

SUWANNEE RIVER WATER MANAGEMENT DISTRICT

INVITATION TO BID

NO. 15/16-004AO

PARKING LOT REPAIR AND REPAVING SERVICES

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Suwannee River Water Management District
9225 CR 49
Live Oak, FL 32060
386.362.1001
386.362.1056 (Fax)
800.226.1066 (Florida only)
www.mysuwanneeriver.com

SECTION 1 - INTRODUCTION

The Suwannee River Water Management District (District) is conducting this Invitation to Bid for Parking Lot Repair and Repaving Services at District headquarters in Live Oak, Florida. This project includes, but is not limited to repairing, repaving and recoating parking lot and driveway as shown in the scope of work and Attachment A.

SECTION 2 - PROPOSED SCHEDULE

October 23, 2015	Release of Request for Proposal.
November 10, 2015	MANDATORY Pre-Bid Conference, 10:00 a.m. – 11:00 a.m. at District Headquarters in Live Oak. *
November 17, 2015	Bids due prior to 4:00 p.m. at District Headquarters in Live Oak. Opening will occur at this time. *
December 8, 2015	Governing Board Approval of Contractor at 9:00 a.m. at District Headquarters in Live Oak. *

* Denotes a public meeting. All times denote Eastern Standard Time (EST).

SECTION 3 - INSTRUCTION TO PROPOSERS

Mandatory Pre-Proposal Conference: In order to assure a uniformity of information that is provided to proposers and to allow proposers an opportunity to ask specific questions before submitting a bid, a **mandatory** pre-proposal conference will be held November 10, 2015, at 10:00 a.m. at District Headquarters.

Additional Information: Bid packages may be obtained by logging on to www.mysuwanneeriver.com. Bid packages will also be available at the pre-bid conference.

Proposal Document: At a minimum, proposers are required to submit Section 6, "Response Form".

Delivery of Proposal: One original and five (5) copies of the proposal should be sent to:

Pennie Flickinger, Business Resource Specialist
Suwannee River Water Management District
9225 County Road 49
Live Oak, Florida 32060 Phone: 386.362.1001

Bids are due at the above address by 4:00 p.m. on November 17, 2015. Bids received after this time, for any reason, will be rejected.

Bids must be hard copy. FAX transmittals will not be accepted.

All Bids shall be submitted in sealed envelopes with the proposal number ITB No. 15/16-004AO and proposal opening time and date (4:00 pm, November 17, 2015) clearly marked in large, bold and/or colored lettering. Bids delivered in an envelope not properly marked with the proposal number and proposal opening date and time that are inadvertently opened by District personnel will not be considered. The proposal shall be hand-delivered or mailed, preferably by registered mail.

SECTION 4 – KEY POINTS

Selection Process: Contract shall be awarded to the qualified Respondent providing the services requested at the best cost as determined by District staff based on Bids provided.

Challenge of Solicitation Process: If a potential respondent protests any provisions of this ITB, a notice of intent to protest shall be filed with the District in writing within 72 hours after the posting of the request for proposal on the District’s website. **“Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes.”**

Challenge of District’s Intent to Award Contract: If a respondent intends to protest District’s intent to award contract, the notice of intent to protest must be filed in writing within 72 hours after posting of a notice of intent to award contract and the respondent shall file a formal written protest within ten (10) days after filing of notice of intent to protest. Any respondent who files a formal written protest pursuant to Chapter 28-110, Florida Administrative Code, and Section 120.57(3), Florida Statutes shall post with the District at the time of filing the formal written protest, a bond pursuant to Section 287.042(2)(c), Florida Statutes (2015).

Failure to file a notice of intent to protest or failure to file a formal written protest within the time prescribed in Chapter 28-110, Florida Administrative Code and Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. More specifically, **“Failure to file a protest within the time prescribed in Section 120.57(3) Florida Statutes shall constitute a waiver of proceedings under Chapter 120 of Florida Statutes.”**

Americans with Disabilities Act: The District does not discriminate upon the basis of any individual’s disability status. This nondiscrimination policy involves every aspect of the District’s functions including one’s access to, participation, employment, or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act should contact Gwen Lord, Contracts and Procurement Coordinator, at 386.362.1001 or 800.226.1066 (Florida only). The District’s fax number is 386.362.1056.

Minority Business Enterprises: The District recognizes fair and open competition as a basic tenet of public procurement. Respondents doing business with the District are prohibited from discriminating on the basis of race, color, creed, national origin, handicap, age, or sex. The District encourages participation by minority business enterprises. Whenever two or more service providers are ranked equally, a minority business enterprise shall be given preference in the award process.

