



# City of Milton

P.O. Box 909, MILTON, FL 32572

Phone: (850) 983-5438 ∞ Fax: (850) 983-5415

## MEMORANDUM

TO: Interested Parties  
FROM: Diane Ebentheuer, Purchasing Officer  
RE: ITB 2020.05 Blackwater River Directional Drill  
DATE: September 30, 2020

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A Sealed Bid for the construction of the **Blackwater River Directional Drill** will be received by the City of Milton at City Hall, until 2:00 P.M. local time on November 12, 2020, at which time the Bids received will be publicly opened and read.

**Delivered Bids: City of Milton, 6738 Dixon Street, Milton, FL. 32570**

**Mailed Bids: City of Milton, P.O. Box 909, Milton, FL. 32572**

The Project consists of the following: Construction by the directional drill method of 2,070 LF of 16" nominal ID, HDPE Pipe, 580 LF of 16" C-900 PVC effluent pipe by conventional excavation, and the installation of valves, fittings, and other accessory material for a complete, and ready to place in service project.

Issuing Office for the Bid Documents is:

- Baskerville-Donovan, Inc., 449 West Main Street, Pensacola, FL, 32502
- Contact Richard Delp at 850-438-9661 or [rdelp@baskervilledonovan.com](mailto:rdelp@baskervilledonovan.com)
- Monday – Friday 8:00 a.m. thru 4:00 p.m. CST
- Prospective Bidders may examine and/or purchase the Bid Documents at the Issuing Office.
- Bid Documents are available on compact disc (as portable document format (PDF) files) for a non-refundable charge of **\$50.00**, including shipping via overnight express service.
- Partial sets of Bid Documents will not be available from the Issuing Office.
- Neither Owner nor Engineer will be responsible for full or partial sets of Bid Documents, including Addenda if any, obtained from sources other than the Issuing Office.

Bid Documents may be examined only at:

- Milton City Hall, 6738 Dixon Street, Milton, Florida 32570
- Monday – Friday between 7:30 A.M. thru 4:30 P.M. CST

A **MANDATORY** pre-bid conference followed by a mandatory site visit will be held at **9:00 A.M.** local time on **Thursday, October 15, 2020** at the **City of Milton, City Hall, 6738 Dixon Street, Milton, Florida 32570.**

Bid security shall be furnished in accordance with the Instructions to Bidders.

Bid information is available on the City's web page at [www.miltonfl.org/322/Purchasing](http://www.miltonfl.org/322/Purchasing). There you may also register thru [VendorRegistry.com](http://VendorRegistry.com) (there is no charge to join); and/or thru [www.bidnetdirect.com/florida/city-of-milton](http://www.bidnetdirect.com/florida/city-of-milton) (there is no charge to join.)

All bidders must review the Scope of Services and Project Description as described in this document to ensure their ability to perform as indicated.

Questions should be submitted in writing and directed to the Purchasing Department at (850) 983-5438; or by e-mail to [purchasing@mymiltonflorida.com](mailto:purchasing@mymiltonflorida.com) by Wednesday, October 28, 2020 at 2:00 p.m. Answers will be posted by Friday, October 30, 2020 at 2:00 p.m. (CST)

Interpretations of the bid, clarification of specifications, and requirement or changes to the bid which have a material effect will be documented and communicated to bidders only by written addendum posted on the City web page, Bid Net Direct, and Vendor Registry. All bidders are responsible for checking for any addendums that may be issued, and to obtain such addendums.

*Diane Ebentheuer*

Diane Ebentheuer, Purchasing Officer

**INSTRUCTIONS FOR BIDS**  
**ITB 2020.05 Blackwater River Directional Drill**

**I. Deadlines/Date:**

- Invitation to Bid Published: September 30, 2020
- Pre-Bid Meeting (Mandatory) Thursday, October 15, 2020 @ 9:00 a.m.
- Questions Deadline: Wednesday, October 28, 2020 @ 2:00 p.m.
- Answers Posted by: Friday, October 30, 2020 @ 2:00 p.m.
- Bids Due: Thursday, November 12, 2020 @ 2:00 p.m. CST

**II. Contact Information:**

Contact: Diane Ebentheuer, Purchasing Officer  
Phone: (850) 983-5438  
Email: [Purchasing@MyMiltonFlorida.com](mailto:Purchasing@MyMiltonFlorida.com)

**III. Bids Must be Complete and Include:**

1. Bidders Declaration (pages 5-6 of this section)
2. Bid Proposal Document
3. Bid Security
4. Public Entity Crime Form F.S. 287.133(3)(A) (**City Website**)
5. Non-Collusion Affidavit (**City Website**)
6. Conflict of Interest Disclosure Form (**City Website**)
7. Public Entity Crime Form F.S. 287.133(3)(A) (**City Website**)
8. Certificate Regarding Debarment (For grant projects. See **City Website**)

