

**State of Florida
Department of Transportation**



INVITATION TO BID
Message Sign Conversion Kit

DOT-ITB-20-3019-WE

CONTACT FOR QUESTIONS:

Wynne Edwards, Procurement Agent
Wynne.edwards@dot.state.fl.us
Phone: (850) 330-1374
1074 Highway 90
Chipley, Florida 32428

State of Florida
Department of Transportation
District Three
1074 Highway 90
Chipley, Florida 32428

INVITATION TO BID REGISTRATION

PLEASE COMPLETE AND RETURN THIS FORM ASAP

E-MAIL TO wynne.edwards@dot.state.fl.us

Bid Number: DOT-ITB-20-3019-WE

Title: Message Sign Conversion Kit

Bid Due Date & Time (On or Before): See Introduction Section 2. Timeline

Potential bidders should notify our office by returning this Bid Registration Form as soon as possible after downloading. Complete the information below and email this sheet only to the Florida Department of Transportation Procurement Office at wynne.edwards@dot.state.fl.us

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 www.myflorida.com , under this bid number (click on “BUSINESS”, click on “Doing Business with the State”, under “Everything for Vendors and Customers”, click on “Vendor Bid System (VBS)”, then 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: _____

Address: _____

City, State, Zip: _____

Telephone: () _____ Contact Person: _____

Internet E-Mail Address: _____

For further information on this process, e-mail or telephone:

Wynne Edwards
(850) 330-1374
wynne.edwards@dot.state.fl.us

Exhibit A
Specifications
DOT-ITB-20-3019-WE
Message Sign Conversion Kit

Introduction

The intent of this Invitation to Bid is to establish a one (1) year contract for the purchase of Wanco Message Sign Conversion Kits. The Department shall purchase kits on a as needed basis.

Product Information

Wanco Message Sign Conversion Kit

Model WTLMB

See Appendix A for complete product specification.

Delivery Location(s)

Orders will be delivered to the following locations:

- Marianna Operations Center
2956 State Correctional Road
Marianna, Florida 32448

- Midway Operations Center
17 Commerce Boulevard
Midway, Florida 32343

- Milton Operations Center
6025 Bagdad Highway
Milton, Florida 32583

- Ponce De Leon Operations Center
1723 Sunrise Circle
Ponce De Leon, Florida 32455

Exhibit B BID SHEET

BID #: DOT-ITB-20-3019-WE

FOB: See Exhibit A: Specifications for Shipping Locations

BID TITLE: Message Sign Conversion Kit

BID AS SPECIFIED

ITEM 1:

WANCO Full-Size Three Line Message Board Conversion Kit With Controller Kit For Use on Existing Trailer, as specified and delivered according to the delivery schedule stated in the specification.

Model WTLMB

Unit Price Item 1 = \$ _____/Each

NOTE: Price must include shipping/freight charges

DELIVERY: Delivery will be made within 6 weeks after receipt of Purchase Order.

RENEWAL: see Introduction Section #6.

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 attached 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.

Bidder: _____ FEID# _____.

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Authorized Signature: _____ Date: _____

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: _____

Florida Statutes
287.135

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

375-030-60
PROCUREMENT
OGC – 07/17

Respondent Vendor Name: _____
Vendor FEIN: _____
Vendor’s Authorized Representative Name and Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____
Email Address: _____

Section 287.135, F.S. 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 the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.475, F.S. or is engaged in a boycott of Israel. Section 287.135, F.S. 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, if the company is on either the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473, F.S.

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: _____

ORDERING INSTRUCTIONS

Bid Number: DOT-ITB-20-3019-WE

Title: Message Sign Conversion Kit

NOTE: ALL ORDERS SHOULD BE DIRECTED TO:

FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEID): _____

VENDOR: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

TOLL FREE NO.: _____ FAX NO.: _____

DELIVERY: DELIVERY WILL BE MADE WITHIN _____ DAYS AFTER RECEIPT
OF PURCHASE ORDER.

