

**NOTICE TO BIDDERS
HVAC MECHANICAL SERVICES**

Notice is hereby given that the Board of County Commissioners of Santa Rosa County is requesting bids for HVAC Mechanical Services.

The work to be performed under this bid shall consist of furnishing all materials, equipment, tools, labor, supervision and insurance necessary to perform repairs on all mechanical heating/cooling and mechanical control equipment in all buildings owned by the Board of County Commissioners.

All bids must be in writing and delivered by hand, Fed Ex, or mail to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida 32570; and must be received by 10:00 a.m., August 12, 2008, at which time bids will be opened and read aloud. Bids are to be sealed and clearly labeled "**BID - Mechanical Services.**" Bids received after the time set for the bid opening will be rejected and returned unopened to the bidder. All interested parties are invited to attend.

Questions concerning this bid should be directed to Thad Allen at 850-623-1569.

Specifications and bid form may be secured from the Santa Rosa County Website (www.santarosa.fl.gov/bids) or at the Santa Rosa County Procurement Department. Telephone (850) 983-1833.

The Board of County Commissioners reserves the right to waive irregularities in bids, to reject any or all bids with or without cause, and to award the bid that it determines to be in the best interest of Santa Rosa County.

Santa Rosa County does not discriminate on the basis of race, color, national origin, sex, religion, age, or handicapped status in employment or provision of service.

By order of the Board of County Commissioners of Santa Rosa County, Florida.

LEGAL NOTICE

One issue – July 12, 2008 - Press Gazette, July 17, 2008 - Navarre Press

Bill and proof to Santa Rosa County Procurement Department, 6495 Caroline Street, Suite G, Milton, Florida, 32570, Attn.: Orrin L. Smith.

July 12, 2008

MEMORANDUM

TO: Company Addressed

FROM: Santa Rosa County Procurement Department

SUBJECT: HVAC Mechanical Services

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MINIMUM SPECIFICATIONS
HV AC Mechanical Services

SCOPE:

The work to be performed under this bid shall consist of furnishing all materials, equipment, tools, labor, supervision, and insurance necessary to perform repairs as necessary on all Mechanical HVAC and Mechanical Control Equipment in all Buildings owned by the Santa Rosa County Board of County Commissioners.

For the purpose of this contract the list of county buildings includes but is not limited to the following:

Santa Rosa County Administrative Center, 6495 Caroline Street, Milton, Florida 32570
Admin Suites Veteran's/TEAM Santa Rosa, 6494 Caroline Street, Milton, Florida 32570
Santa Rosa County Courthouse, 6865 Caroline Street, Milton, Florida 32570
Clerk of Court Annex, 6816 Caroline Street, Milton, FL 32570
South Santa Rosa County Service Center, 5819 Gulf Breeze Parkway, Gulf Breeze, Florida 32561
Santa Rosa County Public Services Building, 6051 Old Bagdad Highway, Milton, Florida 32583
Santa Rosa County Auditorium, 4530 Spike's Way, Milton, Florida 32583
Santa Rosa County Public Works, 6075 Old Bagdad Highway, Milton, Florida 32583
District 3 Yard, 10047 Chumuckla Hwy, Jay, FL 32565
District 5 Yard, 8369 Avery Olsen Rd., Navarre, Florida 32566
Santa Rosa County Animal Services, 4451 Pine Forest Road, Milton, Florida 32583
Santa Rosa County Building Maintenance Shop, 6050 Spike's Way, Milton, Florida 32583
Santa Rosa County Emergency Operations Center, 4499 Pine Forest Road, Milton, Florida 32583
Santa Rosa County Search and Rescue, 3275 Montecito Boulevard, Milton, Florida 32583
Santa Rosa County Warehouse, 6828 Caroline Street, Milton, Florida 32583
Fisher-Hamilton Building (Public Defender's Offices), 202 Willing Street, Milton, Florida 32570
Department of Court Services (County Probation), 6568 Caroline Street, Suite 99, Milton, Florida 32570
Library Administration, 6568 Caroline Street, Suite 101, Milton, FL 32570
Gulf Breeze Library, 1060 Shoreline Drive, Gulf Breeze, Florida 32561
Milton Library, 805 Alabama Street, Milton, Florida 32570
Navarre Library, 8484 James M. Harvell Road, Navarre, Florida 32566
Pace Library, 5750 Pace Patriot Blvd, Pace, Florida 32571
Santa Rosa County Health Department, 5527 N. Stewart Street, Milton, Florida 32570
Environmental Health Department, 5505 N. Stewart Street, Milton, Florida 32570
Midway Health Department, 5840 Gulf Breeze Parkway, Gulf Breeze, Florida 32561
Navarre Beach Administration, 8220 Gulf Boulevard, Navarre, Florida 32566
Co-Operative Extension Service, 6263 Dogwood Drive, Milton, Florida 32570
United States Department of Agriculture, 6275 Dogwood Drive, Milton, Florida 32570
Chumuckla Community Center, 2355 Highway 182, Jay, Florida 32565

