

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
Purchasing Department

INVITATION TO BID (ITB)

17-027

TRAFFIC CONTROL DEVICES, MATERIALS AND HARDWARE

February 2017





**HIGHLANDS COUNTY BOARD OF
COUNTY COMMISSIONERS**
Purchasing Department

INVITATION TO BID (ITB)

The Board of County Commissioners (BCC), Highlands County, Sebring, Florida will receive sealed bids in the County's Purchasing Department for the following annual bid:

ITB NO. 17-027 TRAFFIC CONTROL DEVICES, MATERIALS AND HARDWARE

Specifications may be obtained by downloading from our website: www.hbcc.net or by contacting: Olimpia Lonsdale, Purchasing Analyst; 4320 George Blvd., Sebring, Florida 33875-5803, Phone: 863-402-6525 Fax: 863-402-6735; or E Mail: olonsdal@hbcc.org.

BIDS MUST BE DELIVERED to the Highlands County Purchasing Department, 4320 George Blvd., Sebring, FL. 33875-5803 so as to reach said office no later than **2:00 P.M., Wednesday; March 15, 2017**, at which time they will be opened. The Public is invited to attend this meeting. Bid envelopes must be sealed and marked with the ITB number and name so as to identify the enclosed bid. Bids received later than the date and time as specified will be rejected.

The Board will not be responsible for the late deliveries of responses that are incorrectly addressed, delivered in person, by mail or any other type of delivery service.

One or more County Commissioners may be in attendance at the bid opening.

Highlands County Local Preference Policy will apply to the award of this bid.

The Highlands County Board of County Commissioners (HCBCC / COUNTY) reserves the right to accept or reject any or all bids or any parts thereof, and the determination of this award, if an award is made, will be based on the ranking of each bid. The Board reserves the right to waive irregularities in the bid.

The Board of County Commissioners of Highlands County, Florida, does not discriminate upon the basis of any individual's disability status. This non-discrimination policy involves every aspect of the Board's functions, including one's access to, participation, employment or treatment in its programs or activities. Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act or Section 286.26 Florida Statutes should contact Ms. Tasha Morgan, ADA Coordinator at: 863-402-6509 (Voice), or via Florida Relay Service 711, or by e-mail: tmorgan@hbcc.org. Requests for CART or interpreter services should be made at least 24 hours in advance to permit coordination of the service.

Board of County Commissioners, Highlands County, FL

www.hbcc.net

SECTION I. GENERAL TERMS AND CONDITIONS

- A. For purposes of this ITB, the following terms are defined as follows:
 - 1. Bidder means the person or entity submitting a Bid in response to this ITB.
 - 2. Contractor means the Bidder who signs a contract with the County to perform the Scope of Work.
- B. All Bids shall become the property of the County.
- C. Compliance with Florida Statutes Section 287.087, on Drug Free Workplace, Section 287.133(2)(a), on Public Entity Crimes, and Section 287.134, on Discrimination, is required.

F.S. 287.087, Preference to businesses with drug free workplace programs:

In order to have a drug free workplace program, a business shall:

- 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, and 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 subsection (1).
- 4. In the statement specified in subsection (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, Florida Statutes, 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 abuse 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 this section.

NOTE: PLEASE INCLUDE YOUR "DRUG FREE" STATUS AS PART OF THE GENERAL COMMENTS IN YOUR BID OR WHERE INDICATED ON THE BID FORM.

F.S. 287.133, Public entity crime; denial or revocation of the right to transact business with public entities:

(2)(a) A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity, may not submit a bid, proposal or reply on a

contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals or replies 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 Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

F.S. 287.134, Discrimination; denial or revocation of the right to transact business with public entities:

(2)(a) An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal or reply on a contract or provide goods and services to a public entity; may not submit a bid, proposal or reply on a contract with a public entity for construction or repair of a public building or public work; may not submit bids proposals or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under contract with any public entity; and may not transact business with a public entity.

