

**State of Florida  
Department of Transportation**



INVITATION TO BID  
**ARROW AND MESSAGE BOARDS**

**DOT-ITB-21-9004-SJ**

**RESPONSES DUE:**

**Thursday, July 23, 2020 @ 3:00PM EST**

**CONTACT FOR QUESTIONS:**

Sherill Johnson, Procurement Agent  
605 Suwannee Street, Mail Station 20  
Tallahassee, Florida 32399-0450  
[sherill.johnson@dot.state.fl.us](mailto:sherill.johnson@dot.state.fl.us)  
Phone: (850) 414-4381

**BID SHEET (Page 1 of 2)****BID #:** DOT-ITB-21-9004-SJ**FOB:** STATEWIDE**BID TITLE:** Arrow and Message Boards

**IMPORTANT:** Any product bid must be on the Department's Approved Products List prior to bid opening. Additionally, vendors shall supply Florida Department of Transportation Certification numbers for each item bid. Failure to supply this information shall result in bid rejection.

**NOTICE TO PROSPECTIVE OFFERERS:** IF ASKED FOR SPECIFIC INFORMATION, YOU MUST GIVE THE INFORMATION REQUESTED. THE COMPLETED SPECIFICATION / COMPLIANCE SHEET(S), WITH ALL BLANKS FILLED IN AND PROPER RESPONSES SHALL BE SUBMITTED WITH YOUR BID. BIDDER SHALL SUBMIT ONE (1) ORIGINAL AND TWO (2) COPIES OF COMPLETED BID PACKAGE. EACH BID PACKAGE SHALL INCLUDE SIGNED "INVITATION TO BID" FORM, SPECIFICATIONS/COMPLIANCE SHEET(S) AND COPY OF MANUFACTURER'S SPECIFICATION/DATA SHEET(S). EACH PACKAGE SHALL BE MARKED "ORIGINAL" AND "COPY".

**FAILURE TO COMPLY WITH THIS NOTICE SHALL CAUSE YOUR BID TO BE REJECTED AS NON-RESPONSIVE.**

**PRICE PER UNIT DELIVERED TO ANY FDOT LOCATION IN FLORID FOR ITEMS 1 – 2:**

**ITEM 1:** ARROW BOARD, SOLAR POWERED, TRAILER MOUNTED, PER ATTACHED SPECIFICATION FC 9273

MANUFACTURER AND MODEL# \_\_\_\_\_

ITEM 1 – UNIT PRICE = \$ \_\_\_\_\_

**ITEM 1 – OPTIONS:** (May or may not be purchased at discretion of the FDOT, Option price will be considered in basis of bid award.)

4.1.: \$ \_\_\_\_\_ 4.2.: \$ \_\_\_\_\_

ITEM 1 TOTAL OPTIONS = \$ \_\_\_\_\_

ITEM 1 UNIT PRICE + OPTONS = \$ \_\_\_\_\_

**DELIVERY:** Delivery will be made with \_\_\_\_\_ days after receipt of Purchase Order.

**ITEM 2:** CHANGEABLE MESSAGE SIGN, SOLAR POWERED TRAILER MOUNTED, PER ATTACHED SPECIFICATION FC 9274

MANUFACTURER AND MODEL# \_\_\_\_\_

ITEM 2 – UNIT PRICE = \$ \_\_\_\_\_

**ITEM 2 – OPTIONS:** (May or may not be purchased at discretion of the FDOT. Option price will be considered in basis of bid award.)

4.1.: \$ \_\_\_\_\_ 4.2.: \$ \_\_\_\_\_

ITEM 2 TOTAL OPTIONS = \$ \_\_\_\_\_

ITEM 2 UNIT PRICE + OPTIONS = \$ \_\_\_\_\_

**DELIVERY:** Delivery will be made within \_\_\_\_\_ days after receipt of Purchase Order.

# BID SHEET (Page 2 of 2)

**BID #:** DOT-ITB-21-9004-SJ

**FOB:** STATEWIDE

**RENEWAL:** see Introduction Section #7.

THE UNIT PRICE(S) WILL APPLY TO THE INITIAL TERM AND ANY RENEWAL PERIODS.

**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: \_\_\_\_\_

**FLORIDA DEPARTMENT OF TRANSPORTATION  
EQUIPMENT SPECIFICATION**

Specification Number: **FC 9273**

Date: **December 12, 2019**

Unit of Equipment: **Arrow Board, Solar Powered, Trailer Mounted**

**ATTENTION PROSPECTIVE SUPPLIERS:** In order for your bid on this equipment to be considered, all questions in this specification must be answered and all information asked for must be supplied. Incomplete or inappropriate (i.e., responding "yes" or "no" when specific information is asked for) responses may result in your bid being rejected.

**1.0 INTENT:**

The intent of this specification is to provide minimum procurement requirements for an all-weather, self-contained, trailer mounted, and solar powered arrow board. The device will alert, signal, control, and direct **high speed vehicular traffic** in and around Florida Department of Transportation (FDOT) maintenance activities. **The model bid must be one that is pre-qualified by FDOT** and meets all requirements of the Federal Highway Administration's Manual on Uniform Traffic Control Devices and FDOT's Minimum Specifications for Traffic Control Signals and Devices.

\_\_\_\_\_  
FDOT Qualified Product #

\_\_\_\_\_  
Understand and Acknowledge? (Yes/No)

The unit required and covered by this specification shall be the manufacturer's latest basic production model and shall be equipped with all standard equipment in accordance with the manufacturer's latest literature, a copy of which must accompany the bid. No prototypes are allowed. The unit bid must have basically been in production for a minimum of one year.

