



NON-MANDATORY PRE-BID MEETING

April 27, 2020 AT 10:00 AM

CAMPBELL POOL ENTRY PAVILLION

ITB No 20473

via telephone 386.671.3178

PURPOSE OF PRE-BID MEETING:

- Introductions
- Review Solicitation Requirements
- Review Contract Requirements

INTRODUCTION:

City Staff:

Kirk Zimmerman, Buyer
Brent Cohen, Project Manager

DISCUSSION:

1. NON-MANDATORY PRE-BID CONFERENCE for ITB 20473, CAMPBELL POOL ENTRY PAVILLION. Attendees, Those that did not preregister please email your contact information to purchasing@codb.us . We need your email address to make sure you receive notification if any addenda should be posted for this project.
2. SUBMIT ONE ORIGINAL BID to the Purchasing Division; 301 S. Ridgewood Ave., Room 146, Daytona Beach, FL 32114 on or before **2:00 pm. sharp on MAY 21, 2020.** No Proposals will be accepted after **2:00 pm.**

SUBMIT your bid online at www.codb.us/841/purchasing then click "public solicitation", then click your desired bid, then click "submit bid" at the top of the page. Submit before 2:00 pm. sharp on MAY 21, 2020. No Proposals will be accepted after 2:00 pm.
3. ALL QUESTIONS or requests for interpretation must be submitted in writing to Kirk Zimmerman, CPPB, at Fax Number (386) 671-3964, via email to purchasing@codb.us , or through the website listed above by submitting a question. 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.
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. RESERVED

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. MBE/WBE CONTRACT PARTICIPATION AND EMPLOYMENT: Bidders' attention is directed to the Minority and Women Owned Business Enterprise (MBE/WBE) contract participation and minority and women employment provisions of the Bid Documents contained in the Special Instructions.

Bidders are asked to make a good faith effort to achieve 10% contract participation by certified MBE/WBE subs and suppliers and to document those efforts on Attachment A, "Good Faith Effort Documentation" and to report on the results of those efforts on Attachment B, "MBE/WBE Contract Participation". Attachment A & B should be submitted with the Bid.

The State of Florida Office of Supplier Diversity maintains a searchable database of Florida Minority and Woman Owned Businesses. Bidders may utilize that database or any other public agency maintained database of certified MBEs and WBEs to locate and contact MBE/WBEs for potential participation in the Bid. The database may be accessed through the Purchasing Division webpage: <http://www.codb.us/841/purchasing> by clicking the "Minority & Women Owned Business Enterprise" link.

Employment .The city commission has established a goal of 10% employment of minorities and women (combined) in the work forces of its contractors and subcontractors.

Bidders should list the total number of employees and total number and percentage of minority and women employees working for the Bidder on Attachment C and submit that Attachment with the Bid.

Bidders should list the total number of and percentage of minority and women employees working for each subcontractor and supplier. Bidders should submit Attachment D, "Subcontractor/Supplier Employment Levels", upon issuance by the City of a Notice of Intent to Award.

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 i

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.

11. CITY COMMISSION has the sole authority to bind the City to the terms and conditions of a contract.

12. SUBSTANTIAL COMPLETION Time is **60 days**, Final Completion within **75 days** after the commencement date.

13. LIQUIDATED DAMAGES of **\$200** per day for failure to achieve Substantial Completion; **\$100** per day for failure to achieve Final Completion.

14. BOND REQUIREMENTS: 10% Bid Security. If Contract Award exceeds \$100,000, 100% Payment and Performance Bonds.

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. **Builder's Risk**; on an "all risk" basis".

16. SPECIAL INSTRUCTIONS **see end of agenda**

17. BID FORMS/SCHEDULE: LUMP SUM

- The Bid Proposal Letter, the Bid Schedule, and all other required Forms must be completed. All blank spaces must be filled with dark ink or via typing. All corrections and erasures must be initialed by the party submitting the Bid on behalf of the Bidder.
- The Bid may not contain qualifications or exceptions of any kinds.
- Acknowledge addenda at the proper place on the Bid Proposal Letter.

18. SCOPE DISCUSSION by Brent Cohen, Project Manager.

SPECIAL INSTRUCTIONS

SI 1. Minority and Women Owned Business Enterprise Participation. The Daytona Beach City Commission has established a goal of 10% MBE/WBE participation in business contracts (i.e., contractors, subcontractors, and suppliers) with the City. The goal may be adjusted on a case-by-case basis to reflect experience and the relevant availability of MBE/WBE businesses.