- D. Bids are due and must be received in accordance with the instructions given in the announcement page.
- E. The County will not reimburse Bidders for any costs associated or expenses incurred in connection with the preparation and submittal of any Bid.
- F. Bidders, their agents and associates shall not solicit any County Official and shall not contact any County Official other than the individual listed in Section XV of this ITB for additional information and clarification.
- G. Due care and diligence has been exercised in the preparation of this ITB and all information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the services required rests solely with those submitting a Bid. Neither the County nor its representatives shall be responsible for any error or omission in the Bids submitted, nor for the failure on the part of the Bidders to determine the full extent of the exposures.
- H. All timely Bids meeting the specifications set forth in this ITB will be considered. However, Bidders are cautioned to clearly indicate any deviations from these specifications. The terms and conditions contained herein are those desired by the County and preference will be given to those Bids in full or substantially full compliance with them.
- I Each Bidder is responsible for full and complete compliance with all laws, rules, and regulations including those of the Federal Government, the State of Florida and the County of Highlands. Failure or inability on the part of the Bidder to have complete knowledge and intent to comply with such laws, rules, and regulations shall not relieve any Bidder from its obligation to honor its Bid and to perform completely in accordance with its Bid.

- J. The County, at its discretion, reserves the right to waive minor informalities or irregularities in any Bids, to reject any and all Bids in whole or in part, with or without cause, and to accept that Bid, if any, which in its judgment will be in its best interest.
- K. Award will be made to the Bidder whose Bid is determined to be the most advantageous to the County, taking into consideration those Bids in compliance with the requirements as set forth in this ITB. The County reserves the right to reject any and all Bids for any reason or make no award whatsoever or request clarification of information from the Bidders.
- L. Any interpretation, clarification, correction or change to this ITB will be made by written addendum issued by the Purchasing Department. Any oral or other type of communication concerning this ITB shall not be binding.
- M. Bids must be signed by an individual of the Bidder's organization legally authorized to commit the Bidder to the performance of services contemplated by this ITB.
- N. Unless otherwise stated in the specifications, the following Insurance Requirements will be included in the contract and must be met before delivery of goods and performance of services:
 - 1. Workers' Compensation Insurance: The Contractor shall have and maintain workers' compensation insurance for all employees for statutory limits in compliance with Florida law and Federal law. The policy must include Employer' Liability with a limit of \$100,000 each accident, \$100,000 each employee, \$500,000 policy limit for disease.
 - 2. Commercial General Liability Insurance: Occurrence Form Required: The Contractor shall have and maintain commercial general liability (CGL) insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to the work performed pursuant to this ITB in the amount of \$1,000,000. Products and completed operations aggregate shall be \$1,000,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury and advertising injury. Fire damage liability shall be included at \$100,000.
 - 3. Commercial Automobile Liability Insurance: The Contractor shall have and maintain commercial automobile liability insurance with a limit of not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage liability. Such insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos). The policy shall be endorsed to provide contractual liability coverage.
 - 4. Professional Liability/Errors and Omissions Insurance: The Contractor shall have and maintain professional liability insurance with a limit not less than \$1,000,000 for each occurrence and an aggregate limit of not less than \$1,000,000. If coverage is provided on a claims-made basis, the retroactive date shall be prior or equal to the effective date of any contract with the County. The coverage shall be renewed or include a "tail" or discovery,

or continuous renewal of coverage for a period of three (3) years following the termination of the contract entered into in connection with this ITB.

5. Special Requirements / Evidence of Insurance:

- a. A copy of the Bidder's current certificate of insurance MUST be provided with the Bid submitted in response to this ITB. A formal certificate shall be provided upon announcement that a Bidder has been awarded the work as called for in this ITB. The Certificate(s) shall be signed by a person authorized by that insurer to bind coverage on its behalf. All Certificates of Insurance must be on file with and approved by the County before commencement of any work activities. The formal insurance certificate shall also comply with the following:
 - (1) "Highlands County, a Political Subdivision of the State of Florida and its elected officials, its agents, employees, and volunteers" shall be named as an "Additional Insured" on all policies except Worker's Compensation and Professional Liability.
 - (2) Contractor shall deliver written notice to the County by overnight delivery return receipt requested, hand delivery or confirmed facsimile thirty (30) days prior to giving or within three (3) days after receiving notice of cancellation, modification, non-renewal, or any other lapse in coverage of any required insurance policies.
- b. It should be remembered that these are minimum requirements, which are subject to modification in response to high hazard operations.
- c. The policies of insurance shall be written on forms acceptable to the County and placed with insurance carriers authorized by the Insurance Department in the State of Florida and meet a minimum financial AM Best company rating of no less than "A- Excellent: FSC VII.
- d. The Contractor shall hold the County, its agents and employees, harmless on account of claims for damages to persons, property or premises arising out of the services performed to in connection with this ITB. The County reserves the right to require Contractor to provide and pay for any other insurance coverage the County deems necessary, depending upon the possible exposure to liability.
- e. All policies must include Waiver of subrogation; any liability aggregate limits shall apply "Per Jobsite"/Per Job Aggregate. All liability insurance except Professional Liability shall be Primary and Non-Contributory. Certificate of Insurance shall confirm in writing that these provisions apply.

