. It is mandatory that a representative of any firm intending to submit an offer in response to this solicitation attend the conference. Vendors are requested to bring their own copy of this solicitation document to the conference, as additional copies will not be available at the conference site. It will be necessary for the vendor to attend both the walk-thru and the conference in order to qualify to submit an offer in response to this solicitation.