

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

**INVITATION TO BID REGISTRATION**

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**PLEASE COMPLETE AND RETURN THIS FORM ASAP**  
**FAX TO (850) 330-1494 OR E-MAIL TO [wynne.edwards@dot.state.fl.us](mailto:wynne.edwards@dot.state.fl.us)**

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Bid Number: ITB-DOT-18/19-3069-WE

Title: Replacement of Generator at Panama City Operation Center

Bid Due Date & Time (On or Before): "See "TIMELINE" in INTRODUCTION SECTION\_\_

Potential bidders should notify our office by returning this Bid Registration Form as soon as possible after downloading. Complete the information below and email this sheet only to the Florida Department of Transportation Procurement Office at (850) 330-1494, or e-mail to [wynne.edwards@dot.state.fl.us](mailto:wynne.edwards@dot.state.fl.us).

**THE INVITATION TO BID DOCUMENT YOU RECEIVED IS SUBJECT TO CHANGE. Notice of changes (Addenda), will be posted on the Florida Vendor Bid System at [www.myflorida.com](http://www.myflorida.com) , under this bid number (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Bid System (VBS)", then click on "Search Advertisements", click on the drop-down arrow beside the box under Advertisement Type, select Competitive Solicitation, click on the drop-down arrow beside the box under Agency, select DEPARTMENT OF TRANSPORTATION, then go to the bottom of the same page and click on Advertisement Search. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting your bid.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

Contact Person: \_\_\_\_\_

Internet E-Mail Address: \_\_\_\_\_

For further information on this process, e-mail or telephone: Wynne Edwards; [wynne.edwards@dot.state.fl.us](mailto:wynne.edwards@dot.state.fl.us) Phone: (850) 330-1374

# **Exhibit A**

## **SCOPE OF SERVICES**

### **ITB-DOT-18/19-3069-WE**

#### **1.0 Introduction**

Description of Services:

The Department of Transportation, District Three is issuing a solicitation to interested parties for obtaining the purchase and installation of a Generac 100 kw 120/208, 3-Phase Volt Diesel Standby Generator or equivalent.

#### **2.0 Location**

The generator will be delivered and installed at the following location:

FDOT Panama City Operations  
Administration Building  
3633 Highway 390  
Panama City, Florida 32405

#### **3.0 Vendor's Qualifications**

The vendor shall hold a valid and current license as a Certified Electrical Contractor in accordance with Chapter 489, Florida Statute (F.S.). A copy of the license shall be submitted and included with the Vendor's bid package.

The vendor must have been actively engaged on the type of business requested in the scope of work for this solicitation for a minimum of two (2) years.

The Department will review carefully to determine if the Vendor is responsive, responsible and qualified in the area of work described in this solicitation.

#### **4.0 Generator Specifications**

- Size (KW) – 100
- Voltage – 120/208
- Phase – 3
- Fuel – Diesel
- Generator Enclosure – Aluminum
- Amps – 400
- Base Tank – Runtime 72hrs
- Standard Vibration Isolators
- Frequency – 60Hz
- Trip to Neutral – NEMA 3R

**5.0 Vendor Responsibilities (Scope of Work)**

- Remove existing generator and place it on a trailer. The Department will provide the trailer. The existing generator and any parts or materials will remain in the custody of the Department.
- Furnish, install, and startup of a new 100 kw 120/208, 3-Phase Volt Diesel Standby Generator.
- Vendor shall complete all work during normal business hours 7:00 A.M. – 5:00 P.M. Monday through Friday.
- Vendor must provide all labor and material for this project.
- The vendor is responsible for obtaining all permits and application fees that may be required for this project.
- The vendor shall maintain all worksite and setup areas clean, neat, and presentable. Upon completion of the project, the vendor shall clean and remove any debris from the work area.
- Vendor must obtain general liability and worker’s compensation insurance.
- Vendor is required to attend a mandatory pre-bid conference. See the Timeline Section of the solicitation package for date, time and location.

**6.0 Subcontracting**

The vendor shall not sublease any work under this project without written consent by the Department. The sub-vendor(s) are required to be qualified and certified for the work they intent to perform in accordance with the solicitation requirements. Subleasing the work shall not relieve the Vendor of their respective responsibilities.

**7.0 Warranty**

All work under this project must carry a minimum of (1) year workmanship warranty.

**8.0 Department Project Manager**

The Department’s Project Manager for this solicitation is:

Name:	Eric Pettis
Title:	Building Superintendent
Address:	1074 Highway 90 Chipley, Florida 32428
Telephone:	(850) 330-1244
Email:	Eric.Pettis@dot.state.fl.us

**9.0 Duration of Contract**

Work shall begin upon receipt of Purchase Order (PO) and shall be completed within sixty (60) days after.

**SD100 | 6.7L | 100 kW**  
**INDUSTRIAL DIESEL GENERATOR SET**  
EPA Certified Stationary Emergency

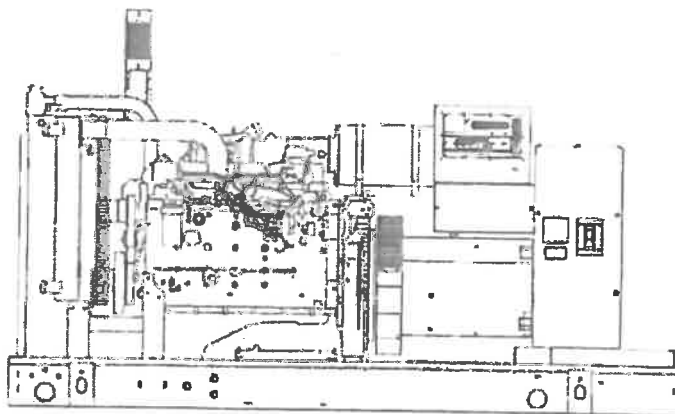


**STANDBY POWER RATING**

100 kW, 125 kVA, 60 Hz

**PRIME POWER RATING\***

90 kW, 113 kVA, 60 Hz



\*Built in the USA using domestic and foreign parts

\*EPA Certified Prime ratings are not available in the U.S. or its Territories.