6. Renewal:

- a. In the event the insurance coverage expires prior to termination of the contract entered into in connection with this ITB, a renewal certificate shall be issued 30-days prior to said expiration date.
- b. Such notification will be in writing by registered mail, return receipt requested, and addressed to the County Purchasing Manager at 4320 George Boulevard, Sebring, Florida 33875-5803.

- O. The following "Statement of Indemnification" will be incorporated in the contract entered into in connection with this ITB.
- Contractor shall, in addition to any other obligation to indemnify the County and to the fullest extent permitted by law, protect, defend, indemnify and hold harmless the County, its elected officials, employees, agents, and volunteers from and against all claims, actions, liabilities, losses (including economic losses), costs, including attorneys' fees and all costs of litigation, and judgments of every name and description arising out of or incidental to the performance of this Agreement or work performed under or related to this Agreement, unless caused by the sole negligence of the County, its elected officials, employees, agents, or volunteers. Any cost or expenses, including attorney's fees (including appellate, bankruptcy or patent counsel fees), incurred by the County to enforce this Indemnification shall be borne by the Contractor. This Indemnification shall also cover all claims brought against the County, its elected officials, employees, agents, or volunteers by any employee of the Bidder. The Contractor's obligation under this Indemnification shall not be limited in any way to the agreed upon Agreement price as shown in this Agreement or the Contractor's limit on or lack of sufficient insurance protection. Upon completion of all services, obligations and duties provided for in this Agreement, or in the event of termination of this Agreement for any reason, the terms and conditions of this Indemnification shall survive indefinitely.
- P. All pages included in or attached by reference to this ITB shall be called and constitute the Request for Bids as stated on the front page of this ITB.
- Q. If submitting a Bid for more than one ITB, each Bid must be in a separate envelope and correctly marked. Only one Bid per ITB shall be accepted from any person, corporation or firm. Modifications will not be accepted or acknowledged.
- R. Each Bid must contain proof of enrollment in E-Verify. Minority Owned and Women Owned businesses must submit a copy of the certificate to receive credit.
- S. Board policy prohibits any County employee or members of their family from receiving any gift, benefit, and/or profit resulting from any contract or purchase. Board policy also prohibits acceptance of gifts of any kind other than advertising novelties valued less than \$10.00
- T. Bids are only accepted if delivered to the location and prior to the time specified on the ITB. Bids must be delivered in sealed envelope or box. Late Bids will not be accepted under any circumstances. If Bids received after the scheduled time of the Bid Opening Meeting, the Bidder will be contacted for disposition. The Purchasing Department, at the Bidder's expense, can return the unopened envelope, or, at the Bidder's request in writing, can destroy it.
- U. Emailed and faxed Bids will not be accepted. Any blank spaces on the required Bid form or the absence of required submittals or signatures may cause the Bid to be declared non-responsive.

- V. The County is not responsible for correcting any errors or typos made on the Bid. Incorrect calculations or errors may cause the Bid to be declared non-responsive.
- W. The Bidder shall comply with the Florida Sales and Use Tax Law as it may apply to the contract. The quoted amount(s) shall include any and all Florida Sales and Use Tax payment obligations required by Florida Law of the successful Bidder and its material suppliers.
- X. Any material submitted in response to this ITB will become public record pursuant to Section 119, Florida Statutes.
- Y. In the event of legal proceedings to enforce the terms of a contract entered into in connection with this ITB, the prevailing party will be entitled to legal fees. Venue is in Highlands County, Florida.
- Z. If any Bidder violates or is a party to a violation of the code of ethics of the County or the State of Florida, with respect to this ITB, such Bidder may be disqualified from performing the work described in this ITB or from furnishing the goods or services for which this ITB is issued and shall be further disqualified from bidding on any future requests for work, goods or services for the County.

-END OF SECTION-

SECTION II. LOCAL PREFERENCE POLICY

BOARD ADOPTED PURCHASING MANUAL 08/13/2002
APPROVED 09/23/2008
SECTION 2 – POLICIES
ADDITION OF SUBSECTION 110 “LOCAL PREFERENCE”

110 Local Preference
110.10 Allowance of a Local Preference.....2.7

110.10 Intent and Purpose

The intent and purpose of the Highlands County Local Preference in Purchasing is to establish a written policy that allows the authorized purchasing authority of the County to give a preference to local businesses.

