



BOARD OF COUNTY COMMISSIONERS CALHOUN COUNTY, FLORIDA

INVITATION TO BID

Description	Date/Time
Issue Request for Bids	December 16, 2020
Mandatory Pre-Bid Conference	9:00 am, CST, Thursday, January 07, 2021
Bid Submission Deadline	1:00 p.m., CST, Tuesday, February 2, 2021
County Commission's Approval	2:00 PM CST February 2, 2021 at board meeting

Invitation to Bid, Specifications & Instructions

Magnolia Volunteer Fire Department Building Repairs

Potential Bidders: Please read this packet completely before submitting a bid. Incomplete bid packet may result in automatic rejection of bid

Dear Bidder:

The Calhoun County Board of County Commissioners is now accepting bids for the repairs to the Magnolia Volunteer Fire Department building as a part of our rebuilding process following Hurricane Michael.

Instructions for preparation and submission of a bid are combined in this package.

All Bids shall be sent to the Office of the Calhoun County Board of County Commissioners, Attention: Clerk of the Court, County Coordinator, 20859 Central Ave, Blountstown, FL 32424

Thank you for your interest in doing business with Calhoun County.

Sincerely,

Juanice Wengerd
Calhoun County Grants Administrator
jwengerd@calhouncountygov.com

NOTICE

NOTICE IS HEREBY GIVEN that sealed bids will be received until 1:00 p.m., CST, Tuesday, February 2, 2021, at the Office of the Clerk of the Court for the Calhoun County Board of County Commissioners by mail at 20859 Central Ave, Blountstown, FL 32424, for the following:

Repairs to Magnolia VFD building

Mandatory Pre-Bid Conference: Attendance at the pre-bid conference on Thursday, January 7, 2021 at 9:00am CST is mandatory. The meeting will be held on site at the Magnolia Volunteer Fire Department building (21252 NW Magnolia VFD Rd, Altha, FL 32421).

Bids will be opened at 2:05 P.M., or as soon thereafter as possible, on Tuesday, February 2, 2021 at the designated board room¹ for the Board of County Commissioners in Blountstown, FL 32424, in the presence of the Calhoun County Airport staff and all other interested persons.

The opened Bids will be read aloud in part, examined for conformance to specifications, tabulated, and preserved in the custody of the Clerk of Court.

Bids will not be valid unless received by the deadline and in a sealed envelope marked “**Magnolia VFD building repairs**” to be received until 1 pm on Tuesday, February 2, 2021. Calhoun County is NOT responsible for lost, late, or undelivered bids. It is the sole responsibility of the bidder to ensure delivery of its package. (One original and five copies of the bid must be received in a sealed envelope. Proof of liability insurance, form W-9 taxpayer identification number shall be included with any bid submitted. In addition, one electronic copy (thumb drive) shall be included.)

During the bid process, except as otherwise provided herein, all prospective bidders are hereby prohibited from contacting (i) any member of the Board of County Commissioners, the County Coordinator or any County employee or agent regarding the solicitation in any respect during the solicitation period, and (ii) the County Coordinator or any County employee or agent regarding the solicitation in any respect during the evaluation period. For information concerning procedures for responding to this Invitation to Bid, contact the Calhoun County Grants Administration Department, **by email only** to Juanice Wengerd at jwengerd@calhouncountygov.com.

The County reserves the right to waive formalities in any response, to reject any or all responses with or without cause, to waive technical and non-technical or non-material defects in the solicitation or submittal of any responses, including the lack of availability of adequate funds, regulatory agency requirements, to make award in part or completely, and/or to accept the response(s) that, in its judgment, will be in the best interest of Calhoun County. Bids in which the prices are obviously unbalanced will be rejected.

¹ Board meetings are held in the County Extension Office, 20816 Central Ave, Blountstown, FL 32424

FOLLOWING THE BID OPENING AND TABULATION, A “NOTICE OF INTENT TO AWARD BID” OR A “NOTICE OF REJECTION OF ALL BIDS” WILL BE POSTED ON THE COUNTY WEBSITE AND ANNOUNCED IN AN OPENING MEETING OF BOARD OF COUNTY COMMISSIONERS NO OTHER NOTICE WILL BE POSTED.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

-----END OF NOTICE-----

Invitation to Bid
MAGNOLIA VFD BUILDING REPAIRS

GENERAL INSTRUCTIONS

Delivery and Receipt of Bids: All sealed bids submitted shall be received by the Department, at the Office of the Board.

Bids submitted by mail services or hand delivered in person will be received at:

Clerk of the Court, 20859 Central Ave, Blountstown, FL 32424

One original and five copies of a bid must be received in a sealed envelope. In addition, one electronic copy (thumb drive) shall be included. Proof of liability insurance, form W-9 taxpayer identification number, and all forms and bid information required by the ITB shall be included with any bid submitted.

