

(Exhibit 1)
State of Florida
DEPARTMENT OF TRANSPORTATION
INVITATION TO BID

Sealed bids will be received 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: [Florida Department of Transportation, District Four, 3400 West Commercial Boulevard, Fort Lauderdale, FL 33309](#) on [Tuesday November 5, 2024 at 10:00 am \(EST\)](#) and publicly opened and read aloud on [Tuesday November 5, 2024 at 10:30 am \(ES T\)](#)

FINANCIAL PROJECT NO.: 450052-6-52-01 & 450052-7-52-01 **CONTRACT NO.:** F4010

PROJECT NAME: D4 Headquarters Elevator Modernization and Code Compliance Project

PROJECT LOCATION: 3400 West Commercial Boulevard, Fort Lauderdale, FL 33309

PROJECT DESCRIPTION: The Florida Department of Transportation, District 4 Headquarters, located at 3400 West Commercial Boulevard, Fort Lauderdale, Florida 33309-3421, hereinafter referred to as "Department", seeks to obtain the services of a certified licensed and insured Elevator contractor to perform elevator modernization and code compliance upgrades to the Department's two passenger and one freight / passenger elevators (originally installed circa 1992/1993) located in the three-story headquarters office building

PROPOSAL BUDGET ESTIMATE: \$438,452.00 **CONTRACT DAYS:** 210

PRE-BID MEETING *Mandatory,*

A mandatory pre-bid meeting will be held at the following location, date, and local time: 3400 West Commercial Boulevard, Fort Lauderdale, FL 33309, Monday, October 21, 2024 at 10:30 am (EST)

Appropriate Personnel Protective Equipment (PPE) must be worn. Owner representatives will be present to discuss plans, specifications, and conditions of the project. . The Owner's Project Manager is Patrick Freiwald.

NOTE: Any contractor who fails to attend a mandatory pre-bid meeting will not be eligible to bid on the project.

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.

QUESTIONS: All questions must be submitted to D4.designbuild@dot.state.fl.us by (or before) [Monday, October 28, 2024](#).

BID PROPOSAL: Bids must be delivered to Florida Department of Transportation- District Four, 3400 West Commercial Boulevard, Fort Lauderdale, FL 33309, by (or before) [Tuesday, November 5 2024 at 10:00 am \(EST\)](#). Bids must submit in full accordance with the requirements of the Drawings, Specifications, Bidding Conditions, and Contractual Conditions, which may be examined and obtained from the Invitation to Bid email sent by Maria Velarde (maria.velarde@dot.state.fl.us).

Bids will only be accepted from bidders that attended and signed in at the **MANDATORY PRE-BID MEETING** held at the jobsite. Additional documents and project specific related information will be provided only to those bidders that sign in, attend the full mandatory pre-bid onsite review meeting. Proposals from bidders who did not sign in and attend the full pre-bid meeting, and/or are proposals received by the Department after the scheduled proposal submittal deadline date and time will be rejected and unopened.

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

DOCUMENTS TO BE SUBMITTED WITH BID:

- Exhibit 2 – Bid Proposal
- Exhibit 10 – List of Subcontractors
- Exhibit 13 – Bid Bond
- Exhibit 15 – Contractor’s Experience Questionnaire and Financial Statement (“CEQ and FS”)
- Experience Form
- Documentation supporting compliance with License Requirements

DOCUMENTS FOR COMPLETION PRIOR TO AWARD:

- Exhibit 3 Contract Agreement

(Exhibit 1)

INVITATION TO BID

- Exhibit 4 Assignment
- Exhibit 11 – Performance Bond
- Exhibit 12 – Labor and Materials Payment Bond
- Certificate of Insurance & Endorsement Page

TIME OF COMPLETION: The work to be performed under this contract shall be substantially completed within 180 calendar days after the date of this Notice to Proceed and shall be finally completed within 30 calendar days after the date of substantial completion. Please refer to the Non-Technical Specifications, Section A-22 for more information.

PREQUALIFICATION: Each bidder shall submit a current license issued by the State of Florida (specify type license required for the work) and, if a Florida Corporation, a copy of the Corporate Charter as prequalification of their eligibility with the bid document to the Department of Transportation, Contracts Administration Office: [Florida Department of Transportation – District Four, 3400 West Commercial Boulevard, Fort Lauderdale, FL 33309](#).

The bid will be rejected if a copy of the Contractor’s License is not included either with the bid or provided to the Owner prior to the Letting. 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.

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: <https://www.fdot.gov/contracts/district-offices/d4/lettings/fco-contracts/fixcdcapitaloutlay.shtm> on **November 22, 2024 or December 3, 2024, at 10:30 am (EST)**.

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. 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
District 4 Contract Office
3400 West Commercial Boulevard
Fort Lauderdale, FL 33309