110.20 Acknowledgements

Any type of procurement done by the County staff to which the provisions of this subsection are being applied will contain a statement that a local preference will be used in the evaluation and award of that purchase.

110.30 Preference in Bidding

In purchasing, or contracting for procurement of, tangible personal property, materials, contractual services, and construction of improvements to real property or existing structures, the authorized purchasing authority of the County will give a preference to local businesses in making such purchases or awarding such contracts, in an amount of five (5) percent of the total purchase price under \$250,000.00; four (4) percent from \$250,000.00 to less than \$1,000,000.00; three (3) percent from \$1,000,000.00 to less than \$2,000,000.00; and two (2) percent for purchases \$2,000,000.00 and over with a maximum cost differential that shall not exceed \$80,000.00. For purposes of this subsection “total purchase price” shall include the base bid and all alternatives or options to the base bid which are being awarded by the authorized purchasing authority of the County.

110.40 Preference in (RFP) Requests for Proposals

In purchasing, or contracting for procurement of, tangible personal property, materials, contractual services, and construction of improvements to real property or existing structures for which a request for proposals is developed with evaluation criteria, a local preference of not more than five (5) percent of the total score will be assigned for a local preference. Based upon analysis of the market place for each project, staff shall make a determination for inclusion of a local preference in the criteria for consideration for each request for proposal.

110.50 Notice

All procurement documents including but not limited to bid documents and request for proposal documents shall include a notice to vendors of the County’s Local Preference Policy.

110.60 Local Business Definition

For purposes of this subsection, "local business" shall mean a business which:

- (1) Has had a fixed office or distribution point located in and having a street address within Highlands County for at least twelve (12) months immediately prior to the issuance of the request for quotations, competitive bids or request for proposals by the County; and

- (2) Holds any business license required by the County, and/or, if applicable, the Municipalities; and
- (3) Employs at least one full-time employee, or two part-time employees whose primary residence is in Highlands County, or, if the business has no employees, the business shall be at least fifty (50) percent owned by one or more persons whose primary residence is in Highlands County.

110.65 Certification

Any vendor claiming to be a local business as defined by Section 110.60, shall deliver a written certification to the County Purchasing Department. The certification shall certify that the business is a "local business" as that term is defined in Section 110.60, shall provide all necessary information establishing that fact, and shall be signed under penalties of perjury. It is also the responsibility of any vendor claiming to be a local business, as defined by Section 110.60, to include a copy of its certification in its bid or proposal. The Purchasing Department shall be required to verify the accuracy of any such certifications when determining whether a vendor meets the definition of a "local business."

110.70 Exceptions to Local Preference Policy

(a) The procurement preference set forth in this policy shall not apply to any of the following purchases or contracts:

- A. Goods or services provided under a cooperative purchasing agreement or interlocal agreement;
- B. Contracts for professional services procurement of which is subject to the (CCNA) Consultants' Competitive Negotiation Act or subject to any competitive consultant selection policy or procedure adopted by or utilized by the Board of County Commissioners;
- C. Purchases or contracts which are funded, in whole or part, by a governmental entity and the laws, regulations, or policies governing such funding prohibit application of that preference;
- D. Purchases made or contracts let under emergency or noncompetitive situations or for litigation related legal services.

(b) Application of local preference to a particular purchase, contract, or category of contracts for which the Board of County Commissioners is the awarding authority may be waived upon written justification and recommendation by the County Administrator, Assistant County Administrator or General Services Purchasing Director.

(c) The local preference established in this policy does not prohibit or lessen the right of the Board of County Commissioners and General Services Purchasing staff to compare quality or fitness for use of supplies, materials, equipment, and services proposed for purchase and to compare qualifications, character, responsibility, and fitness of all persons and entities submitting quotations, bids or proposals.

(d) The local preference established in this policy does not prohibit the Board of County Commissioners from giving any other preference permitted by law, in addition to the local preference authorized in this policy.

110.75 Application and Enforcement of Preference Policy

(a) The local preference established in this policy shall apply to new quotations, contracts and procurements solicited after the effective date of this policy.

(b) This policy shall be implemented in a fashion consistent with otherwise applicable County purchasing policies and procedures.

110.80 Promulgation of Rules

(a) The County Administrator, Assistant County Administrator, or General Services Purchasing Director are hereby authorized to adopt administrative rules supplemental to the provisions of this policy as deemed necessary and appropriate to implement the provisions of this policy.

