

**State of Florida  
Department of Transportation**



INVITATION TO BID  
**District Five Fuel Island Piping Repair for Orlando  
Operations Complex**

**DOT-ITB-20-5002-FIP**

Florida Department of Transportation  
District Five Headquarters  
719 South Woodland Boulevard  
DeLand, Fl. 32720-6834  
[D5.ProcurementQuestions@dot.state.fl.us](mailto:D5.ProcurementQuestions@dot.state.fl.us)

State of Florida  
Department of Transportation, District Five  
Procurement Services  
719 South Woodland Boulevard  
DeLand, Florida 32720-6834

**INVITATION TO BID REGISTRATION**

\*\*\*\*\*

**PLEASE COMPLETE AND RETURN THIS FORM ASAP  
TO E-FAX NUMBER (850) 412-8092 or D5.PROCUREMENTQUESTIONS@dot.state.fl.us**

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Bid Number: DOT-ITB-20-5002-FIP

Title: District Five Fuel Island Piping Repair for Orlando Operations Complex

Bid Due Date & Time (On or before): April 14, 2020 at 2:00pm

Potential bidders should notify our office by returning this Bid Registration Form as soon as possible after downloading. Complete the information below and fax this sheet only to the Florida Department of Transportation Procurement Office at E-Fax Number (850) 412-8092.

**THE INVITATION TO BID DOCUMENT YOU RECEIVED IS SUBJECT TO CHANGE. Notice of changes (addenda), will be posted on the Florida Vendor Bid System at [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu), under this bid number (click on "Search Advertisements", click on the drop-down arrow beside the box under Advertisement Type, select Competitive Solicitation, click on the drop-down arrow beside the box under Agency, select DEPARTMENT OF TRANSPORTATION, then go to the bottom of the same page and click on Advertisement Search). It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting your bid.**

Company Name: \_\_\_\_\_ FEID# \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Internet E-Mail Address: \_\_\_\_\_

All Questions are to be sent via E-Mail to the address listed in Special Conditions, Section 3.

# **BID PRICE PROPOSAL FORM**

FORM NO. 2

**BID #:** **DOT-ITB-20-5002-FIP**

**BID TITLE:** **DISTRICT FIVE FUEL ISLAND PIPING REPAIR FOR ORLANDO OPERATIONS COMPLEX**

## **BID AS SPECIFIED**

**Table 1**

Services	Bid Price
<b>Lump sum price for completion of all Services described in Exhibit A, Scope of Services</b>	

This project will be awarded to the Vendor who provides the lowest Bid Price above, providing all requirements are met as listed in this proposal. Bid Price shall include all delivery, setup, and all other costs associated with the requirements listed in Exhibit A, Scope of Services.

Is this product available with recycled content? Yes or No

If yes, please send information separate from this Invitation to Bid (See Recycled Material Special Condition for more information)

### **MFMP Transaction Fee**

All payment(s) to the vendor resulting from this competitive solicitation **WILL** be subject to the MFMP Transaction Fee in accordance with the referenced Form PUR 1000 General Contract Condition #14. The Transaction Fees imposed shall be based upon the date of issuance of the payment.

**NOTE:** In submitting a response, the bidder acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

### **ACKNOWLEDGEMENT**

I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the bidder. I certify that the response submitted is made in conformance with all requirements of the solicitation. (Please sign and provide the required information at the top of the next page).

Bidder: \_\_\_\_\_ FEID#: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name Printed/Typed: \_\_\_\_\_ Title: \_\_\_\_\_



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**DRUG-FREE WORKPLACE PROGRAM CERTIFICATION**375-040-18  
PROCUREMENT  
03/17

287.087 Preference to businesses with drug-free workplace programs. --Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. 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 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 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.

**Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?**

**YES**

**NO**

NAME OF BUSINESS: \_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**VENDOR CERTIFICATION REGARDING  
SCRUTINIZED COMPANIES LISTS**

Respondent Vendor Name: \_\_\_\_\_

Vendor FEIN: \_\_\_\_\_

Vendor's Authorized Representative Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Section 287.135, Florida Statutes prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135, Florida Statutes, also prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of \$1,000,000 or more, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which were created pursuant to s. 215.473, Florida Statutes.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By: \_\_\_\_\_

who is authorized to sign on behalf of the above referenced company.

Authorized Signature Print Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**MBE PLANNED UTILIZATION**

375-040-24  
PROCUREMENT  
03/17

PROCUREMENT NO. DOT-RFP-20-5002-FIP FINANCIAL PROJECT NO. \_\_\_\_\_

(DEPARTMENT USE ONLY)

DESCRIPTION: District Five Fuel Island Piping Repair for Orlando Operations Complex

I, \_\_\_\_\_, \_\_\_\_\_  
(name) (title)

of \_\_\_\_\_

plan to subcontract at least \_\_\_\_\_ % (percent) of the project costs on the above referenced project to Minority Business Enterprises.

If I have indicated above that a portion of the project costs will be subcontracted to MBE(s), the firms considered as proposed subconsultants/contractors and the types of services or commodities to be subcontracted are as follows:

MBE SUBCONSULTANTS/CONTRACTORS

TYPES OF SERVICES/COMMODITIES

I understand that I will need to submit Minority Business Enterprises (MBE) payment certification forms to the Department for reporting purposes only.