\_\_\_\_\_  
Understand and Acknowledge? (Yes/No)

This contract will not be awarded until the FDOT Office of Maintenance in Tallahassee is satisfied that the equipment proposed will meet the specification in every way. This may require interviews, documentary evidence, an equipment demonstration and inspection at an FDOT location of our choosing, or any combination of the above. Prospective suppliers will be expected to be fully cooperative with providing any reasonable evidence of specification compliance by the above methods. A maximum of 30 days between bid opening and contract award may be required for this process. After contract award, specification compliance will be reconfirmed by inspection, documentation, and demonstration when the first and subsequent items are delivered, prior to acceptance. (See Section 6.0)

\_\_\_\_\_  
Understand and Accept? (Yes/No)

**1.1 DEFINITIONS:**

"Approved Equivalent". Bidders may substitute components for those listed only if written approval (FAX is permitted) is granted by the Office of Maintenance prior to bid opening. If this has not been accomplished by bid opening time, your bid will be rejected. The FDOT assumes no responsibility for responding to requests for approval of alternates in time for bid opening, as a technical evaluation frequently must be performed. Therefore, bidders are cautioned that quoting of the components listed may be advisable if lead time is short.

Note: Inadvertent acceptance of previous bids with alternate components shall not be construed as FDOT approval of such alternate components.

\_\_\_\_\_  
Understand and Acknowledge? (Yes/No)

**FLORIDA DEPARTMENT OF TRANSPORTATION  
EQUIPMENT SPECIFICATION**

Specification Number: **FC 9273**

Date: **December 12, 2019**

Unit of Equipment: **Arrow Board, Solar Powered, Trailer Mounted**

Manufacturer's model numbers: When a manufacturer's model number is stated, it is understood that design changes to the stated model by the manufacturer are not subject to the control of the FDOT and that the intent is to procure an item substantially identical to that version last procured by, demonstrated to, or otherwise brought to the attention of the FDOT. It is explicitly understood that it is the responsibility of the bidder to notify the FDOT of any changes of consequence. Please contact the person named on the bid documents for information regarding the last model for which information is on record with the FDOT bid evaluators.

\_\_\_\_\_  
Understand and Acknowledge? (Yes/No)

"Heavy Duty". This term means that the design and construction of the item is sufficiently rugged and has adequate safety factor to stand up to the sort of use typically expected to be experienced by FDOT drivers/operators without structural or functional failure or other consequences such that the item causes or will probably cause excessive down time. The Office of Maintenance in Tallahassee may accept or reject items bid based on his judgment of compliance with this provision without the necessity for a field trial, or may require testing and verification at his discretion.

\_\_\_\_\_  
Understand and Acknowledge? (Yes/No)

"Per (spec)". Whenever a specification such as SAE, OSHA, or FED-STD (but not limited to those) is referred to, the latest version as of the date of bid opening is the version to be used. If an update takes place between the time of bid opening and equipment delivery, the successful bidder and the FDOT will mutually agree in writing on which version shall prevail unless there are statutory requirements that the new version be used.

\_\_\_\_\_  
Understand and Acknowledge? (Yes/No)

2.0 This section not used.

3.0 GENERAL REQUIREMENTS:

3.1 LIGHT SYSTEM:

3.1.1 The unit shall have a minimum of 25 lamps.

\_\_\_\_\_  
Number of Lamps?

3.1.2 The lamps shall have a minimum diameter of 5-3/4" inches and be yellow in color.

\_\_\_\_\_  
Lamp Diameter? /Color?

3.1.3 The unit shall be capable of displaying the following symbols:

1. Right Arrow - Sequential.
2. Left Arrow - Sequential.
3. Double Arrow - Flashing.
4. Right Chevron - Sequential.
5. Left Chevron - Sequential.
6. Caution (4 Light) - Flashing.

\_\_\_\_\_  
Comply? (Yes/No)

**FLORIDA DEPARTMENT OF TRANSPORTATION  
EQUIPMENT SPECIFICATION**

Specification Number: **FC 9273**  
Unit of Equipment: **Arrow Board, Solar Powered, Trailer Mounted**

Date: **December 12, 2019**

3.1.4 The lamps shall be hooded a full 360 degrees. Hoods shall be painted flat black.

\_\_\_\_\_  
Comply? (Yes/No)

3.1.5 The minimum legibility distance of the displayed symbols shall be 1 mile.

\_\_\_\_\_  
Minimum Legibility Dist.?

3.1.6 The unit shall have indicator lights on the rear of the sign panel to allow personnel to verify that the desired signal is being displayed to oncoming traffic.

\_\_\_\_\_  
Comply? (Yes/No)

3.2 SIGN PANEL:

3.2.1 The overall dimensions of the sign panel shall be 4' high by 8' wide nominal.

\_\_\_\_\_  
Panel Dimensions?

3.2.2 The sign panel shall be constructed of aluminum and painted flat black.

\_\_\_\_\_  
Comply? (Yes/No)

3.2.3 Access panels shall be provided to service the interior of the sign panel.

\_\_\_\_\_  
Comply? (Yes/No)

3.2.4 The sign panel shall be secured in both travel and erected positions by a heavy-duty locking mechanism.

\_\_\_\_\_  
Comply? (Yes/No)

3.2.5 The sign panel shall be capable of being erected by one person with **minimum** effort.

\_\_\_\_\_  
Comply? (Yes/No)

3.2.6 The bottom of the sign panel, in the raised position, shall be a minimum of 7' above ground level.

\_\_\_\_\_  
Comply? (Yes/No)

3.3 POWER SUPPLY:

3.3.1 The unit shall be powered by a solar voltaic array and bank of storage batteries with a power output sufficient to maintain operation of the unit for 180 days with minimal on-site maintenance.

\_\_\_\_\_  
Solar Array Output?

\_\_\_\_\_  
Comply? (Yes/No)

**FLORIDA DEPARTMENT OF TRANSPORTATION  
EQUIPMENT SPECIFICATION**

Specification Number: **FC 9273**

Date: **December 12, 2019**

Unit of Equipment: **Arrow Board, Solar Powered, Trailer Mounted**

3.3.2 The solar panel shall position horizontally to generate power when the sign panel is in the travel or upright position.