(b) The provisions of this policy and the rules adopted by the County Administrator, Assistant County Administrator, or General Services Purchasing Director shall be provided to potential bidders, vendors, and contractors to the widest extent practicable.

-END OF SECTION-

SECTION III. THE COUNTY'S RESERVATION OF RIGHTS

This ITB constitutes only an invitation to submit a bid to the Board. The Board reserves, holds and may in its own discretion, exercise any or all of the following rights and options with respect to this ITB:

- A) To supplement, amend or otherwise modify this ITB, and to cancel this ITB with or without the substitution of another ITB or a Request For Proposal (RFP).
- B) To issue additional subsequent ITBs or RFPs.
- C) To reject all non-responsive responses, or responses with errors. Any blank spaces on the required bid form or the absence of required submittals or signatures may cause the bid to be declared non-responsive
- D) If the County believes that collusion exists among Bidders, all bids will be rejected.
- E) The Board reserves the right to determine, in its sole discretion, whether any aspect of the submitted bid is satisfactory to meet the criteria established in this ITB, the right to seek clarification and/or additional information from any submitting Vendor.
- F) Highlands County reserves the right to award the bid to one or more vendors. Bid selection will be based on price, duration of bid, availability, and minimum order requirements.

SECTION IV. ADDITIONAL TERMS AND CONDITIONS FOR ITB 17-027

- A) All pages included in or attached by reference to this ITB shall be called and constitute the Invitation to Bid as stated on the invitation of this ITB.
- B) ADDENDUMS: In this ITB the Board has attempted to address most situations that may occur. However, should situations arise that are not addressed, they will be dealt with on a case by case basis, at the discretion of the Board. If deemed necessary, the Purchasing Department will supplement this ITB document with Addendums. These Addendums will be posted on the County's website, www.hcbcc.net. It is the sole responsibility of the Bidder to check the website for Addendums. Bidders must acknowledge receipt of Addendums by completing the respective section on the bid submittal form.
- C) AFFIRMATION: By submitting a bid, the Bidder affirms that the bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation. The Bidder has not directly or indirectly induced or solicited any other person to submit a false or sham bid. The Bidder has not solicited or induced any person, firm or corporation to refrain from submitting a bid; and the Bidder has not sought by collusion to obtain for him/herself any advantage over other persons or over the County.
- D) COUNTY EMPLOYEES / CONFLICT OF INTEREST: All Bidders must disclose the name of any officer, director or agent who is also an employee of the Highlands County Board of County Commissioners. All Bidders must disclose the name of any HCBCC employee who owns, directly or indirectly, any interest in the Bidder's business or any of its branches.
- E) JOINT BIDS: In the event multiple vendors submit a joint bid in response to this solicitation, a single Bidder shall be identified as Primary Bidder. The Primary Bidder must include the name, address and contact information of all parties of the joint bid. Primary Bidder shall provide all bonding insurance requirements, execute any contract, sign the bid and have overall and complete accountability to resolve any dispute arising within the contract. Only a single contract with one Bidder will be acceptable. Invoices will be accepted from and paid to the Primary Bidder only. Primary Bidder shall remain responsible for performing services associated with response to this solicitation.
- F) MISUNDERSTANDINGS: The failure or omission of the Bidder to receive or examine any instruction or document, or any part of the specifications, or to visit the site and acquaint themselves as to the nature and location of the work (where applicable), the general and local conditions, and all matters which may in any way affect performance shall not relieve the Bidder of any obligation to perform as specified herein. The Bidder understands the intent and purpose thereof and their obligations and will not make any claim for, or have any right to damages resulting from any misunderstanding or misinterpretation of this document, or because of any lack of information.