The words “**Magnolia VFD building repairs**” shall be clearly marked on the front and back of the envelope containing a Bid.

Insurance Requirements: Prior to commencement of services on any work order under the Contract, the Contractor shall, at its sole cost and expense, procure and maintain throughout the term of the Contract, insurance in the types and limits set forth herein, or to the extent and in such amounts as required and authorized by Florida law, and will provide endorsed certificates of insurance generated by a licensed insurance broker, brokerage, or similar licensed insurance professional evidencing such coverage, and naming Calhoun County, a political subdivision of the State of Florida, its officers, agents, employees and volunteers as a named additional insured, as well as furnishing the County, if requested by the County, with a certified copy, or copies, of said insurance policies. Certificates of insurance and certified copies of the requested insurance policies shall be provided prior to performing services on any work order. Said insurance coverages procured by the Contractor as required herein shall be considered, and the Contractor agrees that said insurance coverages it procures as required herein shall be considered, as primary insurance over and above any other insurance, or self-insurance, available to the County, and that any other insurance, or self-insurance available to the County shall be considered secondary to, or in excess of, the insurance coverage(s) procured by the Contractor as required herein.

A bidder shall provide proof of, or proof of the ability to acquire, and a Contractor shall comply with the provisions of this section, for the types and limits of insurance as follows:

a. Commercial General Liability

1. General Aggregate	\$1,000,000
2. Products and Completed Operations Aggregate	\$1,000,000
3. Personal and Advertising Injury	\$1,000,000
4. Each Occurrence	\$1,000,000
5. Fire Damage (any one fire)	\$ 50,000
6. Medical Expense (any one person)	\$ 5,000

b. Automobile Liability

Any automobile-Combined bodily injury/ property damage, with minimum limits for all additional coverages as required by Florida law	\$1,000,000
c. Workers Compensation/Employers Liability	
1. Workers Compensation	statutory limits
2. Employers Liability	
a. Each Accident	\$ 100,000
b. Disease-Policy	\$ 500,000
c. Disease-Each Employee	\$ 100,000
d. Professional Liability when required by Contract-per occurrence	\$ 1,000,000

Payment and Performance Bond Requirements: Payment and Performance Bonds are required for contracts over \$200,000 (using the form set out at the end of these General Instructions). The Payment and Performance Bonds must be recorded in the Calhoun County Clerk of the Court's office, 20859 Central Ave, Blountstown, FL 32424, prior to the commencement of any services. Performance and Payment Bonds must be increased in accordance with any change order increases on a work order, or with each work order.

Contractor Qualifications and Requirements: At the time of bid opening, a bidder must be licensed, certified or registered for the services to be performed as may be required by any federal, state, or local statutes, laws, rules or regulations. A bidder must submit evidence of his/her/its current state, federal or local licenses, certifications (including proof of registration on the E-Verify system) or registrations, as applicable, prior to award of this ITB.

The following licensing requirements shall apply when the applicable Florida Statutes mandates specific licensing for contractors engaged in the type of work covered by this solicitation.

- a. State of Florida, Department of Professional Regulation, Construction Industries Licensing Board and licensed by other federal, state, regional, county or municipal agencies having jurisdiction over the specified construction work.
- b. Said licenses shall be in the bidder's name as it appears on the Bid Form. Bidder shall supply a copy of each applicable license showing the appropriate license numbers, with expiration dates as required by the County. Failure to hold and provide proof of proper licensing, certification and registration may be grounds for rejection of the bid and/or termination of the Contract.
- c. Subcontractors contracted by a Contractor acting as the prime contractor shall be licensed, certified or registered in their respective fields as may be required by federal, state, or local statutes, laws, rules or regulations. Said licenses, certifications or registrations must be in the name of the subcontractor.

Execution of Contract and Notice to Proceed: The awarded Bidder will be required to sign a written Contract. Said Contract will evidence in written form the agreement between the parties and shall include, at a minimum, all provisions of this ITB, and the content of any bid and any presentation provided by the bidder. In the event of any conflict between the provisions of the written Contract, this ITB, and any bid or presentation provided by a bidder, the priority of the documents shall be in the order set forth in this sentence.

REQUEST FOR BID
MAGNOLIA VFD BUILDING REPAIRS
SCOPE OF WORK AND SPECIFICATIONS

The scope of work and specifications for this ITB shall be as follows:

Location: Magnolia Fire Department

Address: 16701 SR 71, Blountstown, Florida 32424

45X125 Metal Building

SCOPE OF WORK: Scope includes labor, tools, equipment, PPE, materials, supervision, and insurance necessary to complete the work described in general below. All scope-of-work shall be completed in accordance to manufacture specifications, building codes and applicable industry standards.