\_\_\_\_\_  
Comply? (Yes/No)

3.3.3 The storage batteries, when fully charged, must be able to operate the light system for a minimum of 14 days without additional power input from the solar panels.

\_\_\_\_\_  
Battery Capacity?

\_\_\_\_\_  
Comply? (Yes/No)

3.3.4 The batteries shall be housed in a ventilated, weatherproof enclosure. The enclosure shall be lockable to prevent vandalism or theft.

\_\_\_\_\_  
Comply? (Yes/No)

3.3.5 The batteries shall be protected from excess discharge and overcharging by an internal regulator.

\_\_\_\_\_  
Comply? (Yes/No)

3.4 CONTROL SYSTEM:

3.4.1 The unit shall be equipped with an automatic dimming feature to adjust the lamp intensity according to ambient light conditions.

\_\_\_\_\_  
Comply? (Yes/No)

3.4.2 A control panel shall be provided and include message select switches, an hour meter, a battery bank level of charge indicator, and a solar panel output level indicator. The controls shall be housed in a weatherproof enclosure and lockable to prevent unauthorized access.

\_\_\_\_\_  
Comply? (Yes/No)

3.4.3 Lamps shall flash at a rate within the range of 25 to 40 times per minute.

\_\_\_\_\_  
Flash Rate?

\_\_\_\_\_  
Comply? (Yes/No)

3.4.4 Lamp dwell time shall be 50 % for flashing mode and 25% for sequential chevron.

\_\_\_\_\_  
Dwell Time?

\_\_\_\_\_  
Comply? (Yes/No)

3.4.5 A manual dim and manual bright switch shall be provided.

\_\_\_\_\_  
Comply? (Yes/No)

3.4.6 Wiring harnesses shall be enclosed in weatherproof conduit and shall be routed around pinch points and any moving parts. Connectors shall be corrosion resistant and waterproof.

\_\_\_\_\_  
Comply? (Yes/No)

**FLORIDA DEPARTMENT OF TRANSPORTATION  
EQUIPMENT SPECIFICATION**

Specification Number: **FC 9273**  
Unit of Equipment: **Arrow Board, Solar Powered, Trailer Mounted**

Date: **December 12, 2019**

3.5 TRAILER:

3.5.1 The frame and tongue shall be all-welded steel construction with protective fenders over the wheels.

\_\_\_\_\_  
Comply? (Yes/No)

3.5.2 A 2" ball type hitch and heavy-duty rust resistant safety chains shall be provided.

\_\_\_\_\_  
Comply? (Yes/No)

3.5.3 The trailer axle shall be rated to safely support the sprung weight of the unit while being transported at 65 mph. The trailer shall come equipped with leaf springs, roller bearings and grease hubs.

\_\_\_\_\_  
Axle GAWR?

\_\_\_\_\_  
Comply? (Yes/No)

3.5.4 Two (2) 14 inch, minimum load rated "B" tires mounted on one-piece steel wheels shall be provided.

\_\_\_\_\_  
Tire size and rating?

\_\_\_\_\_  
Comply? (Yes/No)

3.5.5 The trailer shall be equipped with four adjustable jack stands, one mounted on each corner of the unit.

\_\_\_\_\_  
Comply? (Yes/No)

3.5.6 Electric brakes capable of performing in compliance with federal standards shall be provided. Brakes shall be a well known brand. Brake wiring shall be through pin #7 of the SAE j560 connector called for in paragraph 3.5.9

\_\_\_\_\_  
Comply? (Yes/No)

3.5.8 Trailer lights and reflectors shall be in accordance with Federal Motor Vehicle Safety Standards.

\_\_\_\_\_  
Comply? (Yes/No)

3.5.9 A trailer light "pigtail" with wiring and a 7 pin connector plug per SAE J560 shall be provided. Wiring circuit shall be per Table 1 of SAE J560.

\_\_\_\_\_  
Comply? (Yes/No)

4.0 OPTIONS: (May or may not be purchased at discretion of the FDOT. Option price will not be considered as basis of award.)

4.1 Supply pintle hitch instead of 2" ball hitch.

\$ \_\_\_\_\_  
Cost?



**FLORIDA DEPARTMENT OF TRANSPORTATION  
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Date: **December 12, 2019**

Unit of Equipment: **Arrow Board, Solar Powered, Trailer Mounted**

4.2 Supply internal battery charger for connection to 110 VAC power source to provide alternate source for recharging battery bank.

\$ \_\_\_\_\_  
Cost?

5.0 PAINTING: The paint system for the trailer frame and fabricated metal enclosures (except for the sign panel) should include the following steps, as a minimum:

1. All surfaces shall be smooth with welding slag, burrs and sharp edges removed.
2. All surfaces shall be primed with a rust inhibitive primer compatible with the finish paint.
3. All primed surfaces shall receive two (2) coats of premium grade automotive enamel to match **Orange # 12243** of Federal Standard 595.
4. All painted components shall be warranted for two years against rust-through except where paint has been scratched or removed.

\_\_\_\_\_  
Comply? (Yes/No)

6.0 CONDITIONS: Terms and conditions set forth in the bid documents will overrule this specification when there is disagreement between the specification and bid documents.

6.1 Regardless of the destination specified on the Purchase Order, the first item procured under this specification shall be delivered to the FDOT Midway Operations yard, **0.1 mile north of I-10 and Highway 90 west, Tallahassee, Florida**. The Office of Maintenance in Tallahassee shall be notified of this delivery **7-10** calendar days in advance. Following delivery, the unit will be thoroughly inspected for compliance with these specifications. Items found to not be in compliance will be corrected by supplier and brought into compliance before final acceptance. The unit will then be taken by the supplier to the Purchase Order destination. All subsequent units will be inspected under the same terms at their Purchase Order destinations.

