



Solicitation Number: **22-928**

Solicitation Title: **COUNTY ADMINISTRATION BUILDING SKYLIGHT INFILL**

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

Last Day to Ask Questions: **04/05/2022**

CLOSING DATE: **04/14/2022**

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 **COUNTY ADMINISTRATION BUILDING SKYLIGHT INFILL** 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 – Facilities Sample Agreement

Exhibit E – Drawings and Specifications

**1.2 ATTACHMENTS**

Attachment 1 – Submittal Form

Attachment 2 – Pricing Sheet

Attachment 3 – Reference Form

**2.0 POINT OF CONTACT**

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

Bill Ponko, CPPO, CPPB, Contracting Officer

Telephone: 352-343-9489

E-mail: [Bponko@lakecountyfl.gov](mailto:Bponko@lakecountyfl.gov)

**3.0 PRE-BID CONFERENCE**

Vendors shall attend one of the two Scheduled Mandatory Pre-Bid Conferences:

- Wednesday, March 23, 2022, at 10:00 a.m. sharp OR

- Tuesday, March 29, 2022, at 3:00 p.m. sharp

Mandatory Pre-Proposal Conferences will be held at the County Administration Building Lobby, 315 W. Main Street, Tavares, FL, 32778, to discuss the conditions and specifications within this Solicitation. It is suggested to arrive at least five minutes early.

Vendors arriving five minutes after the start time of the conference will not be admitted and deemed non-responsive. A response from Vendors failing to attend a Mandatory Pre-Bid Conference will not be accepted.

Vendors shall attend the entire conference. Failure to comply with this Section 3.0 will result in the Vendor being deemed non-responsive. It is recommended to bring solicitation documents to the conference.

Vendors shall conduct and maintain social distancing as required by the Centers for Disease Control and Prevention. Attendees are advised to bring proper equipment, as needed, for proper review of this area, as additional site visits shall not be allowed.

Vendors are advised to visit the site of the proposed work and 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. Contact Bill Ponko at 352-343-9768 for a site visitation appointment.

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 (2) business days before any meeting date.

#### **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 **04/05/2022**. 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;
  - ☐ Any Contractor required licenses;
  - ☐ Descriptive literature;
  - ☐ 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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