

INVITATION TO BID (ITB)
Procurement Services website
 352-343-9839
 315 West Main Street, Suite 441
 Tavares, Florida 32778
 Post Office Box 7800



ITB Number: **20-0455**
 Bid Title: **GENERATOR FOR NEW ANIMAL SERVICES FACILITY**
 Contracting Officer: **Sandra Rogers**
 CLOSING DATE: **06/03/2020**
 CLOSING TIME: **3:00 P.M. Eastern**
Mandatory Site Inspection: See Section 4.0

Vendors shall complete and return all information requested in Section 10.0. Failure to submit the bid response by the specified time and date will result in rejection of bid. Failure to sign the bid response may be cause for rejection of the bid.

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1.0 PURPOSE OF BID

The purpose of this Invitation to Bid (ITB) is to solicit competitive sealed bids to furnish **GENERATOR FOR NEW ANIMAL SERVICES FACILITY** for Lake County, Florida.

1.1 EXHIBITS

Exhibit A – Scope of Work

Exhibit B – Insurance Requirements

Exhibit C – Review the Lake County General Terms and Conditions page dated 10/10/2019.

Exhibit D – Facilities Sample Agreement

Exhibit E – Site plan

Exhibit F – Map to new Animal Shelter Facility

1.2 ATTACHMENTS

Attachment 1 – Bid Submittal Form

Attachment 2 – Pricing Sheet

Attachment 3 – Reference Form

2.0 POINT OF CONTACT

The Contracting Officer listed in this Section is the official point of contact for this solicitation. Direct any and all inquiries concerning this solicitation directly to:

Sandra Rogers, CPPB, Senior Contracting Officer

E-mail: srogers@lakecountyfl.gov

3.0 PROPOSED SCHEDULE

05/05/2020..... Invitation to Bid Available

05/22/2020..... Last Day to Receive Written Questions

06/03/2020..... Bid Closing Date

4.0 MANDATORY SITE INSPECTION

The vendor is required to visit the new site of the Animal Services building located at 12280 CR 448, Tavares, Florida to become familiar with conditions which may affect the work to be done or the equipment, materials, and labor required. It is understood that the sites are active work locations and that while on site for examination, a vendor should not interfere with the operations of that site. Failure to inspect this site visit may result in disqualification.

All questions resulting from this mandatory site inspection shall be submitted as stated in Section 5.0 of this ITB.

In accordance with the American Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing a special accommodation to participate in the process, or an interpreter to participate in any proceedings under this solicitation, should contact the Contracting Officer listed in Section 2.0 for assistance, at least two business days before any meeting date.

5.0 QUESTIONS, EXCEPTIONS, AND ADDENDA

Vendors should carefully examine this solicitation package including the Lake County General Terms and Conditions page. All communication, inquiries, or requests for exceptions are to be directed to the Contracting Officer listed in Section 2.0. The last day for questions or requests for exceptions is 05/22/2020. An addendum may be issued in response to any inquiry received,

which changes or clarifies the terms, provisions, or requirements of the solicitation. No answers given in response to questions submitted will be binding upon this solicitation unless released in writing as an addendum to the solicitation and posted on the Lake County Formal Bid site for this solicitation. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued will prevail.

It is the vendor's responsibility to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the proposal from being considered for award.

Process clarification or procedure questions may be asked at any time to the Contracting Officer.

6.0 TERM OF CONTRACT

The contract will commence upon the date of the purchase order. The contract remains in effect until completion of the expressed and implied warranty periods.

7.0 METHOD OF PAYMENT

See Exhibit D – Facilities Sample Agreement.

8.0 METHOD OF AWARD

Each bid submittal will be evaluated for conformance as responsive and responsible using the following criteria:

- A. Proper submittal of ALL documentation as required by this bid. (Responsive)
- B. The greatest benefits to Lake County as it pertains to: (Responsible)
 1. Total Cost
 2. Delivery
 3. Must possess Certified Electrical Contractor or Registered Electrical Contractor license.
 4. Past Performance. In order to evaluate past performance, all Vendors are required to submit a list of three verifiable references / relevant projects completed within the last three years that are the same or similar in magnitude to this ITB. Government entities are preferred. The County may be listed as a reference. Use Attachment 3 – References Form.
 5. All technical specifications associated with this bid.
 6. Financial Stability: A Dun and Bradstreet report may be used by the County to evaluate vendor's financial stability. All vendors shall be prepared to supply a financial statement upon request, preferably a certified audit of the last available fiscal year.