\*\*Certain options or customization may not hold certification valid.


Image used for illustration purposes only


**CODES AND STANDARDS**

Generac products are designed to the following standards:

 UL2200, UL508, UL142, UL498

 NFPA70, 99, 110, 37

 NEC700, 701, 702, 708

 ISO9001, 8528, 3046, 7637,  
Pluses #2b, 4

 NEMA ICS10, MG1, 250, ICS6, AB1

 ANSI  
American National Standards Institute  
ANSI C62.41

**POWERING AHEAD**

For over 50 years, Generac has led the industry with innovative design and superior manufacturing.

Generac ensures superior quality by designing and manufacturing most of its generator components, including alternators, enclosures and base tanks, control systems and communications software.

Generac's gensets utilize a wide variety of options, configurations and arrangements, allowing us to meet the standby power needs of practically every application.

Generac searched globally to ensure the most reliable engines power our generators. We choose only engines that have already been proven in heavy-duty industrial application under adverse conditions.

Generac is committed to ensuring our customers' service support continues after their generator purchase.

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**STANDARD FEATURES**

**ENGINE SYSTEM**

**General**

- Oil Drain Extension
- Air Cleaner
- Fan Guard
- Stainless Steel flexible exhaust connection
- Critical Exhaust Silencer (enclosed only)
- Factory Filled Oil
- Radiator Duct Adapter (open set only)

**Fuel System**

- Fuel lockoff solenoid
- Primary fuel filter

**Cooling System**

- Closed Coolant Recovery System
- UV/Ozone resistant hoses
- Factory-Installed Radiator
- Radiator Drain Extension
- 50/50 Ethylene glycol antifreeze
- 120 VAC Coolant Heater

**Engine Electrical System**

- Battery charging alternator
- Battery cables
- Battery tray
- Solenoid activated starter motor
- Rubber-booted engine electrical connections

**ALTERNATOR SYSTEM**

- UL2200 GENprotest™
- 12 leads (3-phase, non 600 V)
- Class H insulation material
- Vented rotor
- 2/3 pitch
- Skewed stator
- Auxiliary voltage regulator power winding
- Amortisseur winding
- Brushless Excitation
- Sealed Bearings
- Automated manufacturing (winding, insertion, lacing, varnishing)
- Rotor dynamically spin balanced
- Full load capacity alternator
- Protective thermal switch

**GENERATOR SET**

- Internal Genset Vibration Isolation
- Separation of circuits - high/low voltage
- Separation of circuits - multiple breakers
- Silencer Heat Shield
- Wrapped Exhaust Piping
- Silencer housed in discharge hood (enclosed only)
- Standard Factory Testing
- 2 Year Limited Warranty (Standby rated Units)
- 1 Year Limited Warranty (Prime rated Units)
- Silencer mounted in the discharge hood (enclosed only)

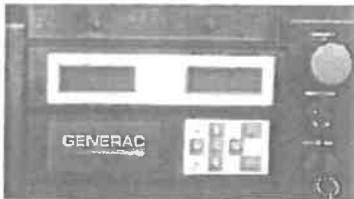
**ENCLOSURE (IF SELECTED)**

- Rust-proof fasteners with nylon washers to protect finish
- High performance sound-absorbing material
- Gasketed doors
- Stamped air-intake louvers
- Air discharge hoods for radiator-upward pointing
- Stainless steel lift off door hinges
- Stainless steel lockable handles
- Rhino Coat™ - Textured polyester powder coat

**TANKS (IF SELECTED)**

- UL 142
- Double wall
- Vents
- Sloped top
- Sloped bottom
- Factory pressure tested (2 psi)
- Rupture basin alarm
- Fuel level
- Check valve in supply and return lines
- Rhino Coat™ - Textured polyester powder coat
- Stainless hardware

**CONTROL SYSTEM**



**Control Panel**

- Digital H Control Panel - Dual 4x20 Display
- Programmable Crank Limiter
- 7-Day Programmable Exerciser
- Special Applications Programmable PLC
- RS-232/485
- All-Phase Sensing DVR
- Full System Status
- Utility Monitoring
- Low Fuel Pressure Indication
- 2-Wire Start Compatible
- Power Output (kW)

- Power Factor
- kW Hours, Total & Last Run
- Real/Reactive/Apparent Power
- All Phase AC Voltage
- All Phase Currents
- Oil Pressure
- Coolant Temperature
- Coolant Level
- Engine Speed
- Battery Voltage
- Frequency
- Date/Time Fault History (Event Log)
- Isochronous Governor Control
- Waterproof/sealed Connectors
- Audible Alarms and Shutdowns
- Not in Auto (Flashing Light)
- Auto/Oil/Manual Switch
- E-Stop (Red Mushroom-Type)
- NFPA 110 Level I and II (Programmable)
- Customizable Alarms, Warnings, and Events
- Modbus protocol
- Predictive Maintenance algorithm
- Sealed Boards
- Password parameter adjustment protection

- Single point ground
- 15 channel data logging
- 0.2 msec high speed data logging
- Alarm information automatically comes up on the display

**Alarms**

- Oil Pressure (Pre-programmable Low Pressure Shutdown)
- Coolant Temperature (Pre-programmed High Temp Shutdown)
- Coolant Level (Pre-programmed Low Level Shutdown)
- Low Fuel Pressure Alarm
- Engine Speed (Pre-programmed Over speed Shutdown)
- Battery Voltage Warning
- Alarms & warnings time and date stamped
- Alarms & warnings for transient and steady state conditions
- Snap shots of key operation parameters during alarms & warnings
- Alarms and warnings spelled out (no alarm codes)

