



LAKE COUNTY  
FLORIDA

INVITATION TO BID (ITB)

South Lake Trail Improvements – Phase I

ITB Number: 12-0440 Contracting Officer: Sandra Rogers  
Bid Due Date: August 1, 2012 Pre-Bid Conf. Date: See Section 1.4 and 1.4.1  
Bid Due Time: 3:00 PM ITB Issue Date: July 11, 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. 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 all 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 all labor, materials and equipment necessary or required for Phase I of the South Lake Trail Improvements from Mohawk Road to the Lake County/Orange County line. The work to be performed is described in the Statement of Work, Section 2 of this Invitation to Bid, and the various attachments to this solicitation. Vendors are advised that this procurement action will be formalized via the contract included within this Invitation to Bid as Attachment 4 thereto. The County intends no changes to the contract as presented in the attachment.

The total budgeted amount for this phase of work as described is \$100,000.

**Section 1.2: Designated Procurement Representative**

Questions concerning any portion of this solicitation shall be directed in writing 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.

Sandra Rogers, Contracting Officer  
Lake County BCC  
Office of Procurement Services  
315 W. Main Street, Room 441  
PO Box 7800  
Tavares, FL 32778-7800

Phone : 352-343-9832      Fax : 352-343-9473  
e-mail: srogers@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 Office of Procurement Services.

**Section 1.3: Method of Award**

Award will be made to the bidder offering the lowest total price for the two line items in the pricing section. 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 (3) similar projects in the last five (5) years
2. 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.

**Section 1.4: Pre-Bid Conference**

Not applicable to this solicitation

**Section 1.4.1: 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. **It is the vendor's responsibility to checkmark that they have performed the mandatory site visits on Attachment 2.**

**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**

As specified in the attached contract

**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 business in the State of Florida, and which are acceptable to the County, insuring the vendor against any and all claims, demands or causes of action whatsoever, for injuries received or