Awards will be made to the lowest responsive, responsible, vendor whose bid represents the best overall value to the County when considering all evaluation factors.

The County reserves the right to make awards on a lowest price basis by individual item, group of items, all or none, or a combination; with one or more vendors; to reject any and all offers or waive any minor irregularity or technicality in bids received.

Bids received before the date and time listed will be opened, recorded, and accepted for consideration. Vendors' names will be read aloud and recorded. Bids will be available for inspection during normal business hours in the Office of Procurement Services 30 calendar days after the bid due date or after recommendation of award, whichever occurs first.

9.0 DELIVERY OF BID

The County is **not accepting hand delivery** of responses to this solicitation. All submittals must be sealed and clearly marked with BID NAME, NUMBER, and firm name.

Bids must be received by the Lake County Office of Procurement Services, Room 441, Fourth Floor, 315 W. Main Street, Tavares, FL 32778-7800, no later than 3:00 P.M., Eastern Time on the date specified in the solicitation/addendum. Bids received after this time, regardless of circumstance, will not be considered.

Faxes, e-mails, or hand delivery of bids will not be accepted. All bids must be sealed and mailed as follows:

- (1) If using United States Postal Service (USPS), address the package:

LAKE COUNTY PROCUREMENT SERVICES
PO BOX 7800
TAVARES, FL 32778-7800

- (2) If using any other mail carrier (e.g. FedEx, UPS), address the package:

LAKE COUNTY PROCUREMENT SERVICES
MAIL RECEIVING CENTER
313 SOUTH BLOXHAM AVENUE
TAVARES, FL 32778

Bids are opened and inspected by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site controlled facility prior to delivery to the Office of Procurement Services. A response will not be accepted if received in the Office of Procurement Services after the official due date and time regardless of when or how it was received by the Lake County Clerk of Court Mail Receiving Center. **It will take one additional day for the package to arrive at the Office of Procurement Services from the Mail Receiving Center.**

All submittals must be received in the Mail Receiving Center at least one day before bid closing to allow enough time for transportation and inspection.

Interested parties may listen to the 3:01 P.M. solicitation opening by calling 1-321-332-7400, Conference ID 971 920 36# or clicking on this link: [*Join Microsoft Teams Meeting*](#)

10.0 SUBMITTAL REQUIREMENTS

Vendors must complete and return all information requested in this ITB document.

Bid submission indicates a binding offer to the County and agreement of the terms and conditions referenced in this Invitation to Bid.

Do not make any changes to the content or format of any form without County permission. All information must be legible. The person signing the bid must initial any corrections made. The bid must be signed by an official authorized to legally bind the firm to its provisions. Include a memorandum of authority signed by an officer of the company if the signor is not listed as a corporate officer on the firm's SunBiz registration or corporate documents.

Vendor must submit one signed original and one complete electronic copy (on a CD or USB flash drive) in a sealed package marked **20-0455, GENERATOR FOR NEW ANIMAL SERVICES FACILITY** and delivered to the Office of Procurement Services no later than the official bid due date and time. Any bid received after this time will not be considered and will be returned unopened. The County is not liable or responsible for any costs incurred by any vendor in responding to this ITB including, without limitation, costs for product or service demonstrations if requested.

Submittal must include:

- Completed Attachment 1 – Bid Submittal Form;
- Include a completed W-9 form;
- Completed Addenda issued subsequent to the release of this solicitation must be signed and returned with the firm's bid. Failure to return signed addenda may be cause for Bid to be considered non-responsive;
- Completed Attachment 2 – Pricing Sheet;
- Completed Attachment 3 – Reference Form;
- Business Tax Receipt;
- Proof of insurance or evidence of insurability at levels in Exhibit B – Insurance Requirements;
- List of subcontractors on a separate document; and
- Any Contractor required licenses.

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