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**CONFIGURABLE OPTIONS**

**ENGINE SYSTEM**

**General**

- Oil Heater
- Industrial Exhaust Silencer

**Fuel System**

- Flexible fuel lines
- Primary fuel filter

**Engine Electrical System**

- 10A UL battery charger
- 2.5A UL battery charger
- Battery Warmer

**ALTERNATOR SYSTEM**

- Alternator Upsizing
- Anti-Condensation Heater
- Tropical coating
- Permanent Magnet Excitation

**CIRCUIT BREAKER OPTIONS**

- Main Line Circuit Breaker
- 2nd Main Line Circuit Breaker
- Shunt Trip and Auxiliary Contact
- Electronic Trip Breaker

**GENERATOR SET**

- Gen-Link Communications Software (English Only)
- IBC Seismic Certification
- 8 Position Load Center
- 2 Year Extended Warranty
- 5 Year Warranty
- 5 Year Extended Warranty

**ENCLOSURE**

- Weather Protected
- Level 1 Sound Attenuation
- Level 2 Sound Attenuation
- Steel Enclosure
- Aluminum Enclosure
- 150 MPH Wind Kit
- 12 VDC Enclosure Lighting Kit
- 120 VAC Enclosure Lighting Kit
- AC/DC Enclosure Lighting Kit
- Door Alarm Switch

**TANKS (Size on last page)**

- Electrical Fuel Level
- Mechanical Fuel Level
- 8" Fill Extension
- 13" Fill Extension

**CONTROL SYSTEM**

- 21-Light Remote Annunciator
- Remote Relay Panel (8 or 16)
- Oil Temperature Sender with Indication Alarm
- Remote E-Stop (Break Glass-Type, Surface Mount)
- Remote E-Stop (Red Mushroom-Type, Surface Mount)
- Remote E-Stop (Red Mushroom-Type, Flush Mount)
- Remote Communication - Modem
- Remote Communication - Ethernet
- 10A Run Relay
- Ground Fault Indication and Protection Functions

**ENGINEERED OPTIONS**

**ENGINE SYSTEM**

- Coolant heater ball valves
- Block Heaters
- Fluid containment pans

**ALTERNATOR SYSTEM**

- 3rd Breaker Systems

**CONTROL SYSTEM**

- Spare inputs (x4) / outputs (x4) - H Panel Only
- Battery Disconnect Switch

**GENERATOR SET**

- Special Testing

**ENCLOSURE**

- Motorized Dampers
- Door switched for intrusion alert
- Enclosure ambient heaters

**TANKS**

- Overfill Protection Valve
- UL2085 Tank
- ULC S-601 Tank
- Stainless Steel Tank
- Special Fuel Tanks (MIDEQ and FL DEP/DERM, etc.)
- Vent Extensions

**RATING DEFINITIONS**

Standby - Applicable for a varying emergency load for the duration of a utility power outage with no overload capability.

Prime - Applicable for supplying power to a varying load in lieu of utility for an unlimited amount of running time. A 10% overload capacity is available for 1 out of every 12 hours. The Prime Power option is only available on International applications. Power ratings in accordance with ISO 8528-1, Second Edition

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**APPLICATION AND ENGINEERING DATA**

**ENGINE SPECIFICATIONS**

**General**

Make	Iveco/FPT
EPA Emissions Compliance	Stationary Emergency
EPA Emissions Reference	See Emissions Data Sheet
Cylinder #	6
Type	In-Line
Displacement - L (cu In)	6.7 (406.86)
Bore - mm (in)	104 (4.09)
Stroke - mm (in)	128 (5.2)
Compression Ratio	16.5:1
Intake Air Method	Turbocharged/Aftercooled
Cylinder Head Type	2 Valve
Piston Type	Alloy Aluminum
Crankshaft Type	Forged Steel

**Engine Governing**

Governor	Electronic Isochronous
Frequency Regulation (Steady State)	+/- 0.25%

**Lubrication System**

Oil Pump Type	Gear
Oil Filter Type	Full Flow
Crankcase Capacity - L (qt)	17 (18)

**Cooling System**

Cooling System Type	Closed Recovery
Water Pump	Belt Driven Centrifugal
Fan Type	Pusher
Fan Speed (rpm)	2538
Fan Diameter mm (in)	599 (23.6)
Coolant Heater Wattage	1500
Coolant Heater Standard Voltage	120 V /240 V

**Fuel System**

Fuel Type	Ultra Low Sulfur Diesel Fuel
Fuel Specifications	ASTM
Fuel Filtering (microns)	5
Fuel Injection	Stanadyne
Fuel Pump Type	Engine Driven Gear
Injector Type	Mechanical
Fuel Supply Line mm (in)	12.7 (0.5) NPT
Fuel Return Line mm (in)	12.7 (0.5) NPT

**Engine Electrical System**

System Voltage	12 VDC
Battery Charging Alternator	Std
Battery Size	See Battery Index 0161970SBY
Battery Voltage	12 VDC
Ground Polarity	Negative

**ALTERNATOR SPECIFICATIONS**

Standard Model	390
Poles	4
Field Type	Revolving
Insulation Class - Rotor	H
Insulation Class - Stator	H
Total Harmonic Distortion	<3%
Telephone Interference Factor (TIF)	<50

Standard Excitation	Synchronous Brushless
Bearings	Single Seated Cartridge
Coupling	Direct, Flexible Disc
Load Capacity - Standby	100%
Prototype Short Circuit Test	Yes
Voltage Regulator Type	Digital
Number of Sensed Phases	All
Regulation Accuracy (Steady State)	±0.25%

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**OPERATING DATA**

**POWER RATINGS**

		Standby
Single-Phase 120/240 VAC @1.0pf	100 kW	Amps: 417
Three-Phase 120/208 VAC @0.8pf	100 kW	Amps: 347
Three-Phase 120/240 VAC @0.8pf	100 kW	Amps: 301
Three-Phase 277/480 VAC @0.8pf	100 kW	Amps: 150
Three-Phase 346/600 VAC @0.8pf	100 kW	Amps: 120