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS: That we, \_\_\_\_\_  
(name)  
\_\_\_\_\_ (hereinafter called Vendor) of \_\_\_\_\_  
(address)

\_\_\_\_\_ and  
\_\_\_\_\_ (hereinafter called Surety) of  
(name)  
\_\_\_\_\_  
(address)

duly authorized to do business in the State of Florida, are held and firmly bound unto the State of Florida in the full and just sum of \_\_\_\_\_ Dollars (\$ \_\_\_\_\_), lawful money of the United States of America, to be paid to the Florida Department of Transportation (hereinafter called the Department), to which payment will and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally and firmly by these presents;

WHEREAS, the above Vendor has subscribed to an agreement with the Department to bear the date of \_\_\_\_\_, for contractual services agreement in connection with District Five Fuel Island Piping Repair for Orlando Operations Complex

\_\_\_\_\_ in Orange \_\_\_\_\_ County(ies), particularly known as DOT-RFP-20-5002-FIP

(hereinafter called the Agreement), upon certain terms and conditions in said Agreement more particularly mentioned; and

NOW, THEREFORE, The condition of this obligation is such that if the above Vendor in all respects will comply with the terms and conditions of said Agreement, and its obligations thereunder, including the Scope of Services, Specifications, General Conditions, Special Conditions, Bid Blank therein referred to and made a part thereof, and such alterations as may be made in said conditions and specifications, as therein provided for; and, further, if such Vendor will promptly make payment to all persons supplying labor, material, equipment and supplies, used directly or indirectly by the said Vendor or any subcontractor(s) in the prosecution of the work provided for in said Agreement, and promptly will pay all State Workers' Compensation and Unemployment Compensation taxes incurred in the performance of the said Agreement and will pay to the Department any amount in money or property, the Department may lose or be overcharged or otherwise defrauded of, by reason of any wrongful or criminal act of the Vendor, its agents, or employees, then this obligation is to be void; otherwise, to be and remain in full force and virtue in law.

WITNESS the signature of the Vendor and the signature of the Surety by \_\_\_\_\_ its

(Agent or Attorney-in-Fact, or otherwise)

with seals of said Vendor and Surety hereunto affixed this \_\_\_\_\_ day of \_\_\_\_\_.

\_\_\_\_\_  
Surety  
BY: \_\_\_\_\_  
Signature  
TITLE: \_\_\_\_\_  
Attorney-in-Fact/Agent  
(Surety Seal)

Name/Telephone #: \_\_\_\_\_  
Address: \_\_\_\_\_

\_\_\_\_\_  
Vendor  
BY: \_\_\_\_\_  
Authorized Signature(s)  
TITLE: \_\_\_\_\_  
ATTEST: \_\_\_\_\_  
Secretary/Notary  
BY: \_\_\_\_\_  
Signature

Note: Attach Power of Attorney showing authority of Surety's Agent or Attorney-in-Fact. This bond is not for public works contracts required by Section 25.05, Florida Statutes.





IN WITNESS WHEREOF, Principal and Surety have executed these presents and the Surety has affixed its seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**CONTRACTOR:** \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name & Title: \_\_\_\_\_

**NAME OF SURETY:** \_\_\_\_\_ Date: \_\_\_\_\_

Signature (Attorney-in-Fact): \_\_\_\_\_ (Affix Seal)

Print Full Name, Address and Telephone No. \_\_\_\_\_

**NOTES CONCERNING SURETY AND EXECUTION:**

A. SURETY COMPANY REQUIREMENTS

To be acceptable to the Department, the Surety shall meet all of the requirements of the laws of Florida and the regulations of the Department, and has the Department's approval.

B. EXECUTION OF BOND

1. Enter the Surety's name and address on each copy of the Bond in the space provided.
2. Have each copy of the Bond signed by the same person that signed the Contract Agreement on behalf of the Contractor (affix Corporate Seal, if appropriate).
3. Have each copy of the Bond signed by the person authorized to sign on behalf of the Surety. Put the date the signature was affixed in the space provided. Print that person's name in the place provided on each copy of the Bond. Also, have the Surety's Corporate Seal affixed to each copy of the Bond beside that person's signature (No Facsimiles are acceptable).
4. Each copy of the Bond must have a Power of Attorney attached indicating that the person in item B.3 above is authorized to sign on behalf of the Surety.
5. Each copy of the Power of Attorney must have the Surety's Corporate Seal manually affixed unless facsimile seal is authorized.
6. The date of execution of the Power of Attorney is the same as the date shown on the signature line for the Surety Attorney-In-Fact.

# INTRODUCTION SECTION

## 1) INVITATION

The State of Florida Department of Transportation (hereinafter referred to as the "Department") is soliciting written bids from qualified bidders to establish a Purchase Order contract to provide Fuel Island Piping Repairs needed at the Orlando Operations Complex. It is anticipated that the term of the Purchase Order contract will begin on or about April 24, 2020. All work must be completed by June 30, 2020.

For the purpose of this document, the term "bidder" means the bidder acting on their own behalf and those individuals, partnerships, firms, or corporations comprising the bidder team. The term "bid package" means the complete response of the bidder to the Invitation to Bid, including properly completed forms and supporting documentation. After the award, said bidder will be referred to as the "Vendor".

