




THE CITY OF DAYTONA BEACH
OFFICE OF THE PURCHASING AGENT

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September 17, 2019

TO: James V. Chisholm, City Manager
FROM: Joanne Flick, Purchasing Agent 
SUBJECT: Non-Responsive Vendors, Cancellation of ITB
Sweetheart Trail, Ballough Bridge
ITB 19483

P&S Paving and Sparks Concrete submitted bids in response to the referenced Invitation to Bid.

The ITB required Bidders to "be certified by the FDOT as a pre-qualified firm for the type of work in this project." Bidders were also required to submit FDOT form 375-020-39 with their bid, detailing each bidders' value of work underway.

While Sparks Concrete submitted FDOT prequalification documentation, they did not include form 375-020-39.

P&S Paving did not provide evidence of FDOT prequalification, nor did they provide form 375-020-39.

Failure to include this information renders both bidders *non-responsive* to the material requirements of the ITB, and ineligible from consideration for award. Instructions to Bidders, Section 21, states,

- 1. RIGHT TO ACCEPT OR REJECT BIDS.** The City will reject bids which contain modifications, qualifications, or exceptions, or which are incomplete, unbalanced, conditional, obscure, or which contain additions not requested, or irregularities of any kind, or which do not comply in every respect with these Instructions to Bidders and the Contract Documents, unless the City in its sole discretion determines that the non-compliance is minor.

This project will be re-advertised in the near future, with additional emphasis placed on the FDOT prequalification requirements.

This ITB will be *cancelled* upon receipt of this memo, signed below

Approved: _____  Date: _____

C: Kirk Zimmerman, Buyer
Michelle Martin, Project Manager
Frank VanPelt, Technical Services Project Director