

AGENDA

PRE-BID / SITE VISIT MEETING Tuesday, 2/13/2018, 9:00 am EST

Project # 217071 NG Armory Roof Replacement Sarasota, FL

1. SIGN-IN OF ALL ATTENDEES:

2. INTRODUCTIONS: Brad, Rachel, MSG Jonathan Croteau, Paul Palmer (REP)

3. PROJECT DESCRIPTION / SCOPE OF WORK:

The Sarasota Armory consists of three separate roof areas.

BASE BID: The main roof area is approximately 16,256 square foot, with additional areas approximately 3,578 square foot and 7,755 square foot respectively. The scope of this project includes reroofing of the main area roof to include demolition of existing roof coverings, and installation of new roof system, roof insulation, roof coverings, sheet metal flashing, ladders and roof hatch, and all roof accessories as indicated in the bidding documents. Also included is the removal and replacement of the exterior duct weather- cladding for the existing roof top units; removal, reinstallation and recertification of the existing roof-mounted ground-loop lightning protection system; and patching and fluid-applied recoating of additional roof areas. Also to be included in base bid is the replacement of water damaged interior acoustical ceiling tiles, along with any mold encapsulation that may be required. Each bid shall include a permit allowance of \$5,000 (actual cost payable against receipts).

Alternate Bid Item #1: Add alternate additional roofing replacement for approximately 3,578 square foot roof area. This shall include a credit amount for deleting the fluid-applied recoating included in base bid.

Alternate Bid Item #2: add alternate additional roofing replacement for approximately 7,755 square foot roof area. This shall include a credit amount for deleting the fluid-applied recoating included in base bid.

Estimated construction cost between \$250,000 and \$375,000.

Building must meet Florida Building Code, State Fire Marshall requirements, and requirements of local Authorities Having Jurisdiction.

Regulatory permitting to include the preparation, submittal, payment and review coordination of the Water Management District, Environmental Resource Permit (including permit fees), Florida Department of Environmental Protection (FDEP) Notice of Intent (including filing fees), City of Sarasota/Sarasota County Review Permit (including Fee), and any other permits and fees required by other county, local or state authorities – as applicable.

4. SITE CONDITIONS: Additional Site Visits may be arranged by contacting MSG Jonathan Croteau at 941-345-7742. Prior arrangement MUST be made for additional site visits.

a. Examine the site for information and conditions under which the work is to be done before submitting the proposal. No allowance will be made for extra expense on the account of error.

b. Make deviations as necessary to conform to actual locations and conditions without extra cost. Contractor will field verify all locations, connections, and elevations prior to commencement of work.

c. Contractor will verify location and elevation of all underground utilities prior to commencement of any required excavation work if applicable.

5. BID BOND: Bids/Proposals in total excess of \$100,000.00, the bidder MUST provide with bid, a good faith deposit in the amount of 5% of the bid by way of a bid bond from a surety insurer authorized to do business in the state of Florida as surety or a certified check or cashier's check accompanying the bid.

6. PERMITS:

a. The contractor is obligated to apply for, obtain and pay for any/all building permits required from the local authority for construction of this facility.

b. In the case of plumbing, electrical, other internal system permits and connection permits, the Contractor is obligated to obtain such permits and pay such fees.

c. Contractor to include a permit allowance of \$5,000 in base bid. Permits will be paid as reimbursable cost against receipt

d. The Contractor shall have delivered a copy of the permit to the Project Manager before a Notice to Proceed is issued or any on-site work begins. Failure to do so will cause a Stop Work at the Contractors expense or a Termination for Cause.

7. DEADLINE FOR QUESTIONS FROM BIDDERS: 2/27/18 @ 4:00 pm EST

All future requests for questions and clarifications **related to the solicitation** must be in e-mail format to CFMO, ng.fl.flarnng.list.cfmo-contracting@mail.mil. All **TECHNICAL** questions must be e-mailed as described in the ITB (by email; to A/E; PM and CM). All questions will be answered in the final addendum, and posted in the same manner as the ITB (posted on VBS).

8. FINAL ADDENDUM ISSUED: Tentative: By Close of Business on 2/28/18.

9. EXHIBIT 4 – BID PROPOSAL FORM: Submit two (2) original Exhibit 4 Bid Proposal Forms on contractor letterhead. Envelopes must be clearly marked “ATTN: - Sealed Bid –Project # 217071, Sarasota NGA Roof, Attention: CFMO Contract Management Branch”. All submittals are to be included in the bid package submitted. Missing documents may result in a disqualification of bidder. **The DMA will not be responsible for bids submitted on forms other than our own, or for information regarding the bid provided by other than this agency.**

10. EXHIBIT 5 – SUBCONTRACTOR LIST: Submit one (1) copy of Exhibit 5 List of Subcontractors of all major subcontractors. If no subcontractors are used, write “No subs used” and include the exhibit in your packet. Only the names of the subs need to be listed, license and telephone numbers can be obtained after the bid and only from the winning bidder.

11. SUBMITTALS REQUIRED WITH BID PROPOSAL FORM (Exhibit 4):

Department of Military Affairs (DMA) requires Contractors to submit new qualifications forms for each project. We do not pre-qualify and keep on file.

