

**NOTICE TO BIDDERS
CONSTRUCTION OF THE
EAST MILTON PARK POLE BARN**

Notice is hereby given that the Board of County Commissioners of Santa Rosa County, Florida is soliciting proposals for the construction of the East Milton Pole Barn to be located at the East Milton Park. This work involves the construction of a 1,500 square foot building. Only properly licensed and insured contractors are invited to submit proposals.

All proposals must be in writing and delivered by hand, overnight courier service, or U.S. Mail to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite J, Milton, Florida 32570, and must be received by 09:00 a.m., August 30, 2016, at which time will be publicly opened. Secondary delivery location shall be to Suite M at the above address. All bids shall be sealed and clearly labeled, "**RFP 16-055 EAST MILTON PARK POLE BARN**". Only proposals received by the aforesaid time and date will be considered. Proposals received after this time will be rejected and returned to the bidder unopened. Please provide the original proposal, labeled "ORIGINAL", and FOUR (4) copies labeled "COPY" (5 complete packages) along with one (1) electronic file in OCR (readable) PDF format.

Specifications may be secured from the Santa Rosa County Procurement Department, at the address provided above [Telephone (850) 983-1870], or by download from the Santa Rosa County Website (www.santarosa.fl.gov/bids/openbids.html).

A Pre-Bid conference will be held 10:00 a.m., August 9, 2016, at East Milton Park, 8604 Bobby Brown Rd., Milton, FL 32583. All interested parties are invited to attend. It is Strongly Recommended those interested in submitting bids attend.

Questions concerning the project should be directed, no later than August 16, 2016, to Thad Allen at (850) 971-7071 or ThadA@santarosa.fl.gov.

The Board of County Commissioners reserves the right to waive informalities in bids, to reject any or all proposals with or without cause, and to accept the proposal that in its judgment is in the best interest of Santa Rosa County, Florida. 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

July 25, 2016

MEMORANDUM

TO: Company Addressed

FROM: Santa Rosa County Procurement Department

SUBJECT: Request for Proposals for Construction of Pole Barn

Notice is hereby given that the Board of County Commissioners of Santa Rosa County, Florida is soliciting proposals for the construction of the East Milton Pole Barn to be located at the East Milton Park. This work involves the construction of a 1,500 square foot building.

Contractor shall be responsible for all permitting and work including but not limited to foundation, utilities, etc. The building will be located at the East Milton Park in Milton, Florida. The building must comply with all applicable building codes and flood elevation requirements.

All proposals must be in writing and delivered by hand, overnight courier service, or U.S. Mail to the Santa Rosa County Procurement Department, 6495 Caroline Street, Suite J, Milton, Florida 32570, and must be received by 09:00 a.m., August 30, 2016, at which time will be publicly opened. Secondary delivery location shall be to Suite M at the above address. All bids shall be sealed and clearly labeled, "**RFP 16-055 EAST MILTON PARK POLE BARN**". Only proposals received by the aforesaid time and date will be considered. Proposals received after this time will be rejected and returned to the bidder unopened. Please provide the original proposal, labeled "ORIGINAL", and FOUR (4) copies labeled "COPY" (5 complete packages) along with one (1) electronic file in OCR (readable) PDF format.

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Minimum Specifications East Milton Pole Barn

General Information: Santa Rosa County is requesting proposals to construct a pole barn at East Milton Park, 8604 Bobby Brown Rd., Milton, FL 32583. Interested contractors shall provide the cost to purchase materials and labor, as well as detailed project plans to complete the project. These figures and data should include all necessary engineering/wind-load documents, permits, and type of furnishings and materials used in the construction of a 30' X 50' X 12' pole barn with 29-gauge metal roofing and exterior wall covering. Include all documents requested within the Bid Form and found elsewhere in this solicitation.

Construction: The 30' X 50' X 12' building with 200-amp electrical service will consist of two separate sections to accommodate the occupants' needs; one (1) 20' X 30' enclosed HVAC climate-controlled and two (2) 15' X 30' open-air sections.

The 20' X 30' section will serve as a meeting/office area with 3/0 exterior entry door, three (3) 3/0 X 5/0 single-hung vinyl windows, finished R-19 insulated interior walls and R-30 ceiling with six (6) 20-amp electrical receptacles, 14,000 lumens/140 watts of LED lighting, 4" smooth-finished concrete flooring/slab with vapor barrier and a high-efficiency 1-ton, 11,400 BTU, 380 CFM HVAC unit.