## 2) TIMELINE

Provided below is a list of critical dates and actions. These dates are subject to change. Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu) (click on "Search Advertisements") under this bid number. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting your bid.

<b>ACTION / LOCATION</b>	<b>DATE</b>	<b>LOCAL TIME</b>
<b>ADVERTISEMENT POSTED</b>	<b>April 2, 2020</b>	
<b>DEADLINE FOR ALL QUESTIONS</b>	<b>April 9, 2020</b>	<b>10:00 AM</b>
<b>QUESTIONS AND ANSWERS POSTED BY</b>	<b>April 10, 2020</b>	<b>10:00 AM</b>
<b>PRICE PROPOSALS DUE (ON OR BEFORE)</b> Florida Department of Transportation Attention Jennifer Allcock, Procurement Office MS 4-524 719 South Woodland Boulevard DeLand, Fl. 32720-6834	<b>April 14, 2020</b>	<b>2:00 PM</b>

<b>PUBLIC OPENING</b>	<b>April 14, 2020</b>	<b>2:00 PM</b>
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**Due to current restrictions on public meetings, Members of the public may call or log into A Go To Meeting to virtually attend (Log in Information below)**

**Please join my meeting from your computer, tablet or smartphone.**  
<https://global.gotomeeting.com/join/312411565>

**You can also dial in using your phone.**  
**United States: +1 (571) 317-3122**

**Access Code: 312-411-565**

**Join from a video-conferencing room or system.**  
**Dial in or type: 67.217.95.2 or inroomlink.goto.com**  
**Meeting ID: 312 411 565**  
**Or dial directly: 312411565@67.217.95.2 or 67.217.95.2##312411565**

**New to GoToMeeting? Get the app now and be ready when your first meeting starts:**  
<https://global.gotomeeting.com/install/312411565>

**SELECTION COMMITTEE TO DETERMINE  
INTENDED AWARD****April 20, 2020****9:00 AM**

**Due to current restrictions on public meetings,  
Members of the public may call or log into  
A Go To Meeting to virtually attend (Log in Information below)**

<https://global.gotomeeting.com/join/200931333>

You can also dial in using your phone.

(For supported devices, tap a one-touch number below to join instantly.)

United States: +1 (872) 240-3212

- One-touch: <tel:+18722403212,,200931333#>

Access Code: 200-931-333

**New to GoToMeeting? Get the app now and be ready when your first meeting starts:**

<https://global.gotomeeting.com/install/200931333>

**POSTING OF INTENDED AWARD TO  
VENDOR BID SYSTEM****April 20, 2020****10:00 AM - 2:00 PM****3) PUBLIC MEETING AGENDAS****Public Opening**

The sealed bids will be opened by the Department's Procurement Office personnel at the date, time and location in the Timeline. A Go to Meeting line will be provided for Public use due to current restrictions on public gatherings (information provided in Section 2, TIMELINE) and will be conducted according to the following agenda. Members of the public will not be allowed to attend in person.

Opening remarks – Approximate time of 2 minutes by Department Procurement Office personnel.

Public input period – To allow a reasonable amount of time for public input related to the bid solicitation.

Bids opened – At conclusion of the public input period, bids received timely will be opened with bidder's name and prices to be read aloud.

Adjourn - After all bids received timely have been opened, the meeting will be adjourned.

**Selection Committee Meeting:**

A Go to Meeting line will be provided for Public use due to current restrictions on public gatherings (information provided in Section 2, TIMELINE). Members of the public will not be allowed to attend in person.

Opening remarks - Approx. 2 minutes by Department Procurement Office personnel.

Public input period – To allow a reasonable amount of time for public input related to the ITB Solicitation

Summarize - Price Proposals

Announce - Anticipated Award decision(s)

Adjourn meeting

**4) SPECIAL ACCOMMODATIONS**

Any person with a qualified disability requiring special accommodations at a pre-bid conference, public meeting, and/or opening shall contact the contact person at the phone number, e-mail address or fax number provided on the title page at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

**SPECIAL CONDITIONS****1) MyFloridaMarketPlace**

**BIDDERS MUST BE REGISTERED IN THE STATE OF FLORIDA'S MYFLORIDAMARKETPLACE SYSTEM BY THE TIME AND DATE OF THE BID OPENING OR THEY MAY BE CONSIDERED NON-RESPONSIVE**

(see Special Condition 21). All prospective bidders that are not registered should go to <https://vendor.myfloridamarketplace.com/> to complete on-line registration, or call 1-866-352-3776 for assisted registration.

All payment(s) to the vendor resulting from this competitive solicitation **WILL** be subject to the MFMP Transaction Fee in accordance with the referenced Form PUR 1000 General Contract Condition #14. The Transaction Fees imposed shall be based upon the date of issuance of the payment.

## **2) Florida Department of Financial Services (DFS) W-9 REQUIREMENT**

The Florida Department of Financial Services (DFS) requires all vendors that do business with the state to submit an electronic Substitute Form W-9. Vendors must submit their W-9 forms electronically at <https://flvendor.myfloridacfo.com> to receive payments from the state. Contact the DFS Customer Service Desk at (850) 413-5519 or [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com) with any questions.

