

**INVITATION TO BID**

City of Fort Walton Beach, Florida
Purchasing Division
105 Miracle Strip Pkwy SW
Fort Walton Beach, Florida 32548
Telephone: (850) 833-9523
Fax: (850) 833-9643
Website: <http://www.fwb.org>

ISSUE DATE: OCT. 12, 2017**BID NO: ITB 18-002****OPENING DATE: NOV. 9, 2017****OPENING TIME: 2:30 PM CST****BID REQUESTED:**

The City of Fort Walton Beach invites bids for **ITB No. 18-002: LIFT STATION No. 1 REPLACEMENT - 127 MIRACLE STRIP PKWY SW, FORT WALTON BEACH, FL.**

Bids will be opened and publicly read aloud at City Hall Annex Bldg – Purchasing Office, City of Fort Walton Beach, 105 Miracle Strip Parkway SW, Fort Walton Beach, Florida at 2:30 PM CST on November 9, 2017. Bids must be SUBMITTED ON THE FORMS FURNISHED BY THE CITY and in accordance with specifications and the list of quantities desired.

Respondents are advised that from the date of release of this solicitation until award of the contract, **no contact with City personnel related to this solicitation is permitted. All communications are to be directed to the Purchasing Representative and sole contact listed below.**

It is the intent and purpose of the City of Fort Walton Beach that this Invitation to bid promotes competitive bidding. It shall be the bidder's responsibility to advise the Purchasing Division at the address noted in the Special Conditions, if any language, requirements, etc. or any combination thereof, inadvertently restricts or limits the requirements stated in this Invitation to Bid to a single source. Such notification must be submitted in writing and must be received by the Purchasing Division no later than ten (10) days prior to the bid opening date.

Sincerely,

Giuliana Scott
Purchasing Agent
gscott@fwb.org

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This completed form must appear as the top sheet for all bids submitted.

COVER SHEET

TITLE: ITB 18-002 –LIFT STATION NO. 1 REPLACEMENT

ISSUE DATE: Oct. 10, 2017

BID NO: ITB 18-002

BID BOND IS REQUIRED FOR THIS BID

Amount of Bid Bond (5% of base bid) \$ _____

Amount of Cashier's Check (5% of base bid) \$ _____

Amount of Certified Check (5% of base bid) \$ _____

All Items bid? Yes ____ No ____

Total Amount of bid or Base bid \$ _____

Submitted by:

NAME OF BUSINESS

BY: _____
SIGNATURE

MAILING ADDRESS

NAME & TITLE (type or print)

CITY, STATE, ZIP CODE

EMAIL ADDRESS

() _____
TELEPHONE NUMBER

() _____
FAX NUMBER

SECTION 1 - INSTRUCTIONS FOR SUBMITTING BID RESPONSE FOR ITB 18-002:

1. Bidders are expected to examine this bid form and all instructions. Failure to do so will be at the bidder's risk.
2. All prices and notations must be in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrections typed adjacent and must be initialed and dated in ink by person signing bid. All bids must be signed with the firm name and by a responsible officer or employee.
3. Each bidder shall furnish all the information required on the bid form and each accompanying sheet on which he/she makes an entry.
4. Unit price for each unit bid shall be shown. A total shall be entered in the amount column for each item bid. In case of discrepancy between a unit price and extended price, the unit prices will be presumed to be correct.
5. Although the City generally awards bids based on a "lump sum" basis to the bidder submitting the lowest responsive and responsible total bid as shown on the Invitation to bid cover sheet, the City may choose to award on a "per group" or "per item" basis. Therefore, bidders must submit with their bids, all pricing pages on the forms provided, clearly indicating which items are bid and which are not. Failure to submit these pages will render such bid non-responsive.
6. The City of Fort Walton Beach adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to this meeting by a physically handicapped person upon notice 48 hours prior to the meeting. Please call the City Clerk, Kim M. Barnes, at 850-833-9509 or e-mail at clerk@fwb.org to make a request. For Hearing Impaired dial 1-800-955-8771 (TDD) or 1-800-955-8770 (VOICE) or e-mail clerk@fwb.org.

BID CHECKLIST: Bidders are cautioned to assemble the bid packet using this check list:

- | | |
|-------|--|
| _____ | Invitation to Bid Cover Sheet with Total Amount Bid Stated On It |
| _____ | Signed Bidder's Certification Page |
| _____ | Addendum Page |
| _____ | References Completed |
| _____ | Drug Free Workplace Form |
| _____ | Public Entity Crime Form |
| _____ | Invitation to Bid Price Schedule, Unit Price and Total Price Columns Completed |
| _____ | Bid Envelope Prepared as Specified –Clearly Labeled and Properly Delivered |
| _____ | Bid Bond |

SPECIAL ITEMS (APPLICABLE TO THIS BID ONLY):

- | | |
|-----------|---|
| <u>XX</u> | Performance Bond Requirements (See Special Conditions) |
| <u>XX</u> | Insurance (See Special Conditions) |
| <u>XX</u> | Exceptions to Specifications on company letterhead (See General Conditions 2.5 and 2.6 – pgs 12-13) |

NOTE: PLEASE ENSURE THAT ALL DOCUMENTS ARE COMPLETED AND SUBMITTED WITH YOUR BID IN ACCORDANCE WITH THIS INSTRUCTION SHEET. FAILURE TO DO SO MAY RESULT IN YOUR BID NOT BEING CONSIDERED FOR AWARD.

BIDDER'S CERTIFICATION – ITB 18-002

I have carefully examined the Invitation to bid, Instructions to bidders, General and Special Conditions, Vendor's Notes, Specifications, proposed agreement and any other documents accompanying or made a part of this Invitation.

I hereby propose to furnish the goods or services specified in the Invitation at the prices or rates quoted in my bid. I agree that my bid will remain firm for a period of up to ninety (90) days in order to allow the City adequate time to evaluate the bids.

I certify that all information contained in this bid is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this bid on behalf of the vendor/contractor as its act and deed and that the vendor/contractor is ready, willing and able to perform if awarded the bid.

I further certify that this bid is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a bid for the same product or service; no officer, employee or agent of the City of Fort Walton Beach or of any other bidder interested in said bid; and that the undersigned executed this bidder's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

NAME OF BUSINESS

BY: _____
Signature

NAME & TITLE (**type or print**)

MAILING ADDRESS

CITY, STATE, ZIP CODE

() _____
TELEPHONE NUMBER

() _____
FAX NUMBER

DATE

EMAIL ADDRESS

ADDENDUM PAGE ITB 18-002

The undersigned acknowledges receipt of the following addenda to the Documents (Give number and date of each):

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

FAILURE TO SUBMIT ACKNOWLEDGMENT OF ANY ADDENDUM THAT AFFECTS THE BID PRICES IS CONSIDERED A MAJOR IRREGULARITY AND WILL BE CAUSE FOR REJECTION OF THE BID.

