

**TOWN OF HOWEY-IN-THE-HILLS**

**REQUEST FOR BIDS**

**RFB: #2025-003**

**TOWN OF HOWEY-IN-THE-HILLS  
LIFT STATION #1 BYPASS PUMP PROJECT**

**BIDS ARE DUE ON OR BEFORE 2:00 PM EST JUNE 26, 2025**

**MAIL OR DELIVER BIDS TO:**

ATTN: John Brock, Town Clerk / Deputy Town Manager  
P.O. Box 128  
101 N. Palm Avenue  
Howey-in-the-Hills, FL 34737

**CONTACT:**

Morgan Cates, Public Services Director  
P.O. Box 128  
101 N. Palm Avenue  
Howey-in-the-Hills, FL 34737  
Phone: (352) 324-2290 ext. 117  
email: [mcates@howey.org](mailto:mcates@howey.org)

1. **THE PROJECT.** The Town of Howey-in-the-Hills (the “Town”) located at 101 North Palm Avenue is issuing a Request for Bids (RFB) for the installation of a permanent emergency backup pump located at Lift Station #1, 1000 South Palm Ave., Howey-in-the-Hills, FL 34737.

The work will include the installation of a permanent emergency backup pump, concrete slab and an automatic transfer switch.

This project will consist of installing (1) Godwin Permanent standby diesel bypass pump with concrete base slab, 4” HDPE suction and 4” DI / PVC discharge piping. First Diesel fill up (1) day startup and training XYLEM / GODWIN 294 GPM @ 87’ TDH Dri-Prime CD140M Critically Silenced \* Sound Attenuated Enclosure \* 4” 150# Flange Suction & Discharge \* John Deer 4045H280-T3 Diesel Engine \* Includes Prime Guard and Auto Throttle \* Skid-mounted, Emergency Standby\* Base Options \* UL Double Wall Tank \* Engine/Motor Options \* Electrical – 1750 Watt AC/DC Inverter \* Battery Charger – 12 Volt Trickle \* Double Gang (2) GFCI Duplex Receptacles Suction piping to be high density polyethylene, cored into the wet well with stainless steel supports. Discharge piping to be ductile iron above grade, PVC below grade, wet tapped into the onsite force main. Site restoration to include backfilling and compacting only.

**VENDORS THAT WISH TO SUBMIT A BID ON THE PROJECT CAN SCHEDULE A MEETING AND MEET WITH MORGAN CATES, PUBLIC SERVICES DIRECTOR, PRIOR TO SUBMITTING THE BID. CONTACT MR. CATES AT 352-324-2290 EXT 117.**

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

## 2. INSTRUCTIONS.

- a. **Deadline and Delivery of the Bid Packages:** All bid packages must be received by the Town Clerk on or before **2:00 PM EST June 26, 2025**. Bids must be sealed in one package and clearly labeled “**RFB 2025-003 Town of Howey-in-the-Hills Howey Lift Station #1 Bypass Pump Project**” on the outside of the package. Late bids will not be accepted by the Town Clerk. Vendors accept all risks of late delivery of mailed bids regardless of fault. Faxed and e-mailed bids will be deemed non-responsive.
- b. **Licenses, Permits, Local Laws and Requirements:** The selected vendor shall secure all licenses and permits, and must become familiar with any local conditions, which may, in any manner, affect the services required. The vendor is required to carefully examine the RFB terms and to become thoroughly familiar with all conditions and requirements that may in any manner affect the work to be performed under the resulting contract. Prior to entering into a contract with the Town, owners of all forms of business doing business in the State of Florida, except sole proprietorships, must register with and be in good standing with the Florida Department of Corporations. A foreign corporation

cannot transact business in the State of Florida until it obtains a certificate of authority from the Department of State.

- c. **Withdrawal of Bids:** A vendor may request a bid be withdrawn from consideration prior to the date and time the bids are due. Bids that have been submitted to the Town become a public record, subject to public record retention requirements.
- d. **Preliminary Schedule:** These dates are estimates only and are subject to change by the Town. The schedule of pertinent events for this RFB may be viewed on the Town's website at <https://www.howey.org/rfps> All times listed are EST.

RFB Posted on Town Website	June 11, 2025
Questions Due to the Town (in writing via e-mail)	June 18, 2025
Responses to Questions Posted	June 24, 2025
Bid Packages Due to the Town	June 26, 2025, at 2:00 p.m.
Bid Packages Opened and Evaluated	June 26, 2025, at 2:15pm at Town Hall
Notice to Award Contract Posted on Town Website	July 1, 2025
Contract Negotiated with Town	July 7, 2025
Town Council Approval of Contract	July 10, 2025

\*All questions must be submitted by e-mail to the Town Clerk.

**3. SUBMITTAL REQUIREMENTS.** The bid package must be submitted on 8-1/2" X 11" paper. Vendors must submit **two** hard copies and **one** electronic copy on USB Flash Drive in Adobe Acrobat (.pdf) format. Vendor's bid shall identify and address and include, in the same order presented below, each of the following Sections a-d, including each subsection. If there is no information to present for a specific section or subsection, state the reason such as "not applicable" or "there is no information that we wish to present." Failure to follow these instructions may result in a bid being deemed non-responsive.