Fidelis Community Center, 13786 Highway 87 North, Jay, Florida 32565
Holley-Navarre Community Center, 1917 Holley Navarre School Road, Navarre, Florida 32566
Bagdad Recreational Park, 4591 School Street, Milton, FL 32583
Benny Russell Park, 5417 W. Spencer Field Road, Pace, FL 32571
East Milton Recreational Park, 8604 Bobby Brown Road, Milton, FL 32583
Navarre Sports Complex, 2499 Pawnee Drive, Navarre, FL 32566
Navarre Football/Soccer Complex, 9299 Military Trail, Navarre, FL 32566
Navarre Visitor Center, 8543 Navarre Parkway, Navarre Fl 32566
Santa Rosa Sportsplex, 5976 Chumuckla Highway, Pace, FL 32571
Soccer/Horse Park, 3306 Joppa Road, Pace, FL 32571
Tiger Point, 1370 Tiger Point Lane, Gulf Breeze, FL 32563
Veteran's Memorial Office, 5191 C Willing Street, Milton, FL 32570
Whiting Field House, 8831 Whiting Field Circle, Milton, Fl 32570

QUALIFICATIONS OF BIDDERS:

All prospective bidders must have a minimum of five years successful experience in maintaining heating, ventilating, air conditioning, and control equipment; including all mechanical and electrical requirements of the type and size included under this bid.

All bidders must submit with their bids evidence of their reliability, ability, and experience by furnishing the following:

1. A list of personnel who will perform maintenance under this proposal, showing in detail, the length and type of experience of such personnel. Bidders must indicate what systems each individual is qualified to service.
2. A list of names and addresses of at least five comparable institutions of comparable size and scope which the bidder is presently providing contract service using the personnel listed above.

Service must be provided by the personnel employed by the bidder and designated above.

Ability to meet the qualifications covering personnel, experience requirements, and the adequacy of the information submitted by the bidder will be considered by the county in determining the award.

INSPECTION OF PREMISES:

Bidders must inspect the buildings and equipment prior to submitting bids in order to be fully aware of the scope of services required. Interested parties must contact the Building Maintenance Director, or the Maintenance Supervisor at the address listed prior to any inspection tour.

Santa Rosa County Building Maintenance Department
4530 Jimmy's Way, Milton Florida 32583
(850) 623-1569

The successful bidder shall cooperate with those in authority on the premises to prevent loss of or damage to county property. The successful bidder shall repair any and all damages he may cause to buildings or property to the full satisfaction of the county's authorized representative.

REPAIR SERVICE AND EMERGENCY SERVICE:

Repair or emergency service shall be performed by the contractor to any equipment needing repair. Contractor shall coordinate repair work so as not to overly inconvenience building operations. All repair work is to be approved by the Building Maintenance Director, Maintenance Supervisor, or his authorized representative before repairs are made.

The Building Maintenance Director shall have a designated building maintenance employee to call and fax the problem building and work orders to the contractor's office. It shall be the contractor's duty to respond to and quickly resolve any mechanical problems that may arise. The contractor shall have office personnel able to communicate via E-Mail to keep Santa Rosa County Building Maintenance aware of the status and the completion of the work performed under this contract. Telephone communication is convenient but the E-Mail communication is essential to the working relationship of this contract.

