

# **CITY OF CRESTVIEW, FLORIDA**

**INVITATION TO BID NO. 21-03-31**  
**CONSTRUCTION OF THE BEN HOLLEY**  
**MEMORIAL KIOSK**  
**FOR THE CITY OF CRESTVIEW, FLORIDA**



City of Crestview, Florida

March 2021

*Elizabeth M Roy*

Elizabeth M

Roy City Clerk

Phone (850) 682-1560 x 250

Fax (850) 682-8077

PO Box 1209/198 N Wilson

Street Crestview, Fl 32536

## NOTICE TO PROPOSERS

The City of Crestview, Florida, is currently seeking proposals for construction of the Ben Holley Memorial Kiosk by qualified contractors. Upon selection, the company(s) will be required to supply the City with a copy of a current City of Crestview Business Tax Receipt, Liability Insurance and Workmen's Compensation coverage, as well as comply with all contract standards as outlined in the City of Crestview purchasing manual and all Florida State Statute requirements.

The scope of work includes design and construction of a memorial kiosk, according to preliminary sketch provided to be located at 198 Wilson Street, Crestview FL 32536. Sealed proposals must be received by the City Clerk's office at the City of Crestview City Hall, 198 N. Wilson Street/PO Box 1209, Crestview, Florida 32536, in a sealed envelope clearly marked "**ITB No. 21-03-31**" no later than 2:00 p.m. CST on Wednesday, March 31, 2021 at which time the submittals will be opened and read aloud. The City reserves the right to reject any and all proposals or portions thereof, to waive minor defects and informalities in the process, to accept the proposal(s) or take any actions deemed by the City to be in the City's best interest.

Copies of the proposal are available at the City Clerk's office at 198 N. Wilson Street, or by email request to [cityclerk@cityofcrestview.org](mailto:cityclerk@cityofcrestview.org).

Elizabeth M Roy  
City Clerk

# **CITY OF CRESTVIEW, FLORIDA**

## **INVITATION TO BID NO. 21-03-31**

### **" CONSTRUCTION OF THE BEN HOLLEY MEMORIAL KIOSK"**

Inquiries about this Invitation to Bid  
should be directed to:

Elizabeth Roy  
City Clerk  
City of Crestview  
198 North Wilson St  
Crestview, Florida 32536  
Phone: (850) 682-1560  
E-mail: (questions only)  
[elizabethroy@cityofcrestview.org](mailto:elizabethroy@cityofcrestview.org)

## INVITATION TO BID DEADLINE

**BID SUBMISSION DEADLINE: March 31, 2021, 2:00 PM local time**

### OVERVIEW

The City of Crestview is seeking to engage a contractor to complete the design and construction of the Ben Holley Memorial Kiosk.

The City of Crestview seeks an experienced company or individual with the proper licenses to accomplish all the tasks identified in the ITB. Upon selection, the company(s) will be required to supply the City with a copy of a current City of Crestview Business Tax Receipt, Liability Insurance and Workmen's Compensation coverage, as well as comply with all contract standards as outlined in the City of Crestview purchasing manual and all Florida State Statute requirements.

The City reserves the right to reject any one or all bids, or any part of any bid, to waive any informality in any bid, and to award a contract deemed to be in the best interests of the City

### BACKGROUND

The City of Crestview has determined that entering a contract for the design and construction of the Ben Holley Memorial Kiosk is consistent with the purchasing policy.

The City of Crestview will evaluate vendor experience, qualifications, and price for providing requested services to the City. The desired qualifications are outlined below. Responders are required to submit a written narrative corresponding to each of the underlined section items:

#### Company Profile

- Individual/Company overview
  - How long has the company been in business
  - Years of Experience
  - Business location

#### Sign Construction Experience

- Provide 3 References

## **SCOPE OF WORK**

Project includes complete design of the kiosk, including structural design for foundation in accordance with the preliminary design provided in exhibit A, and complete construction of the kiosk.

The city will be responsible for providing power to the kiosk.

Kiosk will be located at 198 N Wilson St., Crestview, FL 32539 (See exhibit B for location).

## Submittal Requirements

A digital copy and one (1) signed and sealed original proposal, including all executed documents and needed attachments, shall be placed in a sealed envelope, marked “21-03-31” and delivered prior to the proposal opening deadline, **2:00 PM CDT on Wednesday March 31, 2021. The digital copy should be in the proposal envelope only. No email proposals or information will be accepted and will cause rejection of the bid Proposal.**

Submittals that are not received on or before the specified deadline will not be accepted (no exceptions). The City reserves the right to request follow-up information or clarification from vendors in consideration. Vendor is responsible to ensure delivery by the date and time included.