SECTION V. GENERAL SPECIFICATIONS FOR ITB 17-027

- A) This ITB is issued to provide qualified Vendors with information, guidelines, and rules to prepare and submit a responding bid.
- B) LOCAL PREFERENCE will be applied to this Bid.
- C) RESPONSE DUE DATE AND LOCATION: As described on the Announcement sheet. (Page 1 of this document)
- D) PRICING: Include pricing with your Bid on the price sheet provided within this document. Sign Materials must be delivered F.O.B., destination, Highlands County Traffic Operations 4330 George Blvd., Sebring, FL. 33875-5803. Deliveries must be made Monday through Thursday, 7:30 A.M. to 4:30 P.M., except holidays. No deliveries accepted during lunch period 12:00 p.m. to 12:30 p.m.
- E) TERM: Bids are requested for a twelve (12) month period, April 1, 2017 through March 31, 2018. Bid prices remain firm for this period.
- F) All traffic sign blanks must be made of 5050-2, H-38 alloy, allodine 1200 treated. Highlands County will specify orientation of holes at the time of order. All materials shall conform to the most current edition of the FDOT Standard Specification for Road & Bridge Construction.
- G) Corner radius, hole location and diameter standard highway signs (as amended), U.S. Department of Commerce. All blanks must be deburred and degreased with radius corners and must be .080 gauge. All radius corners must be the same.
- H) Posts: All channel and 2 3/8" round posts must be galvanized; all 3", 3.5", 4", & 4.5" round posts must be aluminum.
- I) Delivery of materials must be made within thirty (30) days after receipt of order.
- J) All deliveries or shipments of sign posts shall be delivered on flat bed trucks only. We must be able to use a fork lift from ground level. We do not have a loading dock.
- K) Pattern and spacing for holes for street name blanks will be sent to successful bidder.

SECTION VI. FORMS

- A) Bid submittal form
- B) Price list (Available in Excel format upon request)
- C) Local preference affidavit

**HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS
 BID SUBMITTAL FORM**

PROJECT IDENTIFICATION: ITB 17-027 – TRAFFIC CONTROL DEVICES,
 MATERIALS AND HARDWARE (ANNUAL BID)

BID SUBMITTED TO: HIGHLANDS COUNTY BOARD OF COUNTY
 COMMISSIONERS – PURCHASING DEPARTMENT

BID SUBMITTED BY: _____
 Bidding Firm's Name

 Bidding Firm's Address 1

 Bidding Firm's Address 2

 Contact's Name (Print)

 Contact's E-mail Address

 Contact's Phone Number

In submitting this response, BIDDER represents, as more fully set forth in the CONTRACT, that:

- BIDDER has examined and carefully studied the ITB Documents and the following Addenda (receipt of all which is hereby acknowledged):

Date	Number	Date	Number	Date	Number	Date	Number

ITB 17-027

Vendor: _____

	DESCRIPTION	0 - 49	50 - 99	100 or +
1	3 X 6 SINGLE HOLE			
2	4 X 8 STANDARD HOLE			
3	6 X 12 With 2 Holes			
4	12 X 6 With 2 Holes			
5	36 X 36 SCHOOL CROSSING DRILLED FOR FDOT Z-BAR			
6	9 X 24 With 4 Holes			
7	9 X 30 With 4 Holes			
8	9 X 36 With 4 Holes			
9	9 X 42 With 4 Holes			
10	9 X 48 With 4 Holes			
11	9 X 54 With 4 Holes			
12	12 X 18 With 2 Holes			
13	24 X 12 DRILLED FOR FDOT Z-BAR			
14	12 X 36 DRILLED FOR FDOT Z-BAR			
15	36 X 12 DRILLED FOR FDOT Z-BAR			
16	21 X 15 DRILLED FOR FDOT Z-BAR			
17	18 X 24 DRILLED FOR FDOT Z/BAR			
18	24 x 18 DRILLED FOR FDOT Z-BAR			
19	48 X 18 With 2 Holes			
20	24 X 36 DRILLED FOR FDOT Z-BAR			
21	36 x 24 DRILLED FOR FDOT Z-BAR			
22	24 x 48 DRILLED FOR FDOT Z-BAR			
23	48 x 24 DRILLED FOR FDOT Z-BAR			

DESCRIPTION		0 - 49	50 - 99	100 or +
24	30 X 18 DRILLED FOR FDOT Z-BAR			
25	30 X 36 DRILLED FOR FDOT Z-BAR			
26	48 X 30 With 4 Holes			
27	30 X 60 With 4 Holes			
28	36 x 20 DRILLED FOR FDOT Z-BAR			
29	48 X 36 With 4 Holes			
30	18 X 18 With 2 Holes Drilled Square FOR FDOT Z-BAR			
31	18 X 18 With 2 Holes Drilled Diamond Shape			
32	24 X 24 With 2 Holes DRILLED FOR FDOT Z-BAR			
33	30 X 30 With 2 Holes Drilled Square FOR FDOT Z-BAR			
34	30 X 30 With 2 Holes Drilled Diamond Shape DRILLED FOR FDOT Z-BAR			
35	36 X 36 With 2 Holes Drilled Square FOR FDOT Z-BAR			
36	36 x36 Circle With 2 Holes Drilled DRILLED FOR FDOT Z-BAR			
37	36 X 36 With 2 Holes Drilled Diamond Shape FOR FDOT Z-BAR			
38	36 Octagon With 2 Holes			
39	36 Triangle With 2 Holes DRILLED FOR FDOT Z-BAR			
40	30 Octagon With 2 Holes			
41	36 X 36 Pentagon County RTE. With 2 Holes			
42	30 x 24 DRILLED FOR FDOT Z-BAR			
43	48 X 48 With 4 Holes Drilled Diamond			
44	24 X 30 DRILLED FOR FDOT Z-BAR			
SIGN BRACKETS AND CAPS				
		0 - 49	50-99	100 & UP
45	FLAT SIGN BRACKETS SHALL FIT POSTS 2 3/8 AND 2 1/2			
46	STREET SIGN TWIST BRACKET FOR U CHANNEL POST			

