

**RFB #2020-2 TOWN OF HOWEY-IN-THE-HILLS TOWN HALL
RESTROOM (ADA COMPLAINT) AND EMPLOYEE LOUNGE (OSHA
COMPLAINT) RENOVATION PROJECT**

TOWN OF HOWEY-IN-THE-HILLS

REQUEST FOR BIDS

AMENDED-RFB: #2020-2

**TOWN OF HOWEY-IN-THE-HILLS TOWN HALL BATHROOM
REMODEL PROJECT**

BID PACKAGES ARE DUE BY 2:00 PM EST FEBRUARY 14, 2020

MAIL OR DELIVER BID PACKAGES TO:

ATTN: Dairian Burke, Town Clerk
P.O. Box 128
101 N. Palm Avenue
Howey-in-the-Hills, FL 34737

CONTACT:

Dairian Burke, Town Clerk
P.O. Box 128
101 N. Palm Avenue
Howey-in-the-Hills, FL 34737
Phone: (352) 324-2290, Fax (352) 324-2126
Email: dburke@howey.org

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1. THE PROJECT

The Town of Howey-in-the-Hills (the "Town") is issuing a Request for Bids (RFB) from qualified Contractors for the renovation of Town Halls bathrooms to comply with updated ADA Compliance and Employee Lounge to comply with OSHA Compliance located at 101 North Palm Avenue (the "Project"). Town Hall restroom renovations are to convert two restrooms into one coed handicap unit. We will need the contractor to provide necessary plans to permit and demo the project along with removal of the center wall and components. Prepping floor tile and wall tile removal, new floor tile and wall tile to 5ft AFF, new ADA compliant grab bars and accessories, new ADA mirror, new ADA door, new entry door painting, plumbing and electrical as required. The employee Lounge will need a new water heater installed under lounge sink. The contractor will need to provide new countertop and bar sink on existing cabinet. Also, remove all other cabinets not limited to prepping, painting, plumbing and electrical as required. The Project constitutes a public construction work to be competitively awarded pursuant to Section 255.20 of the Florida Statutes. The contract will be awarded to the lowest qualified and responsive bidder as determined by the Town. **ALL CONTRACTORS THAT WISH TO BID THE PROJECT MUST SCHEDULE A SITE MEETING WITH JOHN ERNEST 352-805-0205.**

The Town intends for the Project to be completed within a period of three months from the Notice to Proceed.

2. BID PACKAGES

- A. Sealed bids for this Project are due on or before February 14, 2020 at 2:00 p.m., EST to Dairian Burke, Town Clerk, P.O. Box 128, 101 N. Palm Avenue, Howey-in-the-Hills, FL 34737.
- B. The responsibility for submitting bids before the stated time and date is solely the responsibility of the proposer. The Town is not responsible for delays caused by mail, courier service, including U.S. Mail, or any other occurrence.
- C. All bids are subject to the conditions specified herein.
- D. All Bids must be submitted in sealed envelopes bearing on the outside the name of the bidder, its address, the name of the project and the project number for which the bid is submitted and the proposer's name. Sealed bids shall be addressed and delivered to:

**Dairian Burke, Town Clerk
P.O. Box 128
101 N. Palm Avenue
Howey-in-the-Hills, FL 34737**

- E. Faxed or emailed bids will not be accepted.

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- F. Bids shall be opened and publicly read in Town Hall on the date and at the time specified in the schedule below. The Town reserves the right to postpone or cancel the bid opening at any time prior to the scheduled opening of bids. Bidders are invited to be present.
- G. Bids received after the due date and time, for any reason whatsoever, will not be considered. Any disputes regarding timely receipt of proposals shall be decided in the favor of the Town.
- H. Sealed bid packages must include the following tabbed sections:
 - Cover letter
 - Company or personal background
 - Experience and qualifications
 - Bid for the Project and approach for performing the Project. The bid form shall include the number of calendar days to complete the Project, the total bid price with any alternates listed separately
 - Minimum of 3 references
 - Required forms
 - Certificate of insurance

3. MANDATORY QUALIFICATIONS

Bidders must meet the following requirements:

- A. Bidders shall be a “business organization” (as defined in section 489.105(13) of the Florida Statutes) which has, for at least the preceding 5 year period, held a current, valid license as a certified “general contractor” (as defined in section 489.105 of the Florida Statutes) as required by chapter 489, Florida Statutes, and have the necessary qualifications, experience, and financial capability to successfully perform and complete the Project.
- B. Bidders shall have the necessary qualifications, experience, and financial capability to successfully perform and complete the Project.
- C. Bidders must have successfully completed at least two projects of similar size and type, within budget, on time, within the last 3 years.