PRODUCT INFORMATION: DIRECT QUESTIONS TO:

NAME & TITLE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE: _____

TOLL FREE NO.: _____ FAX NO.: _____

E-MAIL ADDRESS: _____

WEB ADDRESS: _____

Will you accept the State of Florida Purchasing Card (VISA)? ____Yes ____ No

INTRODUCTION SECTION

1) INVITATION

The purpose of this Invitation to Bid is to obtain competitive bids to establish a 1-year contract for the purchase of message board conversion kits by the Department of Transportation, hereafter referred to as the "Department". The contract will become effective on the date the successful bidder(s) is approved for award and will expire 1-year from that date. After the award, said bidder(s) will be referred to as the "Vendor(s)".

All commodities identified in this Invitation to Bid will be subject to the availability of identical commodities as provided by mandatory Department of Management Services' State Contract(s) at such time these commodities become available. In the event of duplication(s) of commodities, the Department of Management Services' mandatory State Contract shall prevail.

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 www.myflorida.com (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", 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.

<u>ACTION / LOCATION</u>	<u>DATE</u>	<u>LOCAL TIME</u>
DEADLINE FOR TECHNICAL QUESTIONS - (There is no deadline for administrative questions)	6-9-2020	4:00 PM
BIDS DUE (ON OR BEFORE) - Florida Department of Transportation Procurement Conference Room 1074 Highway 90 Chipley, Florida 32428 Teleconference Line: (872)-240-3212 Access Code: 655-836-917	6-15-2020	2:00 PM
PUBLIC OPENING - Florida Department of Transportation Procurement Conference Room 1074 Highway 90 Chipley, Florida 32428 Teleconference Line: (872)-240-3212 Access Code: 655-836-917	6-15-2020	2:00 PM
POSTING OF INTENDED DECISION/AWARD -	6-16-2020	

3) BID OPENING AGENDA

The sealed bids will be opened by the Department's Procurement Office personnel at the date, time and location in the Timeline. All bid openings are open to the public and will be conducted according to the following agenda:

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

Public input period – To allow a maximum of 15 minutes total for public input related to the bid solicitation.

Bids opened – At conclusion of public input or 15 minutes, whichever occurs first, 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.

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).

5) CONTRACT USE

Use of the contract resulting from this bid will be optional for the Department. The Department reserves the right to solicit separate bids for any unusual or abnormal quantity requirements that may arise during the term of the contract.

6) RENEWAL

Upon mutual agreement, the Department and the Contract Vendor may renew the contract for a period that may not exceed 3 years or the term of the original contract, whichever is longer. The renewal must be in writing and signed by both parties, and is subject to the same terms and conditions set forth in the initial contract and any written amendments signed by the parties. Any renewal shall specify the renewal price, as set forth in the solicitation response except that an agency may negotiate lower pricing. Renewal is contingent upon satisfactory performance evaluations and subject to the availability of funds.

SPECIAL CONDITIONS

1) MyFloridaMarketPlace

BIDDERS MUST BE ACTIVELY 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 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 technical questions arising from this Invitation to Bid must be forwarded, in writing, to the procurement agent 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 www.myflorida.com (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", 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.

WRITTEN TECHNICAL QUESTIONS should be submitted to:
Wynne.edwards@dot.state.fl.us

Questions regarding administrative aspects of the bid process should be directed to the Procurement Agent in writing at the address above or by phone: (850) 330-1374

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 www.myflorida.com (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", 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

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 the recruitment and utilization of small, minority, women, and service-disabled veteran businesses. 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.

6) PRICES/DELIVERY

Prices shall be firm, net, delivered prices, F.O.B. destination.

Delivery must be made within six (6) weeks or less upon receipt of a purchase order by the contract vendor at their designated ordering location. If more time is needed, the bidder should state the extra time required and the reasons why, in their bid response. Acceptance will be subject to the Department's approval.

7) IN-STATE PREFERENCE FOR COMMODITY BIDS

[X] Not applicable because federal funds may be used for this bid.

8) INTENDED AWARD

As the best interest of the State may require, the right is reserved to make award(s) by individual item, group of items, all or none, or a combination thereof: on a geographical district basis and / or on a statewide basis with one or more suppliers to reject any and all bids or waive any minor irregularity or technicality in bids received. When it is determined there is competition to the lowest responsible bidder, evaluation of other bids is not required. Bidders are cautioned to make no assumptions, unless their bid has been evaluated as being responsive. All awards made as a result of this bid shall conform to applicable Florida Statute. 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.