**STARTING CAPABILITIES (sKVA)**

sKVA vs. Voltage Dip

Alternator	kW	480 VAC						208/240 VAC					
		10%	15%	20%	25%	30%	35%	10%	15%	20%	25%	30%	35%
Standard	100	79	118	157	197	236	200	59	89	118	148	177	206
Upsize 1	130	116	174	232	290	348	406	87	131	174	218	261	305
Upsize 2	150	133	199	265	332	398	464	100	149	199	249	299	348
Upsize 3	200	187	280	373	467	560	653	140	210	280	350	420	490

**FUEL CONSUMPTION RATES\***

Fuel Pump Lift - ft (m)	Diesel - gal/hr (l/hr)	
3 (1)	Percent Load	Standby
Total Fuel Pump Flow (Combustion + Return) 29.1 gal/hr	25%	2.2 (8.3)
	50%	4.2 (15.9)
	75%	5.9 (22.3)
	100%	7.3 (27.6)

\* Fuel supply installation must accommodate fuel consumption rates at 100% load.

**COOLING**

		Standby
Coolant Flow per Minute	gal/min (l/min)	44.6 (168.8)
Coolant System Capacity	gal (L)	5.65 (21.4)
Heat Rejection to Coolant	BTU/hr	269,130
Inlet Air	cfm (m³/hr)	6360 (180)
Max. Operating Radiator Air Temp	F° (C°)	122 (50)
Max. Ambient Temperature (before derate)	F° (C°)	110 (43.3)
Maximum Radiator Backpressure	in H <sub>2</sub> O	0.5

**COMBUSTION AIR REQUIREMENTS**

	Standby
Flow at Rated Power cfm (m³/min)	325 (9.2)

**ENGINE**

		Standby
Rated Engine Speed	rpm	1800
Horsepower at Rated kW**	hp	152
Piston Speed	ft/min (m/min)	1559 (475)
BMEP	psi	165

\*\*Refer to "Emissions Data Sheet" for maximum bHP for EPA and SCAQMD permitting purposes.

**EXHAUST**

		Standby
Exhaust Flow (Rated Output)	cfm (m³/min)	1022 (28.94)
Max. Backpressure (Post Silencer)	inHg (Kpa)	1.5 (5.1)
Exhaust Temp (Rated Output)	°F (°C)	885 (474)
Exhaust Outlet Size (Open Set)	mm (in)	101.6 (4)

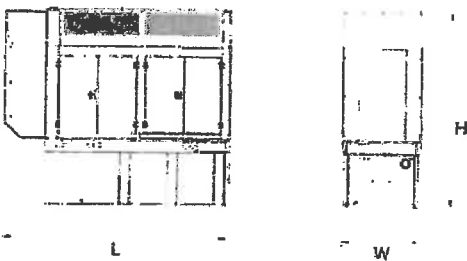
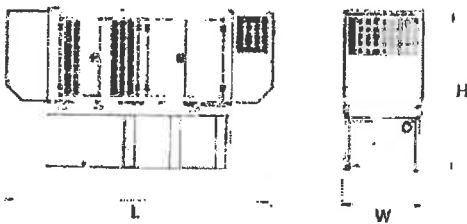
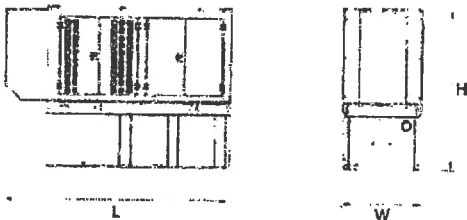
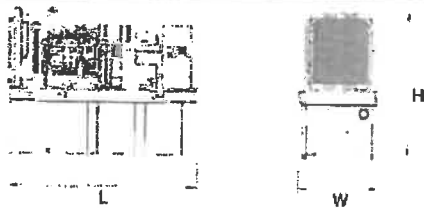
Deration – Operational characteristics consider maximum ambient conditions. Derate factors may apply under atypical site conditions. Please consult a Generac Power Systems Industrial Dealer for additional details. All performance ratings in accordance with ISO3048, BS5514, ISO8528 and DIN6271 standards.



**SD100 | 6.7L | 100 kW**  
**INDUSTRIAL DIESEL GENERATOR SET**  
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**DIMENSIONS AND WEIGHTS\***



YOUR FACTORY RECOGNIZED GENERAC INDUSTRIAL DEALER

**OPEN SET**

RUN TIME HOURS	USABLE CAPACITY GAL (L)	L x W x H in (mm)	WT lbs (kg) - Tank & Open Set	
			Steel	Aluminum
NO TANK	-	110 (2794) x 40 (1016) x 65 (1651)	3104 (1408)	
12	90 (340.7)	110 (2794) x 40 (1016) x 77 (1955.8)	3813 (1730)	
30	220 (832.8)	110 (2794) x 40 (1016) x 89 (2280.6)	4146 (1881)	
48	350 (1324.9)	110 (2794) x 40 (1016) x 101 (2565.4)	4488 (2036)	
70	510 (1930.6)	110 (2794) x 40 (1016) x 105 (2667)	4469 (2029)	
81	589 (2229.6)	128 (3251.2) x 49 (1244.6) x 107 (2717.8)	4948 (2244)	
95	693 (2623.3)	136 (3454.4) x 53 (1346.2) x 107 (2717.8)	4667 (2117)	

**STANDARD ENCLOSURE**

RUN TIME HOURS	USABLE CAPACITY GAL (L)	L x W x H in (mm)	WT lbs (kg) - Enclosure Only	
			Steel	Aluminum
NO TANK	-	133 (3378) x 40 (1016) x 64 (1625.6)	500 (227)	
12	90 (340.7)	133 (3378) x 40 (1016) x 77 (1956)	500 (227)	
30	220 (832.8)	133 (3378) x 40 (1016) x 89 (2261)	500 (227)	
48	350 (1324.9)	133 (3378) x 40 (1016) x 101 (2565)	500 (227)	
70	510 (1930.6)	133 (3378) x 47 (1194) x 105 (2667)	500 (227)	
81	589 (2229.6)	133 (3378) x 49 (1125) x 107 (2718)	500 (227)	
95	693 (2623.3)	133 (3378) x 53 (1346) x 107 (2718)	500 (227)	