NAME OF BUSINESS

BY: _____
Signature

NAME & TITLE (type or print)

MAILING ADDRESS

CITY, STATE, ZIP CODE

() _____
TELEPHONE NUMBER

() _____
FAX NUMBER

DATE

REFERENCES – ITB 18-002

Bidder shall submit as a part of the bid package, four (4) references with name of the business, address, contact person, and telephone number. **All references shall be for LIFT STATION INSTALLATIONS that have been installed within the last five (5) years.**

REGARDING PROPOSER / BIDDER: _____

| | |
|--------------|--------------|
| Name: | Name: |
| Contact: | Contact: |
| Address: | Address: |
| | |
| Telephone: | Telephone: |
| Email: | Email: |
| | |
| Name: | Name: |
| Contact: | Contact: |
| Address: | Address: |
| | |
| Telephone: | Telephone: |
| Email: | Email: |
| | |

Drug-Free Workplace Form – ITB 18-002

The undersigned vendor, on _____, 2017, in accordance with Section 287.087, Florida Statutes, certifies that [business] _____ does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 through 5.

Check one:

_____ As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

_____ As the person authorized to sign this statement, this firm does not comply fully with the above requirements.

NAME OF BUSINESS: _____

BY: _____
SIGNATURE

NAME & TITLE, TYPED OR PRINTED: _____

PUBLIC ENTITY CRIME FORM (3 pages) - ITB # 18-002

SWORN STATEMENT UNDER SECTION 287.133 (3)(A)
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal or Contract # _____

2. This sworn statement is submitted _____
 whose business address is: _____

 _____ and (if applicable) Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____)
3. My name is _____ and my relationship to the entity named above is _____.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when not for fair market value under a length agreement, shall be a prima facie case that one person

ITB# 18-002

Public Entity Crimes Statement – Pg 2 of 3

controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding 36 months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order)

____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

____ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)

(Signature)

(Company)

Date: _____

ITB# 18-002

Public Entity Crimes Statement – Pg 3 of 3

STATE OF FLORIDA
COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this _____ day of _____, 2017, and is personally known to me, or has provided _____ (driver’s license/military id) as identification.

Notary Public

My Commission expires: _____

SECTION 2 -GENERAL CONDITIONS

2.1 **EXECUTION OF BID:** Bid must contain a manual signature of an authorized representative in the space provided. Florida law requires that when a municipality enters into a contractual agreement with a corporation licensed to do business in the State of Florida, such agreement shall be signed by two (2) Corporate Officials (i.e., President, Vice President, Secretary, Treasurer) with the corporate seal affixed. It is also required that such execution be acknowledged before a Notary Public with Notary Seal affixed. If neither the aforementioned corporate officers nor the corporate seal are readily available, a letter of authorization can be submitted in lieu of these requirements. Such letter of authorization must be on the corporate stationery, must clearly state that the person who signed the referenced agreement is duly authorized to enter into such agreement on behalf of the corporation and must be signed by the corporate officials designated above. Failure to submit letter of authorization within two (2) weeks after notification of award may result in award to the next apparent low bidder.

2.1.1 In the case of a partnership, the agreement must be signed by a general or managing partner and notarized as outlined above.

2.1.2 In the case of a sole proprietorship, the owner must sign the agreement and have such execution notarized.

2.1.3 If you have any questions regarding the execution of the signature page, please feel free to contact the Purchasing Division at (850) 833-9523 for further clarification.

2.2 **SUBMITTAL OF BIDS:** Bids shall be submitted utilizing the bid form(s) provided by the City. All bids shall be properly executed with all blank spaces filled in. The signatures of all persons signing shall be in longhand. Erasures, interlineations, or other corrections shall be authenticated by affixing in the margin immediately opposite the correction the initials of a person signing the bid. If the unit price and the total amount named by a bidder for any item are not in agreement the unit price alone shall be considered as representing the bidder's intention, and the totals shall be corrected.

2.3 **AMENDMENT OF THE INVITATION TO BID:** It is the bidder's responsibility to contact the Purchasing Division prior to submitting a bid to ascertain if any addenda have been issued, to obtain all such addenda, and return executed addenda with the bid (or complete and sign addenda acknowledgement form.) The failure of a bidder to submit acknowledgment of any addenda that affects the bid price(s), is considered a major irregularity and will be cause for rejection of the bid.

2.4 **BIDDER'S CERTIFICATION FORM:** Each bidder shall complete the "Bidder's Certification" form included with this invitation to bid, and submit the form with the bid. The failure of a bidder to submit this document will be cause for rejection of the bid.

2.5 **SPECIFICATIONS REQUIRED:** All items quoted must be in compliance with the specifications. If you are taking exception, indicate those exceptions on company letterhead and attach to this invitation to bid.

2.6 **ALTERNATIVES/SUBSTITUTIONS TO SPECIFICATIONS:** Any alternatives or substitutions to the attached specifications must be clearly delineated, set out and submitted with the bid (use separate sheets of paper and make them part of the bid).

2.7 **PRICES, TERMS, and PAYMENT:** All prices must be firm for the delivery schedule quoted in the specifications. Bids stipulating "Price in effect at time of shipment" or other similar conditions will be considered not responsive to the bid invitation and will not be accepted. All prices shall be quoted F.O.B. delivered to any City of Fort Walton Beach department unless otherwise stipulated in the bid invitation. Bidder is requested to offer cash discount for prompt invoice payment. It is the policy of the City of Fort Walton Beach to make payments of invoices in time to earn any offered cash discounts. Discount time will be computed from the date of satisfactory delivery at place of acceptance or from receipt of correct invoice at the Finance Department office, whichever is later.

2.8 **TRADE NAMES**

2.8.1 In cases where an item is identified by a manufacturer's name, trade name, catalog number, or reference, it is understood that the bidder proposes to furnish the item so identified and does not propose to furnish an "EQUAL" unless the proposed "EQUAL" is definitely indicated therein by the bidder.

2.8.2 The reference to a name brand is intended to be descriptive but not restrictive and only to indicate to the prospective bidder articles that will be satisfactory. Bids on other makes and catalogs will be considered provided each bidder clearly states in his bid or proposal exactly what he proposes to furnish and forwards with his bid a cut illustration or other descriptive matter which will clearly indicate the character of the article covered by his bid.

2.8.3 The City hereby reserves the right to approve as an equal, or to reject as not being equal, any article the bidder proposes to furnish which contains major or minor variations from the specification requirements but may comply substantially therewith.

2.8.4 If no particular brand, model, or make is specified and if no data is required to be submitted with the bid, a bidder may be required to submit working drawings or sufficient detailed descriptive data to enable the City to determine if such specification requirements are met.