The remaining 30' X 30' area will be divided into two (2) 15' X 30' open storage/work bays with 9-gauge commercial chain-link fence partition and perimeter with top rail/post, a single 8' chain-link gate will be provided on each of the 15' sections for access/egress, four (4) 20-amp electrical weather-proof receptacles and 13,000 lumens/ 130 watts of exterior LED lighting.

All bidders should include the roof design, proposed electrical, HVAC, lighting and structural manufacturers' information with their bid.

Evaluation Factors: Proposals will be evaluated on compliance with solicitation requirements, design concept, price, and availability to start/complete the project.

INSTRUCTIONS TO BIDDERS

1.00 BID FORMS:

Bid documents shall be sealed and clearly labeled with the words “**RFP 16-055 EAST MILTON PARK POLE BARN**”, to guard against premature opening of any bid.

The Bid shall be based upon the completion of the Work according to the specifications, together with all addenda thereto.

Evidence of all appropriate required licenses and Certificate of Competency shall be attached to the Bid Documents.

2.00 INTERPRETATION:

No oral interpretation will be made to any sole Bidder as to the meaning of the specifications. However, every interpretation made to a Bidder will be in the form of an Addendum to the specifications. Addenda will be furnished to each Bidder, but it shall be the Bidder's responsibility to make inquiry as to Addenda issued. All such addenda shall become part of the contract and all Bidders shall be bound by such Addenda whether or not received by the Bidders.

3.00 FAMILIARITY WITH LAWS:

It is the Bidder's responsibility to be familiar with all Federal, State, and local laws, ordinances, rules, and regulations that in any manner, affect the work. Ignorance thereof on the part of the Bidder will in no way relieve him/her from responsibility.

4.00 EXAMINATION OF DOCUMENTS AND SITE:

Before submitting the proposal, Bidder shall visit the site of the proposed work and familiarize himself/herself with the nature and extent of the work, and any local conditions that may in any manner affect the work to be done, and the equipment, materials, and labor required.

The Bidder shall also examine the specifications to inform himself/herself thoroughly regarding any conditions and requirements that may in any manner affect the work to be performed under the contract.

5.00 RIGHT TO REJECT PROPOSAL:

The Owner reserves the right to waive informalities in bids to reject any or all bids with or without cause and accept the bid that in its judgment is in the best interest of the County.

6.00 TIME OF COMPLETION:

The entire project shall be completed within Ninety (90) calendar days from the Notice To Proceed date.

7.00 FORM OF AGREEMENT:

The Contract form shall be provided by the County Attorney.

8.00 BID GUARANTEE:

Each bid must be accompanied by a Certified Check or bid Bond in the amount of five percent (5%) of the Base Bid, and copies of all required licenses. Such Bid Bond or Check is given with the understanding and agreement that it guarantees: (1) that the bidder will not withdraw his bid for a period of 60 days after the bids have been opened; and, (2) that if his bid is accepted, the Bidder will enter into the written Contract with Santa Rosa County and furnish the required Performance Bond Payment Bond Insurance Certificates, within 10 days after receipt of Notice of Award of his bid. Pursuant to Florida Statutes, Section 255.05, should the contract exceed \$200,000, the Contractor shall be required to execute and record performance and payment bonds. These bonds must state the name and principal business address of both the principal and the surety and a description of the project sufficient to identify it. In the event the bidder fails to comply with any of these conditions and requirements in whole or in part, the full amount of the bond or check shall be automatically forfeited to Santa Rosa County as damages on account of the default of the bidder.

