



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 2020.03 N. Byrom Street CDBG Project
DATE: July 15, 2020

A Sealed Bid for the construction of the **N. Byrom Street CDBG Project** will be received by **the City of Milton** at City Hall, until **2:00 P.M.** local time on **Wednesday, August 19, 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 three phases:

1. Constructing of approximately 2,720 LF of 6" C-900 PVC water main, 980 LF of 4" PVC water main and the installation of valves, fittings, hydrants, water services and other accessory material necessary for a complete and operational distribution water main.
2. Upgrades and modifications to the storm drainage system at N. Byrom Street and Applegate Street consisting of removal of approximately 200 LF of 12" RCP, and the installation of 300 LF of 24" RCP, 150 LF of 18" RCP, ditch bottom inlets, stormwater pond minor modifications and other material necessary for a complete and operations stormwater system.
3. Resurfacing of approximately 5,890 LF of roadways including N. Byrom Street, Plymouth Street, Applegate Street, Dearborn Street, Peachtree Street and Walker Street as shown on the drawings.

The 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
- 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 will be held at **9:00 AM** local time on **Wednesday, August 5, 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 also available on the City's web page at <https://MiltonFL.org/322/Purchasing>. There you may also register thru VendorRegistry.com (there is no charge to join); and/or thru BidNetDirect.com/florida/city-of-milton (there is no charge to join.)

Diane Ebentheuer

Diane Ebentheuer, Purchasing Officer

INSTRUCTIONS FOR BIDS
ITB 2020.03 N. Byrom Street CDBG Project

I. Deadlines/Dates:

- Invitation to Bid Published: July 15, 2020
- Pre-Bid Meeting (Mandatory) Wednesday, August 5 @ 9:00 a.m. (CST)
- Questions Deadline: Wednesday, August 12 @ 2:00 p.m. (CST)
- Answers Posted by: Friday, August 14 @ 2:00 p.m. (CST)
- **Bids Due: Wednesday, August 19 @ 2:00 p.m. (CST)**

II. Contact Information:

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

III. Bids Must be Complete and Include:

1. Bidders Declaration (page 4-5 of this section)
2. Bid Proposal Document C-410-2013 pages 1 - 8
3. Public Entity Crime Form F.S. 287.133(3)(A) (*City Website*)
4. Drug-Free Workplace Form F.S. 287.087 (*City Website*)
5. Non-Collusion Affidavit (*City Website*)
6. Conflict of Interest Disclosure Form (*City Website*)
7. Bid Bond Document C-430-2013 pages 1 -2

City Website address: <https://MiltonFL.org/322/Purchasing>

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

V. 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

Bids must be sealed and marked:

To: CITY OF MILTON

VENDOR Name: _____

SEALED BID * DO NOT OPEN

Sealed ITB#: 2020.03

ITB Title: N. Byrom Street CDBG Project

DUE DATE/TIME: August 19, 2020 / 2:00 p.m. (CST)



BIDDER'S DECLARATION
ITB 2020.03 N. Byrom Street CDBG Project

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. 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.
6. Bids will be publicly opened and read at the City of Milton, City Hall on the day and at the hour specified.
7. 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.
8. 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.
9. 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.
10. 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."
11. **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.
12. 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

13. That they have carefully read and fully understand the full scope of the specifications.
14. That they have the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
15. 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.
16. 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.)
17. (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 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.
18. 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.
19. 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.
20. 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.
21. Recommendations are posted on city web page via agendas prior to award.
22. Any protests are handled per F.S. 120.57(3).

BIDDER: _____

Company Name

Address/City/Zip

Phone _____	Email _____
Contact Name _____	Title _____
Company Representative <u>Signature</u> _____	Date _____