

(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: \_\_\_\_\_ via email: [D6.Purch@dot.state.fl.us](mailto:D6.Purch@dot.state.fl.us) – Please refer to the schedule for important information.

**FINANCIAL PROJECT NO.:** 446785-1-52-01 **CONTRACT NO.:** F6004

**PROJECT NAME:** DISTRICT SIX SOUTH DADE MAINTENANCE YARD GENERATOR INSTALLATION PROJECT

**PROJECT LOCATION:** 14655 SW 122ND AVE, MIAMI, FL. 33186

**PROJECT DESCRIPTION:** INSTALLATION OF A GENERATOR AT THE FDOT SOUTH DADE MAINTENANCE YARD.

**PROJECT ESTIMATED BUDGET:** \$ 233,600.00

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

If a pre-bid meeting is scheduled (mandatory "or" non-mandatory) it will be held at the following location, date and local time:

Mandatory Pre-Bid Meeting will be held on November 15, 2021, at 2:30 PM; please refer to the project's schedule for more information about the meeting.

Owner representatives will be present to discuss plans, specifications, and conditions of the project. The Owner's Project Manager is: RUJEL UMBAY and may be reached at: [D6.Purch@dot.state.fl.us](mailto:D6.Purch@dot.state.fl.us).

*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 AND SPECIFICATIONS:** Plans and Specifications may be purchased for payment of the printing and handling cost at the rate of \$ N/A per set. Checks should be made payable to the "Florida Department of Transportation". No refunds will be made. Bid Proposal documents will not be issued after (date and local time): N/A

**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, which may be examined and obtained from: See Procurement Schedule for Bid Proposal due date and time. Bid Proposal Package will be provided to the contractors that attend the Mandatory Pre-Bid Meeting.

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

**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.

**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: Via email: [D6.Purch@dot.state.fl.us](mailto:D6.Purch@dot.state.fl.us) - Florida Department of Transportation. 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.

Contract # F6004

Financial Project #: 446785-1-52-01

(Exhibit 1)

**INVITATION TO BID****INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF PROPOSALS**

This section contains instructions that describe the required format for the proposal submittal.

Please follow the below instructions. Failure to follow these instructions, may result in your proposal being found non-responsive. Nonresponsive replies will not be evaluated.

- Proposals shall be submitted to: [D6Purch@dot.state.fl.us](mailto:D6Purch@dot.state.fl.us)
- Subject Line must show: F6004 – (Insert Vendor's Name)
- The body of the email shall not contain any information.
- All proposals submitted electronically shall contain one PDF file attachment and be marked as follows:  
F6004 BID PROPOSAL PACKAGE - (Insert Vendor's Name)

**NOTES:**

- All documents shall be submitted in portable document format (PDF) and have a size limit of 25MB.

**BID PROPOSAL CHECKLIST:** A checklist with all required documents to be submitted is provided in this Invitation to Bid Package.

**BID POSTING / CONTRACT AWARD:** The Bid Tabulation and Notice of Award Recommendation will be posted at the following location, date and local time: Please refer to the Schedule for the date and time. 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

Digitally signed by:

Daniel Kong

CA06787DAGC44BC

Contract Administrator,  
Contracts Administration Office

## SCHEDULE

Provided below is a list of critical dates and actions. These dates are subject to change. It is the responsibility of all potential bidders to monitor this site for any changing information prior to submitting your bid.

<u>ACTION / LOCATION</u>	<u>DATE</u>	<u>LOCAL TIME</u>
<b>MANDATORY PRE-BID MEETING</b> Florida Department of Transportation <b>South Dade Maintenance Yard</b> 14655 SW 122nd AVE. Miami, FL 33186	<b>11-15-2021</b>	<b>2:30 PM</b>
<b>DEADLINE FOR TECHNICAL QUESTIONS</b> Via Email: <a href="mailto:D6.Purch@dot.state.fl.us">D6.Purch@dot.state.fl.us</a> There is no deadline for administrative questions.	<b>11-19-2021</b>	<b>05:00 PM</b>
<b>BIDS DUE (ON OR BEFORE)</b> Via Email: <a href="mailto:D6.Purch@dot.state.fl.us">D6.Purch@dot.state.fl.us</a>	<b>11-30-2021</b>	<b>02:00 PM</b>

### **INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF PROPOSALS**

**This section contains instructions that describe the required format for the proposal submittal.**

Please follow the below instructions. Failure to follow these instructions, may result in your proposal being found non-responsive. Nonresponsive replies will not be evaluated.

- Proposals shall be submitted to: [D6.Purch@dot.state.fl.us](mailto:D6.Purch@dot.state.fl.us)
- Subject Line must show: **F6004 – (Insert Vendor's Name)**
- All proposals submitted electronically shall contain **one PDF** file attachment and be marked as follows:  
**F6004 BID PROPOSAL PACKAGE - (Insert Vendor's Name)**

#### **NOTES:**

- Documents shall be submitted in portable document format (PDF) and have a size limit of 25MB.
- The body of the email shall not contain any information.

A checklist with all required documents to be submitted is provided in this Invitation to Bid Package.