4. PLANS AND SPECIFICATIONS; ADDITIONAL REQUIREMENTS

- A. It is the responsibility of each proposer, before submitting a bid in response to this solicitation, to visit and become familiar with the site and to obtain and carefully review the Plans and Specifications, and Construction Documents, for the Project prepared by Powell Studio Architecture,

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and be thoroughly informed regarding any and all conditions and requirements that may in any manner affect the Project and work to be performed under the contract including the necessary requirements for the Project to comply with the Americans with Disabilities Act ("ADA"), its supporting regulations, and all similar Federal, state or local laws, regulations and ordinances. No additional allowances will be made because of lack of knowledge of these conditions.

- B. Plans and specifications and construction documents will be available on the Town's website.
- C. Additional requirements for the Project: a construction fence to be constructed around the entire area for security purposes; baby changing tables in the restrooms; daily on-site supervision.

5. EVALUATION OF BIDS

- A. **The contract will be awarded to the lowest qualified, responsive, and responsible bidder.**
RESPONSIVE BID: A responsive bid is a bid which conforms, in all material respects, to this solicitation. RESPONSIBLE BIDDER: A responsible bidder is a bidder who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform fully the requirements of this solicitation and meets the minimum qualifications enumerated herein.
- B. In selecting the lowest qualified, responsive, and responsible bidder, consideration will be given to the bid quoted for the Project and to the general competency of the bidder for the performance of the work covered by the bid including, but not limited to, the experience of the bidder in construction of public works for public agencies.
- C. The Town, in determining the successful bidder and its eligibility for the award, may consider the bidder's experience with similar types of construction projects and facilities, conduct and performance under other contracts, financial condition, reputation in the industry, safety record and protocols and other factors which could affect the bidder's performance.
- D. The Town may reject any bid package not in compliance with all prescribed solicitation procedures and requirements and other applicable law, and may reject any or all bid packages in whole or in part when the cancellation or rejection is in the best interest of the Town, and at no cost to the Town.

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6. QUESTIONS

All questions pertaining to this RFB should be directed, in writing, to Dairian Burke, Town Clerk, by email -- dburke@howey.org. Any addenda to this RFB shall be made on the Town website. It is the sole responsibility of those submitting an RFB to check the website for addendums.

Questions are due by 2pm EST October 30, 2019. Answers to the questions will be posted on or before 2pm EST November 6, 2019.

Sealed bids for the Project must be Proposers must submit 1 original response unbound marked "Original", 2 bound copies marked "Copies", and one (1) electronic copy (CD; PDF Format) of the submittal in a sealed envelope clearly marked on the outside with the Proposers name and "RFB 2019-1 Town of Howey-in-the-Hills Library Education Center Construction Project" addressed and delivered to:

**Attn: Dairian Burke, Town Clerk
P.O. Box 128
101 N. Palm Avenue
Howey-in-the-Hills, FL 34737**

7. TENTATIVE SCHEDULE

All times listed are EST. Dates and times are subject to change by the Town.

RFB Advertised in Newspaper & Posted on Town Website	January 28, 2020
Questions Due to the Town (in writing via e-mail)	January 31, 2020 by 2pm
Responses to Questions Posted	February 03, 2020 by 2pm
Bid Packages Due to the Town	February 14, 2020 by 2pm
Bid Packages Opened and Evaluated	February 14, 2020 at 2:15pm at Town Hall
Notice to Award Contract Posted on Town Website	February 18, 2020 by 12pm
Contract Negotiated with Town	Through February 21, 2020
Town Council Approval of Contract	February 24, 2020 at 6pm

8. THE CONTRACT

The contract for the Project shall be an AIA Agreement, specifically a modified A104 – 2017. The contract shall begin after awarded by the Town Council of the Town of Howey-in-the-Hills. The Project shall be completed within 3 months from the Notice to Proceed and the contract shall remain in effect through Project completion.

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9. REQUIRED FORMS AND DISQUALIFICATIONS

A. **NON-COLLUSION AFFIDAVIT:** Any person submitting a bid must execute and submit the enclosed NON-COLLUSION AFFIDAVIT. If it is discovered that collusion exists among the Proposers the response of all participants in such collusion shall be rejected, and no participants will be considered in future responses for the same work.

B. **PUBLIC ENTITY CRIME:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response/bid on a contract to provide any goods or services to a public entity submit response/bids on leases or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for Category Two for a period of 36 months from the date of being placed on the convicted vendor list.

C. **DRUG-FREE WORKPLACE FORM:** Any person submitting a response or qualification documents in response to this invitation must execute the enclosed DRUG-FREE WORKPLACE FORM and submit it with the response. Failure to complete this form in every detail and submit it with your response will result in immediate disqualification of your response.

D. **CONFLICT OF INTEREST:** Any Respondent who is deemed to have a conflict of interest prohibited by Chapter 112, Florida Statutes, shall be disqualified.

E. **PROHIBITED COMMUNICATION:** Any form of communication, except for written correspondence authorized herein, shall be prohibited regarding this particular RFB.