9) PRE-BID CONFERENCE: A PRE-BID CONFERENCE WILL NOT BE HELD.

10) ALTERNATES

ALTERNATE BRANDS WILL NOT BE CONSIDERED FOR THIS BID. BID AS SPECIFIED.

11) WARRANTY/SUBSTITUTIONS

A warranty is required on all items purchased 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 criteria 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.

12) REPLACEMENT/RESTOCKING

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.

13) PRODUCT REQUIREMENTS/SPECIFICATIONS

Items furnished shall be standard products of the manufacturer or their suppliers, shall be new, unused, clean, and free from any defects or features affecting appearance, serviceability, or the safety of the user in normal intended use.

Any deviation from specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with these specifications, and successful bidder will be held responsible therefore. Deviations must be explained in detail on separate attached sheet(s).

14) ACCEPTANCE

All items listed in the specifications, delivered to the Department not meeting specifications or 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.

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 items. 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 items 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 specifications 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 specifications, 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 items, 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) REQUIRED DOCUMENTS

The bidder must use the attached Bid Sheet to submit its bid. The Bid Sheet must be signed and dated in ink by a representative who is authorized to contractually bind the bidder. All bid sheets 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 WORK PLACE" 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-20-3019-WE - 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
Attn: Wynne Edwards
1074 Highway 90
Chipley, Florida 32428**

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 at www.myflorida.com, (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", 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 28.1, 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) RECYCLED MATERIAL

The Department encourages the use of products and materials with recycled content and post-consumer recovered materials. If the item(s) specified in the Technical Specification is available with recycled content, we request that you provide product information to help in our search for recycled products. However, this bid request is for the product as specified herein and does not require prices for recycled product. This information should be sent as part of your bid response or may be sent separately.

30) PRICE ADJUSTMENTS

Price(s) shall remain firm for the life of the contract. Price adjustments will not be allowed.

31) DELIVERY LOCATION(S)

See Exhibit A; Specifications for delivery locations.

32) CANCELLATION

All contract obligations shall prevail for at least one hundred and eighty (180) days after the effective date of the contract. For the protection of both parties, this contract may be cancelled in whole or in part after one hundred and eighty (180) days by either party giving thirty (30) days prior written notice to the other contract party. The contract may, also, be cancelled by the Department for nonperformance (default) in accordance with Rule 60A-1.006(3), F.A.C.

33) ORDERING INSTRUCTIONS

Manufacturers are encouraged to bid direct naming dealers who will accept orders and complete deliveries. Bidders must include complete ordering instructions, including FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEID), for invoicing dealers, with the bid on a separate sheet.

34) ORDER QUANTITIES

The Department will, at its discretion, place orders with the Vendor(s) for various quantities of the items, as needed, during the contract period. Bidders are encouraged to identify the standard packaging quantity and minimum order quantity acceptable for each item or group of items bid. Excessive minimum order quantities will not be accepted.

36) INVOICING

Invoices must match units specified on the Purchase Order.

37) FORMS

The Bidder must complete all required items below and submit them as part of the Bid package. 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.

Exhibit B; Bid Sheet

Drug-Free Workplace Program Certification

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

Ordering Instructions

38) TERMS AND CONDITIONS

38.1 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 will 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.

38.2 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

38.3 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

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

39) 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

Technical Specifications

Bid Sheet

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

General Instructions to Respondents (PUR 1001)

General Contract Conditions (PUR 1000)

Introduction Section

that include Self Insured Retention (SIR) will not be accepted.

35) LIQUIDATED DAMAGES

The Vendor acknowledges that failure to deliver the items ordered within the time specified in the vendor's bid response may cause the Department to incur damages that, at present are, and upon the occurrence of the failure to timely deliver the items may be, difficult to determine. Moreover, both parties wish to avoid lengthy and expensive litigation relating to a failure to deliver on time. Therefore, in the event the Vendor fails to deliver the items ordered by the Department by the agreed upon delivery date, the Department shall exercise the remedy of liquidated damages against the Vendor, in the amount of \$100.00 per day for each calendar day after the delivery date that the Vendor fails to deliver the items ordered. The Vendor shall pay said sum to the Department not as a penalty, but as liquidated damages.