2.9 **DISCOUNTS:** Bidders may offer a cash discount for prompt payment; however, such discounts shall not be considered in determining the lowest net cost for bid evaluation purposes. Discount will be computed from the date of satisfactory delivery at place of acceptance or from receipt of correct invoice at the office specified, whichever is later. Bidders are encouraged not to reflect cash discounts in the unit prices bid.

2.10 **EFFECTIVE PERIOD:** Prices quoted in the bid must remain open for a period of ninety (90) days from the date of bid opening.

2.11 QUESTIONS REGARDING SPECIFICATIONS OR BIDDING PROCESS:

- 2.11.1 Respondents are advised that from the date of release of this solicitation until award of the contract, **no contact with City personnel related to this solicitation is permitted. All communications are to be directed to the Purchasing Representative and sole contact listed below in section 2.11.4.**
- 2.11.2 Any questions related to interpretation of specifications or the bid process shall be addressed to the Purchasing Agent, in writing, in ample time before the period set for the receipt and opening of bids. No inquiries, if received within ten (10) days of the date set for the receipt of bids, will be given any consideration. Any interpretation made to prospective bidders will be expressed in the form of an addendum to the specifications which, if issued, will be conveyed to all prospective bidders no later than five (5) days before the date set for receipt of bids. Oral answers will not be authoritative.
- 2.11.3 It will be the responsibility of the bidder to contact the Purchasing Division prior to submitting a bid to ascertain if any addenda have been issued, to obtain all such addenda, and return executed addenda with the bid.
- 2.11.4 Direct inquiries to:

Giuliana Scott, Purchasing Agent
Purchasing Division, City of Fort Walton Beach
105 Miracle Strip Pkwy SW
Fort Walton Beach, Florida 32548
Telephone: (850) 833-9523 Fax: (850) 833-9643
Email: gscott@fwb.org
Website: <http://www.fwb.org>

2.12 **SEALED BIDS:** All bids must be submitted in a sealed envelope. The face of the envelope shall contain the date and time of the bid opening and the bid number. Bids not submitted on the City's bid forms may be rejected. All bids are subject to the conditions specified and on any attached sheets, specifications, special conditions or vendor notes.

- 2.12.1 **Cut out and use the label printed here, and affix to your OUTER sealed bid envelope to identify it as a "Sealed Bid".**



Deliver to: Purchasing Agent – City Hall Annex Building
City of Fort Walton Beach
105 Miracle Strip Pkwy SW
Fort Walton Beach, FL 32548

SEALED BID DO NOT OPEN

SEALED ITB#: 18-002

ITB TITLE: Lift Station No. 1 Replacement

DUE DATE/TIME: 11/09/2017 2:30 PM – Central Time

2.12.2 RECEIPT OF BIDS, DUE DATE: Sealed bids shall be submitted to the Purchasing Division Office no later than **2:30 PM (CST), on Nov. 9, 2017**. Bids shall not be accepted after this time and date. Each bid shall be submitted in a sealed envelope marked with the bid number, title of the bid, and bid opening date.

2.12.3 Sealed bids are to be addressed as follows for either mail or hand delivery. Bids submitted by mail must be received by the Purchasing Division before the bid opening time.

**Purchasing Division
City of Fort Walton Beach
105 Miracle Strip Parkway SW
Fort Walton Beach, FL 32548**

2.13 WITHDRAWAL OF BIDS: Bidders may withdraw a bid after it has been deposited with the Purchasing Division's Office any time before the scheduled time for opening the bids.

2.14 BID OPENING: The bid opening shall be public, on the date and at the time specified on the bid form. It is the bidder's responsibility to assure that their bid is delivered at the proper time and place of the bid opening. Bids which for any reason are not so delivered will not be returned but will be retained in the "BID FILE" unopened. Offers by telephone for a sealed bid cannot be accepted.

2.15 AWARD OR REJECTION OF BIDS: The contract will be awarded to the lowest responsive and responsible bidder(s) complying with all the provisions of the Invitation to Bid, provided the bid price is reasonable, and it is in the interest of the City to accept it.

2.15.1 The City of Fort Walton Beach reserves the right to reject any or all bids and to waive any informality in bids received whenever such rejection or waiver is in the best interest of the City. The City of Fort Walton Beach also reserves the right to reject the bid of a bidder who has previously failed to perform properly or complete, on time, contracts of a similar nature, or a bid of a bidder who an investigation shows is not in a position to perform the contract.

2.15.2 Award will be made in approximately sixty (60) days. It is incumbent on bidders to contact the Purchasing Division at (850) 833-9523 to determine the successful bidder(s). Bidders or respondents who do not agree with the City Council's award are afforded the opportunity to protest the recommendation by submitting a written vendor protest to the Purchasing Division within three (3) business days after City Council has awarded the purchase. Failure to file a written vendor protest within three (3) business days shall constitute a waiver of proceedings under this policy.

2.15.3 In the best interest of the City, the right is reserved to make award(s) by individual items, group of items, all or none, or a combination thereof, with one or more suppliers; to reject any and all bids, or to waive any informality or technicality in bids received.

2.16 SELECTION / REJECTION OF OPTIONS / ALTERNATIVES: If an invitation to bid permits options or alternatives, the City reserves the right to select or reject any or all options or alternatives that are bid and as deemed to be in the best interests of the City.

2.17 **PUBLIC ENTITY CRIMES:** A person or affiliate, as defined in § 287.133, Florida Statutes, who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in § 287.01, Florida Statutes, for Category Two, for a period of 36 months from the date of being placed on the convicted vendor list. By submitting a bid, you are certifying your company is in compliance with § 287.133, Florida Statutes.

2.18 **BID TABULATION & EVALUATION:** Bidders may request copies of the bid tabulation documents via email, in person or by sending a stamped, self-addressed envelope with the bid. Bid Tabulations will not be provided by telephone.

2.19 **TAX EXEMPT:** The City does not pay federal excise and state sales taxes. The City's tax exemption number is 85-8012740106C-0 and is included on all purchase orders.

2.20 **POLITICAL SUBDIVISIONS CONTRACTS:** Under Florida Law, prices contained in State Contracts shall be available to the City of Fort Walton Beach, who might wish to purchase under a State Purchase Contract. The City reserves the right to purchase from a State Purchase Contract if in the best interest of the City.

2.21 **MISTAKES:** Bidders are expected to examine the specifications, delivery schedules, bid prices, and all instructions pertaining to supplies and services. Failure to do so will be at the bidder's risk.

2.22 **CONDITION and PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this bid shall be new and the current production model at the time of this bid, unless otherwise specified. All containers shall be suitable for storage or shipment, and all prices shall include standard commercial packaging.