Bidder Qualifications for Award of Contract:

- Florida State Contractor License (Copy Required)
- Registration in MyFloridaMarketPlace e-procurement system on MyFlorida.com
- Any/All Addenda must be acknowledged (on Exhibit 4)
- Subcontractor List (Exhibit 5)
- FNG 5085, Contractor Qualification (Exhibit 3)
- Bid Bond
- Letter of Confirmation from your bonding company stating that you can bond or have bonded with this company
- Contractor agreement to perform no less than 15% of project work itself, on company letterhead

12. NON-TECHNICAL SPECIFICATIONS LEVEL 4 (Posted on VBS/Issued with ITB)

Bidding Conditions – Section B

Contract Conditions – Section C

NOTE: Insurance requirements Sections C1 and C2

Special Conditions – Section D

13. BID OPENING DATE

Bids will be received publicly and read aloud on Tuesday, March 6, 2018 @ 2:00 pm EST.

14. BID OPENING LOCATION: RF Ensslin Jr. Armory, 2305 SR 207, St. Augustine, FL 32086. State approved picture I.D. is required for entry into the RFE National Guard Armory. You will be directed to the bid opening location from that point. Bids will be accepted until the time of the Bid Opening and will be date/time stamped in on the “Official Time Clock”. Bids must be submitted (entirely completed) on Exhibit 4 (copied onto contractors letterhead) and in full accordance with the requirements of the solicitation, bidding conditions and contractual conditions of the Non-Technical Specifications Level 3, and must be original signed documents only. Please contact Contract Management Branch at 904-827-8544 to confirm receipt of bid.

Bids transmitted electronically will **not** be considered. Bids received at the bid opening location designated above **after the exact time specified for receipt will not be considered.** Bids received at any other Department of Military Affairs or Agency Representative location will not be considered.

15. PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BONDS:

Performance and Labor and Material Bonds are required from any persons or parties entering into a formal contract with the State of Florida for contracts in total excess of \$100,000.00 for construction, additions, renovations, repairs, or demolition of any public building pursuant to Florida Statute 255.05(1)(a). These must be supplied to our office within 10 days of contract award. No work may commence, or Notice to Proceed be issued in connection with the contract until the bonds have been submitted to the CFMO-Contract Management Branch. Bonds must be filed and recorded in the county in which the project is located.

16. CONTRACTORS INSURANCE:

a. The contractor must provide the owner with proof of insurance within 10 days of contract award. No work may commence in connection with the contract until he has obtained all insurance as specified in the Non-Technical Specifications, Section C and such insurance has been approved by the Owner, nor shall the contractor allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been so obtained and approved by Owner.

b. All insurance policies shall be with insurers qualified and doing business in Florida through an authorized licensed Florida Resident Agent.

17. DAVIS BACON ACT: Davis Bacon Act does not apply to this solicitation. Maintenance of the payroll records are the sole responsibility of the contractor. Do not send payroll records to the Department of Military Affairs, Construction & Facility Management Office.

18. ACTUAL DAMAGES: Amount based on actual loss to government. Contract will be modified (by Change Order) to reflect actual losses to the government in lieu of daily amount (liquidated damages).

19. CONTRACT AWARD: Per Florida Administrative Code 60D-5.007, the project will be awarded to the responsive and responsible bidder that has submitted the lowest price for the base bid or base bid plus alternate bid items.

NOTE: Award of this contract is contingent upon funding from the State of Florida.

20. MY FLORIDA MARKET PLACE: Registration in the MyFloridaMarketPlace (MFMP) Vendor Bid System (VBS) is a requirement for award of any state contract or purchase order. See handout (Contracting Procedures). Any solicitation/information obtained from sources other than the Vendor Bid System should not be relied on by contractors intending to bid on DMA projects. Bid solicitations received from public sources should be followed up by a check of the Vendor Bid System for the original DMA advertisement.

21. ELECTRONIC FUNDS TRANSERS: The State of Florida highly promotes the use of direct deposit. Payments will be deposited directly into a contractor's account 4 to 10 days before a paper check may be received. An information sheet is available for Electronic Funds Transfers by contacting the Contract Management Office at ng.fl.flamg.list.cfmo-contracting@mail.mil.

22. E-VERIFY SYSTEM: Unauthorized Aliens Checks Through E-Verify System

Pursuant to the State of Florida, Office of the Governor, Executive Order Number 11-02 entered on January 4, 2011, Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) All persons employed during the term of the Contract by Contractor to perform employment duties within Florida within 3 business days after the date of hire; and (b) all persons (including sub-contractors) assigned by Contractor to perform work pursuant to the

Contract with the Department within 90 calendar days after the date the Contract is executed or within 30 days after such persons are assigned to perform work pursuant to the Contract, whichever is later.

23. W-9 INFORMATION: Effective March 5, 2012, State of Florida agencies will not be permitted to place orders for goods and services or make payments to any vendor that does not have a verified Substitute W-9 on file with the Department of Financial Services. Vendors are required to register and submit a Form W-9 on the State's Vendor Website at <https://flvendor.myfloridacfo.com>. Vendors who do not have internet access may call (850) 413-5550 for assistance.

24. CFMO PROJECT MANAGER:

25. A/E OF RECORD:

26. CONTRACTOR QUESTIONS/CONCERNS:

27. SITE VISIT:

NOTICES:

NO VERBAL STATEMENTS MADE BY ANY STATE OF FLORIDA EMPLOYEE OR AGENCY REPRESENTATIVE WILL OPERATE TO SUPERSEDE INFORMATION PUBLISHED IN THE SOLICITATION. ONLY WRITTEN ADDENDUMS ISSUED BY THE DEPARTMENT OF MILITARY AFFAIRS CONSTRUCTION AND FACILITY MANAGEMENT OFFICE OR ITS REPRESENTATIVES WILL OPERATE TO ALTER OR OTHERWISE AMEND THIS SOLICITATION.