## **3) QUESTIONS & ANSWERS**

In accordance with section 287.057(23), Florida Statutes, respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any questions arising from this Invitation to Bid must be forwarded, in writing, to the email address identified below. Questions must be received no later than the time and date reflected on the Timeline. The Department's written response to written inquiries submitted timely by bidders will be posted on the Florida Vendor Bid System at [http://www.myflorida.com/apps/vbs/vbs\\_www.main\\_menu](http://www.myflorida.com/apps/vbs/vbs_www.main_menu) (click on "Search Advertisements"), under this bid number. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting their bid.

All Questions should be submitted to: [D5.ProcurementQuestions@dot.state.fl.us](mailto:D5.ProcurementQuestions@dot.state.fl.us)

## **4) ORAL INSTRUCTIONS / CHANGES TO THE INVITATION TO BID (ADDENDA)**

No negotiations, decisions, or actions will be initiated or executed by a bidder as a result of any oral discussions with a State employee. Only those communications which are in writing from the Department will be considered as a duly authorized expression on behalf of the Department.

Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at [http://www.myflorida.com/apps/vbs/vbs\\_www.main\\_menu](http://www.myflorida.com/apps/vbs/vbs_www.main_menu) (click on "Search Advertisements") under this bid number. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting your bid. All Addenda will be acknowledged by signature and subsequent submission of Addenda with bid when so stated in the Addenda.

## **5) DIVERSITY ACHIEVEMENT**

### **MINORITY BUSINESS ENTERPRISE (MBE) UTILIZATION**

The Department, in accordance with ***Title VI of the Civil Rights Act of 1964, 42 USC 2000d- 2000d-4, Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21***, Nondiscrimination in federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that the Department will affirmatively ensure that in any contract/agreement entered into pursuant to this advertisement, minority and disadvantaged

business enterprises will be afforded the full opportunity to submit bids in response to this invitation and will not be discriminated on the basis of race, color, national origin, or sex in consideration for an award.

The Department encourages small, minority, women, and service-disabled veteran businesses to compete for Department contracts, both as "Vendor" and as subcontractors. The Department, its vendors, suppliers, and consultants should take all necessary and reasonable steps to ensure that small, minority, women, and service-disabled veteran businesses have the opportunity to compete for and perform contract work for the Department in a nondiscriminatory environment. Bidders are requested to indicate their intention regarding MBE participation on the MBE Planned Utilization form and to submit the completed form with their Bid Sheet. The contract vendor will be asked to submit payment certification for MBE subcontractors used.

To request certification or to locate certified MBEs, call the Office of Supplier Diversity, Department of Management Services at (850) 487-0915, or access their MBE directory on the Internet at [www.osd.dms.state.fl.us/](http://www.osd.dms.state.fl.us/).

## 6) SCOPE OF SERVICES

Details of the services, information and items to be furnished by the Vendor are described in Exhibit "A", Scope of Services, attached hereto and made a part hereof.

## 7) INTENDED AWARD

The Department intends to award this contract to the responsive and responsible bidder that submits the lowest responsive bid. If the Department is confronted with identical pricing or scoring from multiple vendors, the Department shall determine the order of award using the following criteria, in the order of preference listed below (from highest priority to lowest priority):

1. Section 295.187(4), Florida Statutes; Veteran Business Enterprise
2. Section 287.087, Florida Statute; Drug Free Work Place
3. Section 287.057(11); Minority Business Enterprise

In the event that the application of the above referenced preferences does not resolve the identical replies, the Department shall determine the award by means of random drawing.

## 8) PRE-BID CONFERENCE

A PRE-BID CONFERENCE WILL NOT BE HELD.

## 9) SITE VISIT

Each bidder must fully acquaint themselves with the conditions which may in any manner affect the work to be done or the equipment, materials and labor required to perform the services required under the conditions of this bid. This may require an on-site visit. Ignorance of the conditions or requirements will not relieve the Vendor from their liability and obligation under the contract. **Site visits will be by appointment only, on April 7, 2020. Bidders may request and make arrangements for a site visit by calling the Orlando Operations receptionist at 321-319-8100. Each Bidder will have up to 30 minutes to view the site.**

## 10) QUALIFICATIONS

### 10.1 GENERAL

Bidder must meet the following minimum qualifications:

10.1.1 Been actively engaged in the type of business being requested for a minimum of 5 years.

Bidder is required to be a Licensed General Contractor and be licensed to do business in Florida.

## 10.2 BIDDER QUALIFICATIONS

When submitting the bid, each bidder must submit the Minimum Qualifications Statement, Form No. 3, detailing their qualifications that demonstrate they meet the minimum qualifications contained in Special Condition 10.1.1, above. Failure by the bidder to provide the completed Form No. 3 will constitute a non-responsive determination. Bids found to be non-responsive will not be considered.