- a. **Title Page:** Identify the RFB subject, RFB number, name of vendor, vendor address, vendor phone and facsimile number, primary point of contact, primary point of contact's title, and e-mail address for receipt of notifications and date of submittal.
- b. **Letter of Transmittal:** The letter must be signed by a representative authorized to contractually bind the vendor and include the title or authority of the representative. The letter shall briefly state the understanding of the vendor regarding the work to be performed and make a positive commitment to perform the work within the specified time period. The following must be included:
  - 1. Type of business (sole proprietorship, partnership, corporation, etc.)
  - 2. State of incorporation.
  - 3. Headquarters location and whether offices are located in the State of Florida, and if so, where.
  - 4. The names and contact information of the persons who will be authorized to make representations for the vendor.

5. A certification that the vendor will furnish the goods and services specified in the bid package at the prices quoted in the bid, and that the bid will remain firm for sixty days after the date that the bid package is submitted in order for the Town to evaluate the bids and make an award.

c. **Eligibility:**

1. Provide proof of legal entity and authorization to do business within the State of Florida.
2. Provide a minimum of three specific references with appropriate contact information for “similar” projects, period of performance for the specific engagement, and the value of services performed.
3. Indicate financial wherewithal and stability of firm.
4. Indicate any potential conflicts of interest with the Town.

- d. **Schedule and Price:** Provide the schedule and price for completing the Project as outlined herein.

4. **METHOD OF AWARD.** The procurement will be in accordance with Section 255.20, Florida Statutes. The project will be awarded to the lowest qualified and responsive bidder that contracts to complete the project within 6 months of the notice to proceed in accordance with the modified AIA A104 construction contract attached to this RFB. The contract will be awarded to a single vendor. In the event the low-bidder fails to execute the contract with the Town, the Town may enter into a contract with the second-lowest qualified and responsive bidder, and so on, until a contract is signed; or alternatively, at any time, the Town may re-bid the project.

5. **GENERAL.**

- a. **Right to Reject Bids:** The Town reserves the right to make an award it determines to be in its best interests or to reject any and all bids. Further, the Town, in making its award decision, retains the authority to waive what it considers to be minor irregularities in the bid or to seek clarification on certain issues from any vendor submitting a bid. Failure to provide the requested information may result in the rejection of the bid.
- b. **Compliance with Laws:** Vendor shall comply with all laws, rules, codes, ordinances, licensing and bonding requirements that are applicable to this RFB and the conduct of vendor’s business, including those of Federal, State, and local agencies having jurisdiction and authority.
- c. **Convicted Vendors:** Vendor affirms that it is aware of the provisions of Section 287.133(2)(a) of the Florida Statutes and that at no time has vendor been convicted of a public entity crime.
- d. **Discriminatory Vendors:** Vendor affirms that it is aware of the provisions of Section 287.134(2)(a) of the Florida Statutes, and that at no time has vendor been placed on the Discriminatory Vendor List.

- e. **Vendor's Cost:** Costs for developing a bid responsive to this RFB are entirely the obligations of the vendor and shall not be chargeable in any manner to the Town.
- f. **Vendor's Representations:** In submitting a bid, the vendor understands, represents, and acknowledges the following (if the vendor cannot so certify to any of following, the vendor shall submit with its bid a written explanation).
  - 1. The vendor is not currently under suspension or debarment by the State or any other governmental authority.
  - 2. The vendor, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
  - 3. The vendor has no delinquent obligations to the State, including a claim by the State for liquidated damages under any other contract.
  - 4. The bid is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive bid.
  - 5. The prices and amounts in the bid have been arrived at independently and without consultation, communication, or agreement with any other Vendor or potential Vendor; neither the prices nor amounts, actual or approximate, have been disclosed to any Vendor or potential Vendor, and they will not be disclosed before the opening of the bids.

## **Federal Procurement Compliance Addendum**

### **Federal Funding Compliance**

This project may be funded in part by federal assistance administered by the Federal Emergency Management Agency (FEMA). As such, all procurement actions shall comply with the requirements of 2 C.F.R. Part 200, including but not limited to §§ 200.317–200.327. Contractors must also comply with all applicable Federal laws, executive orders, FEMA policies, procedures, and directives, including the Procurement Disaster Assistance Team (PDAT) Field Manual (October 2021).

### **Conflict of Interest**

Vendors must affirm compliance with 2 C.F.R. § 200.318(c)(1) regarding conflicts of interest. The Vendor must certify that no employee, officer, or agent of the Vendor has a real or apparent conflict of interest with the Town, and that the Vendor maintains written standards of conduct addressing employee conduct, gifts, and organizational conflicts of interest.

### **Socioeconomic Contracting**

In accordance with 2 C.F.R. § 200.321, the Town and its contractors will take all necessary affirmative steps to assure that small and minority businesses, women's business enterprises, and labor surplus area firms are used when possible. These steps include placing qualified small and minority businesses on solicitation lists and dividing total requirements into smaller tasks or quantities.

### **Prohibited Contract Types**

The Town will not award any cost-plus-a-percentage-of-cost or percentage of construction cost contracts as these are expressly prohibited by federal regulation (2 C.F.R. § 200.324(d)).

### **Records Access and Retention**

The selected vendor shall maintain records sufficient to detail the history of the procurement. These records shall include, but not be limited to, rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price. Records shall be made available to the Town, FEMA, the State of Florida, and the Comptroller General of the United States upon request for a period of no less than three years after final payments and all other pending matters are closed.

### **Domestic Preference**

In accordance with 2 C.F.R. § 200.322, the selected contractor shall, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States.