Veteran’s Preference: In the absence of minority business enterprise, whenever two or more service providers are ranked equally by the Selection Committee, a veteran-owned business enterprise shall be given preference in the award process.

Drug Free Workplace Act: The selected PROPOSER shall certify that it has established a drug free workplace.

Public Entity Crime: Section 287.133(2)(a), Florida Statutes, states “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 s.287.017 for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.”

Insurance Requirements: If awarded, PROPOSER shall represent and guarantee that all employees, agents, servants or representatives of the respondent, and all employees, agents, servants, or representatives of subcontractors are covered by workers' compensation insurance. Prior to entering into contract with the District, respondent agrees to furnish the District certificates of insurance on all insurance, naming District as additional insured for items 2 and 3 below, providing evidence that respondent has in full force and effect the following minimum insurance with insurers authorized to do business in the State of Florida:

- 1) Workers' compensation insurance as required above;
- 2) Motor vehicular liability insurance with limits of not less than \$1,000,000 combined single limit which insurance shall be applicable to any and all vehicles utilized by respondent to provide the services requested by District;
- 3) General liability insurance for all services rendered by respondent for the requested services with a minimum of \$1,000,000 personal and advertising injury and \$1,000,000 general aggregate.

The certificate of insurance shall also provide that District shall be notified in writing by the carrier at least 30 days prior to any cancellation of said insurance.

Rejection of Responses: Pursuant to Rule 40B-1.812, Florida Administrative Code, the District reserves the right to reject any and all bids or other proposals submitted in response to District invitation. District also reserves the right to waive any minor deviations in an otherwise valid proposal.

SECTION 5 - SCOPE OF WORK

Repair all cracks in parking lot. All cracks shall be thoroughly cleaned to remove all dirt, moisture, foreign material and loose edges from crack wall. Joint sealing material shall be heated and applied at temperature specified by the manufacturer. All cracks shall be sealed as specified herein, and the sealer shall be well bonded to the pavement. Unless otherwise directed, the cracks shall be completely filled flush with the pavement and not less than 1/4" below surface, without formation of voids or entrapped air.

Repair all potholes, root damage and asphalt over laps. Contractor shall saw cut/demo the existing asphalt and base, and clean the areas to be repaired. Tree roots are to be cut from under roadway and parking areas. Contractor shall apply tack coat to base, then install hot mixed asphaltic concrete.

Repair radius areas near Kirby Building and gate key pad. A proper base shall be installed to support newly formed radiuses, then pour and form hot mixed asphaltic concrete.

Repair 4' of concrete sidewalk and 6' of cracked curbing in front parking lot. Designated sidewalk and curbing areas shall be demolished, prepared and repaired according to mandated standards.

Recoat all driveways, and parking areas (estimated 75,300 square feet). Contractor shall thoroughly clean the entire asphalt area and install a minimum of two coats of coal-tar based emulsion sealer sand slurry with premium latex additive. The first coat of commercial grade sealer that meets or exceeds federal specifications is to be applied per manufacturer's requirements and topped with a second coat of sealer.

Re-stripe parking lot layout. Parking lot shall be re-striped using DOT approved latex yellow, white, and/or blue paints, as shown in existing layout, with the exception of the back parking lot which is to be changed to angle stalls.

SECTION 6 - RESPONSE FORM

INVITATION TO BID 15/16-004AO
SUWANNEE RIVER WATER MANAGEMENT DISTRICT
PARKING LOT REPAIR AND REPAVING SERVICES

BIDDER INFORMATION:

Name of Company: _____

Company Representative: _____

Signature: _____ Title: _____

Phone #: _____

Email: _____

Address: _____

City, State Zip _____

Federal Employer's Identification (FEID#) _____

Date: _____

Total Bid: \$ _____ *

*This is a lump sum bid. Price must include all materials and equipment, labor, permits, and other costs incurred during performance of work.

**Provide manufacturer and product specifications: _____

RESPONSE FORM

ITB 15/16-004AO

PARKING LOT REPAIR AND REPAVING SERVICES (CONTINUED)

**Commercial References:
Name, Address, Telephone, and Email**

1. _____

2. _____

3. _____

Are you a minority business?	_____	Yes	_____	No
Are you a U. S. Veteran?	_____	Yes	_____	No

Comments:

Company Name: _____

Signature: _____

ATTACHMENT A

DISTRICT HEADQUARTERS MAP

*All measurements are estimated. It is the Contractors responsibility to determine the actual measurement.