2.23 **SAFETY STANDARDS:** Unless otherwise specified in the bid, all manufactured items and fabricated assemblies shall comply with applicable requirements and standards of the Occupational Safety and Health Act.

2.24 **MARKING:** Each individual container shall be marked with the brand name of the product, quantity and the name and address of the manufacturer. Each shipping container shall include the name of the vendor and must also clearly indicate the City of Fort Walton Beach Purchase Order Number.

2.25 **INVOICING AND PAYMENT:** The supplier shall be paid upon submission of invoices to: Accounts Payable, City of Fort Walton Beach, 107 Miracle Strip Parkway SW, Fort Walton Beach, Florida 32548. Invoices are to be billed at the prices stipulated on the purchase order and as outlined in this bid. All invoices must show the City of Fort Walton Beach Purchase Order Number.

2.26 **CONFLICT OF INTEREST:** Any award of contract for this Invitation to Bid is subject to Chapter 112, Florida Statutes. All bidders must disclose with their bid the name of any officer, director, or agent who is also an employee of the City of Fort Walton Beach. Further, all bidders must disclose the name of any City of Fort Walton Beach officer, director, or employee who owns, directly or indirectly, an interest of ten percent (10%) or more of the bidder's firm or any of its branches or who has any contractual relationship or agreement of any kind with the bidder. The bidder warrants that no one was paid a fee, commission, gift, or other consideration contingent upon receipt of an award for the services and/or supplies specified herein.

2.27 **INSPECTION, ACCEPTANCE, AND TITLE:** Inspection and acceptance will be at the destination point unless otherwise stipulated by the City. Title and risk of loss or damage to all items shall be the responsibility of the shipper (vendor) until accepted by the using department of the City of Fort Walton Beach, unless loss of damage results from negligence by the City of Fort Walton Beach or its Departments.

2.28 **DISPUTES:** In case of any doubt or differences of opinion as to the items to be furnished pursuant to the specifications of this Invitation to Bid, the decision of the City of Fort Walton Beach City Manager shall be final and binding on both parties.

2.29 **LEGAL REQUIREMENTS:** Federal, state, county and local laws, ordinances, rules and regulations that in any manner affect the item(s) covered in the specifications of this Invitation to Bid shall apply. Lack of knowledge by the bidder will in no way be cause for relief from such responsibility.

2.30 **LIABILITY:** The vendor shall hold and save the City of Fort Walton Beach, its officers, agents and employees harmless from liability of any kind in the performance of or fulfilling the requirements of any purchase order which may result from this bid.

2.31 **DRUG FREE WORKPLACE PREFERENCE:** Pursuant to § 287.087, Florida Statutes, the City must give preference to businesses that have implemented a drug-free workplace programs whenever two or more bids, proposals, or replies are equal in price, quality, and service. If your business has implemented a drug free workplace program, you must provide a copy of all documents, rules, policies and procedures adopted by your business that satisfy the requirements of § 287.087.

2.32 **LOCAL VENDER PREFERENCE:** The city may give preference to a local vendor whenever two or more bids, proposals, or replies are equal in price, quality and service. In the event of a tie by local vendors, the award may be split when it is in the best interests of the City.

2.33 **PUBLIC RECORDS**

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT:

CITY CLERK – CITY OF FORT WALTON BEACH
107 MIRACLE STRIP PARKWAY SW
FORT WALTON BEACH, FLORIDA 32548
850-833-9509
clerk@fwb.org

- 2.33.1 Contractor shall keep and maintain public records required by the City to perform the services contained in this Agreement. Upon request from the City's custodian of public records, Contractor shall provide the City 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 costs provided for in Chapter 119, Florida Statutes or as otherwise provided by law.
- 2.33.2 Contractor shall 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 the contract if the Contractor does not transfer the records to the City.
- 2.33.3 Upon completion of the contract, Contractor shall transfer, at no cost, to the City all public records in possession of the Contractor or keep and maintain public records required by the City to perform the service. If Contractor transfers all public records to the City 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 the contract, Contractor shall meet all applicable requirements for retaining public records.
- 2.33.4 All public records stored electronically must be provided to the City, upon request from the City's custodian of public records, in a format that is compatible with the information technology systems of the City.
- 2.33.5 Failure of Contractor to comply with the City's request for records or any other provisions contained in this paragraph, shall be deemed a material breach of this contract and the parties agree that the City may seek immediate relief through a court of law as outlined in Section 119.11, Florida Statutes.
- 2.33.6 If Contractor fails to provide the public records to the City within a reasonable time Contractor may be subject to penalties under Section 119.10, Florida Statutes. If it is found that Contractor has unlawfully refused to comply with a public records request within a reasonable time, and if the Notice requirements of Section 119.0701(4), Florida Statutes have been met, the City will be entitled to recover all reasonable costs and attorneys' fees for such violation in accordance with Section 119.0701(4), Florida Statutes.

SECTION 3 - SPECIAL CONDITIONS

If marked, the following Special Conditions apply to this invitation to bid:

XX 3.1 **PRE-BID CONFERENCE - A non-mandatory Pre-Bid meeting is scheduled for 10:00AM local time on October 17, 2017 at City Hall Annex Bldg – Training Room, 105 Miracle Strip Parkway SW, Fort Walton Beach, Florida.**

XX 3.2 **PERFORMANCE TIME: The Contractor shall complete the required work within one hundred, twenty (120) calendar days after the Notice to Proceed is issued. This is a time sensitive project and by responding to this bid, the Contractor understands that all work performed shall be substantially completed within ninety (90) days and fully complete within 120 days. The proposed lift station must be operational for the project to be considered substantially complete.**

XX 3.3 **FAMILIARITY WITH SITE CONDITIONS: The responsibility for the determination of accurate measurements, the extent of work to be performed, and the conditions surrounding the performance thereof shall be the bidder's. Submission of a bid shall constitute acknowledgement by the bidder that he is familiar with all such conditions. Failure or neglect of a bidder to be familiar with the site of the proposed work shall in no way relieve the bidder from any obligations with respect to this bid.**

XX 3.4 **RIGHT TO AUDIT RECORDS: The City shall be entitled to audit the books and records of the Contractor or any sub-contractor to the extent that such books and records relate to the performance of the Agreement or any sub-contract to the Agreement. Such books and records shall be maintained by the Contractor for a period of three (3) years from the date of final payment under the Agreement and by the sub-contractor for a period of three (3) years from the date of final payment under the sub-contract unless a shorter period is otherwise authorized in writing.**

XX 3.5 **VALUE ENGINEERING: It is the intent of the City to award a contract to the lowest responsible bidder provided the bid has been submitted in accordance with the requirements of the bidding documents and does not exceed the funds available. In the event the lowest responsible bid exceeds the City's established fixed construction cost, the City shall have the right to engage the lowest responsible bidder in value engineering in order to comply with the fixed construction cost. In no instance shall such value engineering exceed ten percent (10%) of the base bid or reduce the base bid to an amount less than the fixed construction cost in place at the time of bidding.**

XX 3.6 **BIDDER QUALIFICATION: Bids will be considered from firms who have adequate personnel and equipment and who are so situated as to perform prompt service, Monday through Friday, except for City holidays. Bids will be considered only from firms which are regularly engaged in the business as described in this bid package; with a record of performance for a reasonable period of time, which have sufficient financial support, equipment, and organization to ensure that they can satisfactorily execute the service if awarded a Contract under the terms and conditions herein stated. The terms "equipment and organization" as used herein shall be construed to mean a fully equipped and well established company in line with the best business practice in the industry and as determined by the City.**

XX 3.7 INSPECTION: The City reserves the right to conduct an inspection of the bidder's facility and equipment prior to the award of the contract.

