



NON-MANDATORY PRE-BID MEETING
October 2, 2018 AT 10:00 AM
POND MAINTENANCE 2019
UTILITIES CONFERENCE RM, 125 BASIN STREET,
DAYTONA BEACH, FL 32114
ITB No. 19051

PURPOSE OF PRE-BID MEETING:

- Introductions
- Review Bid / Contract Requirements
- Review Project Scope

INTRODUCTION:

City Staff: Kirk Zimmerman, Buyer
Kimberly Dixon & Tracy Shirch, Project Manager

DISCUSSION:

1. Non-Mandatory Pre-Bid Conference for **ITB 19051, POND MAINTENANCE 2019**. Attendees, please sign registration roster. *Please print clearly!*
2. Submit one original Bid to the Purchasing Division; 301 S. Ridgewood Ave., Room 146, Daytona Beach, FL 32114 at **2:00 pm. sharp on October 8 22, 2018**. No Proposals will be accepted after **2:00 pm**.
3. All questions or requests for interpretation must be submitted in writing to Kirk Zimmerman, at **Fax Number (386) 671-3964** or via email to **purchasing@codb.us**. All clarifications or corrections to the solicitation documents will be accomplished by written Addendum to all those currently listed as being in possession of the ITB. To be given consideration, such requests should be received 5 days prior to the Bid Opening Date, October 3 12, 2018 at 5 PM.
4. The City of Daytona Beach Commissioners reserves the right to accept or reject any or all Bids.
5. Bid format:
 - Fill out in ink, initial any corrections, redlines, etc. and properly execute.
 - Submit one original
 - Acknowledge receipt of any and all addenda on the Bid Proposal Form.

6. Bidders must indicate the following on the OUTSIDE of their sealed bid envelope:
 - ITB Number –19051
 - Date of Opening – October 8, 2018
 - Name of Bidder
 - Return Address of the Bidder
7. DRUG FREE WORKPLACE: The awarded firm must provide the Drug Free Workplace Form in accordance with Florida Statute 287.087, prior to Contract award.
8. Proposers should be aware of The City of Daytona Beach’s Minority Business Enterprise (MBE) requirements contained in Chapter 30, Purchasing Code.
9. REFERENCES: The contact person(s) listed as a reference shall be someone who has personal knowledge of the contractor’s performance during the referenced project. Contact persons must have been informed that they are being used as a reference and that the City may be calling them. More than one person can be listed but all must have knowledge of the project. DO NOT list principals or officers who will not be able to answer specific questions regarding the project.
10. LOCAL PREFERENCE: Local preference is applicable to this project. Chapter 30 of the City’s Code of Ordinances defines “local vendor” and outlines the procedure for requesting best and final offers from the low bidder and the lowest priced local vendor within 10% of the low bid. Bidders claiming Local Preference must complete and submit the Local Preference Affidavit with their Bid.
11. City Commission has the sole authority to bind the City to the terms and conditions of a contract.
12. RESERVED
13. RESERVED
14. BOND REQUIREMENTS: No bonding is required for this project.
15. Insurance Provisions: Commercial General Liability, Auto Liability, limits not less than \$1 million/occurrence; with general aggregate not less than \$ 2 million. City named as additional insured for Commercial General Liability. Statutory Workers’ Compensation limits not less than \$500,000/accident.
16. Special Instructions:
SI 1. NON-EXCLUSIVE CONTRACT. Award of this Contract will impose no obligation on the part of the City to use the successful bidder for all work of this type that may be required during the Contract period. This is not an exclusive contract. The City specifically reserves the right to concurrently contract with other companies for similar

work if the City deems such action to be in the City's best interests. In the case of multiple term contracts, this provision will apply separately to each item.

SI 2. BIDDER QUALIFICATIONS AND REQUIRED SUBMISSIONS.

(a) Minimum Qualifications. In order to be considered qualified to perform the requested services, the Bidder must have all required permits, must have an active, permanent, and successful operation within the State of Florida for a minimum of three years prior to the date of submission of bids, and must otherwise have sufficient organizational capacity, equipment, and facilities to provide the requested services.

