

GENERAL AND TECHNICAL SPECIFICATIONS

Project No. DCF-16220210

District # 2 Program Office

Building Foundation and Stair Support

Project Title

2383 Philips Road, Tallahassee, FLORIDA, 32308.

Project Location



**STATE OF FLORIDA
DEPARTMENT OF CHILDREN AND FAMILY SERVICES
OFFICE OF GENERAL SERVICES, DESIGN & CONSTRUCTION
1317 WINEWOOD BOULEVARD, BUILDING 3, ROOM 205 F
TALLAHASSEE, FL 32399-0700**

**Florida Department of Children and Families
Office of General Services, Design and construction**

Jimmie Padgett
PROJECT MANAGER Name

1317 WINEWOOD BOULEVARD, BUILDING # 3, ROOM # 205-F
Street Address

TALLAHASSEE, FL 32399-0700
City/State/Zip

(850) 717-4303
Telephone Number

Jimmie.Padgett@myflfamilies.com

Set No. _____

Date Issued 11-13-2017

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SECTION A
REQUEST FOR PROPOSALS

LOCATION: Department of Children & Families
Building # 3 Room # 202
1317 Winewood Boulevard, Tallahassee
FLORIDA, 32399.

A-1 INVITATION TO BID

Proposals are requested from QUALIFIED CONTRACTORS by the State of Florida, Department of Children and Family Services, hereinafter referred to as OWNER, for the construction of:

PROJECT NO: DCF – 16220210

TITLE: District # 2 Program Office
Foundation and Stair Support.

SITE: District # 2 Program Office.
2383 Philips road, Tallahassee, FLORIDA, 32308.

PREQUALIFICATION: Each prime Bidder shall be state-certified in accordance with Chapter 489, Florida Statutes, as a Building, General, Contractor. Bids from firms not able to furnish proof of the required certification are subject to disqualification.

PROPOSAL: Bids must be submitted in full in accordance with the requirements of the Drawings and the General and Technical Specifications, which may be examined and obtained from the PROJECT MANAGER:

P/M: JIMMIE PADGETT

TEL#: (850) 717-4303

FAX#: (850) 410-0547

E-MAIL: jimmie.padgett@myffamilies.com

BID DOCUMENTS:

Full sets of Drawings and Specifications may be requested from the ARCHITECT/ ENGINEER /PROJECT MANGER, by written request.

PRE-BID MEETING: A (**mandatory**) pre-bid meeting (will) be held (on Tuesday, December 12, 2017 at 10:00 AM, EST) District # 2 program office lobby. 2383 Philips road, Tallahassee, FLORIDA, 32308.

BONDING REQUIREMENTS: See Section B-11 for bid guarantee requirements. See Section C-5 for performance and payment bond requirements.

BID OPENING: Sealed bids will be received, publicly opened and read aloud at:

DATE: January 10, 2018, Wednesday

TIME: 10:00 am EST

CONTRACT AWARD: The Bid Tabulation and Notice of Award Recommendation will be posted within two business days, at the location where the bids were opened. If no protest is filed per Section B-21, "Notice and Protest Procedures", the OWNER will award a contract to the qualified, responsive low Bidder in accordance with established departmental contracting procedures (CFOP 70-7). In the event that the Bid Tabulation and Notice of Award Recommendation cannot be posted in this manner, then all Bidders will be duly notified.

A-2 MINORITY BUSINESS ENTERPRISES (MBEs)

In accordance with Section 287.09451(4)(n)1, Florida Statutes, the Department of Children and Family Services is encouraged to target certified minority business enterprises (MBEs) for 21 percent of total awarded construction contract dollar value (4% for African-American, 6% for Hispanic-American, and 11% for women-owned). To ensure that maximum distribution is afforded to certified minority business enterprises, the Department of Children and Family Services encourages certified MBEs to participate in the bidding process, and further encourages prime Bidders to utilize certified MBEs as subcontractors whenever possible.

For information and assistance in locating certified MBEs, contact the Office of Supplier Diversity, Florida Department Management Services, 4050 Esplanade Way, Suite 360, Tallahassee, Florida 32399-0950, Telephone: (850) 487-0915, Fax: (850) 922-6852. All prime bidders are encouraged to search Florida's Online Directory of Certified MBEs, at <http://osd.dms.state.fl.us/dirhome.htm>, for construction-related products and services being offered in counties surrounding the jobsite.

SECTION B **INSTRUCTIONS TO BIDDERS**

B-1 BIDDING TERMINOLOGY

Whenever in these Instructions the following terms (or pronouns meant to replace these terms) are used, their intent and meaning shall be interpreted as follows:

OWNER:

State of Florida
Department of Children and Family Services
Office of Design & Construction
1317 Winewood Blvd., Bldg. # 3, Room #205-F
Tallahassee, Florida 32399-0700
Phone No. (850) 717-4303
Fax No. (850) 410-0547
E-MAIL: jimmie.padgett@myflfamilies.com

ARCHITECT/ENGINEER/PROJECT MANAGER:

The Design Professional (architect-engineer, architect, engineer or other professional consultant) identified within these documents (see Section A-1, "Invitation To Bid"), and commissioned by the OWNER, acting directly or through a duly authorized representative.

Bidder:

Any individual, firm, partnership or corporation submitting a proposal for the work contemplated.

Surety:

The corporate body which is bound with and for the CONTRACTOR, which is primarily liable, and which guarantees the faithful performance of the Agreement.

Proposal:

A bid for the work contemplated, which the Bidder shall submit on prescribed forms. (See Exhibit 1, "Bid Proposal Form".)

Agreement:

"Agreement" shall mean the document entitled "Agreement Between OWNER and CONTRACTOR." (See Exhibit 3 for prescribed form of agreement.)

Threshold Building:

As defined in Section 553.71, Florida Statutes, a Threshold Building is any building greater than three stories or 50 feet in height, or which has an assembly occupancy classification that exceeds 5,000 square feet in area and an occupant content of greater than 500 persons. Special inspection requirements apply to such buildings under Section 553.79(5), Florida Statutes.

B-2 BIDDER'S QUALIFICATION REQUIREMENTS AND PROCEDURES

Bidder qualification requirements are established herein in accordance with the Owner's established procedures (CFOP 70-7), and the standard "General Instructions to Respondents" Form PUR 1001 (10/06) is hereby incorporated into this ITB by reference as if fully recited herein. In the event of any conflict between Form PUR 1001 and this ITB, the terms of this ITB shall take precedence over Form PUR 1001, unless the conflicting term is required by Florida law, in which case the term contained in Form PUR 1001 shall take precedence. Form PUR 1001 is available at:

http://www.dms.myflorida.com/media/purchasing/pur_forms/1001.pdf.

Form PUR 1000 is incorporated by reference into the Department's Standard Integrated Contract. The Form PUR 1000 contains standard terms and conditions that will apply to the contract which results from the solicitation. Form PUR 1000 is available at:

http://www.dms.myflorida.com/media/purchasing/pur_forms/1000.pdf.

Failure of the Bidder to strictly meet such requirements may result in bid rejection or disqualification for contract award.

For this project, Bidder qualifications shall be as follows:

Prime Bidder:

Each prime Bidder shall be state-certified in accordance with Chapter 489, Florida Statutes, as a Building or General Contractor or Plumbing Contractor.