XX 3.8 FISCAL YEAR FUNDING APPROPRIATION: Unless otherwise provided by law, a contract for supplies or services may be entered into for any period of time deemed to be in the best interest of the City, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contract. Payment and performance obligations for succeeding fiscal periods shall be subject to appropriation of adequate funds by City Council.

XX 3.9 CANCELLATION DUE TO UNAVAILABILITY OF FUNDS: When funds are not appropriated or otherwise made available to support continuation of performance in a subsequent fiscal period, the contract shall be cancelled and the Contractor shall be entitled to reimbursement for the reasonable value of any nonrecurring cost incurred but not advertised in the price of the supplies or services delivered under the contract or otherwise recoverable.

XX 3.10 EXECUTION OF CONTRACT: The successful bidder shall, within fifteen (15) calendar days after Notice of Award is issued by the Purchasing Agent, enter into a contract with the City for the performance of work awarded and shall simultaneously provide any required bonds, indemnities and insurance certificates. Failure to comply with the established deadline for submittal of required documents may be grounds for cancellation of the award.

XX 3.11 FAILURE TO EXECUTE CONTRACT: Failure of the successful bidder to enter into a contract in the proscribed time may be cause for cancellation of the award to that bidder. In the event that the award is cancelled, the award may then be made to the second lowest responsive and responsible bidder, or the City may reject all of the bids. Contractors who default are subject to suspension and/or removal from the Bidder's List.

XX 3.12 FLORIDA PROMPT PAYMENT ACT: For purposes of billing submission and payment procedures, a "proper invoice" by a contractor, vendor, or other invoicing party shall consist of at least all of the following:

- 3.12.1 A description (including quantity) of the goods and/or services provided to the City (or a party on behalf of the City) reasonably sufficient to identify it (or them);
- 3.12.2 The amount due, applicable discount(s), and the terms thereof;
- 3.12.3 The full name of the vendor, contractor or other party who is supplying the goods and/or services including a mailing address in case of a dispute and a mailing address for payment purposes (if they are different) and a telephone number;
- 3.12.4 The Purchase Order or Contract Number as supplied by the City; and identification by office or department where and to whom the goods were delivered or services provided;

- 3.12.5 All invoices shall be sent to the Accounts Payable Division, City of Fort Walton Beach, 107 Miracle Strip Parkway SW, Fort Walton Beach, Florida, 32548.
- 3.12.6 The invoice must be based on a proper delivery, installation, or provision of the goods and/or services to and acceptance by the City; the vendor, contractor or other party who is supplying the goods and/or services has otherwise complied with all of the contract's terms and conditions and is not in default of any of them; and if the contract requires any subcontractors or other parties to be bound by similar other "flow-down" requirements are in compliance with those requirements.

XX 3.13 DISPUTE RESOLUTION: In the event a dispute occurs between a contractor, vendor, or other invoicing party ("invoicing party") and the City concerning payment of an invoice, the City department or office which has the dispute along with a representative of the City's Purchasing Division and the invoicing party shall meet to consider the disputed issues. The invoicing party shall provide to the City such material and information as the City may reasonably require. Any such procedure shall be initiated by either party notifying the other in writing of a dispute and stating with specificity its nature. This procedure shall commence not later than 45 days and be resolved not later than 60 days after the date on which the proper invoice was received by the City. If the issue cannot be resolved, then it will be submitted to the City Manager. Any decision by the City Manager shall constitute the final decision of the City regarding these matters and shall be communicated in writing to the invoicing party within three business days after such decision.

XX 3.14 BOND REQUIREMENTS

- XX 3.14.1 Performance Bond equal to one hundred percent (100%) of the Contract price will be required.
- XX 3.14.2 Labor & Material Payment Bond equal to one hundred percent (100%) of the Contract price will be required.
- XX 3.14.3 Performance and Labor & Materials Payment Bonds shall accompany the contract, be signed, sealed and dated no earlier than the contract effective date and specifically refer to the contract, by date.
- XX 3.14.4 Surety companies providing any bond must be listed in the latest Federal Register of the U.S. Department of Treasury, Circular 570 entitled "Surety Companies Acceptable on Federal Bonds" or otherwise acceptable to the City.

XX 3.15. INSURANCE: Bidders must be eligible for and provide evidence of insurance coverage, which equals or exceeds the City's minimum standards for the project. All insurance required must be provided by a company licensed to do business in the State of Florida and with an A.M. best rating of at least A-. Proof of Insurance must accompany the signed contract.

XX 3.15.1 Workers Compensation

- Coverage A In conformity with Florida Statutes
- Coverage B \$500,000/\$500,000/\$500,000

XX 3.15.2 Commercial General Liability

- Each occurrence for Bodily Injury/Property Damage \$1,000,000
- Personal & Advertising Injury Limit \$1,000,000
- Products/Completed Operations Aggregate \$2,000,000
- Annual Aggregate for Bodily Injury/Property Damage \$2,000,000
- Medical Payments \$ 10,000

XX This coverage shall include the following provisions:

- The City of Fort Walton Beach shall be an additional insured.
- The policy shall not be cancelled unless the City is given at least 30 days notice.
- Any coverages which are eliminated, restricted or reduced to less than what is commonly provided by standard I.S.O. forms must be indicated.

XX 3.15.3 Business Automobile Liability

Combined Single Limit \$1,000,000

XX This coverage shall include the following provisions:

- The City of Fort Walton Beach shall be an additional insured
- The policy shall not be cancelled unless the City is given at least 30 days notice.
- Any coverages which are eliminated, restricted or reduced to less than what is commonly provided by standard I.S.O. forms must be indicated.
- Symbol "1" (Any Auto) or equivalent, shall be used to designate insured autos.

XX 3.15.4 Umbrella/Excess

- Per Occurrence Limit of \$1,000,000 / \$1,000,000 Aggregate covering personal injury and/or bodily injury, including death, and property damage liability insurance as an excess of the above primary coverages.