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 Sheet" 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 Technical Specifications 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 "Certification of Recycled Content" form, (if applicable) has been filled out completely and enclosed in the bid response.
- ___ 8. The "Ordering Instructions" form has been completed and enclosed in the bid response.
- ___ 9. The www.myflorida.com website has been checked and any Addendums posted have been completed, signed, and included in the bid response.
- ___ 10. The bid response must be received, at the location specified, **on or before** the Bid Due Date and Time designated in the ITB.
- ___ 11. On the Lower Left Hand Corner of the Envelope transmitting your bid response, write in the following information:

Bid No.: DOT-ITB-20-3019-WE

Title: Message Sign Conversion Kit

Opening Date & Time: See "TIMELINE" in INTRODUCTION SECTION

Appendix A



Message Sign Conversion Kit

Full-Matrix and Three-Line



- Simple installation or replacement
- Requires minimum installation time
- Durable powder-coat finish
- Low power consumption and more uptime
- Cooling fans provide overheating protection
- Energy efficient and superior performance
- Preprogrammed, custom and MUTCD graphics
- Contact factory for optional GPS tracker and modem



In-Cabinet Controller

- Capacitive touch screen controller
- Easiest programming in the industry
- Intuitive interface with larger buttons
- Multi-level password protection



Versatile, easy to install kit for any application.

Three-Line Signs

Display

Resolution	Four amber LEDs form each pixel
Font	1 font, 5 x 7 pixels 3 lines of 8 characters per line max.
Font size	12 x 18 in. (30 x 45 cm)

12V power system

Solar panels not included	130 W - 390 W suggested
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Wanco Message Sign replacement/conversion kits are the ideal choice when you need to upgrade/restore your old fleet with the latest production model. Full-size signs provide versatility and great performance.

Full-matrix signs provide the greatest flexibility for displaying any type of message—large or small letters, symbols, graphics. Graphics and text can be combined in the same message.

Three-line message signs are capable of displaying three rows of alphanumeric characters. The ultra-bright, highly legible LEDs display your message clearly.

Changing the message is simple, as Wanco signs feature the easiest programming in the industry. The in-cabinet controller has a 7-inch LCD capacitive touch screen.

Meets NEMA TS 4-2005 Section 2 for ambient temperature, vibration, shock, electro-static discharge (ESD), and radio interference. NTCIP compliant.

Matrix Signs

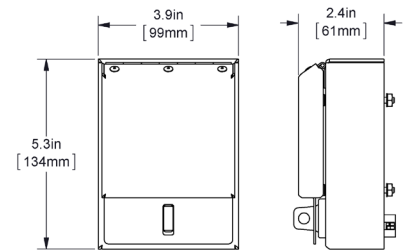
Display

Resolution	Four amber LEDs form each pixel
Matrix	48 pixels wide, 27 pixels high
Fonts	12 fonts, selectable
Default font	5 x 7 pixels, 3 lines of 8 characters max.
Default font size	11 x 16 in. (28 x 42 cm)