<b>PUBLIC BID OPENING</b> Florida Department of Transportation 1000 NW 111 <sup>th</sup> Avenue Miami, FL 33172	<b>11-30-2021</b>	<b>03:00 PM</b>
<b>FINAL SELECTION PUBLIC MEETING</b> Florida Department of Transportation 1000 NW 111 <sup>th</sup> Avenue Miami, FL 33172	<b>12-06-2021</b>	<b>10:00 AM</b>
<b>POSTING OF INTENDED DECISION/AWARD</b>	<b>12-06-2021</b>	<b>by 05:00 PM</b>

### **BID OPENING AGENDA**

Electronic bids will be opened by the Department's Procurement Office personnel at the date and time in the Schedule. All bid openings are open to the public and will be conducted according to the following agenda:

- Opening remarks
- Public input period – A maximum of 15 minutes total will be permitted for public input related to the bid solicitation.
- Open Bids
- Announce preliminary lowest bid
- Adjourn

### **SPECIAL ACCOMMODATIONS**

Any person with a qualified disability requiring special accommodations at a pre-bid conference, public meeting, and/or opening shall contact the contact person at the phone number, e-mail address or fax number provided on the title page at least five (5) working days prior to the event. If you are hearing or speech impaired, please contact this office by using the Florida Relay Services which can be reached at 1 (800) 955-8771 (TDD).

# SPECIAL CONDITIONS

## MyFloridaMarketPlace

BIDDERS MUST BE REGISTERED IN THE STATE OF FLORIDA'S MYFLORIDAMARKETPLACE SYSTEM BY THE TIME AND DATE OF THE BID OPENING OR THEY MAY BE CONSIDERED NON-RESPONSIVE (see Special Condition 21). All prospective bidders that are not registered should go to <https://vendor.myfloridamarketplace.com/> to complete on-line registration, or call 1-866-352-3776 for assisted registration.

All payment(s) to the vendor resulting from this competitive solicitation **WILL** be subject to the MFMP Transaction Fee in accordance with the referenced Form PUR 1000 General Contract Condition #14. However, all vendors should be aware, that effective July 1, 2017 through June 30, 2018, in accordance with House Bill 5003 Sec.73, the Transaction Fee will be seven-tenths of one percent (.70%) of the payment issued. The Transaction Fees imposed shall be based upon the date of issuance of the payment.

## **Florida Department of Financial Services (DFS) W-9 REQUIREMENT**

The Florida Department of Financial Services (DFS) requires all vendors that do business with the state to submit an electronic Substitute Form W-9. Vendors must submit their W-9 forms electronically at <https://flvendor.myfloridacfo.com> to receive payments from the state. Contact the DFS Customer Service Desk at (850) 413-5519 or [FLW9@myfloridacfo.com](mailto:FLW9@myfloridacfo.com) with any questions.

## **QUESTIONS & ANSWERS**

In accordance with section 287.057(23), Florida Statutes, respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any technical questions arising from this Invitation to Bid must be forwarded, in writing, to the procurement agent identified below. Questions must be received no later than the time and date reflected on the Schedule. The Department's written response to written inquiries submitted timely by bidders will be provided via email.

**WRITTEN TECHNICAL QUESTIONS** should be submitted to **Leslie Zambrana**, [D6.purch@dot.state.fl.us](mailto:D6.purch@dot.state.fl.us).

Questions regarding administrative aspects of the bid process should be directed to the Procurement Agent in writing at the address above or to **Leslie Zambrana**, [D6.purch@dot.state.fl.us](mailto:D6.purch@dot.state.fl.us).

## **ORAL INSTRUCTIONS / CHANGES TO THE INVITATION TO BID (ADDENDA)**

No negotiations, decisions, or actions will be initiated or executed by a bidder as a result of any oral discussions with a state employee. Only those communications which are in writing from the Department will be considered as a duly authorized expression on behalf of the Department.

Notices of changes (Addenda) will be provided via email. All Addenda will be acknowledged by signature and subsequent submission of Addenda with bid when so stated in the Addenda.

## BID PROPOSAL CHECKLIST

(DOES NOT NEED TO BE RETURNED WITH YOUR BID)

This Checklist is provided as a guideline, only, to assist bidders in the preparation of their bid response. Included are some important matters that the bidder should check. This checklist is just a guideline and is not intended to include all matters required by the ITB. Bidders are responsible to read and comply with the ITB in its entirety.

Check off each the following:

- 1. Bid Proposal Package includes the following forms:
  - a. Exhibit C Bid Price Proposal (2 pages) has been filled out completely, signed, and enclosed in the bid response.
  - b. Exhibit 2 Bid Proposal (4 pages) must be completed, signed, and enclosed in the bid response.
  - c. Exhibit 13 Bid Bond (if applicable on bids over \$100K) must be completed, signed, and enclosed in the bid response.
  - d. Exhibit 10 List of subcontractors (if applicable) must be completed, signed, and enclosed in the bid response.
  - e. E-Verify form must be completed, signed, and enclosed in the bid response.
  - f. Drug-Free Workplace Program Certification form has been read, signed, and enclosed in the bid response.
  
- 2. Must submit a current license issued by the State of Florida (Electrical and/or General contractor).
  
- 3. Must submit a notarized letter on company letter head stating the contractor has a minimum of three (3) years' experience in successfully completing projects of equal scope.
  
- 4. Must submit of a list of three (3) projects that have been completed and operational for the last three (3) years. For each facility above, project's description, location, date of installation and Owner's representative contact name and telephone number. The Project References form is provided for your convenience.
  
- 5. For any substitution, Contractor shall submit complete product specification sheets of the same format as in Attachment 1 "Schematic and Equipment specifications / Plans" from E-1 through E-4 for comparison purposes.
  
- 6. Exhibit A The Scope of Services/Specifications has been thoroughly reviewed for compliance to the bid requirements.
  
- 7. Review **INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF PROPOSALS** guidelines laid out in Exhibit 1 Invitation to Bid document.