	ROUND SIGN POSTS	LENGTH QTY.	10'			12'			14'		
			0-49	50-99	100 & UP	0-49	50-99	100 & UP	0-49	50-99	100 & UP
47	GALV	2 3/8" DIA									
48	ALUM	2.5" DIA									
49	ALUM	3.0" DIA									
50	ALUM	3.5" DIA									
51	ALUM	4.0" DIA									
52	ALUM	4.5" DIA									

"U" CHANNEL POSTS GALVANIZED ONLY								
LIGHTWEIGHT / 3 LBS. PER FOOT 10 FT. & PLUS+								
	QTY	6'	7'	8'	9'	10'	12'	14'
53	0-49							
54	50-99							
55	100 & OVER							

GALVANIZED U- BOLT				
		0 - 49	50-99	100 & UP
56	SIZE 2 1/2"			
57	SIZE 3.0"			
58	SIZE 3.5"			
59	SIZE 4.0"			
60	SIZE 4.5			
61	10' GALVANIZED SQUARE TUBE POST 10 GAUGE THICKNESS			

"U" CHANNEL POSTS GALVANIZED ONLY					
4 LBS. PER FOOT					
	QTY	10'	12'	14'	16'
62	0-49				
63	50-99				
64	100 & OVER				

DESCRIPTION (ALL RETRO-RELECTIVE MATERIALS ARE 3M DG3)		0 - 49	50 - 99	100 or +
65	12" x 24" BLANK DRILLED FOR FDOT Z-BAR			
66	12" x 30" BLANK DRILLED FOR FDOT Z-BAR			
67	12" x 36" BLANK DRILLED FOR FDOT Z-BAR			
68	12" x 42" BLANK DRILLED FOR FDOT Z-BAR			
69	12" x 48" BLANK DRILLED FOR FDOT Z-BAR			
70	12" x 54" BLANK DRILLED FOR FDOT Z-BAR			
71	12" x 60" BLANK DRILLED FOR FDOT Z-BAR			
72	9" x 24" BLANK WITH 3M DG 3 SHEETING			
73	9" x 30" BLANK WITH 3M DG 3 SHEETING			
74	9" x 36" BLANK WITH 3M DG 3 SHEETING			
75	9" x 42" BLANK WITH 3M DG3 SHEETING			
76	9" x 48" BLANK WITH 3M DG 3 SHEETING			
77	9" x 54" BLANK WITH 3M DG 3 SHEETING			
78	12" x 24" BLANK DRILLED FOR FDOT Z-BAR WITH 3M DG 3 SHEETING			
79	12" x 30" BLANK DRILLED FOR FDOT Z-BAR WITH 3M DG 3 SHEETING			
80	12" x 36" BLANK DRILLED FOR FDOT Z-BAR WITH 3M DG 3 SHEETING			