XX This coverage shall include the following provisions:

- The City of Fort Walton Beach shall be an additional insured
- The policy shall not be cancelled unless the City is given at least 30 days notice.

XX 3.15.5 Pollution Liability Coverages-\$1,000,000 for each claim/ \$1,000,000 aggregate. This coverage shall include the following provisions:

- The City of Fort Walton Beach shall be an additional insured.
- The policy shall not be cancelled unless the City is given at least 30 days notice.

3.15.6 General Policy Provisions

- The City of Fort Walton Beach shall be an additional insured under

any General Liability, Business Auto, Umbrella and Professional Liability Policies using an ISO Additional Insured Endorsement form CG2014 or its equivalent.

- Coverage shall apply as Primary and non-contributory
- Waiver of Subrogation in favor of the City of Fort Walton Beach, Florida.

N/A 3.16 SUBCONTRACTOR(S): Unless otherwise stated in the contract documents or the bidding requirements, the contractor, as soon as practicable after award of the contract, shall furnish in writing to the City the names of persons or entities, including those who are to furnish materials or equipment fabricated to a special design, proposed for each principal portion of the Work. The City will promptly inform the bidder in writing whether it has reasonable objection to any such proposed person or entity. The City may consider the use of any particular subcontractor when evaluating whether a bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference.

XX 3.17 CONSTRUCTION OF SPECIAL CONDITIONS: If any specification or general condition of this Invitation to Bid conflicts with any Special Condition, the Special Condition shall have precedence over the General Condition.

SECTION 4 – SCOPE OF WORK AND SPECIFICATIONS

4.1 INTENT - It is the intent of this solicitation to secure a contractor to perform specified construction related to the installation of a new lift station wet-well within, above ground valve box, and associated gravity sewer main. The scope of services for this contract will be for all labor and materials needed to complete the work specified on the plan set the identified site. The extent of work is shown on the attached drawings and approved FDEP permit (Exhibits A & B).

4.2 BACKGROUND – City Lift Station No.1 is located at 127 Miracle Strip Parkway SW at the site of a hotel currently under construction. Lift Station No.1’s service area includes the western half of the City including the City’s Industrial Park area.

4.3 SUMMARY OF WORK

- 4.3.1 All work identified in this bid shall be completed by the successful bidder and shall include all necessary materials, labor, and equipment needed to complete the specified work.
- 4.3.2 Work performed by the Contractor shall include the complete installation of the lift station wet well, all associated gravity main work, and all repair work necessary to restore finished areas as to their original condition or better following installation of the work.
- 4.3.3 For the purpose of this bid, the City will be responsible for all electrical work related to the lift station and the construction of the proposed 10-inch force main from the specified points on the plan set.

4.4 SCOPE OF WORK

- 4.4.1 The Contractor shall be responsible for obtaining and paying for all necessary local and state licenses and permits. A City Building Permit is required.
- 4.4.2 The Contractor will be required to deliver all equipment, piping, fittings, and other materials to the location of installation. Care shall be exercised in handling all materials and equipment, and the Contractor will be held responsible for all breakage or damage to same. Material and equipment may be delivered to places that will not interfere with other construction operations and unloaded or yarded and distributed as required, at the Contractor's discretion.
- 4.4.3 Schedule - Prior to commencement of any work activity, the Contractor shall submit to the City an estimated construction schedule promptly after execution and delivery of the contract and before the first partial payment is made. The schedule shall show the anticipated dates of construction commencement and completion of each of the various types of work required. As a part of the construction schedule, the Contractor shall also furnish a detailed estimate giving a complete breakdown of lump sum items in the contract, and periodic itemized estimates of work for the purpose of making partial payments thereon.

- 4.3.4 Deviations to Schedule – Any change to the proposed schedule shall be mutually agreed upon by the City, and Contractor. The City reserves the right to alter the projected schedule based on need.

4.5 PERFORMANCE SCHEDULE

- 4.5.1 The Contractor shall commence performance within fourteen (14) days of receipt of Notice to Proceed issued by the City.
- 4.5.2 **This is a time sensitive project and by responding to this bid, the contractor understands that all work performed shall be substantially completed within ninety (90) days and fully complete within 120 days. The proposed lift station must be operational for the project to be considered substantially complete.**

4.6 SPECIFICATIONS

- 4.6.1 Mobilization - Perform preparatory work and operations in mobilizing for beginning/breakdown of work on the project, including, but not limited to, those operations necessary for the movement of personnel, equipment, supplies, and incidentals to the project site.
- 4.6.2 Maintenance of Traffic – No maintenance of traffic is anticipated for this project. However, the Contractor shall be responsible for all maintenance of traffic items. Any work located inside state right-of-way shall conform to the latest edition of FDOT Design Standards.
- 4.6.3 Demolition and Debris Removal –The Contractor shall be responsible for all removal and disposal of materials related to each individual project site. This includes clearing/grubbing, disposal, and hauling/transport off of excess undesirable material. This line items includes filling existing abandoned gravity main with flowable fill.
- 4.6.4 Erosion Control - The Contractor shall be responsible for installing the appropriate erosion control measures needed to retain sediment onsite and out of the stormwater infrastructure. The Contractor shall also be responsible for the maintenance of the erosion control measures through the duration of the project. Erosion control measures shall include but are not limited to silt fencing, inlet protection, periodic street sweeping. City erosion control details can be found in section 3.00 of the *City of Fort Walton Beach Engineering Standards Manual*.
- 4.6.5 Pipe – The Contractor shall be responsible for all labor and materials needed for the installation of the proposed pipe including but not limited to labor, material, heavy equipment, shoring, trenching, and any required dewatering. The following pipe types are acceptable:
- 4.6.5.1 PVC Pipe – All PVC gravity sewer and forcemain pipe shall be SDR 26 type and green in color. Pipe shall conform to ASTM D1784 and D1785.

