

**State of Florida**  
**DEPARTMENT OF TRANSPORTATION**  
**INVITATION TO BID**

Sealed bids will be received via [d2fixedcapitaloutlay@dot.state.fl.us](mailto:d2fixedcapitaloutlay@dot.state.fl.us) and publicly opened and read aloud by the Florida Department of Transportation (hereinafter referred to as Owner) at the following date, location, and local time: **Wednesday, July 23, 2025 @ 11:00AM at the Lake City District Office, 1109 South Marion Avenue, Lake City, FL 32025**

**FINANCIAL PROJECT NO.:** 42787435201 **CONTRACT NO.:** F2042

**PROJECT NAME:** FCO St. Augustine Maintenance HVAC Replacement

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**PROJECT LOCATION:** District 2, St. Augustine Maintenance Yard, 3600 DOT Road, St. Augustine, FL 32084

**PROJECT DESCRIPTION:** Provide sufficient workforce, equipment, materials, oversight, shop drawings, permitting, safety, cleanup, and all incidentals necessary to install a fully integrated and functioning HVAC system as depicted and specified in contract documents and technical special provisions. Work includes in-kind replacement of existing AC/Heat pump systems, Variable Air Volume Boxes (VAV), Zone Dampers, Bypass Boxes, Thermostats, Building Digital Data Control (DDC), Building Management Systems (BMS), Outside Air Dampers and associated refrigeration piping, and all electrical rework, ductwork modifications, and incidentals required for equipment installation. All duct work any other HVAC components not replaced must be cleaned. The contractor shall obtain all required permits and approvals necessary to complete the work. Copies of all required plans, permits, inspections and certifications are to be delivered to the Department Project Manager before final payment has been made.

**PRE-BID MEETING** (check appropriately)  *Mandatory*,  *Non-Mandatory*, or  *Not Applicable*

Owner representatives will be present to discuss plans, specifications, and conditions of the project. The Owner's Project Manager is: Mark Hanna and may be reached at: 386-961-7080.

NOTE: Any contractor who fails to attend a mandatory pre-bid meeting will not be eligible to bid on the project. All bidders must be present and signed in prior to the start of the mandatory Pre-Bid Meeting. Anyone not signed in at the commencement of the meeting will be considered late and will not be allowed to bid on the project.

**PLANS, SPECIFICATIONS AND BID DOCUMENTS:** Plans, Specifications and Bid Documents may be ordered at no cost by filling out the order form available at <https://www.fdot.gov/contracts/district-offices/d2/lettings/fco/fco.shtm>

Bid Proposal documents will not be issued after (date and local time): **July 22, 2025 @ 11:00 A.M.**

**MINORITY BUSINESS ENTERPRISES (MBE) UTILIZATION:** The Owner encourages the recruitment and utilization of certified and non-certified minority businesses. The Owner, its contractors, suppliers, and consultants should take all necessary and reasonable steps to ensure that minority businesses have an opportunity to compete for and perform contract work for the Owner in a nondiscriminatory environment.

**BID PROPOSAL:** Bids must be submitted in full accordance with the requirements of the Drawings, Specifications, Bidding Conditions, and Contractual Conditions.

**INSURANCE:** The awarded Bidder is responsible for maintaining the insurance coverage specified in the Non-Technical Specifications for the duration of this project.

**PREQUALIFICATION:** **The Vendor is required to be appropriately licensed and/or certified contractor in the State of Florida with a minimum of three (3) years' experience in projects of similar (or larger) size and scope. The Vendor is responsible for maintaining all applicable licensure, meeting the requirements of the most current Florida Building Code (FBC) and obtain necessary permitting to perform the requirements of the Contract, and if a Florida Corporation, a copy of the Corporate Charter as prequalification of their eligibility with the bid documents. After the bid opening, the lowest responsive bidder shall qualify in accordance with this contract document.**

**BID BOND:** If the bid amount exceeds \$100,000, the bidder must provide with the bid, a Bid Guaranty of five percent (5%) of the actual total bid in the form of a certified check, cashier's check, treasurer's check, bank draft of any national or state bank, or a surety Bid Bond made payable to the Department of Transportation. A Bid Guaranty in an amount less than five percent (5%) of the actual bid will invalidate the bid. Bid Bonds shall conform to the Departments Bid/Proposal Bond Form furnished with the proposal package. **The bidder must submit an original proposal guaranty. (A fax or a copy sent as an attachment will not be accepted.)**

**PERFORMANCE BOND and LABOR AND MATERIALS PAYMENT BOND:** If the contract award amount exceeds \$100,000, both a Performance Bond and a Labor and Material Payment Bond of 100% each of the contract sum are required at the time of award.

**BID POSTING / CONTRACT AWARD:** The Bid Tabulation and Notice of Award Recommendation will be posted at the following location, date and local time: **August 4, 2025 or August 11, 2025 at 5:00 P.M.**  
<https://www.fdot.gov/contracts/district-offices/d2/lettings/fco/fco.shtm>

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In the event the Bid Tabulation and Notice of Award Recommendation cannot be posted in this manner, all bidders will be notified by certified United States Mail, return receipt requested, express or fax delivery, receipt requested or by email, receipt requested. If no protest is filed the Owner will award the contract to the qualified, responsive low bidder. The Owner reserves the right to reject any or all bids.

**BID SOLICITATION/AWARD/NON-AWARD PROTEST RIGHTS:** Any person adversely affected by this Bid Solicitation shall file a notice of protest within 72 hours of receipt of the bid documents in accordance with Section 120.57(3), Florida Statutes and Rule Chapter 28-110, Florida Administrative Code. Any person adversely affected by the intended decision of the Owner to award a contract or to reject all bids shall file a notice of protest within 72 hours after the posting of the Summary of Bids (bid tabulation). If notice of intended decision is given by certified mail, express or fax delivery, the adversely affected person must file the notice of protest within 72 hours after receipt of the notice of intent.

A formal written protest must be filed within 10 days after filing the notice of protest. The formal written protest shall state with particularity the facts and law upon which the protest is based. All protests must be submitted in accordance with Section 120.569 and 120.57, Florida Statutes. The required notice of protest and formal protest must each be timely filed with the Clerk of Agency Proceedings, Office of General Counsel, 605 Suwannee Street, Room 550, MS-58, Tallahassee, Florida, 32399-0450. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

**DISCRIMINATION CLAUSE:** An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded 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, per Section 287.134(3)(a), Florida Statutes.

**PUBLIC ENTITY CRIME INFORMATION STATEMENT:** 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 bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded 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 for the date of being placed on the convicted vendor list.

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION

Brittany Whiddon  
District Contracts Administrator  
District Contracts Office