The City of Crestview reserves the right to reject any or all submittals, to compare the relative merits of the respective responses, and to choose a vendor, which will best serve the interests of the City.

Each response to this ITB shall be done at the sole cost and expense of each proposing vendor and with the express understanding that no claims against the City for reimbursement will be accepted.

## Evaluation Team and Evaluation Criteria

The evaluation team will consist of not less than three (3) members to include the following

- The Public Services Director
- The Assistant Public Services Director
- The Community Development Services Director

The City Clerk shall act as the 4<sup>th</sup> member of the team, as well as conduct the meeting.

Responses to this ITB will help the City identify the most qualified vendor and will be indicative of the level of the firm's commitment. The City will evaluate the proposals using the following criteria;

- |                                   |              |
|-----------------------------------|--------------|
| • Demonstration of qualifications | 10% of score |
| • Provided references             | 10% of score |
| • Pricing                         | 60% of Score |
| • Business presence and location  | 15% of Score |
| • Women/minority owned business   | 5% of score  |

The committee will use the above scoring system to evaluate the overall fit with the City of Crestview to determine the most appropriate and qualified vendor.

## Schedule

The approximate ITB schedule is summarized below:

- Issuance of ITB: March 18, 2021
- Sealed Vendor submittals due: Wednesday, March 31, 2021, 2:00 PM CST at City Hall mailor personal delivery
- Evaluation Committee Meeting: April 5, 2021, City Hall Council Chambers.
- City Council Meeting: April 12, 2021

<b>RFQ PROCESS</b>	<b>DATE</b>
RFQ Solicitation Issued	March 18, 2021
Last Day to Submit Written Questions	March 25, 2021
Invitation To Bids (ITB) Due	March 31, 2021
Initial Evaluation Committee Meeting	April 5, 2021
Short-List Firm Presentations (if Required)	April 8, 2021
Final Evaluation Committee Meeting (if required)	April 8, 2021
City Council Award – Tentative	April 12, 2021

\* Dates and times are subject to change

**Attachment A**

**PUBLIC RECORDS ADDENDUM**

\_\_\_\_\_ as Contractor, shall comply with the requirements of Florida's Public Records law. In accordance with Section 119.0701, Florida Statutes, Contractor shall:

- a. Keep and maintain public records required by the public agency in order to perform the service.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided under Florida's Public Records Law or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of this contract if Contractor does not transfer the records to the public agency: and
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of Contractor or keep and maintain public records required by the public agency to perform the service. If Contractor transfers all public records to the public agency upon completion of the contract, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of this contract, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the public agency, upon request from public agency's custodian of public records, in a format that is compatible with the information technology systems of the public agency.
- e. If Contractor has questions regarding the application of Chapter 119, Florida Statutes, to Contractor's duty to provide public records relating to this Agreement, Contractor shall contact the Custodian of Public Records at:**

**City Clerk, City of Crestview  
198 North Wilson Street  
P.O. Box 1209 Crestview,  
Florida 32536  
(850) 682-1560 Extension 250  
[cityclerk@cityofcrestview.org](mailto:cityclerk@cityofcrestview.org)**



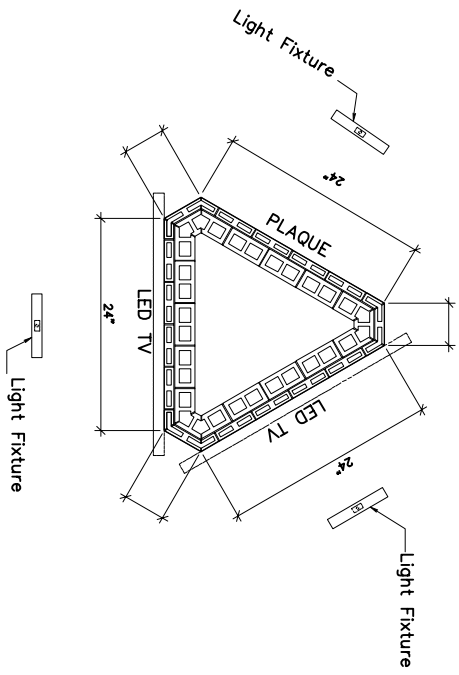
- f. In the event the public agency must initiate litigation against Contractor in order to enforce compliance with Chapter 119, Florida Statutes, or in the event of litigation filed against the public agency because Contractor failed to provide access to public records responsive to a public record request, the public agency shall be entitled to recover all costs, including but not limited to reasonable attorneys' fees, costs of suit, witness, fees, and expert witness fees extended as part of said litigation and any subsequent appeals.