- 4.6.5.2 Ductile Iron Piping – All lift station, and above ground piping shall be ductile iron. All ductile iron pipe shall be ceramic epoxy lined and shall not have been previously lined. Interior coating shall be ceramic epoxy of either Protecto 401 or Permox (Green). Exterior epoxy coating shall be dark gray in color and consist of a high build epoxy and polyurethane enamel installed based on manufacturers recommendations.
- Buried Ductile Iron Pipe shall be restrained joint conforming to AWWA C111/A21.11 and AWWA C151/A21.51, pressure class shall be 250 psi minimum working pressure.
 - Exposed ductile iron pipe shall use grooved end and flanged joints conforming to AWWA C115/A21.15, thickness class 53 min., 250 psi minimum working pressure.
- 4.6.6 Fittings– All ductile iron fittings shall be coated the same as the associated piping listed in 4.4.6. All bolts and nuts shall not be painted over and shall be 316 stainless steel hex head.
- 4.6.7 Sanitary Sewer Manholes – All sanitary sewer manholes shall be 4,000 psi precast concrete minimum and be in accordance with ASTM C478, C890, and C913. All manholes shall have two (2) coats of Conseal on the interior of the sections. Inverts in the manhole shall be hand poured. All precast manholes shall be watertight and free from leaks.
- 4.6.8 Lift Station Wet-Well – The Contractor shall be responsible for all labor and materials needed for the installation of the proposed wet well including but not limited to labor, material, heavy equipment, shoring, trenching, and any required dewatering. A precast structure is listed on the plan set, however an alternate fiberglass station is acceptable. The following types of wet wells are acceptable:
- 4.6.8.1 Concrete Wet Well – The Contractor shall be responsible for installing base elbows, guiderails, discharge piping, and pipe supports within the wet well as it relates to the installation. Concrete wet well shall be a minimum of 5,000 psi precast concrete and shall be in accordance with ASTM C478, C890, and C913. All precast manholes shall be watertight and free from leaks. If concrete wet well is proposed, the interior shall be coated with Sprayrock liner.
- 4.6.8.2 Fiberglass Wet Well – If a fiberglass wet well is proposed as an alternate, it shall be in accordance with ASTM D3753, D3299, and D883. Unless approved otherwise by the City, the wet well shall be a one piece unit. Wet well color shall be either white or light gray. All wet wells shall come equipped with a pre-fabricated fillet on the exterior bottom. Wet well weight and soil pressure on concrete base collar may be used to calculate down forces, but pump and piping weights shall not be used. Assume groundwater

is at grade. A factor of safety of 1.2, minimum, must be used in anti-flotation calculations. The design shall include the operating conditions as noted on the drawings, a 12-inch minimum thick outside the wet well reinforced concrete hold-down base which extends 12 inches (minimum) beyond the outside of the wet well, a 10-inch (minimum) thick reinforced concrete top slab, pump access frame and cover and other standard wet well features as shown on the drawings. Pumps shall be anchored to a mounting plate. The complete design must be submitted in the form of a shop drawing for the City's review and approval. If a fiberglass wet well is proposed, the pump supplier shall provide the wet well pre plumbed equipped with a hatch.

- 4.6.9 Comminutor – The Contractor shall be responsible for all labor and materials needed to install the Comminutor including but not limited to labor, material, heavy equipment, shoring, trenching, required dewatering, and any required concrete. Comminutor shall be Franklin-Miller Taskmaster® Grinder, Model TM8524 with prefabricated Manhole Assembly. Submersible drive shall be 5 hp 230/460V with a 60 foot cable. Pipe rails for Comminutor shall be stainless steel.
- 4.6.10 Pumps – The Contractor shall be responsible for installing base elbows, guiderails, discharge piping, and pipe supports within the wet well as it relates to the pump installation. If a fiberglass wet well is proposed, the Contractor will be responsible for completing the necessary items not included with the pre plumbed fiberglass lift station. Pumps and associated electrical is to be provided/completed by the City.
- 4.6.11 Electrical – All electrical work for this project will be the responsibility of the City and is not included in this bid. This includes Gulf Power coordination on service size and location, circuit breaker, auto transfer switch, generator inlet, alarm, pump control panel assembly, security lighting, comminutor, pumps, and telemetry assembly.
- 4.6.12 Fencing – Fencing shall be black, vinyl coated fence six (6) feet in height. Gate location and size will be determined in the field and coordinated with the City.
- 4.6.13 Restoration – Contractor shall furnish and supply all materials and labor for the restoration of the individual project areas. This includes all road base, asphalt, curbing, sidewalk, fencing, sod, landscaping, signage and regular clean-up. Material specifications can be found in the appropriate section of the *City of Fort Walton Beach Engineering Standards Manual*. Before the work will be considered complete, all rubbish and unused material due to, or connected with the construction shall be removed from the premises and disposed of in a manner satisfactory to the City. Private and public property disturbed or damaged as a result of the work shall be restored to the previous condition or better by the Contractor. Final payment will be withheld until all work is complete.

4.7 COORDINATION & PROJECT MEETINGS

- 4.7.1 During the course of work under this contract, the Contractor shall be responsible for keeping the affected property owner(s), their representatives, and the City informed of the proposed work schedule. This includes coordinating material deliveries, access to the hotel, and any other scheduled work that could impede Hotel operations. This also includes coordinating with the City on forcemain construction and electrical hook-up. An allowance is included under bid item No. 9. In order to utilize the allowance, proof must be shown to the City of coordination efforts.
- 4.7.2 The Contractor shall not put workers on the job or perform any work without prior knowledge that such work is to be done, the place of work, and the scheduled starting time. A minimum 48-hour notification to the effected property owner(s), and City is required. The City reserves the right to deny the request without penalty.
- 4.7.3 The Contractor shall schedule a preconstruction meeting with City staff prior to any work being performed. The date, time, and location shall be mutually agreed upon by the City and the Contractor.
- 4.7.4 The Contractor shall schedule and administer periodic progress meetings for each site specific scheduled work. Periods of progress meetings will be mutually agreed upon by the City and the Contractor.

4.8 MATERIAL & EQUIPMENT

- 4.8.1 The Contractor shall assume full responsibility for the coordination of the installation of all equipment, materials, and products furnished under these Contract Documents. The Contractor shall be completely responsible for verification that all structures, piping, and equipment components furnished by him and/or his subcontractors and suppliers are compatible.
- 4.8.2 Equipment shall be readily adaptable for installation and operation in the structures. No responsibility for alteration of a planned structure to accommodate other types of equipment will be assumed by the City. Equipment that requires alteration of the structures will be considered only if the contractor assumes all responsibility for making and coordinating all necessary alterations. No equipment requiring alteration of structures shall be installed without prior written approval by the City. All such alterations shall be made at the Contractor's expense.
- 4.8.3 The Contractor shall guarantee all equipment against faulty or inadequate design, improper assembly or erection, defective workmanship, defective materials, breakage or other failure. The guarantee period shall be defined in the General Conditions of these Contract Documents.
- 4.8.4 Equipment shall be new and shall not have been in service at any time prior to delivery, except as required by tests. All bolts, nuts, fastening, pipe and fittings shall be manufactured in conformance with the United States system of measurement.

4.9 APPROVAL OF MATERIAL AND EQUIPMENT

4.9.1 Within thirty (30) days after the Notice to Proceed is issued, the Contractor shall submit shop drawings and/or manufacturer's description sheets for the following materials and/or equipment, when applicable, for the approval of the City Engineer.