\_\_\_\_\_  
Comply? (Yes/No)

6.2 In addition to equipment specified, unit shall be equipped with all standard equipment as specified by the manufacturer for commercial equipment of this model, and shall comply with all Motor Vehicle Safety Standards as established by the U. S. Department of Transportation, all safety requirements of the latest issues of ANSI Standards and OSHA Standards, and all other required Federal and State of Florida legal requirements and safety standards.

\_\_\_\_\_  
Comply? (Yes/No)

6.3 Bidders must submit with their bid, two (2) copies of current manufacturer's data to substantiate compliance with the specifications, and a list of dealers in or near Florida.

\_\_\_\_\_  
Comply? (Yes/No)

7.0 TRAINING AND MANUALS:

7.1 Two (2) manufacturer's operator manuals and two (2) maintenance manuals to be delivered with each unit.

\_\_\_\_\_  
Comply? (Yes/No)

**FLORIDA DEPARTMENT OF TRANSPORTATION  
EQUIPMENT SPECIFICATION**

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Date: **December 12, 2019**

Unit of Equipment: **Arrow Board, Solar Powered, Trailer Mounted**

7.2 The supplier will provide a checklist for periodic preventive maintenance suitable for reproduction on **8 ½ by 11** paper.

\_\_\_\_\_  
Comply? (Yes/No)

7.3 The supplier shall ensure that all service bulletins, recall notices, and/or other service or maintenance information for the reasonable life of the machines supplied are sent to the FDOT shop to which the machines are assigned.

\_\_\_\_\_  
Comply? (Yes/No)

7.4 The services of a factory technician, thoroughly trained in the use and operation of the unit, shall be furnished for a period of up to one (1) day, if requested by FDOT, to instruct personnel in the use, operation and maintenance of the unit after delivery. This is to be done at the delivery location.

\_\_\_\_\_  
Comply? (Yes/No)

8.0 **WARRANTY:**

8.1 The manufacturer shall warrant all components, including those not of his manufacture, for a minimum of one year, paint rust-through for a minimum of two years. Date of warranty is to be the date of acceptance by FDOT. **The successful bidder shall act as FDOT's agent regarding any warranty claim on sub contractor warranted components. In the event of a warranty claim of this nature, the FDOT will deal only with the prime supplier of this item. Any negotiations with sub-contractors will be handled by the prime supplier.**

\_\_\_\_\_  
Comply? (Yes/No)

**NOTE:**

Specification problems, questions, or comment:

Problems, questions, or comments regarding this specification must be submitted to the Office of Procurement in writing, Fax (850) 414-4951, a minimum of 10 days prior to bid opening and must be immediately confirmed in writing to:

Office of Procurement  
Florida Department of Transportation  
605 Suwannee Street, MS 20  
Tallahassee, Florida 32399-0450

\_\_\_\_\_  
Understand and Acknowledge? (Yes/No)

**FLORIDA DEPARTMENT OF TRANSPORTATION  
EQUIPMENT SPECIFICATION**

Specification Number: **FC 9274**

Date: **December 12, 2019**

Unit of Equipment: **Changeable Message Sign, Solar Powered, Trailer Mounted**

ATTENTION PROSPECTIVE SUPPLIERS: In order for your bid on this equipment to be considered, all questions in this specification must be answered and all information asked for must be supplied. Incomplete or inappropriate (i.e., responding "yes" or "no" when specific information is asked for) responses may result in your bid being rejected.

**1.0 INTENT:**

The intent of this specification is to provide minimum procurement requirements for an all-weather, self-contained, trailer mounted, and solar powered changeable message sign. The device will produce various message and symbols to inform, alert, signal, control, and direct **high speed vehicular traffic** in and around Florida Department of Transportation (FDOT) maintenance activities. **The model bid must be one that is pre-qualified by FDOT** and meets all requirements of the Federal Highway Administration's Manual on Uniform Traffic Control Devices and FDOT's Minimum Specifications for Traffic Control Signals and Devices.

\_\_\_\_\_  
FDOT Qualified Product #

\_\_\_\_\_  
Understand and Acknowledge? (Yes/No)

The unit required and covered by this specification shall be the manufacturer's latest basic production model and shall be equipped with all standard equipment in accordance with the manufacturer's latest literature, a copy of which must accompany the bid. No prototypes are allowed. The unit bid must have basically been in production for a minimum of one year.

\_\_\_\_\_  
Understand and Acknowledge? (Yes/No)

This contract will not be awarded until the FDOT Office of Maintenance in Tallahassee is satisfied that the equipment proposed will meet the specification in every way. This may require interviews, documentary evidence, an equipment demonstration and inspection at an FDOT location of our choosing, or any combination of the above. Prospective suppliers will be expected to be fully cooperative with providing any reasonable evidence of specification compliance by the above methods. A maximum of 30 days between bid opening and contract award may be required for this process. After contract award, specification compliance will be reconfirmed by inspection, documentation, and demonstration when the first and subsequent items are delivered, prior to acceptance. (See Section 6.0)

\_\_\_\_\_  
Understand and Accept? (Yes/No)

**1.1 DEFINITIONS:**

"Approved Equivalent". Bidders may substitute components for those listed only if written approval (FAX is permitted) is granted by the Office of Maintenance prior to bid opening. If this has not been accomplished by bid opening time, your bid will be rejected. The FDOT assumes no responsibility for responding to requests for approval of alternates in time for bid opening, as a technical evaluation frequently must be performed. Therefore, bidders are cautioned that quoting of the components listed may be advisable if lead time is short.

Note: Inadvertent acceptance of previous bids with alternate components shall not be construed as FDOT approval of such alternate components.

