



LAKE COUNTY  
FLORIDA

INVITATION TO BID (ITB)

CONSTRUCTION OF NEW COURTS AT PEAR PARK, PHASE 2

ITB Number: 12-0225 Contracting Officer: B. Schwartzman  
Bid Due Date: June 27, 2012 Pre-Bid Conf. Date: n/a, but see Section 1.4  
Bid Due Time: 3:00 PM ITB Issue Date: June 6, 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  
515 North Park Ave.  
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, materials, equipment, fuel and other incidental costs and supervision necessary to construct two (2) tennis courts and four (4) pickle ball courts with an option for construction of associated walkway 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.

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: 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. See provision 1.10 for the specific performance period associated with this action.

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

Not applicable to this solicitation

### **Section 1.7: Method of Payment - Phased Payments For Work Completed**

The County shall provide partial payments for work completed by the successful vendor during various phases of the work assignment. The bidder shall provide fully documented invoices, which indicate, in addition to the basic information set forth below, the time and materials provided to the County user department(s) that requested the work through a purchase order. It shall be understood that such invoices shall not be authorized for payment until such time as a County representative has inspected and approved the completed phase of the work assignment. The percentage or component of completed work which corresponds to the acceptable payment schedule shall be as follows:

Completion of Tennis Courts: 50% of the line item 1 price (as shown in Section 4 of this ITB) with 10% retainage until final acceptance of the project as a whole

Completion of Pickleball Courts: 50% of the line item 1 price (as shown in Section 4 of this ITB) with 10% retainage until final acceptance of the project as a whole

Walkway (option): 100% of the line item 2 price (as shown in Section 4 of this ITB) with 10% retainage until final acceptance of the project as a whole.

All invoices shall contain the contract and/or purchase order number, date and location of delivery or service, 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