- 4.9.1.1 All process equipment;
- 4.9.1.2 All proposed asphalt pavement mix;
- 4.9.1.3 All manufactured structural components;
- 4.9.1.4 All piping;
- 4.9.1.5 Miscellaneous iron casting, gratings, frames, covers, and steps;
- 4.9.1.6 Ready-mix concrete design;
- 4.9.1.7 Premixed grouts and mortars;
- 4.9.1.8 Precast concrete structures;
- 4.9.1.9 Fiberglass structures;
- 4.9.1.10 All paints and protective coatings; and
- 4.9.1.11 Grass seed, fertilizer, sod, and commercial mulches.

4.9.2 Drawings and manufacturer's descriptive material shall include sufficient detail to clearly establish that the item submitted meets the specifications.

4.10 REFERENCES - The City of Fort Walton Beach (November 2012). *Engineering Standards Manual, The City of Fort Walton Beach, Florida.*

4.11 FINAL INSPECTION

4.11.1 Upon notice from the Contractor that work is completed in accordance with the specifications, the City shall make a final inspection of the work. The Contractor will be notified of all instances where the work fails to comply with the specifications. The Contractor shall immediately make those alterations which will make the work fully comply with the specifications.

4.11.2 The Contractor shall immediately correct or complete all issues as well as defects that were identified by the City or his/her representative.

4.11.3 Upon completion of the repair work the Contractor shall notify the City when it is ready for inspection. The City shall make a final inspection of the work and notify the Contractor of any necessary repair work that is not completed. The Contractor shall immediately complete all incomplete work and arrange for re-inspection.

4.12 AS-BUILTS/RECORD DRAWINGS - The Contractor shall submit as-builts prior to closeout for each individual project completed. As-builts shall conform to the requirements set forth in section 4.02 of the *City of Fort Walton Beach Engineering Standards Manual*. In addition, all as-builts must be in State plan coordinates (NAD 83 FLA North).

4.13 PAYMENT - The cost of work and all costs incidental thereto shall be included in the price bid for the item to which the work pertains. **The City must be notified of partial payment items prior to issuance of a purchase order.**

- 4.14 WARRANTY** - All work shall have a warranty period of one (1) year, in addition to all manufacturer's warranties.

- 4.15 SITE VISITS** - Any potential bidder wishing to visit the identified work site for the purpose of gathering additional technical information, should contact the Purchasing Representative listed in Section 2.11.4 on page 14 to schedule an appointment.

(This portion left intentionally blank)

SECTION 5 -ITB 18-002 PRICING FORM VENDOR:

INVITATION TO BID

INCLUDE FORM WITH SUBMISSION

ITB 18-002 - Lift Station No. 1 Replacement

| Item No. ¹ | Qty | Unit | Description | Unit Price | TOTAL |
|-----------------------|-----|------|---|------------|----------|
| 1 | 1 | LS | Mobilization/Demobilization | \$ | \$ |
| 2 | 1 | LS | Demolition and Debris Removal | \$ | \$ |
| 3 | 501 | LF | 12" PVC Sanitary Sewer Main (includes pipe needed for Comminutor, and gravity into wetwell) | \$ | \$ |
| 4 | 3 | EA | Manholes | \$ | \$ |
| 5 | 1 | EA | Installation of Comminutor | \$ | \$ |
| 6 | 1 | EA | Installation of Precast Concrete Lift Station | \$ | \$ |
| 7 | 1 | EA | Installation of Above Ground Valve Assembly | \$ | \$ |
| 8 | 1 | EA | Restoration | \$ | \$ |
| 9 | 1 | EA | Utility & Property Owner Coordination | \$10,000 | \$10,000 |
| | | | | | |

ALTERNATE BID ITEMS

| | | | | | |
|--------------------------|---|----|---|----|-----------|
| 6A | 1 | LS | Installation of Fiberglass Lift Station | \$ | \$ |
| | | | | | |
| TOTAL BID AMOUNT: | | | | | \$ |

NOTE 1: ALL ITEMS QUOTED MUST BE IN COMPLIANCE WITH THE SPECIFICATIONS ON THIS PAGE. IF YOU ARE TAKING EXCEPTION, INDICATE THOSE EXCEPTIONS ON COMPANY LETTERHEAD AND ATTACH TO THIS INVITATION TO BID.

1. FOB Point: **Delivered**
2. Terms of Payment: (e.g. Net 45) _____
3. The City shall receive project completion notice within _____ days for the date Vendor receives Purchase Order or Notice to Proceed.

**Recheck your quotations prior to submission.
Bids may not be changed after being opened.**

EXHIBIT A

Bid Plans – Project SP1701 (6 PGS)

See document posted as Exhibit A on www.fwb.org; at www.FloridaBidSystem.com or on www.VendorRegistry.com.

EXHIBIT B

FDEP Permit #0312561-004-DWC/CG (1 PG)

See document posted as Exhibit B on www.fwb.org; at www.FloridaBidSystem.com or on www.VendorRegistry.com.

CITY OF FORT WALTON BEACH, FLORIDA**NOTICE TO BIDDERS****BID NUMBER: ITB No. 18-002****Date: Oct. 12, 2017**

The City of Fort Walton Beach will accept sealed bids at City Hall until Nov. 9, 2017, at 2:30 PM, local time, at which time all bids received will be opened and read aloud at the City Hall Annex Building Training Room, 105 Miracle Strip Parkway SW, Fort Walton Beach, Florida, for the following:

ITB No. 18-002: LIFT STATION NO. 1 REPLACEMENT

Copies of Bid Provisions and Bid Forms may be found at the Florida Bid System website at www.FloridaBidSystem.com (registration required) or at the City of Fort Walton Beach website at www.FWB.org/purchasing.

Additional technical information relative to this bid may be obtained from Giuliana Scott, Purchasing Agent, at (850) 833-9523 or gscott@fwb.org during normal business hours.

The City of Fort Walton Beach reserves the right to waive informalities in any bid; to make award(s) by individual item, group of items, all or none, or a combination thereof; to reject any and all bids or waive any minor irregularity or technicality in bids received, that in its judgment will be in the best interest of the City of Fort Walton Beach.

Mark outside of envelope:

“ITB 18-002 – LIFT STATION NO 1 REPLACEMENT”

Note: Any bidder failing to mark the outside of the envelope, as set forth herein may not be entitled to have his bid considered.

Address responses and deliver to:

Purchasing Division
City of Fort Walton Beach
105 Miracle Strip Parkway, SW
Fort Walton Beach, FL 32548

The City of Fort Walton Beach adheres to the Americans with Disabilities Act and will make reasonable accommodations for access to this meeting by a physically handicapped person upon notice 48 hours prior to the meeting. Please call the City Clerk, Kim M. Barnes, at 850-833-9509 or e-mail at clerk@fwb.org to make a request. For Hearing Impaired dial 1-800-955-8771 (TDD) or 1-800-955-8770 (VOICE) or e-mail clerk@fwb.org.