WALLS

- Remove 250 FT of wall sheeting to include gutter, trim & insulation - (north wall, west wall and 80 feet of the south wall)
- Repair any damaged structural steel to include primary steel and secondary steel (wall purlins, base angle, etc.)
- Install vinyl backed insulation in 6' wide rolls
- Install new wall sheeting using 24-gauge colored PBR panels
- Replace gutters, downspouts and trim in repaired areas matching existing trim
- Remove and replace two (2) damaged roll-up doors on south side of building

ROOF

- Reinforce damaged roof Z purlins with a Z purlin splice. Inspect roof panels and re-screw where needed.
- 80 feet of the west end of building, remove and replace all damaged Z purlins, vinyl faced insulation and new 24-gauge PBR roofing panels.
- Entrance portico: replace damaged decking and install new underlayment and new 24-gauge PBR roofing panels. Install gutters, downspouts and trim to match existing trim.

REQUEST FOR BID
Calhoun County Airport Maintenance Building
BIDDER INFORMATION

Failure to complete all fields in all forms, or to provide any additional documentation or information required in the ITB, may result in your BID being rejected as non-responsive.

BIDDER NAME: _____

ADDRESS: _____

TELEPHONE: _____

FAX #: _____

E-MAIL: _____

WEBSITE: _____

Name of Person submitting bid and
authorized to bind bidder: _____

Title: _____

Signature: _____

Date: _____

If the Bidder is a Joint Venture, there must be a clear statement that the Vendor is a joint venture; the joint venture has been in effect for a period of not less than two (2) years, and representation to act as to authority to act. If there is no such statement and representation, Bidder will not be evaluated as a Joint Venture and it will be assumed the Contractor shown on the transmittal letterhead will be the prime Contractor with whom the County would contract, with all other Contractors being considered as sub-contractors.

ADDENDA ACKNOWLEDGMENT:

Bidder acknowledges receipt of the following addenda:

Addendum No. _____ Date: _____ Acknowledged by: _____

Addendum No. _____ Date: _____ Acknowledged by: _____

Addendum No. _____ Date: _____ Acknowledged by: _____

REQUEST FOR BID
Calhoun County Airport Maintenance Building
DRUG FREE WORKPLACE CERTIFICATION

The undersigned in accordance with Section 287.087, Florida Statutes hereby certifies that the Firm/Bidder does the following:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or no contest to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this Firm/bidder complies fully with the above requirements.

Firm/Bidder

Title

Authorized Signature

Date

REQUEST FOR BID
Calhoun County Airport Maintenance Building
SUBCONTRACTORS FORM

Bidders must provide a list of any subcontractors they intend to use in the performance of services under this Contract. In the event that a Contractor desires to hire a subcontractor for the performance of services of any particular work order that has not been provided on this form, that Contractor must obtain prior written approval for each such subcontractor, which may be provided by the County Coordinator or his/her designee.

Bidder Name

Bidders are required to submit subcontractor information, if any, in the spaces below. Attach additional sheets as necessary. Calhoun County reserves the right to approve/disapprove any proposed subcontractor.

Company Name:
Address:
Contact Name(s):
Phone:
Email:
Description of Work:
Services Dates:

Company Name:
Address:
Contact Name(s):
Phone:
Email:
Description of Work:
Services Dates:

Company Name:
Address:
Contact Name(s):
Phone:

Email:
Description of Work:
Services Dates:

Authorized Signature

Title

Payment and Performance BOND Form

Bond No. _____ (enter bond number)

BY THIS BOND, We _____, as Principal and _____, a corporation, as Surety, are bound to _____, herein called Owner, in the sum of \$ _____, for payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally.

THE CONDITION OF THIS BOND is that if Principal:

1. Performs the contract dated, _____, between Principal and Owner for _____, the contract being made a part of this bond by reference, at the times and in the manner prescribed in the contract; and
2. Promptly makes payments to all claimants, as defined in Section 255.05(1), Florida Statutes, supplying Principal with labor, materials, or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the contract; and
3. Pays Owner all losses, damages, expenses, costs, and attorney's fees, including appellate proceedings, that Owner sustains because of a default by Principal under the contract; and
4. Performs the guarantee of all work and materials furnished under the contract for the time specified in the contract, then this bond is void; otherwise it remains in full force.

Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Section 255.05(2), Florida Statutes.

Any changes in or under the contract documents and compliance or noncompliance with any formalities connected with the contract or the changes does not affect Surety's obligation under this bond.

DATED ON, _____ .

(_____ Name of Principal _____)

By (_____ As Attorney in Fact _____)

(_____ Name of Surety _____)