**City Website address:** <https://www.miltonfl.org/322/Purchasing>

**Sealed bids can be mailed to:**

City of Milton  
Purchasing Department  
P. O. Box 909  
Milton, FL 32572

**or delivered to:**

City of Milton  
Purchasing Department  
6738 Dixon Street  
Milton, FL 32570

9. Bids must be sealed and marked:



<b>To: CITY OF MILTON</b>
<b>VENDOR Name:</b> _____
<b>SEALED BID * DO NOT OPEN</b>
<b>Sealed ITB#: 2020.05</b>
<b>ITB Title: Blackwater River Directional Drill</b>
<b>DUE DATE/TIME: November 12, 2020 2:00 p.m. CST</b>

10. Please provide one (1) electronic copy, one (1) original, and four (4) copies of your bid. Faxed or emailed proposals are **not** accepted.

All bids submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process, and award the bid in part or in any manner deemed to be in the best interest of the City. The City of Milton is exempt from sales tax.

## **BIDDER'S DECLARATION**

### **ITB 2020.05 Blackwater River Directional Drill**

The firm/bidder understands, agrees and warrants:

1. These items apply to and become a part of the terms and conditions of the bid submitted. Any exceptions must be in writing.
2. All bids submitted shall be subject to acceptance or rejection. The City of Milton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bid process, and to award the bid in part or in any manner deemed to be in the best interest of the City.
3. That the City of Milton reserves the right to reject any or all proposals and to accept that proposal which will, in its opinion, best serve the public interest. The City of Milton reserves the right to waive any technicalities and formalities in the proposal process.
4. The City of Milton is exempt from sales tax.
5. Contractors are responsible for any sales tax on purchases for the project.
6. The City of Milton will receive sealed bids from interested parties at its offices located at City Hall, Milton, Florida. Any bid received after the bid deadline will **not** be considered.
7. Bids will be publicly opened and read at the City of Milton, City Hall on the day and at the hour specified.
8. The City of Milton may consider as non-responsive, any bid in which there is an alteration of, or departure from the proposal form hereto attached.
9. The bid will be awarded to the lowest most responsive reliable firm complying with the conditions of the bid. The firm to whom award is made will be notified as soon as possible. The City of Milton reserves the right to reject the bid of a firm who has previously failed to perform properly or complete on time, contracts of a similar nature, or the bid of a firm who, in the sole opinion and discretion of the City of Milton is not in a position to perform the contract, or whose name appears on the United States Comptroller General's list of ineligible contractors.
10. Interested Parties shall submit all required forms and information simultaneously with sealed bid. Forms and information become a part of the property of the City of Milton and will not be returned to the firm unless a written request to withdraw is received prior to opening of bids.
11. Additional Quantities: For a period not exceeding twelve (12) months from the day of the solicitation opening, the right is reserved to purchase any number of additional items at the prices offered in this solicitation. If additional quantities are not acceptable, the bid form shall be noted "offer is for specified quantity only."
12. **NOTE:** Unless stated on the bid form, the bid submitted will assume all specifications will be met. Please note all exceptions on the bid form.
13. The successful bidder will be required to submit additional forms, which are available on the City's website at <https://MiltonFL.org/322/Purchasing> at the bottom of the page.
  - Certificate of Non-Discrimination
  - W-9 Taxpayer Identification Number
  - Vendor Application
  - Certificates for Liability, Vehicle, and Worker's Comp Insurance.

(City is to be named as additional insured.) Limitations are listed online.

- Prompt Payment Affidavit

14. That they have carefully read and fully understand the full scope of the specifications.
15. That they have the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
16. All bidders are responsible for checking for any addendums that may be issued. Addendums are posted on the City web page, Bid Net Direct, and Vendor Registry.
17. That they have Liability Insurance, and/or Vehicle and Workers Comp Insurance – if required. (A declaration of insurance form must be provided before any work will begin.)
18. (Service Contracts Only) Pursuant to Florida Statute 119, the contractor must follow all public records law. **IF THE CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (850)983-5402, [DNobles@MiltonFL.org](mailto:DNobles@MiltonFL.org) OR P.O. BOX 909, MILTON, FL 32572.** A contractor who fails to provide the public records to the City within a reasonable time may also be subject to penalties under Florida Statute 119.10.
19. That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to bid opening but may not be withdrawn after such date and time.
20. That by submission of this bid the firm acknowledges that the City of Milton has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the firm.
21. If a partnership, a general partner must sign. If a corporation, the authorized corporate officer(s) must sign, and the corporate seal must be affixed to this bid.
22. Recommendations are posted on city web page via agendas prior to award.
23. Any protests are handled per F.S. 120.57(3).

**BIDDER:** \_\_\_\_\_  
Company Name

\_\_\_\_\_  
Address/City/Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company Representative Signature

\_\_\_\_\_  
Date