\_\_\_\_\_  
Understand and Acknowledge? (Yes/No)

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Manufacturer's model numbers: When a manufacturer's model number is stated, it is understood that design changes to the stated model by the manufacturer are not subject to the control of the FDOT and that the intent is to procure an item substantially identical to that version last procured by, demonstrated to, or otherwise brought to the attention of the FDOT. It is explicitly understood that it is the responsibility of the bidder to notify the FDOT of any changes of consequence. Please contact the person named on the bid documents for information regarding the last model for which information is on record with the FDOT bid evaluators.

\_\_\_\_\_  
Understand and Acknowledge? (Yes/No)

"Heavy Duty". This term means that the design and construction of the item is sufficiently rugged and has adequate safety factor to stand up to the sort of use typically expected to be experienced by FDOT drivers/operators without structural or functional failure or other consequences such that the item causes or will probably cause excessive down time. The Office of Maintenance in Tallahassee may accept or reject items bid based on his judgment of compliance with this provision without the necessity for a field trial, or may require testing and verification at his discretion.

\_\_\_\_\_  
Understand and Acknowledge? (Yes/No)

"Per (spec)". Whenever a specification such as SAE, OSHA, or FED-STD (but not limited to those) is referred to, the latest version as of the date of bid opening is the version to be used. If an update takes place between the time of bid opening and equipment delivery, the successful bidder and the FDOT will mutually agree in writing on which version shall prevail unless there are statutory requirements that the new version be used.

\_\_\_\_\_  
Understand and Acknowledge? (Yes/No)

2.0 This section not used.

3.0 GENERAL REQUIREMENTS:

3.1 MESSAGE SYSTEM:

3.1.1 Messages shall be provided by 3 lines of 8 individually changeable alpha-numeric characters per line, minimum.

\_\_\_\_\_  
Comply? (Yes/No)?

3.1.2 Each character shall be a minimum of 18" high and be composed by 35 pixels, 5 horizontal by 7 vertical.

\_\_\_\_\_  
Comply? (Yes/No)?

3.1.3 The message display shall be protected by a transparent screen.

\_\_\_\_\_  
Comply? (Yes/No)

3.1.4 The characters shall be automatically illuminated for low light and nighttime operation.

\_\_\_\_\_  
Comply? (Yes/No)

**FLORIDA DEPARTMENT OF TRANSPORTATION  
EQUIPMENT SPECIFICATION**

Specification Number: **FC 9274**

Date: **December 12, 2019**

Unit of Equipment: **Changeable Message Sign, Solar Powered, Trailer Mounted**

3.1.5 The minimum legibility distance of the displayed symbols shall be 900' under all light conditions.

\_\_\_\_\_  
Comply? (Yes/No)

3.2 SIGN PANEL:

3.2.1 The overall dimensions of the sign panel shall be 7' high by 10' wide nominal.

\_\_\_\_\_  
Panel Dimensions?

\_\_\_\_\_  
Comply? (Yes/No)

3.2.2 The sign panel shall be constructed of aluminum and painted flat black.

\_\_\_\_\_  
Comply? (Yes/No)

3.2.3 Access panels shall be provided to service the interior of the sign panel.

\_\_\_\_\_  
Comply? (Yes/No)

3.2.4 The sign panel shall pivot 360 degrees about its vertical axis and be capable of being locked into position at any of these points.

\_\_\_\_\_  
Comply? (Yes/No)

3.2.5 The sign panel shall be raised and lowered by an electro-hydraulic system or other approved means.

\_\_\_\_\_  
Comply? (Yes/No)

3.3 POWER SUPPLY:

3.3.1 The unit shall be powered by a solar photovoltaic array and bank of storage batteries with a power output sufficient to maintain operation continuously with minimal maintenance on-site.

\_\_\_\_\_  
Solar Array Output?

\_\_\_\_\_  
Comply? (Yes/No)

3.3.2 The solar panel shall generate power in the travel or operating position.

\_\_\_\_\_  
Comply? (Yes/No)

3.3.3 The battery bank provided shall be sufficient in size to allow normal operation of the unit for **21 days** (24 hours a day) on a full charge with no solar assist.

\_\_\_\_\_  
Comply? (Yes/No)

3.3.4 The batteries shall be protected from excess discharge and overcharging by an internal regulator.

\_\_\_\_\_  
Comply? (Yes/No)

**FLORIDA DEPARTMENT OF TRANSPORTATION  
EQUIPMENT SPECIFICATION**

Specification Number: **FC 9274**

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3.3.5 The batteries shall be housed in a ventilated, weatherproof enclosure. The enclosure shall be lockable to prevent vandalism or theft.

\_\_\_\_\_  
Comply? (Yes/No)

3.4 CONTROL SYSTEM:

3.4.1 The controller shall be a microprocessor based unit with capability to control all functions including storage of up to a minimum of 50 pre-programmed messages.

\_\_\_\_\_  
Number of pre-programmed messages?

\_\_\_\_\_  
Comply? (Yes/No)

3.4.2 A keyboard and display shall be provided to allow the operator to program the unit and produce the desired sequence of messages.

\_\_\_\_\_  
Comply? (Yes/No)

3.4.3 The control station shall be located in a ventilated, weatherproof enclosure. The enclosure shall be lockable to prevent unauthorized access.

\_\_\_\_\_  
Comply? (Yes/No)

3.4.4 A battery bank level of charge indicator shall be provided.

\_\_\_\_\_  
Comply? (Yes/No)

3.4.5 A current level indicator shall be provided to monitor the solar panel output.

\_\_\_\_\_  
Comply? (Yes/No)

3.4.6 The flash rate of the messages displayed shall be adjustable between 1 to 10 seconds.

\_\_\_\_\_  
Comply? (Yes/No)

3.4.7 Wiring harnesses shall be enclosed in weatherproof conduit and shall be routed around pinch points and any moving parts. Connectors shall be corrosion resistant and waterproof.