F. During this solicitation process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal.

10. MISCELLANEOUS

A. **GOVERNING LAWS AND REGULATIONS:** The Respondent is required to be familiar with and shall be responsible for complying with all Federal, State, and Local laws, ordinances, rules, and regulations that in any manner apply to the Project.

B. **SIGNATURE OF RESPONDENT:** The Respondent must sign the response forms in the space provided for the signature. If the Respondent is a professional association or other business entity, the title of the officer signing the response on behalf of the entity must be stated and evidence of the officer's authority to sign the response must be submitted. The Respondent shall state in the response the name and address of each person interested therein.

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C. **COST OF PROPOSAL:** The Town assumes no responsibility or liability for the costs incurred by the submitting firm to prepare and/or submit a proposal. The entire cost of preparing and submitting qualification documents, or any work in connection therewith will be borne by the submitting firm or team of firms.

11. INSURANCE

Insurance Requirements -- Respondent must provide a certificate of insurance with their response which shall include the following minimum insurance coverage:

- Worker's Compensation – Statutory
- Employer's Liability
 - Bodily injury- each accident, \$1,000,000
 - Disease – Policy limit, \$1,000,000
 - Disease – each employee, \$1,000,000
- Comprehensive General Liability (including premises-operations; independent contractor's protective; products and completed operations; and broad form property damage) and the aggregate limit shall be separately applicable to the Project:
 - Bodily Injury:
 - \$1,000,000 Each Occurrence
 - \$2,000,000 Annual Aggregate
 - Property Damage:
 - \$1,000,000 Each Occurrence
 - \$2,000,000 Annual Aggregate
 - Products and Completed Operations to be maintained for five (5) years after final payment
 - \$1,000,000 Each Occurrence
 - \$2,000,000 Annual Aggregate
 - General Aggregate \$2,000,000
 - Personal and Advertising Injury \$2,000,000
 - Property Damage Liability Insurance shall include coverage for X, C and U hazards (Explosion - Collapse - Underground)
- Contractual Liability:
 - Bodily Injury: \$1,000,000 Each Occurrence
 - Property Damage:
 - \$1,000,000 Each Occurrence
 - \$2,000,000 Annual Aggregate

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- Personal Injury, with Employment Exclusion deleted
 - \$1,000,000 Annual Aggregate
- Comprehensive Automobile Liability:
 - Bodily Injury -- \$1,000,000 Each Occurrence and annual aggregate
 - Property Damage -- \$1,000,000 Each Occurrence
- Excess Liability:
 - Umbrella form
 - Combined for bodily injury, personal injury and property damage:
\$10,000,000 Each Occurrence
\$10,000,000 Aggregate

The selected contractor shall be required to carry Builders Risk insurance for the duration of the project.

Additional Insureds: The resulting contract will require the contractor and subcontractors to name the Town as an additional insured on all policies (including builders risk), except workers compensation, business automobile and professional liability. These policies will be primary and non-contributory. The additional insured endorsement(s) shall include coverage for completed operations.

Waiver of Subrogation: A waiver of subrogation in favor of the Town will be required by all the contractor's policies.

All insurance described above and all renewals shall be issued by companies acceptable to the Town with a rating of at least "A-VIII" (or its equivalent successor) or better in the current edition of Best's Insurance Reports (or its equivalent successor or, if there is no equivalent successor rating, otherwise acceptable to the Town) and be licensed to do and be doing business in Florida. Any insurance that is required to maintain under this Agreement must include a provision that requires the insurance carrier to give the Town not less than thirty days written notice prior to any cancellation or modification of such coverage.

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HOLD HARMLESS AGREEMENT

I _____ (bidder) agrees to indemnify and hold the Town harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFB. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, error or omissions of Respondent or employees and/or agents of Respondent.

In the event the completion of a project awarded pursuant to this RFB (to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the Town from any and all increased expenses resulting from such delay.

Signature of Respondent

Witness

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 2019, by (name of person making statement).

Notary Public

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

My Commission Expires _____

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NON-COLLUSION AFFIDAVIT

I _____ (bidder) of the firm of _____ (bidder's Firm Name) responded to the RFB for the Library Education Center Construction Project for the Town of Howey-in-the-Hills. This proposal has been executed with full authority to do so. This response has been arrived at independently without collusion, consultation, communication or agreement for the purposes of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor, and no attempt has been made or will be made by the Responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;

The Statements contained within this affidavit are true and correct, and made with full knowledge that the Town of Howey-in-the-Hills relies upon the truth of the statements contained in this affidavit in awarding contracts for said services.

Signature of Respondent

Witness

STATE OF FLORIDA
COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 2019, by (name of person making statement).

Notary Public

Personally Known _____ OR Produced Identification _____

Type of Identification Produced _____

My Commission Expires _____

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DRUG FREE WORKPLACE CERTIFICATION

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 an employee 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, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
4. In the statement specified in subsection (1), notify the employees that, as a condition of working in the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee 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 work place no later than five (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.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Signature of Respondent

Witness