Bidders are asked to provide documentation of their “good faith efforts” to achieve the MBE/WBE participation goal as outlined below.

A. Definitions:

Bid means all purchases prices sought by any procurement method

Construction means the process of building, altering, repairing, improving, or demolishing any public structure, building, roadway, or other public improvements of any kind to any public real property. It does not include the routine operation, repair, or maintenance of existing structures, buildings, or real property.

Contract means all types of city agreements, regardless of what they may be called, for the purchase or disposal of supplies or services or performance of construction with the following exceptions: salaries/employee benefits, taxes, judgments, travels, dues, pensions, utilities, subscriptions, auto allowances, debt service requirements and postage. It includes contracts for a fixed price, costs, cost plus a fixed fee, or incentive contracts, contracts providing for the issuance of job or task orders, leases, letter contracts, and purchase orders.

Good faith efforts includes demonstrations and actions which show that the stated goal was pursued far beyond neutrality; indeed, was pursued intensely. Acting in a manner such that a prudent and reasonable person would conclude that the stated goal would be achieved.

Minority means Blacks, Hispanics, American Indians, Alaskan Natives, Asians, and Pacific Islanders.

Minority-Owned Business Enterprise (MBE) means a business which is certified as an MBE by the State of Florida Office of Supplier Diversity or other Florida public agency.

Services means the furnishing of labor, time, or effort by a contractor, not involving the delivery of a specific end product other than reports which are merely incidental to the required performance. This term includes professional services, but does not include employment agreements or collective bargaining agreements.

Supplies means all property, including but not limited to equipment, materials, printing, insurance, and leases, but excluding land or a permanent interest in land.

Women-Owned Business Enterprise (WBE) means a business firm which is certified as a WBE by the State of Florida Office of Supplier Diversity or other Florida public agency

B. Contract Participation Good Faith Effort Documentation

(1) Bidders are asked to document its good faith efforts to achieve the 10% contract participation goal by submitting Attachment A *with the Bid*, listing all MBEs and WBEs contacted by the Bidder with a request to submit a subcontracting/supplier quote. Attachment A should be accompanied by copies of MBE/WBE certification for each MBE/WBE subcontractor and supplier.

The State of Florida Office of Supplier Diversity maintains a searchable database of Florida Minority and Woman Owned Businesses. Bidders may utilize that database or any other public agency maintained database of certified MBEs and WBEs to locate and contact MBE/WBEs for potential participation in the Bid. The State's database may be accessed through the Purchasing Division webpage: <http://www.codb.us/841.purchasing> by clicking the "Minority & Women Owned Businesses Registration and Searchable Database" link.

(2) Bidders are asked to submit Attachment B with the Bid, listing all MBE and WBE subcontractors and suppliers selected to be awarded subcontracts or purchase orders by the Bidder if awarded the Contract.

(3) If the Bidder is an MBE or WBE and self-performs a minimum of 10% of the work with its own forces, the 10% participation goal will be considered achieved. Bidder should submit Attachment B and the Bidder's MBE/WBE certification *with the Bid* to document Bidder's achievement of the goal.

(4) Nothing in this section shall be construed to require the award of a contract or a sub-contract to an MBE, WBE, or other purveyor of supplies, services or construction which fails to meet contract specifications or for which the bid is unreasonably priced or for which the bid is not in the best interest of the City nor is the lowest and best bid.

(5) The Successful Bidder should submit copies of MBE and WBE subcontracts and purchase orders within 15 days of receipt of the City's Notice of Intent to Award.

C. MBE/WBE Reporting During performance of the contract, the Successful Bidder will report payments made to MBE and WBE subcontractors and suppliers with each progress payment using Attachment E.

D. Minority and Women Employment

(1) *Employment* .The city commission has established a goal of 10% employment of minorities and women (combined) in the work forces of its contractors and subcontractors. The goals for minority and women employment may be adjusted on a case-by-case basis to reflect experience and availability of minorities and women with requisite skills.

(2) Bidders should list the total number of employees working for the Bidder on Attachment C and submit that Attachment with the Bid.

(3) Bidders should list the total number of and percentage of minority and women employees working for each subcontractor and supplier. Bidders should submit Attachment D, "Subcontractor/Supplier Employment Levels", upon issuance by the City of a Notice of Intent to Award.

End of Section