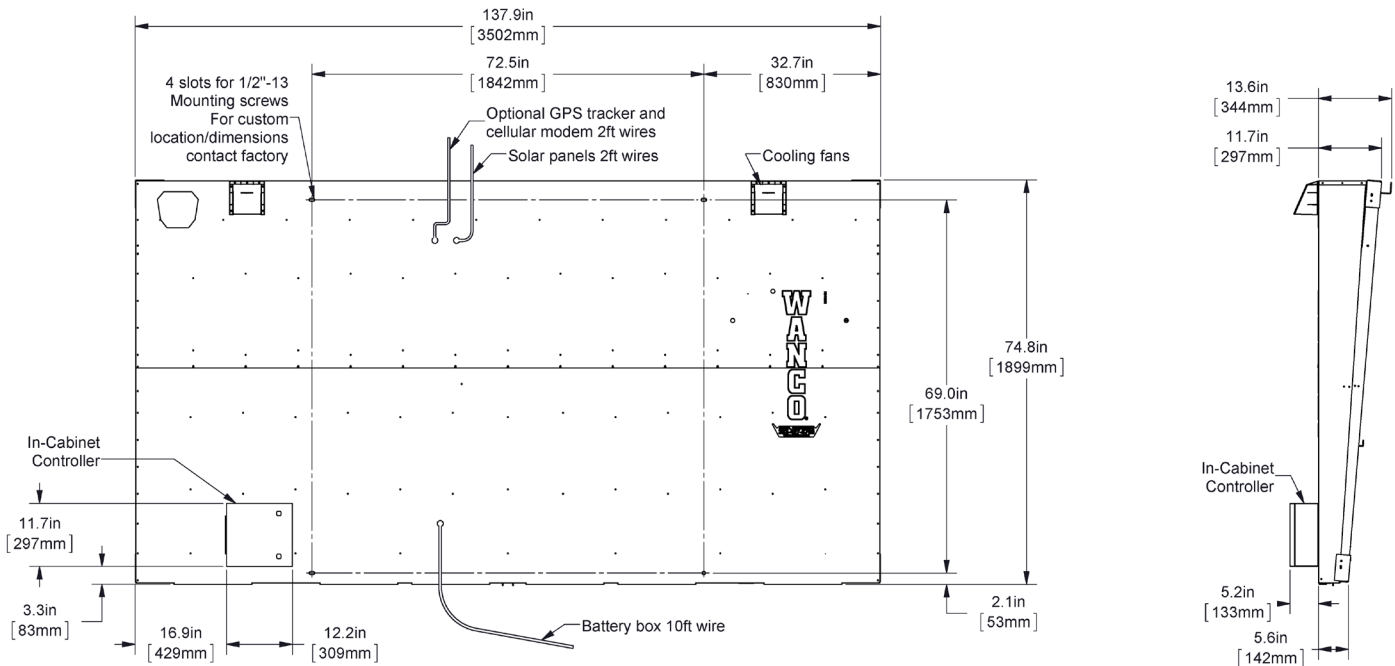
12V power system

Solar panels not included	130 W - 390 W suggested
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- Kit includes:
- Message sign board, controller
- Hydraulic pump switch housing
- Hydraulic pump switch, 4ft wire
- Mounting hardware
- 2ft solar panel wires
- 10ft battery box wire



Hydraulic switch housing
To be mounted on the battery box, left side if Wanco box is used



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THREE-LINE MESSAGE SIGNS (CONVERSION KIT PN 220623-C1)

MODEL WTLMB

PRODUCT SPECIFICATIONS | JULY 2016



1. SYSTEM

- 1.1. Description Wanco message signs provide information to the public on a large, legible LED display. These signs are portable and self-powered, requiring no permanent installation or wiring.
- The three-line display can present text messages of one, two, or three lines of up to eight characters per line. Messages are programmed using a self-contained onboard controller, making a laptop or external controller unnecessary. Signs come configured with preprogrammed standard messages, and users can create custom messages easily.
- For optimal positioning, the sign rotates independent of the trailer and its height is fully adjustable. Jack-legs and optional outriggers provide more adjustability and added stability. The trailer is easy to maneuver and deploy, and can be towed by most vehicles.
- Power is provided by batteries, which are charged by an automated solar charging system.

1.2. Models

- 1.2.1. WTLMB(A) Full-size three-line message sign with hydraulic lift
- 1.2.2. WTLMB(B) Full-size three-line message sign with hand-operated winch

1.3. Temperature limits Operating -29 to 165°F (-34 to 74°C)

Storage -40 to 185°F (-40°C to 85°C) 1.4. Standards Compliant in

accordance with:

- MUTCD, December 2009
- NTCIP Version 2
- NEMA TS 4-2005 Section 2 for ambient temperature, vibration, shock, electro-static discharge (ESD), and radio interference

2. FEATURES

- 2.1. Operation
- Self-contained control system, no laptop required
 - Full-color touchscreen controller with high-resolution display
 - Multi-level password protection restricts access to control software
 - Preprogrammed text messages
 - Internal clock facilitates built-in schedule programming
 - Multiple alphanumeric fonts
 - Control box can be locked to prevent unauthorized access
 - Optical lenses and sunshades increase visibility and performance

- Cooling fans protect sign cabinet from overheating
- Wide footprint provides stability in high wind, optional outriggers add more support
- Meets MUTCD and NTCIP standards

3. DISPLAY

3.1. Cabinet

3.1.1. Description Weather-resistant cabinet contains display modules and related electronics. Hinged door with full-size display window protects electronics and provides access for maintenance. Clasps hold door closed during operation and can be locked with user-supplied padlock.

