LAKE COUNTY
FLORIDA

INVITATION TO BID (ITB)

PARKING LOT IMPROVEMENTS AT JOHN'S LAKE BOAT RAMP

ITB Number: 15-0202
Contracting Officer: B. Schwartzman
Bid Due Date: September 24, 2014
Pre-Bid Conf. Date: September 10, 2014 (See 1.4)
Bid Due Time: 3:00 PM
ITB Issue Date: September 2, 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 Dr., Suite 340
Apopka, FL 32712
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.

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, equipment, materials, fuel and any other incidental costs and supervision necessary for the resurfacing and restriping of the existing parking lot at the John's Lake Boat Ramp. All work and equipment shall be in strict compliance with the contract documents, latest codes, standards and practices 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, and that the actual bidding entity must hold the appropriate license for the work to be performed.

Note: The projected value for this project is below $100,000.

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: Pre-Bid Conference and Examination of Site (Mandatory)

A mandatory pre-bid conference and site visit will be held on September 10, 2014 at 2:00 PM at the John's Lake Boat Ramp, located at 13620 Lake Boulevard, Winter Garden, Florida. Vendors attending the conference are to assemble in the parking lot at the ramp facility. The purpose of the conference is to discuss the special conditions and specifications included within this solicitation. It is mandatory that a representative of the vendor attend this meeting to ensure a full

understanding of the project requirements. Copies of this solicitation document will not be available for distribution at the conference.

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 - Lump Sum Payment After Work is Completed

Upon completion and acceptance of the work required in conjunction with this contract, the vendor(s) shall submit one lump sum invoice that reflects the total value of the contract. This invoice shall be submitted to the County user department(s) to which the required goods or services were delivered.

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 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 damage to property relating to the performance of duties, services and/or obligations of the