**LEVEL 1 ACOUSTIC ENCLOSURE**

RUN TIME HOURS	USABLE CAPACITY GAL (L)	L x W x H in (mm)	WT lbs (kg) - Enclosure Only	
			Steel	Aluminum
NO TANK	-	154 (3912) x 40 (1016) x 64 (1626)	760 (340)	
12	90 (340.7)	154 (3912) x 40 (1016) x 77 (1956)	760 (340)	
30	220 (832.8)	154 (3912) x 40 (1016) x 89 (2261)	760 (340)	
48	350 (1324.9)	154 (3912) x 40 (1016) x 101 (2585)	760 (340)	
70	510 (1930.6)	154 (3912) x 47 (1194) x 105 (2667)	760 (340)	
81	589 (2229.6)	154 (3912) x 49 (1245) x 107 (2718)	760 (340)	
95	693 (2623.3)	154 (3912) x 53 (1346) x 107 (2718)	760 (340)	

**LEVEL 2 ACOUSTIC ENCLOSURE**

RUN TIME HOURS	USABLE CAPACITY GAL (L)	L x W x H in (mm)	WT lbs (kg) - Enclosure Only	
			Steel	Aluminum
NO TANK	-	145 (3683) x 40 (1016) x 81 (2057)	1000 (454)	
12	90 (340.7)	145 (3683) x 40 (1016) x 84 (2134)	1000 (454)	
30	220 (832.8)	145 (3683) x 40 (1016) x 106 (2692)	1000 (454)	
48	350 (1324.9)	145 (3683) x 40 (1016) x 118 (2997)	1000 (454)	
70	510 (1930.6)	145 (3683) x 47 (1194) x 122 (3089)	1000 (454)	
81	589 (2229.6)	145 (3683) x 49 (1245) x 124 (3150)	1000 (454)	
95	693 (2623.3)	145 (3683) x 53 (1346) x 124 (3150)	1000 (454)	

\*All measurements are approximate and for estimation purposes only. Sound dBA can be found on the sound data sheet. Enclosure Only weight is added to Tank & Open Set weight to determine total weight.

Specification characteristics may change without notice. Dimensions and weights are for preliminary purposes only. Please consult a Generac Power Systems Industrial Dealer for detailed installation drawings.



Generac Spec Form
SPECS REQUIRED TO QUOTE A GENERATOR

Date: 2018

\*Quote requested by: Florida Department Of Transportation
\*Company Name where generator is to be installed: FDOT
\*Installation Address: 3633 HWY 390
\*CITY Panama STATE FL ZIP 32405

\*Have all City, State, NFPA (National Fire Protection Association) codes been considered and understood? (Mandatory) Yes: [checked] No:

\*Is this a public Bid/Spec job? YES [checked] NO

\*Purpose? IT Room, UPS, Emergency, Etc.? Emergency
If Backing up UPS List type, size and model number of each.

Generator to be installed: Indoor Outdoor [checked]

\*GENERATOR: \* Size (KW): 100 \*Voltage: 120/208 1Ph: 3Ph: [checked]

Special Requirement: (Please specify)

Standby: [checked] Prime Power:

\*FUEL: Diesel: [checked] Natural Gas: Liquid Propane Gas: Bi-Fuel (nat. gas & diesel):

\*Frequency: 50 Hz 60Hz

\*Trailer Mounted: Yes: No: [checked]

OVER 600KW GENERATOR:

Multiple Parallel Units are Acceptable? Yes: No: [checked]

GENERATOR ENCLOSURE:

Standard Painted Steel: Aluminum: [checked] Sound Attenuated: (SAE) No Enclosure

Main Line Circuit Breaker: None: Standard: Amps: 400 (Specify)

Second Circuit Breaker:, (Specify Amps):

BASE TANK: (Specify) Runtime: 72 hrs No Tank

\*Special local Code Requirements:

VIBRATION ISOLATORS: Standard: [checked] Rooftop mounted None

\*TRANSFER SWITCH: Use additional sheet for multiple ATS's: Indoor Outdoor

AMPS: (Specify) 400 Voltage: (Specify) 120/208 No ATS

Phase: 1Ph: 3Ph: [checked]

Frequency: 50Hz 60Hz [checked]

Standard Closed Transition: Bypass Isolation

Trip to Neutral: Poles: 2: 3: 4: SER

NEMA1 NEMA 3R [checked] NEMA 4 NEMA 4X NEMA 12

All generators will be quoted with battery charger and block heater list any additional features:

\*Must be answered for quote

**Exhibit B**

**BID SHEET**

BID NUMBER: ITB-DOT-18/19-3069-WE

BID TITLE: Replacement of Generator at Panama City Operations

Manufacturer \_\_\_\_\_

Model \_\_\_\_\_

**BASE BID** \$ \_\_\_\_\_

100 kw Generac 120/208 Diesel Standby Emergency Generator or Equivalent (Generator & Parts Only), Aluminum Enclosure; 3 Phase 72 Hour Run Tank

**ALTERNATE 1** \$ \_\_\_\_\_

Removal of existing generator and installation and startup of new generator

**Bidder must provide bid price for the Base Bid and Alternate 1.**

**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 referenced Form PUR 1000 General Contract Condition #14. However, all vendors should be aware, that effective July 1, 2016 through June 30, 2018, in accordance with House Bill 5003 Sec.73 and Senate Bill 2502, the Transaction Fee will be seven-tenths of one percent (.70%) of the payment issued. The Transaction Fees imposed shall be based upon the date of issuance of the payment.

**NOTE:** In submitting a response, the bidder acknowledges they have read and agree to the solicitation terms and conditions and their submission is made in conformance with those terms and conditions.