## 10.3 AUTHORIZED TO DO BUSINESS IN THE STATE OF FLORIDA

In accordance with sections 607.1501, 605.0211(2)(b), and 620.9102, Florida Statutes, out of state corporations, out of state limited liability companies, and out of state limited partnerships must be authorized to do business in the State of Florida. Such authorization should be obtained by the bid due date and time, but in any case, must be obtained prior to the award of the contract. For authorization, contact:

Florida Department of State  
Tallahassee, Florida 32399  
(850) 245-6051

## 10.4 LICENSE TO CONDUCT SERVICES IN THE STATE OF FLORIDA

If the services being provided requires that individuals be licensed by the Department of Business and Professional Regulation, such licenses should be obtained by the bid due date and time, but in any case, must be obtained prior to posting of the intended award of the contract.

For licensing, contact:

Florida Department of Business and Professional Regulation  
Tallahassee, Florida 32399-0797  
(850) 487-1395

## 11) WARRANTY/SUBSTITUTIONS

When performance of the services requires the supply of commodities, a warranty is required on all items provided against defective materials, workmanship, and failure to perform in accordance with required industry performance criteria, for a period of not less than ninety (90) days from the date of acceptance by the purchaser. Any deviation from this criterion must be documented in the bid response or the above statement shall prevail. Delivery of substitute commodities requires prior written approval from the ordering location.

Replacement of all materials found defective within the warranty period shall be made without cost to the purchaser, including transportation if applicable. All fees associated with restocking cancelled orders shall be the responsibility of the vendor.

All items provided during the performance of the contract found to be poorly manufactured will not be accepted, but returned to the vendor, at their expense, for replacement. Replacement of all items found defective shall be made without cost to the Department, including transportation, if applicable. As it may be impossible for each facility to inspect all items upon arrival, a reasonable opportunity must be given to these facilities for inspection of the items and returning those that are defective.

## 12) LIABILITY INSURANCE

The Vendor shall not commence any work until they have obtained the following types of insurance, and certificates of such insurance have been received by the Department. Nor shall the Vendor allow any subcontractor to commence work on this project until all similar insurance required of the subcontractor

has been so obtained. The Vendor shall submit the required Certificates of Insurance to the **Florida Department of Transportation, Procurement Office, Attn: Jennifer Allcock, 719 S. Woodland Blvd. DeLand, FL. 32720** within ten (10) days after the ending date of the period for posting the intended award decision.

The Vendor must carry and keep in force during the period of this contract a Contractors Comprehensive General Liability insurance policy or policies with a company authorized to do business in the state of Florida, affording public liability insurance with combined bodily injury limits of at least \$ 300,000 per person and \$ 300,000 each occurrence, and property damage insurance of at least \$ 300,000 each occurrence, combined single limit for the services to be rendered in accordance with this contract.

With respect to any general liability insurance policy required pursuant to this Agreement, all such policies shall be issued by companies licensed to do business in the State of Florida. The Vendor shall provide to the Department certificates showing the required coverage to be in effect with endorsements showing the Department to be an additional insured prior to commencing any work under this Contract. The certificates and policies shall provide that in the event of any material change in or cancellation of the policies reflecting the required coverage, thirty days advance notice shall be given to the Department or as provided in accordance with Florida law.

The Department shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Vendor or subcontractor providing such insurance. Policies that include Self Insured Retention (SIR) will not be accepted.

### **13) PERFORMANCE BOND/ LABOR AND MATERIALS PAYMENT BOND**

The intended award bidder shall provide the Department with a Performance Bond and a Labor and Materials Payment Bond in the full amount of the bid. The Bonds shall be provided by a surety company authorized to do business in the state of Florida. The Performance Bond and Labor and Materials Payment Bond shall be executed and furnished to the Department prior to Purchase Order execution and no later than ten (10) days after the ending date of the period for posting the intended award decision, unless the Department extends the time period in writing. **Failure to provide the required Performance Bond (Form 375-040-27) to the Department within the aforementioned timeframe will void the Intended Award's bid and the Department will proceed in contracting with the next lowest responsive bidder.**

**The bidder must submit, with its bid**, a current letter from a surety company or bonding agent authorized to do business in the state of Florida and written on company letterhead, to document the bidder's present ability to obtain a Performance Bond and Labor and Materials Payment Bond in the full amount of the bid. Failure by the bidder to provide this letter with its bid will constitute a non-responsive determination for its bid. **Bids found to be non-responsive will not be considered.**

### **14) CONTRACT DOCUMENT**

#### **PURCHASE ORDER**

The MyFloridaMarketPlace "Purchase Order Terms and Conditions" and the Department's "Purchase Order Terms & Conditions" are referenced or attached hereto and made a part hereof. The terms and conditions contained therein will become an integral part of each Purchase Order issued for this solicitation. In submitting a bid, the bidder agrees to be legally bound by these terms and conditions.



## **15) REVIEW OF BIDDER'S FACILITIES & QUALIFICATIONS**

After the bid due date and prior to contract execution, the Department reserves the right to perform or to have performed, an on-site review of the bidder's facilities and qualifications. This review will serve to verify data and representations submitted by the bidder and may be used to determine whether the bidder has adequate facilities, equipment, qualified and experienced staff, and overall management capabilities to provide the required services. The review may also serve to verify whether the bidder has financial capabilities adequate to meet the contract requirements.

**Should** the Department determine that the bid package has material misrepresentations or that the size or nature of the bidder's facilities, equipment, management capabilities, or the number of experienced personnel (including technical staff) are not adequate to ensure satisfactory contract performance, the Department has the right to reject the bid.