Ben Holley Memorial Kiosk Score Sheet							
Reviewer:				Date:			
Each category for review should receive a score between 1-5 based on the reviewer assessment of the provided proposal. The scores will be weighted based on the percentages. The company with the highest score will be the recommended vendor.							
Company Name	Qualifications 10%	References 10%	Pricing 60%	Location Presence 15%	Women/minority owned business 5%	Total	

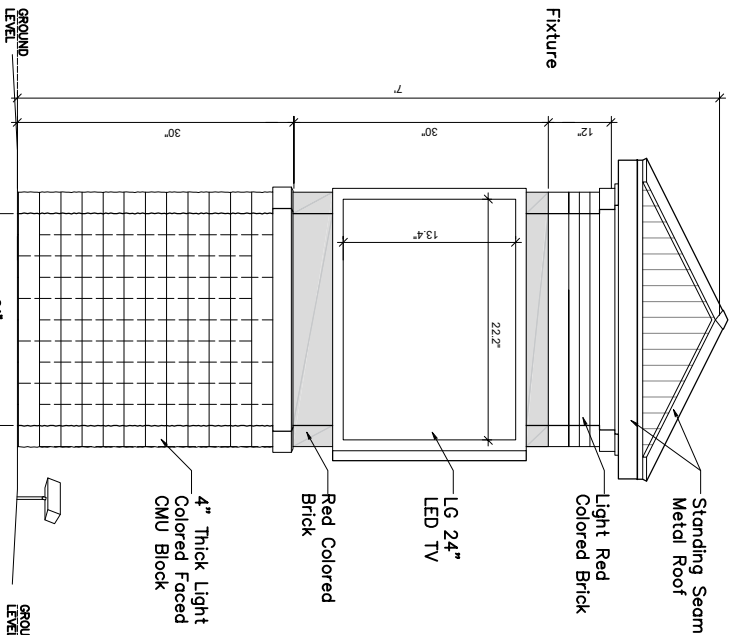
# BEN HOLLEY MEMORIAL KIOSK PRELIMINARY SKETCH

## EXHIBIT A

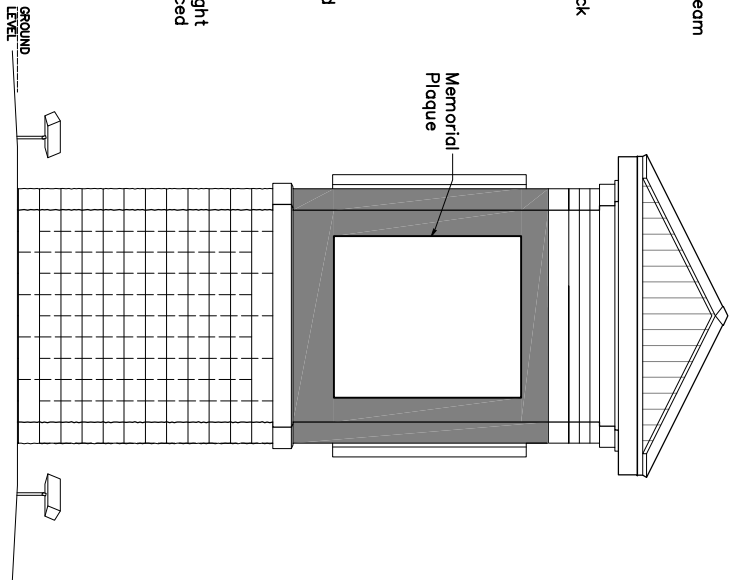
FLOOR PLAN VIEW



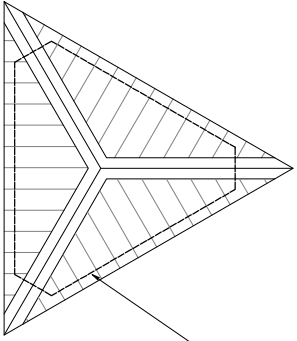
ELEVATION WITH SIGNAGE



ELEVATION WITH PLAQUE



Standing Seam  
Metal Roof



ROOF PLAN VIEW

PRELIMINARY SKETCH NOT TO SCALE  
NOT FOR CONSTRUCTION

# Ben Holley Kiosk Exhibit B



3/8/2021, 3:21:01 PM

2019 Aerial Clip.tif

Red: Band\_1

Green: Band\_2

Blue: Band\_3



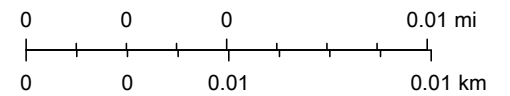
Override 1



City Limits

Streets

1:282



State of Florida, GeoEye, Maxar, Microsoft