**ACKNOWLEDGEMENT:** I certify that I have read and agree to abide by all terms and conditions of this solicitation and that I am authorized to sign for the bidder. I certify that the response submitted is made in conformance with all requirements of the solicitation.

Bidder: \_\_\_\_\_ FEID# \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Printed/Typed: \_\_\_\_\_ Title: \_\_\_\_\_



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**DRUG-FREE WORKPLACE PROGRAM CERTIFICATION**

375-040-18  
PROCUREMENT  
03/17

287.087 Preference to businesses with drug-free workplace programs. --Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

(1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

(2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).

(4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.

(5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

(6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

**Does the individual responding to this solicitation certify that their firm has implemented a drug-free workplace program in accordance with the provision of Section 287.087, Florida Statutes, as stated above?**

**YES**

**NO**

NAME OF BUSINESS: \_\_\_\_\_

**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, Florida Statutes, prohibits agencies from contracting with companies for goods or services of \$1,000,000 or more, that are on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473, F.S., or the Scrutinized Companies that Boycott Israel List, created pursuant to s. 215.4725, F.S., or companies that are engaged in a boycott of Israel.

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: \_\_\_\_\_

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
**MBE PLANNED UTILIZATION**

375-040-24  
PROCUREMENT  
03/17

PROCUREMENT NO. ITB-DOT-18/19-3069-WE FINANCIAL PROJECT NO. To Be Determined  
(DEPARTMENT USE ONLY)

DESCRIPTION: Replacement of Generator at Panama City Operation Center

I, \_\_\_\_\_, \_\_\_\_\_  
(name) (title)

of \_\_\_\_\_

plan to subcontract at least \_\_\_\_\_ % (percent) of the project costs on the above referenced project to Minority Business Enterprises.

If I have indicated above that a portion of the project costs will be subcontracted to MBE(s), the firms considered as proposed subconsultants/contractors and the types of services or commodities to be subcontracted are as follows:

MBE SUBCONSULTANTS/CONTRACTORS

TYPES OF SERVICES/COMMODITIES

I understand that I will need to submit Minority Business Enterprises (MBE) payment certification forms to the Department for reporting purposes only.

Signed: \_\_\_\_\_

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

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

**State of Florida  
Department of Transportation**



INVITATION TO BID

**Replacement of Generator at Panama City Operation Center**

**ITB-DOT-18/19-3069-WE**

**CONTACT FOR QUESTIONS:**

Wynne Edwards, Procurement Agent  
wynne.edwards@dot.state.fl.us  
Fax: (850) 330-1494  
Phone: (850) 330-1374  
1074 Highway 90  
Chipley, Florida 32428



# INTRODUCTION SECTION

## 1) INVITATION

The State of Florida Department of Transportation (hereinafter referred to as the "Department") is soliciting written bids from qualified bidders to establish a contract to provide all labor, material, and equipment necessary to perform the replacement of an emergency generator at Panama City Operations. It is anticipated that the term of the contract will begin on or about October 5, 2018 and be effective for sixty (60) calendar days thereafter.

For the purpose of this document, the term "bidder" means the bidder acting on their own behalf and those individuals, partnerships, firms, or corporations comprising the bidder team. The term "bid package" means the complete response of the bidder to the Invitation to Bid, including properly completed forms and supporting documentation. After the award, said bidder will be referred to as the "Vendor".

## 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>ACTION / LOCATION</b>	<b>DATE</b>	<b>LOCAL TIME</b>
<b>MANDATORY PRE-BID CONFERENCE</b> FDOT Panama City Operations 3633 Highway 390 Panama City, FL 32405	<b>9-17-2018</b>	<b>1:00 PM</b>
<b>DEADLINE FOR TECHNICAL QUESTIONS -</b> There is no deadline for administrative questions.	<b>9-19-2018</b>	<b>4:00 PM</b>
<b>BIDS DUE (ON OR BEFORE) -</b> Florida Department of Transportation Procurement Service Conference Room 2 <sup>nd</sup> Floor Administration Building 1074 Highway 90 Chipley, Florida 32428	<b>9-27-2018</b>	<b>2:00 PM</b>
<b>PUBLIC OPENING -</b> Florida Department of Transportation Procurement Service Conference Room 2 <sup>nd</sup> Floor Administration Building 1074 Highway 90 Chipley, Florida 32428	<b>9-27-2018</b>	<b>2:00 PM</b>
<b>POSTING OF INTENDED DECISION/AWARD -</b>	<b>10-1-2018</b>	<b>2:00 PM</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 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).

## **SPECIAL CONDITIONS**

### **1) MyFloridaMarketPlace**

BIDDERS MUST BE 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. However, all vendors should be aware, that effective July 1, 2016 through June 30, 2017, in accordance with House Bill 5003 Sec.73, the Transaction Fee will be seven-tenths of one percent (.70%) of the payment issued. 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: **Wynne Edwards**  
[wynne.edwards@dot.state.fl.us](mailto:wynne.edwards@dot.state.fl.us)

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

#### **4) ORAL INSTRUCTIONS / CHANGES TO THE INVITATION TO BID (ADDENDA)**

No negotiations, decisions, or actions will be initiated or executed by a bidder as a result of any oral discussions with a State employee. Only those communications which are in writing from the Department will be considered as a duly authorized expression on behalf of the Department.

Notices of changes (Addenda) will be posted on the Florida Vendor Bid System at [www.myflorida.com](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**

##### **MINORITY BUSINESS ENTERPRISE (MBE) UTILIZATION**

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 small, minority, women, and service-disabled veteran businesses to compete for Department contracts, both as "Vendor" and as subcontractors. 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. Bidders are requested to indicate their intention regarding MBE participation on the MBE Planned Utilization form and to submit the completed form with their Bid Sheet. The contract vendor will be asked to submit payment certification for MBE subcontractors used.

To request certification or to locate certified MBEs, call the Office of Supplier Diversity, Department of Management Services at (850) 487-0915, or access their MBE directory on the Internet at [www.osd.dms.state.fl.us/](http://www.osd.dms.state.fl.us/).

