



Solicitation Number: **22-742**

Solicitation Title: **ON-CALL BOTTLED WATER SERVICES**

Pre-Bid Conference: **See Section 3.0**

Last Day to Ask Questions: **04/18/2022**

CLOSING DATE: **04/28/2022**

CLOSING TIME: **3:00 P.M. Eastern**

Vendors shall complete and return all information requested by the specified time and date or Submittal shall be rejected.

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1.0 PURPOSE OF INVITATION TO BID

The purpose of this solicitation is to solicit competitive sealed submittals to furnish **ON-CALL BOTTLED WATER SERVICES** for Lake County, Florida. This solicitation is officially posted on the County's website exclusively.

1.1 EXHIBITS

Exhibit A – Scope of Work

Exhibit B – Insurance Requirements

Exhibit C – Review [General Terms and Conditions for Lake County Florida](#) dated 5/6/21

Exhibit D – Federal Funding Clauses

1.2 ATTACHMENTS

Attachment 1 – Submittal Form

Attachment 2 – Pricing Sheet

Attachment 3 – Reference Form

Attachment 4 – Drug Free Workplace Form

Attachment 5 – Anti-Lobbying Certification Form

Attachment 6 – Debarment and Suspension Form

2.0 POINT OF CONTACT

Direct all inquiries to the Contracting Officer (official point of contact) listed:

Gretchen Bechtel, CPPB, Contracting Officer

Telephone: 352-343-9839

E-mail: GBechtel@LakeCountyFL.gov

3.0 PRE-BID CONFERENCE

N/A

4.0 QUESTIONS, EXCEPTIONS, AND ADDENDA

Vendors must examine all solicitation documents including the [General Terms and Conditions for Lake County Florida](#). 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 **04/18/2022**. 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 [Formal Solicitations site \(lakecountyfl.gov\)](#) 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 Submittal from being considered for award. The solicitation due date is static unless notified via addendum.

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

5.0 METHOD OF AWARD

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

- A. Proper submittal of ALL documentation as required by this Solicitation. (Responsive)
- B. The greatest benefits to Lake County as it pertains to: (Responsible)
 - 1. Total Cost;
 - 2. Delivery;
 - 3. Past Performance. In order to evaluate past performance, all Vendors are required to submit at least three verifiable references / relevant projects completed within the last three years that are the same or similar in magnitude to this ITB. The County may be listed as a reference. Use Attachment 3 – References Form;
 - 4. All technical specifications associated with this Solicitation;
 - 5. 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.

Award(s) will be made to the lowest responsive, responsible Vendor(s) (no additional details).

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 submittals received.

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

6.0 DELIVERY AND SUBMITTAL REQUIREMENTS

- A. Hand delivery of submittals will not be accepted.
- B. RESPONSES MUST BE SUBMITTED THROUGH THE SOLICITATION RESPONSE PORTAL TO BE CONSIDERED – [Click Here for the Submission Portal](#).
- C. A response will not be accepted if completed and submitted after the official due date and time.
- D. Submission indicates a binding offer to the County and agreement of the terms and conditions referenced in this Solicitation. Do not make any changes to the content or format of any form without County permission. All information must be legible.
- E. Submittal must include:
 - ☐ Completed Attachment 1 – Submittal Form;
 - Submittal 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.
 - ☐ Proof of [Sunbiz.org](#) registration;
 - ☐ Include a completed W-9 form;
 - ☐ Completed Addenda issued. Failure to include signed addenda may be cause for Submittal to be considered non-responsive;
 - ☐ Completed Attachment 2 – Pricing Sheet;

- ☐ Completed Attachment 3 – Reference Form;
 - ☐ Proof of insurance or evidence of insurability at levels in Exhibit B – Insurance Requirements;
 - ☐ Completed Attachment 4 – Drug Free Workplace Form
 - ☐ Completed Attachment 5 – Anti-Lobbying Certification Form
 - ☐ Completed Attachment 6 – Debarment & Suspension Certification
 - ☐ Copies of any required licenses;
 - ☐ And any additional submittal requirements.
- F. The County is not liable or responsible for any costs incurred in responding to this Solicitation including, without limitation, costs for product or service demonstrations if requested.
- G. 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](#)
- H. The County owns and retains all proprietary rights in its logos, trademarks, trade names, and copyrighted images (Intellectual Property). Nothing in this solicitation permits or shall be construed as authorization to use or display County's Intellectual Property on Respondent's submittal documents or proposal (including any exhibits attached thereto) in response to this solicitation. Unless expressly authorized in writing by County, a Respondent is not authorized and shall not make use of or display any County Intellectual Property on or in its proposal or submittals. Unauthorized use of County's Intellectual Property may constitute trademark and copyright infringement in violation of federal and state laws. It is a violation of Lake County Code Section 2-1 and deemed a second-degree misdemeanor under Florida Statutes Section 165.043.

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