\_\_\_\_\_  
Comply? (Yes/No)

**FLORIDA DEPARTMENT OF TRANSPORTATION  
EQUIPMENT SPECIFICATION**

Specification Number: **FC 9274**

Date: **December 12, 2019**

Unit of Equipment: **Changeable Message Sign, Solar Powered, Trailer Mounted**

**3.5 TRAILER:**

3.5.1 The frame and tongue shall be all-welded steel construction with protective fenders over the wheels.

\_\_\_\_\_  
Comply? (Yes/No)

3.5.2 A 2" ball type hitch and heavy-duty rust resistant safety chains shall be provided.

\_\_\_\_\_  
Comply? (Yes/No)

3.5.3 The trailer axle shall be rated to safely support the sprung weight of the unit while being transported at 65 mph. The trailer shall come equipped with leaf springs, roller bearings and grease hubs.

\_\_\_\_\_  
Axle GAWR?

\_\_\_\_\_  
Comply? (Yes/No)

3.5.4 Two (2) 15 inch, minimum load rated "B" tires mounted on one-piece steel wheels shall be provided.

\_\_\_\_\_  
Tire size and rating?

\_\_\_\_\_  
Comply? (Yes/No)

3.5.5 The trailer shall be equipped with four adjustable jack stands, one mounted on each corner of the unit.

\_\_\_\_\_  
Comply? (Yes/No)

3.5.6 Electric brakes capable of performing in compliance with federal standards shall be provided. Brakes shall be a well-known brand. Brake wiring shall be through pin #7 of the SAE J560 connector called for in paragraph 3.5.9

\_\_\_\_\_  
Comply? (Yes/No)

3.5.8 Trailer lights and reflectors shall be in accordance with Federal Motor Vehicle Safety Standards.

\_\_\_\_\_  
Comply? (Yes/No)

3.5.9 A trailer light "pigtail" with wiring and a 7 pin connector plug per SAE J560 shall be provided. Wiring circuit shall be per Table 1 of SAE J560.

\_\_\_\_\_  
Comply? (Yes/No)

**FLORIDA DEPARTMENT OF TRANSPORTATION  
EQUIPMENT SPECIFICATION**

Specification Number: **FC 9274**

Date: **December 12, 2019**

Unit of Equipment: **Changeable Message Sign, Solar Powered, Trailer Mounted**

4.0 OPTIONS: (May or may not be purchased at discretion of the FDOT. Option price will not be considered as basis of award.)

4.1 Supply pintle hitch instead of 2" ball hitch.

\$ \_\_\_\_\_  
Cost?

4.2 Supply internal battery charger for connection to 110 VAC power source to provide alternate source for recharging battery bank.

\$ \_\_\_\_\_  
Cost?

5.0 PAINTING: The paint system for the trailer frame and fabricated metal enclosures (except for the sign panel) should include the following steps, as a minimum:

1. All surfaces shall be smooth with welding slag, burrs and sharp edges removed.
2. All surfaces shall be primed with a rust inhibitive primer compatible with the finish paint.
3. All primed surfaces shall receive two (2) coats of premium grade automotive enamel to match **Orange # 12243** of Federal Standard 595.
4. All painted components shall be warranted for two years against rust-through except where paint has been scratched or removed.

\_\_\_\_\_  
Comply? (Yes/No)

6.0 CONDITIONS: Terms and conditions set forth in the bid documents will overrule this specification when there is disagreement between the specification and bid documents.

6.1 Regardless of the destination specified on the Purchase Order, the first item procured under this specification shall be delivered to the FDOT Midway Operations yard, **0.1 mile north of I-10 and Highway 90 west, Tallahassee**, Florida. The Office of Maintenance in Tallahassee shall be notified of this delivery **7-10** calendar days in advance. Following delivery, the unit will be thoroughly inspected for compliance with these specifications. Items found to not be in compliance will be corrected by supplier and brought into compliance before final acceptance. The unit will then be taken by the supplier to the Purchase Order destination. All subsequent units will be inspected under the same terms at their Purchase Order destinations.

\_\_\_\_\_  
Comply? (Yes/No)

6.2 In addition to equipment specified, unit shall be equipped with all standard equipment as specified by the manufacturer for commercial equipment of this model, and shall comply with all Motor Vehicle Safety Standards as established by the U. S. Department of Transportation, all safety requirements of the latest issues of ANSI Standards and OSHA Standards, and all other required Federal and State of Florida legal requirements and safety standards.

\_\_\_\_\_  
Comply? (Yes/No)

6.3 Bidders must submit with their bid, two (2) copies of current manufacturer's data to substantiate compliance with the specifications, and a list of dealers in or near Florida.

\_\_\_\_\_  
Comply? (Yes/No)



**FLORIDA DEPARTMENT OF TRANSPORTATION  
EQUIPMENT SPECIFICATION**

Specification Number: **FC 9274**

Date: **December 12, 2019**

Unit of Equipment: **Changeable Message Sign, Solar Powered, Trailer Mounted**

7.0 TRAINING AND MANUALS:

7.1 Two (2) manufacturer's operator manuals and two (2) maintenance manuals to be delivered with each unit.

\_\_\_\_\_  
Comply? (Yes/No)

7.2 The supplier will provide a checklist for periodic preventive maintenance suitable for reproduction on 8 ½ by 11 paper.

\_\_\_\_\_  
Comply? (Yes/No)

7.3 The supplier shall ensure that all service bulletins, recall notices, and/or other service or maintenance information for the reasonable life of the machines supplied are sent to the FDOT shop to which the machines are assigned.

\_\_\_\_\_  
Comply? (Yes/No)

7.4 The services of a factory technician, thoroughly trained in the use and operation of the unit, shall be furnished for a period of up to one (1) day, if requested by FDOT, to instruct personnel in the use, operation and maintenance of the unit after delivery. This is to be done at the delivery location.