#### **6) SCOPE OF SERVICES**

Details of the services, information and items to be furnished by the Vendor are described in Exhibit "A", Scope of Services, attached hereto and made a part hereof.

#### **7) INTENDED AWARD**

The Department intends to award this contract to the responsive and responsible bidder that submits the lowest responsive bid. If the Department is confronted with identical pricing or scoring from multiple vendors, the Department shall determine the order of award in accordance with section 295.187(4), Florida Statutes, and Rule 60A-1.011 Florida Administrative Code.

#### **8) MANDATORY PRE-BID CONFERENCE**

A MANDATORY pre-bid conference will be held at the date, time and location in the Timeline. The purpose of this meeting is to provide an open forum for the Department to review the Scope of Services and respond to questions from potential bidders regarding the scope of services, ITB requirements, contractual requirements, method of compensation, and other conditions or requirements that may, in any manner, effect the work to be performed. Any changes and/or resulting Addenda to the ITB will be the sole prerogative of the Department.

**Attendance at this pre-bid conference is MANDATORY.** Failure by a bidder to attend or be represented at this pre-bid conference will constitute a non-responsive determination of their bid package. Bids found to be non-responsive will not be considered.

## **9) QUALIFICATIONS**

### **9.1 GENERAL**

9.1.1 Been actively engaged in the type of business being requested for a minimum of two (2) years.

9.1.2 The Vendor shall hold a valid and current license as a Certified Electrical Contractor in accordance with Chapter 489, Florida Statute (F.S.). A copy of license/certificate shall be submitted and included with the Vendor's bid package.

### **9.2 BIDDER QUALIFICATIONS**

When submitting the bid, each bidder must submit a written statement ("Minimum Qualifications Statement" form), detailing their qualifications that demonstrate they meet the minimum qualifications contained in Special Condition 9.1.1, above. Failure by the bidder to provide the above item(s) will constitute a non-responsive determination. Bids found to be non-responsive will not be considered.

### **9.3 AUTHORIZED TO DO BUSINESS IN THE STATE OF FLORIDA**

In accordance with sections 607.1501, 605.0211(2)(b), and 620.9102, Florida Statutes, out of state corporations, out of state limited liability companies, and out of state limited partnerships must be authorized to do business in the State of Florida. Such authorization should be obtained by the bid due date and time, but in any case, must be obtained prior to posting of the intended award of the contract. For authorization, contact:

Florida Department of State  
Tallahassee, Florida 32399  
(850) 245-6051

### **9.4 LICENSE TO CONDUCT SERVICES IN THE STATE OF FLORIDA**

If the services being provided requires that individuals be licensed by the Department of Business and Professional Regulation, such licenses should be obtained by the bid due date and time, but in any case, must be obtained prior to posting of the intended award of the contract.

For licensing, contact:

Florida Department of Business and Professional Regulation  
Tallahassee, Florida 32399-0797  
(850) 487-1395

## **10) WARRANTY/SUBSTITUTIONS**

When performance of the services requires the supply of commodities, a warranty is required on all items provided against defective materials, workmanship, and failure to perform in accordance with required industry performance criteria, for a period of three hundred and sixty-five (365) 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.

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.

All items provided during the performance of the contract 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.

### **11) LIABILITY INSURANCE**

The Vendor shall not commence any work until they have obtained the following types of insurance, and certificates of such insurance have been received by the Department. Nor shall the Vendor allow any subcontractor to commence work on this project until all similar insurance required of the subcontractor has been so obtained. The Vendor shall submit the required Certificates of Insurance to the **Florida Department of Transportation, Procurement Office, Attn: Wynne Edwards, 1074 Highway 90 Chipley, Florida 32428** within ten (10) days after the ending date of the period for posting the intended award decision.

( X ) The Vendor must carry and keep in force during the period of this contract a general liability insurance policy or policies with a company authorized to do business in the state of Florida, affording public liability insurance with combined bodily injury limits of at least \$ (200,000 minimum) per person and \$ (300,000 minimum) each occurrence, and property damage insurance of at least \$ (200,000 minimum) each occurrence, for the services to be rendered in accordance with this contract.

With respect to any general liability insurance policy required pursuant to this Agreement, all such policies shall be issued by companies licensed to do business in the State of Florida. The Vendor shall provide to the Department certificates showing the required coverage to be in effect with endorsements showing the Department to be an additional insured prior to commencing any work under this Contract. The certificates and policies shall provide that in the event of any material change in or cancellation of the policies reflecting the required coverage, thirty days advance notice shall be given to the Department or as provided in accordance with Florida law.

The Department shall be exempt from, and in no way liable for, any sums of money which may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Vendor or subcontractor providing such insurance. Policies that include Self Insured Retention (SIR) will not be accepted.

### **12) PERFORMANCE BOND**

(X) A Performance Bond is not required for this project.

### **13) CONTRACT DOCUMENT**

The MyFloridaMarketPlace "Purchase Order Terms and Conditions" and the Department's "Purchase Order Terms & Conditions" are referenced or attached hereto and made a part hereof. The terms and conditions contained therein will become an integral part of each Purchase Order issued for this solicitation. In submitting a bid, the bidder agrees to be legally bound by these terms and conditions.

### **14) 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 services. 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.

#### **15) 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.

#### **16) 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.

#### **17) SCRUTINIZED COMPANIES LISTS**

Responses of \$1 million or more 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.

Section 287.135, Florida Statutes, requires that at the time a vendor submits a bid or proposal for a contract for goods or services of \$1,000,000 or greater, the vendor must certify that the company is not on Scrutinized Companies with Activities in the Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List.

For Contracts \$1,000,000 and greater, if the Department determines the Vendor submitted a false certification under Section 287.135(5) of the Florida Statutes, or if the Vendor has been placed on the Scrutinized Companies with Activities in the Sudan List, the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List, 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(5)(a) of the Florida Statutes, or maintain the Contract if the conditions of Section 287.135(4) of the Florida Statutes are met.

