INVITATION TO BID (ITB)

ALTOONA COMMUNITY CENTER REHABILITATION

ITB Number:	14-0220	**Contracting Officer:**	B. Schwartzman
Bid Due Date:	January 15, 2015	**Pre-Bid Conf. Date:**	January 5, 2015
Bid Due Time:	3:00 PM	**ITB Issue Date:**	December 12, 2014

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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 Drive, Suite 340
Apopka, FL 32703
Phone: 407.464.1700
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, equipment, fuel and any other incidental costs and supervision necessary for facility renovations described in the attached specifications and drawings at a building located in Altoona, Florida. The work to be performed is various architectural, plumbing, mechanical, and electrical efforts intended to provide upgrades to current building codes and to support additional uses of the existing building, specifically to serve as a community center and provide for a secondary emergency shelter. All work shall be performed in accordance with the contract documents and as specified and described in the Statement of Work (Section 2 of this Invitation to Bid (ITB), and the other various attachments to this solicitation. Vendors are advised that this purchase will be formalized via the contract included within this ITB as Attachment 6 thereto. The County intends no substantive change to the contract as presented in the attachment. The value of the project is estimated at $500,000.

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.

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 the Lake County Office of Procurement Services.

Section 1.3: Method of Award

Award will be made to the responsive and responsible bidder offering the lowest price for the line item 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 and Examination of Site (Mandatory)

A **mandatory** pre-bid conference and site visit will be held on January 5, 2015 at 10:00 AM at the project location (42630 SR 19, Altoona, FL 32702). Vendors should assemble at the front entrance to the facility. The purpose of the conference is to discuss the special conditions and specifications included within this solicitation, tour the facility in detail, and then re-convene after the tour to address any concerns or issues noted during the tour. It is recommended that a representative of the vendor that will be actively engaged in the bid preparation process 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.

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

The term of contract shall be as specified in the attached contract.

Section 1.6: Option to Renew

Not applicable to this solicitation

Section 1.7: Method of Payment - Periodic Payments for Completion of Work

As specified in the attached contract

Section 1.8: Insurance

As specified in the attached contract

Section 1.9: Bonding Requirements

1.9.1 Bid Bonds: Each Bid shall be accompanied by a Bid Bond (form attached) in the penal sum of five percent (5%) of the gross base Bid (line item 2 of the price entry section on page 18) executed by a corporate surety licensed to execute such bonds under the laws of the State of Florida. An original signed Bid Bond and its Power-of-Attorney shall be submitted with the Bid response. This bond will be retained by the County if the Bidder fails to execute the contract or fails to give satisfactory surety within fifteen (15) consecutive calendar days from the date of the Notice of Award. Bids not accompanied by a Bid Bond compliant with County requirements shall be rejected.

1.9.2 Performance and Payment (Labor and Materials) Bonds: These bonds shall be provided as specified in the attached contract. The cost to record Performance and Payment Bonds is: Ten Dollars ($10.00) for the first page and Eight Dollars and Fifty Cents ($8.50) for each additional page. A check shall be submitted by the contractor made payable to Neil Kelly, Clerk of the Circuit Court.