



FLORIDA DEPARTMENT *of* STATE

ADDENDUM NO. 1

April 23, 2018

Brokaw McDougall House Shutters

Advertisement Number: DOS ITB 04/18-17

This Addendum now becomes a part of the original Invitation to Bid.

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 (F.S.).

This Addendum includes the following:

Remove and insert pages 1, 6, and 7,

- Changes to the Specifications are indicated by underscore, deletions are indicated by a ~~strikethrough~~.



FLORIDA DEPARTMENT of STATE

INVITATION TO BID

Solicitation Acknowledgement Form

Page **1** of **33-32** pages

SUBMIT REPLY TO:
Department of State
R.A. Gray Building
500 South Bronough Street, Room 428
Tallahassee, Florida 32399-2150

AGENCY RELEASE DATE:

April 18, 2018

SOLICITATION TITLE:

Brokaw McDougall House Shutters

SOLICITATION NO:

DOS ITB 04/18-17

REPLIES WILL BE OPENED:

May 16, 2018 at 4:00 PM, Eastern Time

and may not be withdrawn within: **180** days after such date and time.

I certify that this Bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a reply for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this reply and certify that I am authorized to sign this reply for the Respondent and that the Respondent is in compliance with all requirements of the Invitation to Bid, including but not limited to, certification requirements. In submitting a reply to an agency for the State of Florida, the Respondent offers and agrees that if the bid is accepted, the Respondent will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the State of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders final payment to the Respondent.

RESPONDENT NAME:

RESPONDENT MAILING ADDRESS:

CITY – STATE – ZIP:

PHONE NUMBER:

TOLL FREE NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

FEID NO.:

*Authorized Representative's Signature

*Name and Title of Authorized Representative

*This individual must have the authority to bind the Respondent.

TYPE OF BUSINESS ENTITY (Corporation, LLC, partnership, etc.):

RESPONDENT CONTACTS: Please provide the name, title, address, telephone number and e-mail address of the official contact and an alternate, if available. These individuals shall be available to be contacted by telephone or attend meetings as may be appropriate regarding the solicitation schedule.

PRIMARY CONTACT:

SECONDARY CONTACT:

NAME, TITLE:

NAME, TITLE:

ADDRESS:

ADDRESS:

PHONE NUMBER:

PHONE NUMBER:

FAX NUMBER:

FAX NUMBER:

EMAIL ADDRESS:

EMAIL ADDRESS:

SECTION 1 – INTRODUCTORY MATERIALS

1.0 **Purpose**

The Florida Department of State is seeking bids from qualified vendors to remove old shutters and install new shutters that are painted on both sides at the Brokaw-McDougall House, 329 Meridian **Read Street**, Tallahassee, Florida.

Respondents are responsible for thoroughly reviewing the specifications of this Invitation to Bid.

1.1 **Definitions**

The following terms used in this Invitation to Bid (“ITB”), unless the context otherwise clearly requires a different construction and interpretation, have the following meanings:

1. **Certified Minority Business Enterprise**: A business which has been certified by the Florida Department of Management Services, Office of Supplier Diversity, in accordance with Section 287.0943 (2) (e), Florida Statutes and Chapter 60A-9, Florida Administrative Code.
2. **Contract**: The agreement entered into between the Department and the successful Respondent after completion of the Invitation to Bid process.
3. **Deliverable**: A tangible, specific, quantifiable and measurable event or item that must be produced to complete a project or part of a project directly related to the scope of services.
4. **Department**: The Florida Department of State (DOS).
5. **FY**: The State of Florida’s Fiscal Year, July 1 thru June 30.
6. **Bid/Proposal/Response**: All information and materials submitted by a Respondent in response to this ITB.
7. **Respondent**: Means a potential Vendor/Contractor acting on their own behalf and on behalf of those individuals, partnerships, firms, or corporations comprising the Respondent’s team who submits a bid to this solicitation.
8. **Vendor/Contractor**: Any firm or person who submits a bid to the Department in response to this ITB
9. **Vendor Bid System (VBS)**: The system which allows all state agencies to advertise solicitations and exceptional purchases on MyFlorida.com. It also permits registered vendors to receive automatic email notification of solicitation advertisements, addendums to solicitation, and exceptional purchases.

1.2 **Contract Term**

The contract shall begin on or about May 30, 2018. All project work specified herein shall be completed within ninety business (90) days of the successful vendor’s receipt of a purchase order/contract.

The resulting contract may not be renewed.

1.3 **Purchase/Contract Documentation**

This purchase shall be accomplished by issuance of a purchase order through MyFloridaMarketPlace (MFMP).

1.4 Solicitation Timeline

Listed below are important dates/times during which actions must be taken or completed. If the Department finds it necessary to update any of the dates/times noted, it will be accomplished by an Addendum to the solicitation. All times listed below are Tallahassee, Florida local time.

EVENT	DUE DATE	
Solicitation Released	April 18, 2018	Posted on the Vendor Bid System: http://vbs.dms.state.fl.us/vbs/main_menu
Mandatory Site Visit:	April 25, 2018 8:30 a.m.	Brokaw McDougall House, 329 Meridian Road Street, Tallahassee, FL 32301
Deadline for vendor questions	May 1, 2018 @ 9:00 a.m.	Submit question by email to david.shufflebotham@dos.myflorida.com
Anticipated date answers to vendor's question will be posted on VBS	May 7, 2018 @ 3:00 p.m.	Posted on the Vendor Bid System: http://vbs.dms.state.fl.us/vbs/main_menu
SEALED PROPOSALS DUE AND OPENED REMEMBER: Package should clearly marked with the following:	Must be received PRIOR to: May 16, 2018 @ 3:00 p.m. Public Meeting Opening May 16, 2018 @ 4:00 p.m.	Submit BEFORE the due date and time to the following address: Florida Department of State Purchasing Office Attn: David Shufflebotham 500 S. Bronough Street, Room 428 Tallahassee, FL 32399-0250
Anticipated Posting of Intended Award on VBS	May 30, 2018 @ 3:00 p.m.	Posted on the Vendor Bid System: http://vbs.dms.state.fl.us/vbs/main_menu

1.5 Special Accommodations

Any person with a qualified disability requiring special accommodations at the pre-solicitation conference and/or bid/proposal opening shall contact the Purchasing Officer at 850-245-6457 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).