#### **18) 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.

#### **19) 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.

#### **20) 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 services 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 requirements 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 requirements, 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 services, and failure to perform or meet financial obligations on previous contracts.

#### **21) BID SHEET**

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.**

#### **22) ESTIMATED QUANTITIES**

The Department anticipates purchasing the estimated quantities shown on the bid sheet(s), for a one (1) year period of any contract resulting from this bid. The estimated quantities are given only as a guideline for preparing your bid and should not be construed as representing the actual quantities to be authorized under this contract. The Vendor(s) shall supply, at bid prices, the actual quantities authorized regardless of whether the total of such quantities is more or less than anticipated. This bid and the resulting contract will be subject to annual appropriated funding.

#### **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 in accordance with section 295.187(4), Florida Statutes, and Rule 60A-1.011 Florida Administrative Code, which includes a preference for bid responses that certify the business has implemented a drug-free workplace program in accordance with Section 287.087, F.S. The "Drug-Free Workplace Program Certification" must be completed and submitted with the bid response to be eligible for this preference.

#### **24) COPYRIGHTED MATERIAL**

Copyrighted material will be accepted as part of a bid only if accompanied by a waiver that will allow the Department to make paper and electronic copies necessary for the use of Department staff and agents. It is noted that copyrighted material is not exempt from the Public Records Law, Chapter 119, Florida Statutes. Therefore, such material will be subject to viewing by the public, but copies of the material will not be provided to the public.

#### **25) ATTACHMENT TO ITB SUBMITTAL - CONFIDENTIAL MATERIAL**

The Bidder must include any materials it asserts to be exempted from public disclosure under Chapter 119, Florida Statutes, in a separate bound document labeled "Attachment to Invitation to Bid, Number ITB-DOT-18/19-3069-WE- Confidential Material". The Bidder must identify the specific Statute that authorizes exemption from the Public Records Law. Any claim of confidentiality on materials the Bidder asserts to be exempt from public disclosure and placed elsewhere in the bid will be considered waived by the Bidder upon submission, effective after opening.

**26) MAIL OR DELIVER BIDS TO: (DO NOT FAX OR SEND BY E-MAIL)**

**Florida Department of Transportation  
Attn: Wynne Edwards  
1074 Highway 90  
Chipley, Florida 32428  
Phone: (850) 330-1374**

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.

**28) 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.

**29) POSTING OF INTENDED DECISION/AWARD**

**29.1 - 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.

**29.2 - 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 29.1, above) or by mail, fax, and/or



telephone. The Department will provide notification of any future posting in a timely manner.

### **29.3 - 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.

### **30) AWARD OF THE CONTRACT**

Services will be authorized to begin when the Vendor receives the following document(s), as appropriate, indicating the encumbrance of funds and award of the contract:

A Purchase Order issued by the Department.

### **31) 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.

### **32) ATTACHED FORMS**

Bid Sheet

Minimum Qualifications Statement

Drug-Free Workplace Program Certification (Form 375-040-18)

Vendor Certification Regarding Scrutinized Companies Lists (Form 375-030-60) (proposals of \$1 million or more

MBE Planned Utilization (Form 375-040-24)

### **33) TERMS AND CONDITIONS**

#### **33.1 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 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.

#### **33.2 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

### **33.3 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.

### **34) 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

Scope of Services

Bid Sheet

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

### **35) LIQUIDATED DAMAGES**

The Vendor acknowledges that failure to complete the services by the completion date designated on the contract document may cause the Department to incur damages that, at present are, and upon the occurrence of the failure to timely complete the services may be, difficult to determine. Moreover, the Parties wish to avoid lengthy and expensive litigation relating to failure to complete the services on time. Therefore, in the event the Vendor fails to complete the authorized services by the completion date designated on the contract document, the Department shall exercise the remedy of liquidated damages against the Vendor, in the amount of \$100.00 per day for each calendar day after the designated completion date that the Vendor fails to complete the services. The Parties agree that if the Department allows the Vendor to continue and finish the services, or any part of it, after the expiration of the time allowed, that the Department's action shall in no way act as a waiver on the part of the Department of the liquidated damages due under this contract. The Vendor shall pay said sum to the Department not as a penalty, but as liquidated damages.

### **36) ALTERNATES**

Alternate brands will be considered for this bid. The "Department" reserves the right to require each bidder to demonstrate to the satisfaction of the "Department" that the items/materials will perform in a completely acceptable manner. In the event the "Department" judges that the demonstrated performance is unsatisfactory, the "Department" may reject the bid. The bidder must be prepared to demonstrate the materials within fourteen (14) days after the bid opening date. Demonstration time and place is subject to agreement of the "Department" and the bidder.

Bidders submitting a bid that is based on an alternate brand of equipment must submit, with their bid, complete specifications and descriptive technical literature for the equipment proposed.

### **37) SITE VISIT**

Each bidder must fully acquaint themselves with the conditions which may in any manner affect the work to be done or the equipment, materials and labor required to perform the services required under the conditions of this bid. This may require an on-site visit. Ignorance of the conditions or requirements will not relieve the Vendor from their liability and obligation under the contract. Bidders may request and make arrangements for a site visit by contacting Eric Pettis at (850) 330-1316

## 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, if applicable (bids of \$1 million or more).
- 5. The Scope of Services section has been thoroughly reviewed for compliance to the bid requirements.
- 6. The prices bid have been reviewed for accuracy and all price corrections have been initialed in ink.
- 7. The [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.
- 8. The bid response must be received, at the location specified, **on or before** the Bid Due Date and Time designated in the ITB.
- 9. On the Lower Left Hand Corner of the Envelope transmitting your bid response, write in the following information:

Bid No. ITB-DOT-18/19-3069-WE

Title: Replacement of Emergency Generator at Panama City Operations

Opening Date & Time: See “TIMELINE” in INTRODUCTION SECTION .