



NON-MANDATORY PRE-BID MEETING

June 13, 2018 AT 2:00 PM

Bethune Point Battery Replacement UV-UPS System
Utilities Conference Room, 125 Basin Street, Suite 131

ITB No. 0218-1870

PURPOSE OF PRE-BID MEEETING:

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

INTRODUCTION:

City Staff: Kirk Zimmerman, Buyer
Jason Camara, Project Manager

DISCUSSION:

1. Non-Mandatory Pre-Bid Conference for **ITB 0218-1870, Bethune Point Battery Replacement UV-UPS System**. 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 July 6, 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 10 days prior to the Bid Opening Date (May 28, 2018 at 5:00 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 –0218-1870
 - Date of Opening – July 6, 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 bonds are 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.

17. RESERVED

18. Bid Schedule:

No.	Description	Unit of Measure	Estimated Quantity	Unit Price	Total Amount
1	furnish equipment, labor and materials to remove 240 CSB HRL12500WFR (12 volt 500 watt/cell) batteries, and to reinstall new batteries into 6 (six) cabinets	Each	240	\$	\$
TOTAL BID PROPOSAL					\$

19. Addenda issued to date: >

20. SCOPE DISCUSSION by Jason Camera, Project Manager.

MEETING NOTES: _____

