

**Office of Procurement Services**

P.O. Box 7800 • 315 W. Main St., Suite 416 • Tavares, FL 32778

Solicitation Number: **24-506**Solicitation Title: **PINE FOREST PARK - ADA CONCRETE SIDEWALKS**Pre-Bid Conference: **See Section 3.0**

Last Day to Ask Questions: **02/27/2024**CLOSING DATE: **03/05/2024** 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.

TABLE OF CONTENTS

[**1.0** **PURPOSE OF INVITATION TO BID** 2](#_Toc158119604)

[**1.1** **EXHIBITS** 2](#_Toc158119605)

[**1.2** **ATTACHMENTS** 2](#_Toc158119606)

[**2.0** **POINT OF CONTACT** 2](#_Toc158119607)

[**3.0** **PRE-BID CONFERENCE** 2](#_Toc158119608)

[**4.0** **QUESTIONS, EXCEPTIONS, AND ADDENDA** 3](#_Toc158119609)

[**5.0** **METHOD OF AWARD** 3](#_Toc158119610)

[**6.0** **DELIVERY AND SUBMITTAL REQUIREMENTS** 4](#_Toc158119611)

# **PURPOSE OF INVITATION TO BID**

Lake County, Florida seeks competitive sealed submittals to furnish **PINE FOREST PARK - ADA CONCRETE SIDEWALKS**. This solicitation is officially posted on the County’s website exclusively.

## **EXHIBITS**

Exhibit A – Scope of Work

Exhibit B – Insurance Requirements

Exhibit C – Review [General Terms and Conditions for Lake County Florida](https://lakeumbraco.azurewebsites.net/media/krwgfnt0/general-terms-and-conditions-v-5-6-21-ada.pdf) dated 5/6/21

Exhibit D – Construction Plans Specifications

Exhibit E – Concrete Pad & Sidewalk Pre-Pour Concrete Inspection Approval

Exhibit F – Payroll Reporting Form v.wh347

Exhibit G – Wage Decision v.1.6.23 SAM

Exhibit H – Performance-Payment Bond

Exhibit I – HUD Federal Funding Provisions

## **ATTACHMENTS**

Attachment 1 – Submittal Form

Attachment 2 – Pricing Sheet

Attachment 3 – Reference Form

Attachment 4 – Intent to Comply

Attachment 5 – Non-Collusion Declaration

Attachment 6 – Certification of Debarment and Suspension

Attachment 7 – MBE-WBE Section 3 Contract Solicitation and Commitment Statement

Attachment 8 – Affidavit Contracting with Foreign Countries of Concern

# **POINT OF CONTACT**

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

Amy Munday, Contracting Officer II

Telephone: 352-343-9839

E-mail: amy.munday@lakecountyfl.gov

# **MANDATORY PRE-BID CONFERENCE**

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

- Thursday, February 22nd, 2024, at 10:00 a.m. sharp OR

- Friday, February 23rd, 2024, at 10:00 a.m. sharp

# Mandatory Pre-Proposal Conferences will be held at the PINE FOREST PARK (32520 CR 44, Deland, FL 32720) to discuss the conditions and specifications within this Solicitation. Arrive at least five minutes early and have access to solicitation documents.

# Vendors arriving five minutes after the start time of the conference will not be admitted.

# Vendors shall attend the entire conference.

# Vendors are advised to bring needed equipment for proper site review as additional official site visits are not scheduled.

# Vendors are advised to visit the site of the proposed work and become familiar with conditions affecting the work and Vendors must not interfere with the operations of that site. Contact the contracting Officer listed in Section 2.0, to schedule a site visitation.

# Failure to comply with this Section 3.0 will result in being deemed non-responsive.

# 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.

# **QUESTIONS, EXCEPTIONS, AND ADDENDA**

# Vendors must examine all solicitation documents including the [General Terms and Conditions for Lake County Florida](https://lakeumbraco.azurewebsites.net/media/krwgfnt0/general-terms-and-conditions-v-5-6-21-ada.pdf).

# 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 **02/27/2024**.

# An addendum may be issued in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the solicitation.

# No responses to questions submitted will be binding upon unless released in writing as an addendum to the solicitation and posted on the [Formal Solicitations site (lakecountyfl.gov)](https://c.lakecountyfl.gov/offices/procurement_services/view_all_bids.aspx?mylakefl=True) for this solicitation. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued will prevail.

# Vendors are responsible to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent submissions from being considered for award. The solicitation due date is static unless notified via addendum.

# Process or procedure questions may be asked of the Contracting Officer at any time.

# **METHOD OF AWARD**

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

# Proper submittal of ALL documentation as required by this Solicitation. (Responsive)

# The greatest benefits to Lake County as it pertains to: (Responsible)

# Total Cost;

# Delivery;

# Past Performance. Submit three to five verifiable references/projects completed within five years similar in magnitude to the Solicitation. List no more than two Lake County Government projects. Use Attachment 3 – References Form;

# All technical specifications associated with this Solicitation; and

# Financial Stability: Be prepared to supply a financial statement upon request, preferably a certified audit of the last available fiscal year.

# Effort made to identify MBE-WBE and Section 3 Subcontractors or utilize Section 3 Subcontractors.

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

# Per Section 287.05701, Florida Statutes, the County will not request documentation of or consider a vendor’s social, political, or ideological interests when determining if the vendor is a responsible vendor.

# 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 thirty (30) calendar days after the Solicitation due date or after recommendation of award, whichever occurs first.

# **DELIVERY AND SUBMITTAL REQUIREMENTS**

# Hand delivery of submittals will not be accepted.

# RESPONSES MUST BE SUBMITTED THROUGH THE SOLICITATION RESPONSE PORTAL TO BE CONSIDERED – [Click Here for the Submission Portal.](https://procurement.lakecountyfl.gov/login)

# A response will not be accepted if completed and submitted after the official due date and time.

# 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.

# 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](https://dos.myflorida.com/sunbiz/) registration
* 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
* Attachment 4 – Intent to Comply
* Attachment 5 – Non-Collusion Declaration
* Attachment 6 – Certification of Debarment and Suspension
* Attachment 7 – MBE/WBE Section 3 Contract Solicitation and Commitment Statement
* Attachment 8 – Affidavit Contracting with Foreign Countries of Concern
* Proof of insurance or evidence of insurability at levels in Exhibit B – Insurance Requirements
* Any Contractor required licenses
* Bonds
* And any additional submittal requirements.

# 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.

# 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](https://teams.microsoft.com/l/meetup-join/19%3Ameeting_NTc2MGM4YWYtYjcxYy00NjIxLTg3MjEtMzQzYTNiN2QyODQ1%40thread.v2/0?context=%7b%22Tid%22%3a%228499232e-a71a-45ed-aeca-64041089512e%22%2c%22Oid%22%3a%222b878da3-a65c-47a7-9def-0cf7f970014f%22%7d)

# 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.

*[The remainder of this page intentionally left blank]*