DESCRIPTION (ALL RETRO-REFLECTIVE MATERIALS ARE 3M DG3)		0 - 49	50 - 99	100 or +
81	12" x 42" BLANK DRILLED FOR FDOT Z-BAR WITH 3M DG 3 SHEETING			
82	12" x 48" BLANK DRILLED FOR FDOT Z-BAR WITH 3M DG 3 SHEETING			
83	12" x 54" BLANK DRILLED FOR FDOT Z-BAR WITH 3M DG 3 SHEETING			
84	12" x 60" BLANK DRILLED FOR FDOT Z-BAR WITH 3M DG 3 SHEETING			
85	ALUMINUM Z-BAR 1 3/4" X 8"			
86	ALUMINUM Z-BAR 1 3/4" X 14"			
87	ALUMINUM Z-BAR 1 3/4" X 20"			
88	ALUMINUM Z-BAR 1 3/4" X 26"			
89	ALUMINUM Z-BAR 1 3/4" X 32"			
90	ALUMINUM Z-BAR 1 3/4" X 38"			
91	ALUMINUM Z-BAR 1 3/4" X 46"			
92	ALUMINUM Z-BAR 1 3/4" X 52"			
93	30" STOP FACE			
94	36" STOP FACE			
95	36" STOP AHEAD SYMBOL FACE WITH BLANK			
96	36" SIGNAL AHEAD FACE WITH BLANK			
97	36" YIELD FACE & BLANK			
98	36" REDUCED SPEED AHEAD W/3-5 FACE WITH BLANK "NO NUMBERS OR LETTERS OR BORDER FOR SPEED LIMIT"			
99	24" X 48" SCHOOL SPEED ZONE "WHEN FLASHING FACE & BLANK"			
100	36" SCHOOL CROSSING FACE & BLANK LIME GREEN			
101	4" X 84" RED REFLECTIVE POST PANEL WITH 4-HOLES			

DESCRIPTION (ALL RETRO-REFLECTIVE MATERIALS ARE 3M DG3)		0 - 49	50 - 99	100 or +
102	4" X 84" WHITE REFLECTIVE POST PANEL WITH 4-HOLES			
103	4" X 84" YELLOW REFLECTIVE POST PANEL WITH 4-HOLES			
104	4" X 84" LIME-GREEN REFLECTIVE POST PANEL WITH 4-HOLES			
105	4" X 84" ORANGE REFLECTIVE POST PANEL WITH 4-HOLES			
106	REVERSE TWIST BRACKET FOR STREET SIGNS			
107	ALUMINUM SOIL PLATE DRILLED VERTICALLY & SLOTTED HORIZONTALLY			

- The following documentation is included with this bid:

Document		Check if included or circle one
Completed price sheet (Page 15-20)	Required	
E-Verify (Any document from the Dept. of Homeland Security showing your company's ID number.)	Required	
Acord Insurance Form	Required	
Drug-Free Workplace (Per F.S. 287.087) (Include a statement of company letterhead, or a copy of the policy itself)	Required	
Vendor accepts Visa card?		YES NO
Local Preference Affidavit (See Page 22)	If Applicable	

- Pricing: per price sheet
- This bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over the County.

SUBMITTED ON: _____, 20____.

SIGNATURE: _____ (seal)

PRINTED NAME: _____

TITLE: _____

SECTION VII. LOCAL VENDOR AFFIDAVIT

**HIGHLANDS COUNTY LOCAL VENDOR PREFERENCE
AFFIDAVIT OF ELIGIBILITY**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

by _____
[Print individual's name and title]

for _____
[Print name of Company/Individual submitting sworn statement]

Whose business address is _____

(If applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this
Sworn statement): _____

2. LOCAL PREFERENCE ELIGIBILITY

A. Vendor/Individual has had a fixed office or distribution point located in and having a street address
within Highlands County for at least twelve (12) months immediately prior to the issuance of the
request for quotation, competitive bids or request for proposals by the County.

YES _____ NO _____

B. Vendor/Individual holds business license required by the County, and/or if applicable, the
Municipalities:

YES _____ NO _____

C. Vendor/Individual employs at least one full-time employee, or two part-time employees whose primary
residence is in Highlands County, or, if the business has no employees, the business shall be at least
fifty (50) percent owned by one or more persons whose primary residence is in Highlands County.

YES _____ NO _____

**I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE PUBLIC ENTITY IDENTIFIED IN
PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM SHALL BE
CONSIDERED PUBLIC RECORD.**

[Signature and Date]

**STATE OF FLORIDA
COUNTY OF HIGHLANDS**

Subscribed and sworn before me, the undersigned notary public on this ____ day of _____, 20__.

NOTARY PUBLIC

SEAL

Commission Expiration Date

SECTION VIII. ITB CONTACT INFORMATION

All questions regarding this ITB and the details of the project during the ITB process shall be submitted by Bidders in writing to:

*Mrs. Olimpia Lonsdale
Highlands County Purchasing Department
4320 George Boulevard, Sebring, FL 33875-5803
Phone: (863) 402-6525; Email: olonsdal@hcbcc.org*

SECTION IX. REQUEST FOR INFORMATION (RFI) CUT-OFF

All questions regarding this ITB shall be submitted by Bidders in writing by 5 P.M. on 3/8/17 to the contact referenced in Section VIII.

---END OF ITB---