Cabinet face is tapered five degrees downward (it is wider at the top than at the bottom) to face traffic, reducing glare.

3.1.2. Size 138" x 75" x 12" (351 x 189 x 30cm)

3.1.3. Material Aluminum sheet, 5052-H32, 0.062" (1.575mm) thick

3.1.4. Construction Panels are riveted together, with internal ribs to add lateral strength

3.1.5. Door: Cabinet door is aluminum extruded frame with sheet metal corner brackets. Stainless steel butt hinges are bolted to top of cabinet and door.

Window is anti-glare Lexan® solar-grade polycarbonate, 0.150" (3.81mm) thick. Bulb-type weather seal ensures tight fit and seal between window and door frame.

When sign is in stored position, door fully opens to service the sign cabinet interior. Telescoping prop-slides, one on each side of the cabinet, hold door open.

3.1.6. Finish: Cabinet and door are coated with oven-baked, flat-black, powder-coat finish to ensure durability and corrosion protection. Assemblies are high-pressure phosphate-washed prior to finish coat.

3.1.7. Wiring: Wiring service loop from control box to display cabinet is routed inside liquid-tight loom and P-clamped to trailer frame. Service loop length is designed to allow 360-degree sign rotation. All wiring connectors and procedures are per CSA standards.

3.1.8. Ventilation: Two cooling fans located at the top of the display cabinet circulate air into, through, and out of the cabinet to cool electrical components. A duct is located at the top of the cabinet to ensure even airflow.

It is proven that electronic components, including LEDs, degrade in conditions of extreme heat. Without the cooling fans the display cabinet can reach over 200 degrees Fahrenheit.

A temperature sensor is mounted on the photocell PC board inside the cabinet to control fan operation. Each fan has its own thermal settings, adjustable with the onboard computer, to optimize battery power usage.

3.2. Display panel

3.2.1. Description The display panel is comprised of a series of display modules laid out in a grid across the inside of the display cabinet. Each module has a matrix of LEDs installed on its face, which light up to show one character of the configured message. Each module features the necessary electronics and coatings to ensure outstanding performance and durability.

3.2.2.	Display modules	Modular design	Allows any display module to be installed in any position in the matrix without repositioning DIP switches
	Wiring		Modules have quick-connect electrical connectors for easy servicing. All wiring terminates at a single terminal strip inside the display cabinet.
	Replacement		Each module can be exchanged in less than two minutes. The only tool needed is a 5/16-inch nut driver socket or slotted screwdriver After a new module is installed, a one-step initialization process causes each module to sense its position in the full-matrix display. Initialization is accomplished using the sign's controller.
	Size		11.5" (29.2cm) wide by 18.0" (45.7cm) high, nominal
	Spacing		5" horizontal spacing, 6" vertical spacing
	Material		FR4 glass-reinforced epoxy laminate, double-sided, black solder mask with white silkscreen Board thickness, 0.094" (2.388mm) Copper size, 1 oz. (28.4g)
	Coating		5-mil, military-spec, low-VOC, silicone conformal coating (Dow Corning 1-2577) provides long-term protection against moisture and other atmospheric contaminants, resists corrosion and shorts due to high humidity
	Vibration mounts		All display modules are mounted on rubber vibration-isolation mounts, decreasing risk of physical shock during transport and isolating characters from chassis ground
	Humidity limits		Conformal coating rated to 95% relative humidity

