

Instructions to Bidders

Proposers interested in the Work are instructed to submit one (1) original hard copy and one (1) electronic copy (a non-returnable USB flash drive) of its complete Bid in accordance with this ITB, no later than **May 23, 2023 @ 3:00 PM** unless otherwise changed through an addendum to this ITB, to the Procurement Office at 3093 Crawfordville Highway, Crawfordville, FL 32327. Proposals received after this date and time will not be considered and shall be returned unopened. The USB flash drive will not be returned.

All Bids and all attachments must be bound and delivered **SEALED** to the County at the address shown below no later than the time and date set for receipt of Bids. Deliver OR mail the Bid in a sealed envelope/package to:

WAKULLA COUNTY PROCUREMENT OFFICE
ATTN: ITB # 2023-17
PATTY TAYLOR
3093 CRAWFORDVILLE HIGHWAY
CRAWFORDVILLE, FL 32327

The front lower left corner of each **SEALED** envelope/package shall contain the following information for proper identification:

SHIP Housing Rehabilitation/Replacement Project ITB # 2023-17 Attention: Patty Taylor DUE NO LATER THAN: May 23, 2023 @ 3:00 PM

1. Include name and address of Bidder on each sealed envelope/package.
2. If Bid is contained in multiple packages, number each sealed package sequentially, i.e., "1 of 3", "2 of 3", "3 of 3".

Bidders shall construct its Bid in the following format. Required forms can also be provided in Microsoft Word format, upon request. Please contact the procurement office: (850) 926-0919, ext. 705 or email ptaylor@mywakulla.com.

PROPOSAL TRANSMITTAL FORM ON THE FIRM'S LETTERHEAD, FORM 1

All signatures must be by an individual with authority to legally bind the Bidder, witnessed, and corporate and/or notary seal (as applicable.) If the individual signing the Proposal Transmittal Form does not have apparent authority to legally bind the Bidder, attach documentation demonstrating such authority. The corporate or mailing address must match the company information as it is listed on the Florida Department of State Division of Corporations. Attach a copy of the webpage(s) from <http://www.sunbiz.org> as certification of this required information. Verify that all addenda and tax identification number have been provided.

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BID PROPOSAL AND BASIS OF BID, FORM 2

For additional copies of the bid proposal forms may be obtained from the Procurement Office. **For this procurement only, instructions for creating the Basis of Bid form will be provided at the Mandatory Pre-Bid Conference scheduled for May 5, 2023 at 10:00 A.M.** All blanks on the Bid form shall be completed in ink and the Bid signed in ink. Erasures or alterations shall be initialed in ink by the person signing the Bid Form. ~~A Bid price shall be indicated for each Bid item, and unit price item listed therein, or the words “No Bid,” “No Change,” or “Not Applicable” entered. In the event of multiplication/addition error(s), the unit price shall prevail. Prices written in words shall prevail over figures where applicable.~~ All bids will be reviewed mathematically and corrected, if necessary, using these standards, prior to further evaluation.

TAB 1 QUALIFICATIONS, EXPERIENCE AND ABILITY OF PROFESSIONAL PERSONNEL

The Bidder shall provide a history of the organization, its areas of expertise and show the individual(s) providing these services will fulfill the needs of the BOCC if awarded a contract pursuant to this ITB. Provide an organizational profile of the firm and five (5) years of experience for the “Work”, and a list of professional staff, years with the firm and a brief bio that may be assigned to a project and any professional certifications or licenses held.

TAB 2 EXPERIENCE OF SIMILAR PROJECTS AND CONFLICTS EXPERIENCE

Provide a list of similar projects worked on in the last five (5) years including the project description, location, dates and team. Provide at least two (2) references in the last three (3) years including a direct name and contact information.

CONFLICTS: Provide a description of any conflicts occurring over the last five years with these or any other contracts for similar work.

TAB 3 REQUIRED FORMS, DOCUMENTS AND CERTIFICATIONS (Bid Forms 3 through 16)

The following forms must be fully filled out and signed by a person with authority to bind the Bidder:

- Bid Proposal Form 3: List of Proposed Subcontractors
- Bid Proposal Form 4: Comments on Proposed Contract
- Bid Proposal Form 5: Qualification Questionnaire
- Bid Proposal Form 6: Indemnification and Hold Harmless
- Bid Proposal Form 7: Sworn Statement Under Section 287.133(3)(a), Florida Statutes, on Public Entity Crimes
- Bid Proposal Form 8: Equal Opportunity/Affirmative Action Statement
- Bid Proposal Form 9: Drug Free Workplace Certification
- Bid Proposal Form 10: Disclosure Statement Conflict of Interest Disclosure
- Bid Proposal Form 11: Non-Collusion Affidavit
- Bid Proposal Form 12: Ethics Clause

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Bid Proposal Form 13: Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions

Bid Proposal Form 14: E-Verify compliance Certification

Bid Proposal Form 15: Required Endorsements and Documentation

Bid Proposal Form 16: Certification Regarding Lobbying For Contracts, grants, Loans and Cooperative Agreement

TAB 4 - PROPOSED PRICING INFORMATION (Appendix C)

Each Bidder shall use the prescribed Work Write-Up/Bid Form as provided through the County's Housing Administrator, Government Services Group, Inc. The Bid Form will be provided at the Mandatory Pre-Bid Conference. All bid prices must be based on the approved activities as determined via the Walk-Through process for which all contractors choosing to bid on said properties must attend. Pricing information must be submitted on the designated forms and signed by the appropriate parties. Any Work Write-up addendums must also be acknowledged by the bidder and pricing must be submitted on the corresponding form(s).