## **16) PROTEST OF INVITATION TO BID SPECIFICATIONS**

Any person who is adversely affected by the contents of this Invitation to Bid must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after the posting of the solicitation, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed.

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

## **17) UNAUTHORIZED ALIENS**

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

## **18) SCRUTINIZED COMPANIES LISTS**

ALL Responses, regardless of dollar value, must include a completed [Vendor Certification Regarding Scrutinized Companies Lists](#) to certify the respondent is not on either of those lists. The Form should be submitted with the Price Proposal.

A Vendor is ineligible to enter into a contract with the Department for goods or services of any amount if, at the time of entering into such contract, the Vendor is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel.

Section 287.135, Florida Statutes, also prohibits companies from entering into a contract for goods or services of \$1 million or more that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which were created pursuant to s. 215.473, Florida Statutes.

If the Department determines the Vendor submitted a false certification under Section 287.135 of the Florida Statutes, the Department shall either terminate the Contract after it has given the Vendor notice and an opportunity to demonstrate the Department's determination of false certification was in error pursuant to Section 287.135 of the Florida Statutes, or maintain the Contract if the conditions of Section 287.135 of the Florida Statutes are met.

## 19) RESERVATIONS

The Department reserves the right to accept or reject any or all bids received and reserves the right to make an award without further discussion of the bids submitted. Therefore, the bidder should make sure that the bid package submitted is complete and accurate and submitted to ensure delivery on or before the bid opening time and date specified in this solicitation. It is understood that the bid will become a part of the Department's official file, without obligation to the Department.

## 20) ADDITIONAL TERMS & CONDITIONS

No conditions may be applied to any aspect of the ITB by the bidder. Any conditions placed on any aspect of the bid documents by the bidder may result in the bid being rejected as a conditional bid (see "RESPONSIVENESS OF BIDS"). **DO NOT WRITE IN CHANGES ON ANY ITB SHEET.** The only recognized changes to the ITB prior to bid opening will be a written Addenda issued by the Department.

## 21) RESPONSIVENESS OF BIDS

Bids will not be considered if not received by the Department **on or before** the date and time specified as the due date for submission. All bids must be typed or printed in ink. A responsive bid is an offer to provide the services specified in this Invitation to Bid in accordance with all requirements of this Invitation to Bid. Bids found to be non-responsive will not be considered. Bids may be rejected if found to be irregular or not in conformance with the requirements and instructions herein contained. A bid may be found to be irregular or non-responsive by reasons that include, but are not limited to, failure to utilize or complete prescribed forms, modifying the bid requirements, submitting conditional bids or incomplete bids, submitting indefinite or ambiguous bids, or executing forms or the bid sheet with improper and/or undated signatures. Other conditions which may cause rejection of bids include, evidence of collusion among bidders, obvious lack of experience or expertise to provide the required services, and failure to perform or meet financial obligations on previous contracts. ALL determinations of responsiveness will be the responsibility of the FDOT Procurement Office.

## 22) BID PRICE PROPOSAL

The bidder must use the attached Bid Price Proposal, Form No. 2, to submit its bid. The Bid Price Proposal, Form No. 2, must be signed and dated in ink by a representative who is authorized to contractually bind the bidder. All Bid Price Proposals and other documentation submitted in response to this solicitation must be executed and submitted in a sealed envelope. **Indicate the bid number, with the time and date of the bid opening, on the envelope used to return the bid.**

## 23) "DRUG-FREE WORKPLACE" PREFERENCE

Whenever two or more bids which are equal with respect to price, quality, and service are received, the Department shall determine the order of award first in accordance with section 295.187(4), Florida Statutes, giving preference to "Veteran Business Enterprise" then to bid responses from vendors that certify the business has implemented a drug-free workplace program in accordance with Section 287.087, Florida Statutes. The "Drug-Free Workplace Program Certification" must be completed and submitted with the bid response to be eligible for this preference.

## 24) COPYRIGHTED MATERIAL

Copyrighted material will be accepted as part of a bid only if accompanied by a waiver that will allow the Department to make paper and electronic copies necessary for the use of Department staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

**25) ATTACHMENT TO ITB SUBMITTAL - CONFIDENTIAL MATERIAL**

The Bidder must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "Attachment to Invitation to Bid, Number DOT-ITB-20-5002-FIP - Confidential Material". The Bidder must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Bidder asserts to be exempt from public disclosure and placed elsewhere in the bid will be considered waived by the Bidder upon submission, effective after opening.

**26) MAIL OR DELIVER BIDS TO: (DO NOT FAX OR SEND BY E-MAIL)**

**Florida Department of Transportation  
Procurement Office MS 4-524  
Attention Jennifer Allcock  
719 South Woodland Boulevard  
DeLand, Fl. 32720-6834  
386-943-5000**

It is the bidder's responsibility to assure that the bid is delivered to the proper place **on or before** the Bid Due date and time (See Introduction Section 2 Timeline). Bids which for any reason are not so delivered, will not be considered.

**27) MODIFICATIONS, RESUBMITTAL AND WITHDRAWAL**

Bidders may modify submitted bids at any time prior to the bid due date. Requests for modification of a submitted bid shall be in writing and must be signed by an authorized signatory of the bidder. Upon receipt and acceptance of such a request, the entire bid will be returned to the bidder and not considered unless resubmitted by the due date and time. Bidders may also send a change in a sealed envelope to be opened at the same time as the bid. The ITB number, opening date and time should appear on the envelope of the modified bid.

