



## INVITATION TO BID (ITB)

### Sewer Improvements at the Lake County Fairgrounds

<b>ITB Number:</b>	<u>16-0206</u>	<b>Contracting Officer:</b>	<u>B. Schwartzman</u>
<b>Bid Due Date:</b>	<u>December 2, 2015</u>	<b>Pre-Bid Conf. Date:</b>	<u>November 6, 2015, See 1.4</u>
<b>Bid Due Time:</b>	<u>3:00 PM</u>	<b>ITB Issue Date:</b>	<u>October 26, 2015</u>

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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](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**

<b>Company Name:</b> _____	<b>Phone Number:</b> _____
<b>E-mail Address:</b> _____	<b>Contact Person:</b> _____

**Section 1.1: Purpose**

The purpose of this solicitation is to select a qualified vendor to complete required sewer infrastructure improvements, including but not limited to installing a sewer lift station and new sewer lines, at the Lake County Fairgrounds. The selected contractor shall provide all materials, equipment, personnel, supervision, and comply with all required local, state, and federal inspections needed to complete the work per these specifications and the associated plan drawings. Vendors are advised that this procurement action will be formalized via a short-form construction contract tailored to the specific project (sample contract attached). The actual bidding entity must hold the appropriate license for the work to be performed.

The estimated range of 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 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**

Award will be made to the bidder offering the lowest total price for the items contained within 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 similar effort within the last three (3) years; and
2. Must currently hold all required licenses for the project described in this ITB

**Section 1.4: Pre-Bid Conference / Site Visits****1.4.1 Non-mandatory pre-bid conference and site visit**

A non-mandatory pre-bid conference with site visit will be held on November 6, 2015 at 10:00 AM at the Lake County Fairgrounds located at 2101 County Rd 452, Eustis, FL to discuss the special conditions and specifications included within this solicitation. Vendors are to assemble

at the front entrance to the Fairground buildings, and 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. Vendors attending the conference and its associated site visit shall meet at the front entrance to the Fairground facility.

#### 1.4.2 Mandatory Examination of Site

**Vendors that do not attend the pre-bid conference and site visit stated in 1.4.1 above ARE REQUIRED to visit the site** to familiarize themselves with site conditions that may affect the work. 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 the vendor's bid to be rejected and non-responsive.

#### **Section 1.5: Contract Term**

The contract term 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. The terms of the contract will then remain in effect until completion of the expressed and/or implied warranty periods. The required construction performance period is as stated in the Scope of Work (Section 2 of this solicitation) and the attached sample contract.

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

Not applicable to this solicitation.

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

The vendor shall submit monthly invoices by the tenth (10<sup>th</sup>) calendar day of each month. These invoices shall be submitted to the County user department(s) that requested the service through a purchase order. The invoices shall reflect the type of service provided to the County in the prior month. All invoices shall contain the contract and/or purchase order number, date and location of delivery or service for each site, 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.