3.2.3.	Pixels	Four LEDs form a “pixel”
	Pixel size	1.25" x 1.25" (32 x 32mm)
	Display module	5 x 7 pixels (W x H), 35 pixels total
	Pixel pitch	71mm, horizontal and vertical
3.2.4.	LEDs	Technology AllInGaP II (aluminum indium gallium phosphide) technology, T-1¾ size, through-hole auto-insertion
	Color range	Amber, 589.5 to 592 nm
	Current	100 mA peak-pulsed forward current
3.2.5.	Lenses and visors	Each pixel has a snap-in optical lens over the LEDs, enhancing the brightness and angularity of each pixel while reducing power consumption. A polycarbonate visor shades each row of pixels to eliminate glare caused by direct sun exposure. The sunshades snap onto the display module without tools. The lenses snap into the sunshades. These enhancements enable the message sign to operate with approximately half the power consumption of other message signs. As a result, the system is fully functional using fewer solar panels and batteries, while providing outstanding brightness and readability in all lighting conditions, and 30-day battery autonomy without sun. Reducing the number of solar panels and batteries also lowers the trailer weight and reduces maintenance costs.
3.2.6.	Visibility	At least 1 mile (1.6km)
3.2.7.	Legibility	Word recognition with default font, 918 to 1031 ft. (280 to 314m)
3.2.8.	Viewing angle	Total viewing area with optical lenses, 25.0 to 48.8 degrees
3.2.9.	Brightness	Factory preset for optimal viewing and power consumption
3.2.10.	Auto dimming	Two photocells detect ambient light on the message sign; the message sign computer adjusts the brightness of the LEDs accordingly, dimming display brightness in darkness, increasing to full brightness in daylight Photocells are mounted inside the sign cabinet, one facing rear and one facing front
3.2.11.	Software design	Driver LEDs controlled through 30mA pulse-width modulation design Addressing Each display module address is selected through a software command; no DIP switches are used. The address does not change until reprogrammed, preventing the message from shifting due to an individual module failure.

	Pixel test	Each module is equipped with individual pixel failure notification
3.2.12. Font	5 x 7 pixels (W x H) Equivalent size: 13.59" x 19.18" (345 x 487mm) Physical size: 12.43" x 18.02" (316 x 458mm) 3 lines of 8 characters per line, maximum	

3.3. Standards	Meets MUTCD standards
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4. CONTROL SYSTEM

4.1. Description Self-contained onboard computer, comprised of a power control unit (PCU), located behind display modules inside the message sign display cabinet; and a display control unit (DCU), located inside control box on the back of the message sign display cabinet.

4.2. Control box

4.2.1. Size 12.3" x 11.7" x 5.3" (31.2 x 29.7 x 14.4 cm) W x H x D

4.2.2. Material 0.08" aluminum

4.2.3. Mounting Securely fastened to the sign cabinet with six mounting screws

4.2.4. Door Front-panel is a door, hinged on the left, which opens fully.

4.2.5. Latch Two quarter-turn latches on front of control box door keep hinged door closed. Both latches are keyed and can be locked.

4.2.6. Finish Cabinet and door are coated with oven-baked, equipment-white, powder-coat finish to ensure durability and corrosion protection. Assemblies are high-pressure phosphate washed prior to finish coat.

4.3. Control panel

4.3.1. Touchscreen	Display	Full color, backlit, 7-inch display Capacitive touch panel 800 x 480 pixels, W x H Display automatically shuts off after 10 minutes of inactivity
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	Interface	Menu-based structure, accessed with virtual buttons on the touchscreen display, provides access to all sign functions including programming messages Virtual keyboard appears when required for text entry Multi-level password protection restricts access
4.3.2.	LED indicators	Indicates the following status conditions: Solar charging system is charging batteries System power shutdown occurred Programmed schedule is active Power to optional radar device is on
4.3.3.	Data port	1 USB port for connecting optional handheld touchscreen controller and for downloading data from optional traffic data collector (if installed) See "Options and Optional Equipment"
4.4.	PC boards	
4.4.1.	Coating	100% coated with military-spec, low-VOC, silicone conformal coating to provide long-term protection against moisture and other atmospheric contaminants. Resists corrosion and shorts due to high humidity.
4.4.2.	Humidity limits	Conformal coating rated to 95% relative humidity
4.5.	Serviceability	Four plunger panel latches allow the control panel to be removed, providing access to internal components inside control box; PCU is accessible by removing display modules inside message sign display cabinet. All wiring connections have quick-connect plugs.
4.6.	Controller software	
4.6.1.	Standards	Fully NTCIP-compliant
4.6.2.	Security	Three levels of password protection
4.6.3.	Message	Instant access to program new messages
4.6.4.	Message types	Quick-messages Easy quick-message activation Permanent Easy quick-message activation Changeable Over 90 preprogrammed permanent messages, including arrows and FHWA standards