**28) POSTING OF INTENDED DECISION/AWARD****28.1 - General:**

The Department's decision will be posted on the Florida Vendor Bid System, [http://www.myflorida.com/apps/vbs/vbs\\_main\\_menu](http://www.myflorida.com/apps/vbs/vbs_main_menu), on date and time in the Timeline, and will remain posted for a period of seventy-two (72) hours. Any bidder who is adversely affected by the Department's recommended award or intended decision must file the following with the Department of Transportation, Clerk of Agency Proceedings, Office of the General Counsel, 605 Suwannee Street, Mail Station 58, Tallahassee, Florida 32399-0450:

1. A written notice of protest within seventy-two (72) hours after posting of the Intended Award, (the notice of protest may be Faxed to 850-414-5264), and
2. A formal written protest and protest bond in compliance with Section 120.57(3), Florida Statutes, within ten (10) days of the date on which the written notice of protest is filed. At the time of filing the formal written protest, a bond (a cashier's check or money order may be accepted) payable to the Department must also be submitted in an amount equal to one percent (1%) of the estimated contract amount based on the contract price submitted by the protestor.

Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

**28.2 - Inability to Post:**

If the Department is unable to post as defined above, the Department will notify all bidders by electronic notification on the Florida Vendor Bid System (see special condition 29.1, above) or by mail, fax, and/or telephone. The Department will provide notification of any future posting in a timely manner.

**28.3 - Request to Withdraw Bid:**

Requests for withdrawal will be considered if received by the Department, in writing, within seventy-two (72) hours after the bid opening time and date. Requests received in accordance with this provision will be granted by the Department upon proof of the impossibility to perform based upon obvious error on the part of the bidder. Bidders that do not withdraw as stated above will forfeit their bid bond, if applicable.

**29) AWARD OF THE CONTRACT**

The Department will issue a Purchase Order. The Purchase order, along with the Department's Standard Terms and Conditions, the Scope of services (Exhibit A), and the Bid Price Proposal Form No. 2, and all other applicable proposal documents shall comprise the Agreement.

**30) RENEWAL**

This agreement will not be renewed.

**31) ATTACHED FORMS**

The Bidder must complete all required items below and submit them as part of the Bid package, unless noted below. Any Bid in which these forms are not used or in which these forms are improperly executed may be considered non-responsive and the bid may be subject to rejection.

Registration Form

Bid Price Proposal

Minimum Qualifications Statement

Drug-Free Workplace Program Certification (Form 375-040-18)

Vendor Certification Regarding Scrutinized Companies Lists (Form 375-030-60)

MBE Planned Utilization (Form 375-040-24)

Performance Bond Form 375-040-27 – **Does not have to be submitted until after Award**

Labor and Materials Payment Bond - **Does not have to be submitted until after Award**

**32) TERMS AND CONDITIONS****32.1 General Contract Conditions (PUR 1000)**

The State of Florida's General Contract Conditions are outlined in form PUR 1000, which is a downloadable document incorporated into this Invitation to Bid (ITB) by reference. Any terms and conditions set forth in this ITB document take precedence over the PUR 1000 form where applicable.

<http://www.dms.myflorida.com/content/download/2933/11777/1000.pdf>

The following paragraphs do not apply to this Invitation to Bid:

Paragraph 31, Dispute Resolution - PUR 1000

Paragraph 40, PRIDE – PUR 1000, when federal funds are utilized.

### **32.2 General Instructions to Respondents (PUR 1001)**

The State of Florida's General Instructions to Respondents are outlined in form PUR 1001, which is a downloadable document incorporated into this Invitation to Bid (ITB) by reference. Any terms and conditions set forth in this ITB document take precedence over the PUR 1001 form where applicable.

<http://www.dms.myflorida.com/content/download/2934/11780/1001.pdf>

The following paragraphs do not apply to this Invitation to Bid:

Paragraph 3, Electronic Submission – PUR 1001

Paragraph 4, Terms and Conditions – PUR 1001

Paragraph 5, Questions – PUR 1001

### **32.3 MFMP Purchase Order Terms and Conditions**

All MFMP Purchase Order contracts resulting from this solicitation will include the terms and conditions of this solicitation and the State of Florida's standardized Purchase Order Terms and Conditions, which can be found at the Department of Management Services website at the following link:

[http://www.dms.myflorida.com/content/download/117735/646919/Purchase\\_Order\\_Terms\\_Sept\\_1,\\_2015\\_.pdf](http://www.dms.myflorida.com/content/download/117735/646919/Purchase_Order_Terms_Sept_1,_2015_.pdf)

Section 8(B), PRIDE, is not applicable when using federal funds.

