

**TOWN OF HOWEY-IN-THE-HILLS  
REQUEST FOR BIDS**

**RFB: #2021-008**

**TOWN OF HOWEY-IN-THE-HILLS  
PD Portable Message Board**

**BIDS ARE DUE ON OR BEFORE 2:00 PM EST September 29, 2021**

**MAIL OR DELIVER BIDS TO:**

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

**CONTACT:**

John Brock, Town Clerk  
P.O. Box 128  
101 N. Palm Avenue  
Howey-in-the-Hills, FL 34737  
Phone: (352) 324-2290  
email: [jbrock@howey.org](mailto:jbrock@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 a Police Department Portable Message Board.

**Attachment A** (the “Project”).

2. **VENDORS THAT WISH TO SUBMIT A BID ON THE PROJECT CAN SCHEDULE A MEETING AND MEET WITH JOHN BROCK PRIOR TO SUBMITTING THE BID. CONTACT MR. BROCK AT 352-324-2290.**

The Town intends for the Project to be completed prior to December 31, 2021.

### 3. INSTRUCTIONS.

**Deadline and Delivery of the Bid Packages:** All bid packages must be received by the Town Clerk on or before **2:00 PM EST September 29, 2021**. Bids must be sealed in one package and clearly labeled:

**“RFB 2021-008 Town of Howey-in-the-Hills”**

- a. **“RFB 2021-008 Town of Howey-in-the-Hills”** 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- c. **Withdrawal of Bids:** A vendor may request a bid be withdrawn from consideration prior to the date and time the bids are due.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 [howey.org](http://howey.org). All times listed are EST.

RFB Advertised in Newspaper & Posted on Town Website	September 15, 2021
Questions Due to the Town (in writing via e-mail)	September 21, 2021
Responses to Questions Posted	September 22, 2021
Bid Packages Due to the Town	September 29, 2021, 2:00 p.m.

Bid Packages Opened and Evaluated	September 29, 2021, at 2:15 pm at Town Hall
Notice to Award Bid Posted on Town Website	October 4, 2021
Contract Negotiated with Town	N/A
Town Council Approval of Contract	N/A

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

**4. SUBMITTAL REQUIREMENTS.** The bid package must be submitted on 8-1/2" X 11" paper. Vendors must submit **one** hard copy and **one** electronic copy on compact disk or USB drive in Microsoft Word (.doc) or 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 and in **Attachment A**.

**5. METHOD OF AWARD.** Bids will be evaluated based on the lowest-priced responsive and responsible bidder. The contract will be awarded to a single vendor. In the event the Town is unable to reach an agreement with the lowest-price responsive and responsible bidder, the Town may attempt to negotiate an agreement with the second-lowest priced responsive and responsible bidder, and so on, until an agreement is reached.

**6. 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 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.

## Attachment A

## PD Portable Message Board

FEATURES	Yes	No
Minimum 3-line message board	X	
Minimum 14' characters	X	
Multiple alphanumeric fonts	X	
Multi-level password protection	X	
Minimum 60"x28" Hydraulic lift board	X	
Minimum 85W Solar Panel	X	
Minimum Two (2) 4D AGM 12V Batteries	X	
Minimum 15 Amp Charger	X	
Telescoping Tower with 360 Degree Rotation	X	
Optical lenses & Sunshine protection to increase Visibility and improve performance	X	
One-person operation	X	
On-board controller	X	
Full-color touchscreen console	X	
User friendly programming	X	
Preprogrammed text messages	X	
Internal Clock to facilitate schedule programming	X	
securable control box	X	
Minimum Digital 4G Modem with GPS	X	
Durable Powder-coat finish	X	
Axle lock-bar	X	