\_\_\_\_\_  
Comply? (Yes/No)

8.0 WARRANTY:

8.1 The manufacturer shall warrant all components, including those not of his manufacture, for a minimum of one year, paint rust-through for a minimum of two years. Date of warranty is to be the date of acceptance by FDOT. **The successful bidder shall act as FDOT's agent regarding any warranty claim on sub contractor warranted components. In the event of a warranty claim of this nature, the FDOT will deal only with the prime supplier of this item. Any negotiations with sub-contractors will be handled by the prime supplier.**

\_\_\_\_\_  
Comply? (Yes/No)

NOTE:

Specification problems, questions, or comment:

Problems, questions, or comments regarding this specification must be submitted to the Office of Procurement in writing, Fax (850) 414-4951, a minimum of 10 days prior to bid opening and must be immediately confirmed in writing to:

Office of Procurement  
Florida Department of Transportation  
605 Suwannee Street, MS 20  
Tallahassee, Florida 32399-0450

\_\_\_\_\_  
Understand and Acknowledge? (Yes/No)

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  
**IN-STATE PREFERENCE FORM**  
**For Invitation-to-Bid Commodity**

375-040-56  
PROCUREMENT  
OGC – 08/18

Bid Number: \_\_\_\_\_

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

Pursuant to Section 287.084, Florida Statutes, relating to the Florida-based business preference, effective July 1, 2012:

In a competitive solicitation in which the lowest bid is submitted by a vendor whose principal place of business is located outside the state of Florida and that state where the vendor's principal place of business is located does not grant a preference in competitive solicitation to vendors having a principal place of business in that state, the preference to the lowest responsible and responsive vendor having a principal place of business in this state shall be 5 percent.

**Note: The Vendor is MUST complete and submit this form with its bid. Failure to submit will result in the vendor being found non-responsive.**

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

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

The Vendor (does ) (does not ) have a principal place of business located in the state of Florida.

If so, please provide an address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Note:** Pursuant to Section 287.084(2) A vendor whose principal place of business is outside the state of Florida **must accompany any written bid** documents with a written opinion of an attorney licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business is in that foreign state in the letting of any or all public contracts. **Failure to submit the written opinion will result in the vendor being found non-responsive.**

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

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

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

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, 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-21-9004-SJ

Title: Arrow and Message Boards

**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 three year contract for the purchase of Arrow and Message Boards 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 three years 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](http://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.

| <b><u>ACTION / LOCATION</u></b>  | <b><u>DATE</u></b> | <b><u>LOCAL TIME</u></b> |
|--|--------------------|--------------------------|
| <b>DEADLINE FOR TECHNICAL QUESTIONS -</b><br>(There is no deadline for administrative questions)   | <b>07-15-2020</b>  | <b>05:00 PM EST</b>      |
| <b>BIDS DUE (ON OR BEFORE) -</b><br>Florida Department of Transportation<br>Central Procurement Office<br>Attn: Sherill Johnson, Procurement Agent<br>605 Suwannee Street, Mail Station 20<br>Tallahassee, Florida 32399-0450<br>Phone: (850) 414.4381                             | <b>07-23-2020</b>  | <b>03:00 PM EST</b>      |
| <b>PUBLIC OPENING -</b><br><b>(Meeting will be held via Teleconference)</b><br>Florida Department of Transportation<br>Central Procurement Office<br>Attn: Sherill Johnson, Procurement Agent<br><b>Teleconference Number: 1 (872) 240-3212</b><br><b>Access Code: 369-654-381</b> | <b>07-23-2020</b>  | <b>03:00 PM EST</b>      |
| <b>POSTING OF INTENDED DECISION/AWARD -</b>  | <b>07-28-2020</b>  |                          |

## 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, however, due to COVID-19 (Coronavirus), these meetings will be held via teleconferencing, 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) **ESTIMATED PURCHASES**

It is anticipated that the Department will purchase approximately \$150,000.00 under any contract resulting from this bid. This estimated amount is given only as a guideline for preparing your bid and should not be construed as representing an actual amount to be purchased under this contract. The Vendor(s) shall supply, at bid prices, the actual amounts ordered regardless of whether the total of such amounts is more or less than anticipated. This bid and the resulting contract will be subject to annual appropriated funding.

7) **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](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 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](http://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:

**FDOT Procurement Office**

**Attn: Sherill Johnson**

**605 Suwannee, Street, Mail Station 20, Tallahassee, Florida 32399-0450**

**Or [sherill.johnson@dot.state.fl.us](mailto:sherill.johnson@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) 414.4381

### 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](http://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 thirty (30) calendar days 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**

In accordance with Section 287.084, Florida Statutes, when the lowest responsible and responsive bid is submitted by a vendor whose principal place of business is located outside the state of Florida, a 5% price preference shall be awarded to the lowest responsible and responsive vendor whose principal place of business is located in the state of Florida, **as determined by the vendor's registration with the Florida Department of State (SunBiz)**, unless the state where the out-of-state vendor is located provides a price preference for businesses having a principal place of business in that state. In that case, the same price preference shall be awarded to the lowest responsible and responsive vendor whose principal place of business is located in the state of Florida responding to this Invitation to Bid (ITB).

**All bidders MUST** complete the attached "In-State Preference Form" and **submit with their bid response**. All vendors whose principal place of business is outside of Florida, as determined by the vendor's registration with the Florida Department of State (SunBiz), **must accompany any written bid, proposal, or reply documents** with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts. **Failure to submit the "In-State Preference Form AND written opinion will result in the vendor being found non-responsive.**

For the 5% preference, the Department will apply 5% to the bid price(s) of the lowest out of state vendor whose state does not grant a preference if that vendor has submitted the lowest responsible and responsive bid. The "In-State Preference" does not apply to transportation projects that use federal funds.

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. 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 or separate email attachment labeled "Attachment to Invitation to Bid, Number DOT-ITB-21-9004-SJ-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, E-MAIL OR DELIVER BIDS TO: (DO NOT FAX)**

**Florida Department of Transportation  
Central Procurement Office  
Attn: Sherill Johnson, Procurement Office  
605 Suwannee Street, Mail Station 20  
Tallahassee, Florida 32399-0450  
Phone: (850) 414.4381  
[CO.Purch@dot.state.fl.us](mailto:CO.Purch@dot.state.fl.us)**

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.