### **33) ORDER OF PRECEDENCE**

All responses are subject to the terms and conditions of this solicitation, which, in case of conflict, shall have the following order of precedence listed:

Special Conditions

Exhibit A, Scope of Services

Bid Price Proposal

MFMP Purchase Order Terms and Conditions – Section 8(B), PRIDE, is not applicable when using federal funds

BID CHECKLIST(DOES NOT NEED TO BE RETURNED WITH YOUR BID)

This Checklist is provided as a guideline, only, to assist bidders in the preparation of their bid response. Included are some important matters that the bidder should check. This checklist is just a guideline, and is not intended to include all matters required by the ITB. Bidders are responsible to read and comply with the ITB in its entirety.

Check off each the following:

- \_\_\_ 1. The “Bid Price Proposal, Form No. 2” has been filled out completely, signed, and enclosed in the bid response.
- \_\_\_ 2. The Federal Employers Identification Number or Social Security Number has been entered in the space provided.
- \_\_\_ 3. “Drug-Free Workplace Program Certification” form has been read, signed, and enclosed in the bid response, if applicable.
- \_\_\_ 4. “Scrutinized Companies Lists” certification form has been read, signed, and enclosed in the bid response.
- \_\_\_ 5. The Scope of Services section has been thoroughly reviewed for compliance to the bid requirements.
- \_\_\_ 6. The prices bid have been reviewed for accuracy and all price corrections have been initialed in ink.
- \_\_\_ 7. The [http://www.myflorida.com/apps/vbs/vbs\\_www.main\\_menu](http://www.myflorida.com/apps/vbs/vbs_www.main_menu) website has been checked and any Addendums posted have been completed, signed, and included in the bid response.
- \_\_\_ 8. The bid response must be received, at the location specified, **on or before** the Bid Due Date and Time designated in the ITB.
- \_\_\_ 9. On the Lower Left Hand Corner of the Envelope containing your bid response, write in the following information:

Bid No.: DOT-ITB-20-5002-FIP

Title: District Five Fuel Island Piping Repair for Orlando Operations Complex

Opening Date & Time: See “TIMELINE” in INTRODUCTION SECTION .

**DOT-ITB-20-5002-FIP**  
**Exhibit "A"**  
**SCOPE OF SERVICES**  
**FUEL ISLAND PIPING REPAIR**

**FDOT ORLANDO OPERATIONS COMPLEX**  
**420 LANDSTREET ROAD**  
**ORLANDO, FL 32824**

**I. OBJECTIVE:**

The Florida Department of Transportation is seeking quotes to repair gas and diesel lines/connections; remove and replace transitioning sump to include all required internal components therein at the Orlando Operations Complex. All work must comply with current FDEP requirements. Contractor responsibilities include acquiring required permits, notifications, and inspections.

**II. SCOPE OF WORK**

Secure work area, notify local DEP inspector of work being performed, acquire all required permits, procure inspections as necessary, supply all material, labor and parts needed to complete work as specified.

Blow back both gas and diesel lines to remove fuel from lines and disconnect product piping.

Saw cut, breakout and remove concrete from around transitioning sump, remove existing transitioning sump, check the removed transitioning sump and the ground to ensure fuel did not leak into the soil, cut back both gas and diesel lines, install new fiberglass transition sump, install new piping and entry boots, remove and replace 120vac solenoid and ball valve to the diesel line. Once the new transition sump has been completely installed and piped, pressure test both gas and diesel lines to ensure compliance with FDEP regulations. After a completed and passing pressure test, drill rebar and pour and finish concrete around new transition sump.

Saw cut, breakout and remove concrete from around fuel dispensers #1, #2, #3, #4, #5, and #6 on the pump island south side, dispensers #1, #2, #3, #4, #5 and #6 on the pump island north side. Accessing the sumps from the outside, cut out all entry boots from both sides, clean and prep areas. Install new entry boots and test boots. After all entries are made and glue has dried, hydro test all dispenser and transition sumps.

Once the hydro test has been completed and passed, backfill around dispensers, drill rebar, pour and finish concrete. Match existing concrete thickness. Minimum concrete strength: 3000 PSI @ 28 days.

Field verify all work performed, remove all post construction waste and dispose in accordance with Federal, State and Local regulations.

### **III SITE VISIT**

1. Bidders are encouraged to visit the work site prior to submitting their proposals. Site access will be available by appointment only on April 7, 2020. Contact the Orlando Operations receptionist at 321-319-8100 to set up an appointment. Each Bidder will have up to 30 minutes to view the site.

### **IV SCHEDULE**

All questions must be submitted electronically to the email address in Section 3, QUESTIONS AND ANSWERS, under Special Conditions in the ITB document. Sealed Price Proposals must be mailed or delivered to the address below by the due date and time listed in Section 2, TIMELINE, of the ITB document. Emailed or Faxed Proposals will be considered Non-Responsive and will not be considered.

1. April 9, 2020 @ 10:00 AM: deadline for submitting questions for the project.
2. April 10, 2020 @ 10:00 AM: FDOT deadline for providing answers for all questions.
3. April 14, 2020 @ 2:00 PM: Contractor deadline for submitting proposals.

Bids will be publicly opened and read aloud shortly after the 2:00 pm deadline. A Go to Meeting line is available for public use due to current limitations on public gatherings. The log-in information is located in the ITB Document in Section 2, TIMELINE. Members of the public will not be permitted to attend in person.

### **V CONTRACT AWARD**

1. Notice of Intended Award will be posted to the Vendor Bid System by the time and date noted in Section 2, TIMELINE, of the document.