SI 3. PRICE ADJUSTMENTS. The contract prices are expected to remain firm during the original contract term, plus subsequent renewals. In the event that the Contractor has an increase in operational expenses, the Contractor may request an increase in unit prices. The Contractor may seek an increase only after twenty-four (24) months of service has been provided. Once requested, regardless if the increase is approved; the Contractor must perform satisfactory service for an additional twelve (12) months prior to another request for an increase of unit costs. The reason for an increase in unit costs must be outside of the Contractor's control. The written request for an increase will be submitted to the Purchasing Department. This written request will indicate the additional cost over the original bid amount per unit. Any request must be submitted with bona fide documentations that indicate the additional costs to the Contractor that is being passed on to the consumer. No adjustment will be made for inefficiency in operation or for additional profit. Any adjustment will be based on the latest yearly increase, calculated as a percentage, in the PPI (Producer Price Index) as published by the Bureau of Labor Statistics within the line item, "Agricultural & commercial pesticides and chemicals (commodity code 0653-0109)" (133.4-Apr 2018).

The PPI 4 months prior to due date is used so that they index is fixed and not adjusted. If requesting any price increase for future renewal options, the PPI for "Agricultural & commercial pesticides and chemicals (commodity code 0653-0109)" of four months prior to the request date will be used to determine percentage.

Any increase in prices is at the sole discretion of the City. If the City approves the additional costs, the costs will not be implemented for thirty (30) calendar days. If the City rejects the price increase, the Contractor may choose to terminate the contract after a sixty (60) day written notice. The City may seek a price de-escalation using the same methods.

To find the PPI for "Agricultural & commercial pesticides and chemicals (commodity code 0653-0109)" Log on <https://beta.bls.gov/dataViewer/view/timeseries/WPU06530109>

17. Exhibit & Price Schedule:

Exhibit 1
MONTHLY POND MAINTENANCE INSPECTION CHECKLIST

Date: _____ **Inspected by:** _____

Pond # _____ **Pond Name:** _____

Fence/Gate/Lock

Fence/Gate/Lock in good condition? (YES/NO/N.A.)

Is there any fence damage? (YES/NO) Type of fence _____

Trash/Debris/Pollutants

Excessive trash/debris in pond? (YES/NO)

Is there any evidence of pollutants such as oil/gasoline/or other pollutants within the pond?
(YES/NO)

Algae

Are there any excessive buildups of algae? (YES/NO) Type

treatment?

Erosion

Is there any noticeable erosion along the pond berm? (YES/NO)

Hazards

Any hazards to the Public? (YES/NO) Where & what type?

Comments: _____

**PRICE SCHEDULE
ITB 19051**

ITEM	LAKE/POND	LOCATION	ACRES	MONTHLY	UOM	QTY	ANNUAL COST
1	B5 Pond	Maley/Adams	4.2 acres	\$	month	12	\$
2	B6 Pond	Bellevue Avenue (950)	19.8 acres	\$	month	12	\$
3	Cedar Street	Cedar and Hudson	.31 acres	\$	month	12	\$
4	Cypress Park Pond #1	Cypress Park	8' deep 14,000 sq ft	\$	month	12	\$
5	Cypress Park Pond #2	Cypress Park	2.5' deep 5,400 sq ft	\$	month	12	\$
6	Florida Tennis Center Lake / Pond	Deuce Court (1)	2.3 acres	\$	month	12	\$
7	Golf Course Ponds	600 Wilder	18 ponds 13 acres	\$	month	12	\$
8	Lagoni Circle (front)	Wright St (w of Derbyshire)	.44 acres	\$	month	12	\$
9	Lagoni Circle pond (center)	Wright St (w of Derbyshire)	.15 acres	\$	month	12	\$
10	Lagoni Circle pond (back)	Wright St (w of Derbyshire)	1.32 acres	\$	month	12	\$
11	Pond RWWTP	3651 LPGA BLVD	1.25 acres	\$	month	12	\$
12	Municipal Stadium (2 Ponds)	LPGA Blvd (3777)	6.5combi ned acres	\$	month	12	\$
13	North Street Pond	North Street (Washington/ Nova)	8.75 acres	\$	month	12	\$
14	Police Department	Williamson / Mason Ave	2.0 acres	\$	month	12	\$
15	Police Department	Williamson / Mason Ave	0.7 acres	\$	month	12	\$
16	Third and Imperial	Third / Imperial Drive	1.5 acres	\$	month	12	\$
17	Madison Ave. Ponds (3)	Madison Ave. west of Nova Rd.	4.25 acres	\$	month	12	\$
18	Midtown Cultural Center	925 George W. Engram Blvd.	1.68 acres	\$	month	12	\$
19	ISB POND (south side of ISB)	Eastside of ISB bridge	.5 acres	\$	month	12	\$
TOTAL							\$

19. Addenda issued to date:

20. SCOPE DISCUSSION by Kimberly Dixon & Thurlan Wiggins, Project Manager.

MEETING NOTES: _____