**26.1 Electronic Bid Submittals**

Due to restrictions/limitations concerning COVID-19 (Coronavirus), the Florida Department of Transportation is allowing the electronic submission of Bids. Please follow the below instructions. Failure to follow these instructions, may result in your bid being found non-responsive. Non-responsive replies will not be evaluated.

- a. Subject Line must show: DOT-ITB-20-9004-SJ – **(Insert Vendor's Name)**
- b. Email shall contain one file attachment marked as follows:  
  
DOT-ITB-21-9004-SJ Bid Submittal
- c. Documents submitted shall be submitted in portable document format (PDF) and have a size limit of 25MB.
- d. The body of the email shall not contain any information
- e. Bids shall be submitted to: [CO.Purch@dot.state.fl.us](mailto:CO.Purch@dot.state.fl.us)

**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](http://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)**

Delivery must be made within sixty (60) calendar days 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.

Refer to Section 6.1 of specification for additional delivery requirements.

Contractor shall complete delivery to FDOT within fourteen (14) calendar days from anticipated date stated in acknowledgement form.

Contractor shall notify FDOT personnel designated on purchase order no less than twenty-four (24)

hours prior to delivery. Deliveries will be accepted only between 8:00 A.M. and 3:00 P.M. on FDOT's normal work days. Deliveries not complying with these requirements may be rejected and will have to be redelivered at contractor's expense.

A Manufacturer's Statement of Origin and a copy of warranty(ies) shall be provided upon delivery.

**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.

**35) OPEN PURCHASE ORDERS**

The Department may, at its discretion, establish an open (estimated quantity) purchase order with the contract vendor(s) to facilitate the purchasing of materials. The purchase of materials may be placed by; (1) written purchase order, (2) telephone orders by authorized Department personnel, or (3) an itemized order in writing. The Department will supply the contract vendor(s) with a list of personnel authorized to order. Delivery of items on these open purchase orders shall not exceed the contract effective period.

**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.

- Bid Sheet
- Drug-Free Workplace Program Certification (if applicable)
- In-State Preference
- Vendor Certification Regarding Scrutinized Companies Lists (Form 375-030-60)
- Ordering Instructions
- Equipment Specifications Forms

**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](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

General Instructions to Respondents (PUR 1001)

General Contract Conditions (PUR 1000)

Introduction Section

**40) CLARIFICATIONS**

Before award, the Department reserves the right to seek clarifications and to request any information deemed necessary for proper evaluation of proposals from all offerors deemed eligible for Contract award. Failure to provide requested information may result in rejection of the proposal.

**41) LIQUIDATED DAMAGES**

As timely delivery is of importance to the functioning of the agency, the Department reserves the right



to cancel such items of the contract which are not delivered within the required time for such items. Failure by the Vendor(s) to deliver items as specified within the stated time shall subject the Vendor(s) to liquidated damages in the amount of one percent (1%) of the bid price of the items for each day beyond the stated time.

**42) ACKNOWLEDGEMENT**

The “Acknowledgement of Order Form” (see attached form), must be mailed to the purchaser within fourteen (14) calendar days from the date the contractor receives the purchase order.

Acknowledgement of receipt of order shall constitute an agreement by the contractor to deliver the equipment listed on the purchase order under the terms and conditions of this contract.

Failure of the contractor to acknowledge receipt of a purchase order shall be considered acceptance by default and the contractor will be held responsible for delivering the equipment requested.

**43) APPROVED PRODUCTS**

Approved Products List (APL) is published by the Department of Transportation and maintained by the State Specifications Office as an assurance to contractors, consultants, designers and the department that certain products and materials have a basic approval generally subject to additional testing of individual lots, batches or shipments to construction projects or against maintenance purchases. The APL is available on the World Wide Web at

<http://www.fdot.gov/programmanagement/ProductEvaluation/Default.shtm>

To qualify as an acceptable product for this bid, the product shall be either listed in the published Department of Transportation Approved Products List or have been approved by the Department of Transportation by the day before the opening of this bid. Products provided shall be approved throughout the term of the contract.

# ACKNOWLEDGMENT OF ORDER

PURCHASING AGENCY \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

\*\*\*\*\*

Your purchase order number \_\_\_\_\_ was received on \_\_\_\_\_

The order was placed with the manufacturer on \_\_\_\_\_. We anticipate delivery to your agency on or about \_\_\_\_\_.

Please reference your purchase order number or the production number if any inquiry should become necessary. Contractors request that purchaser(s) refrain from inquiries about delivery unless the anticipated delivery has been exceeded.

\*\*\*\*\*

CONTRACTOR NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*

COMMENTS:

## 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 "In-State Preference" form has been filled out completely and accompanied with a written response from an attorney, if applicable, as outlined in Special Condition 7 and enclosed in the bid response.
- \_\_\_ 6. The Technical Specifications section has been thoroughly reviewed for compliance to the bid requirements.
- \_\_\_ 7. The prices bid have been reviewed for accuracy and all price corrections have been initialed in ink.
- \_\_\_ 8. The Equipment Specifications Forms have been filled out completely and enclosed in the bid response.
- \_\_\_ 9. The "Ordering Instructions" form has been completed and enclosed in the bid response.
- \_\_\_ 10. The [www.myflorida.com](http://www.myflorida.com) website has been checked and any Addendums posted have been completed, signed, and included in the bid response.
- \_\_\_ 11. The bid response must be received, at the location specified, **on or before** the Bid Due Date and Time designated in the ITB.
- \_\_\_ 12. On the Lower Left Hand Corner of the Envelope transmitting your bid response, write in the following information:

Bid No.: DOT-ITB-20-9096-SJ

Title: Arrow and Message Boards

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