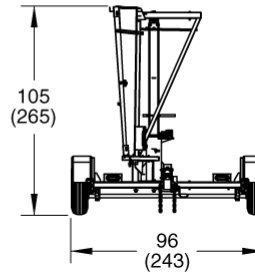
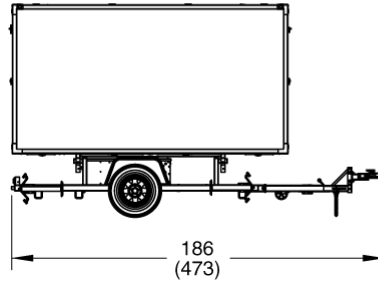
	Temporary	250 changeable messages stored in NV flash
	Blank	10 temporary or volatile messages, for ITS systems
4.6.5.	Interface display	WYSIWYG (What You See Is What You Get) while programming
4.6.6.	Text alignment	Selectable: left, center, or right
4.6.7.	Blinking	Each character can individually blink Individual lines of a multi-line message can blink The entire message can blink Adjustable timing and duty cycle
4.6.8.	Message pages	Maximum 10 sequential “pages” per message, sequencing speed from 0.1 to 25.5 sec.
4.6.9.	Scheduling	Real-time clock and calendar with DST control
4.6.10.	Arrow board	Sign can display any of the following 12 full-size arrow functions Modes Flashing left or right arrow Flashing double arrow Flashing four-corner warning Flashing caution-bar warning Sequencing left or right stem arrow Sequencing left or right walking arrow Sequencing left or right chevron arrows Alternating diamonds (for samples, see Exhibit A) Bold graphics Each arrow and bar is 5 pixels wide One-click activation All modes can be activated using keyboard function keys
4.6.11.	Configuration	Menus provide access to all message sign configuration settings

5. DIMENSIONS

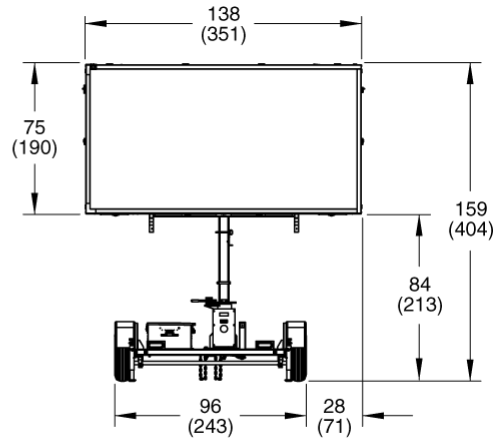
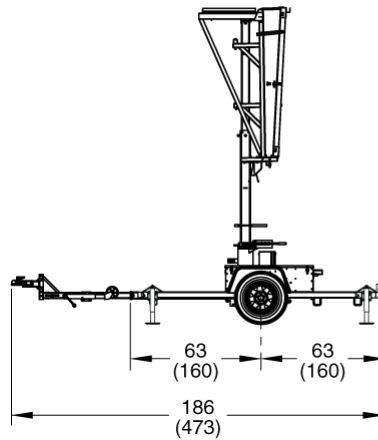
5.1. Dimensions

*inches
(cm)*

Travel position



Deployed

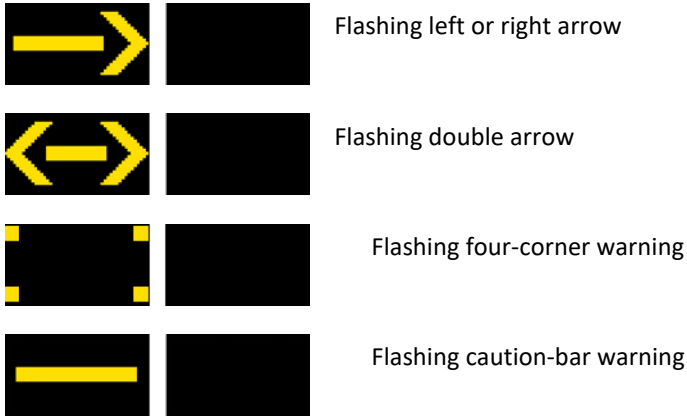


**Trailer, mast, battery bank & solar not included with kit*

EXHIBIT A

Arrow board functions

Flashing patterns



Sequential patterns