The contractor shall provide 24 hour repair service to the county. The contractor shall respond immediately upon receiving a call from the Building Maintenance Department or their authorized representative. The contractor must provide telephone numbers where a designated representative can be reached at all times.

Services performed under normal repair service or emergency repair service shall be invoiced at the contractor's prevailing service rates and all parts are to be invoiced at ARH Trade Service Contractor Re-sale Prices.

CONTRACTORS INSURANCE REQUIREMENTS:

Insurance

Contractor shall purchase and maintain Commercial General Liability insurance, I.S.O. Form CGOO 01, or an equivalent form acceptable to the County. Such policy shall not be endorsed to exclude contractual liability and products or completed operations. A minimum each occurrence limit of \$500,000 is required. Such policy shall name Santa Rosa County, its elected officials, and employees as additional insured's.

Contractor shall purchase and maintain Business Auto coverage LS.O. Form CA 00 01, written to cover all owned, hired and non-owned vehicles using I.S.O. symbols 1, or symbols 2,8, and 9, or an equivalent non-I.S.O. form acceptable to the County. Limit required is \$500,000, combined single limit, or split limits of 250/500/1 00 thousand.

Contractor shall purchase and maintain statutory worker's compensation coverage.

Any policies written with non-admitted insurance companies shall have a rating of B+ or better. Certificates of insurance with a 30 day cancellation clause shall be provided to the County.

Indemnity:

Contractor agrees to indemnify, defend and hold blameless Santa Rosa County, its agents, elected officials, and employees from any and all claims arising out of the activities of the contractor in the performance of this agreement.

BILLING/INVOICE PROCEDURE:

Billing for Mechanical Services should contain the following information:

1. On Letterhead or Invoice of Contractor
2. Date Of Invoice
3. Invoice Number
4. Building Maintenance Work Order Number
5. Name and Number of Building and Equipment where Work was Performed
6. Number of Regular Hours or Emergency Hours spent Working on Equipment
7. List of Parts Used
8. Freight Charges, if Applicable
9. Mileage, if Applicable
10. Discount, if Applicable
11. Detailed Report of All Work Performed should appear on the Billing Invoice
12. Building Maintenance Work Orders must Signed by the Building Maintenance Director or his Authorized representative and Must Accompany Contractor's Invoice
13. Invoices should be Sent To: Santa Rosa County Building Maintenance
4530 Old Bagdad Hwy.
Milton, FL 32583

**BID FORM
MECHANICAL SERVICES**

Santa Rosa County Procurement Department
6495 Caroline Street, Suite G
Milton, Florida 32570

Date _____

Dear Sir:

The undersigned agrees to furnish the services as requested by you for Santa Rosa County in your invitation to bid and certifies that the services bid meets or exceeds the specifications called for, except as set out in "Exceptions to Bid Conditions" and attached to this form.

Name & Address of Bidder _____

Hourly Rate \$ _____

Overtime Rate \$ _____

Mileage Rate (if applicable) \$ _____

Company Representative Signature

Telephone

NOTE: Please return this bid form to the above address. **NO OTHER BID FORM
WILL BE ACCEPTED.**

COMMENTS: _____

SWORN STATEMENT UNDER SECTION 287.133 (3) (A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
by _____
(print individual's name and title)
for _____
(print name of entity submitting sworn statement)

whose business address is _____
and (if applicable) its Federal Employer Identification Number (FEIN) is _____ .
If the entity has no FEIN, include the Social Security Number of the individual signing this Sworn Statement: _____ .

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods of services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of public entity crime.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with legal power to enter into a binding contract and which bids or appeals to bid on contracts for the provision of goods and services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)
_____ Neither the entity submitting this sworn statement, nor one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officers determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (ATTACH A COPY OF THE FINAL ORDER.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(Signature)

Sworn to and subscribed before me this _____ day of _____, 2_____.

Personally known _____

or Produced identification _____ Notary Public – State of _____

_____ My commission expires _____

(Type of identification)

(Printed, typed, or stamped commissioned name of notary public.)