



NON-MANDATORY PRE-BID MEETING

APRIL 8, 2020 AT 10:00 AM

WESTSIDE REGIONAL WRF UV-UPS BATTERY REPLACEMENT

ITB No 20432

Via teleconference call into 386.671.3178

PURPOSE OF PRE-BID MEETING:

- Introductions
- Review Proposal Requirements
- Review Contract Requirements

INTRODUCTION:

City Staff: Kirk Zimmerman, CPPB, Buyer
Michael Riley, Project Manager

DISCUSSION:

1. NON-MANDATORY PRE-BID CONFERENCE for **ITB 20432, WESTSIDE REGIONAL WRF UV-UPS BATTERY REPLACEMENT**. 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 on or before **2:00 pm. sharp on MAY 7, 2020**. No Proposals will be accepted after **2:00 pm**.
3. ALL QUESTIONS or requests for interpretation must be submitted in writing to Kirk Zimmerman, CPPB, 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 10 days prior to the bid opening.
4. THE CITY OF DAYTONA BEACH COMMISSIONERS reserves the right to accept or reject any or all Bids.
5. BID FORMAT:
 - Bidder must complete and include all Bid Package documents. In order for the Bid to be considered complete.

- The Bidder must submit the information required, only on the forms provided by the City as part of the Bid Package, except where the Bid Documents specifically permit or require otherwise.
 - Fill out in ink, initial any corrections, redlines, etc. and properly execute
 - The Bid may not contain qualifications or exceptions of any kind.
 - If this solicitation requires unit prices and there is a conflict between the unit prices and the extended totals, the unit price will take precedence.
 - The Bidder must not submit alternative Bids unless this solicitation specifically authorizes such.
 - Acknowledge receipt of any and all addenda on the Bid Proposal Form.
6. SEALED BIDS: Bidders must indicate the following on their sealed bid envelope:
- ITB Number –20432
 - Date of Opening – MAY 7, 2020
 - 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. MWBE: 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.
11. CITY COMMISSION has the sole authority to bind the City to the terms and conditions of a contract.
12. RESERVED
13. RESERVED

14. RESERVED

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

SP-1. BONDS. There is no bonding required for this solicitation.

SP-2. BIDDER QUALIFICATIONS AND REQUIRED SUBMISSIONS

A. Minimum Qualifications. In order to be considered qualified to perform the requested Services:

- 1) Bidder must have all required permits; and
- 2) Must have an active, permanent, and successful operation within the State of Florida for a minimum of three (3) years prior to the date of submission of Bids (verified through Sunbiz); and
- 3) Contractor must have performed a minimum of 2 uninterruptible power supply battery installations over the past three years, and
- 4) Experience shall be similar in size and scope; and
- 5) Must otherwise have sufficient organizational capacity, equipment, and facilities to provide the requested services.

17. ADDENDA: Addendum 1 – Q&A issued 4/3/20.

18. BID FORMS/SCHEDULE:

- The Bid Proposal Letter, the Bid Schedule, and all other required Forms must be completed. All blank spaces must be filled with dark ink or via typing. All corrections and erasures must be initialed by the party submitting the Bid on behalf of the Bidder.
- The Bid may not contain qualifications or exceptions of any kinds.
- Acknowledge addenda at the proper place on the Bid Proposal Letter.

LUMP SUM BID

19. SCOPE DISCUSSION by Michael Riley, Project Manager.

MEETING NOTES: _____