9.00 INSURANCE REQUIREMENTS:

- (1) THE CONTRACTOR SHALL OBTAIN AND MAINTAIN SUCH INSURANCE AS WILL PROTECT IT FROM: (1) CLAIMS UNDER WORKER'S COMPENSATION LAWS; (2) CLAIMS FOR DAMAGES BECAUSE OF BODILY INJURY, OCCUPATIONAL SICKNESS OR DISEASE OR DEATH OF HIS EMPLOYEES INCLUDING CLAIMS INSURED BY USUAL PERSONAL INJURY LIABILITY COVERAGE; (3) CLAIMS FOR DAMAGES BECAUSE OF BODILY INJURY, SICKNESS OR DISEASE, OR DEATH OF ANY PERSON OTHER THAN HIS EMPLOYEES INCLUDING CLAIMS INSURED BY USUAL PERSONAL INJURY LIABILITY COVERAGE; AND (4) FROM CLAIMS FOR INJURY TO OR DESTRUCTION OF TANGIBLE PROPERTY INCLUDING LOSS OR USE RESULTING THEREFROM—ANY OR ALL OF WHICH CLAIMS MAY ARISE OUT OF, OR RESULT FROM, THE SERVICES, WORK AND OPERATIONS CARRIED OUT PURSUANT TO AND UNDER THE REQUIREMENTS OF THE CONTRACT DOCUMENTS, WHETHER SUCH SERVICES, WORK AND OPERATIONS BE BY THE CONTRACTOR, ITS EMPLOYEES, OR BY SUBCONTRACTOR(S), OR ANYONE EMPLOYED BY OR UNDER THE SUPERVISION OF ANY OF THEM, OR FOR WHOSE ACTS ANY OF THEM MAY BE LEGALLY LIABLE.
- (2) THIS INSURANCE SHALL BE OBTAINED AND WRITTEN FOR NOT LESS THAN THE LIMITS OF LIABILITY SPECIFIED HEREINAFTER, OR AS REQUIRED BY LAW, WHICHEVER IS GREATER.
- (3) THE CONTRACTOR SHALL REQUIRE, AND SHALL BE RESPONSIBLE FOR ASSURING THROUGHOUT THE TIME THE AGREEMENT IS IN EFFECT, THAT ANY AND ALL OF ITS SUBCONTRACTORS OBTAIN AND MAINTAIN UNTIL THE COMPLETION OF THAT SUBCONTRACTOR'S WORK, SUCH OF THE INSURANCE COVERAGE'S DESCRIBED HEREIN OR AS ARE REQUIRED BY LAW TO BE PROVIDED ON BEHALF OF THEIR EMPLOYEES AND OTHERS.
- (4) THE CONTRACTOR SHALL REQUIRE THE INSURANCE AGENT/BROKER TO PROVIDE REPLACEMENT CERTIFICATES OF INSURANCE ON A TIMELY BASIS, PREFERABLE NO LATER THAN FIVE (5) DAYS PRIOR TO POLICY TERMINATION.
- (5) IF COUNTY HAS ANY OBJECTION TO THE COVERAGE AFFORDED BY OTHER PROVISIONS OF THE INSURANCE REQUIRED TO BE PURCHASED AND MAINTAINED BY CONTRACTOR IN ACCORDANCE WITH THE REQUIREMENTS OF THE CONTRACT DOCUMENTS ON THE BASIS OF ITS NOT COMPLYING WITH THE CONTRACT DOCUMENTS, COUNTY SHALL NOTIFY CONTRACTOR IN WRITING THEREOF WITHIN THIRTY (30) DAYS OF THE DELIVERY OF SUCH CERTIFICATES TO COUNTY.

CONTRACTOR SHALL PROVIDE TO THE COUNTY SUCH ADDITIONAL INFORMATION WITH RESPECT TO ITS INSURANCE AS MAY BE REQUESTED.

- (6) THE CONTRACTOR SHALL OBTAIN AND MAINTAIN THE FOLLOWING INSURANCE COVERAGE'S AS PROVIDED HEREIN BEFORE, AND IN THE TYPE, AMOUNTS AND IN CONFORMANCE WITH THE FOLLOWING MINIMUM REQUIREMENTS:
- A. FLORIDA STATUTORY WORKER'S COMPENSATION AND EMPLOYERS LIABILITY WITH LIMITS REQUIRED BY CHAPTER 440. FLORIDA STATUTES IN ADDITION, COVERAGE UNDER THE U.S. LONGSHOREMEN & HARBOR WORKERS' AND JONES ACT, MAY BE REQUIRED COVERAGE'S BY LAW OR REGULATION FOR THE WORK SPECIFIED IN THE CONTRACT. CONTRACTOR AND SUBCONTRACTORS MAY PROVIDE A VALID CERTIFICATE OF EXEMPTION ISSUED BY THE STATE OF FLORIDA IN LIEU OF WORKERS' COMPENSATION INSURANCE COVERAGE. (THIS EXEMPTION APPLIES TO SOLE PROPRIETORS AND CORPORATE OFFICES ONLY. STATUTORY WORKERS' COMPENSATION COVERAGE MUST BE PURCHASED FOR 1 OR MORE EMPLOYEES.)
 - B. COMMERCIAL GENERAL LIABILITY WITH MINIMUM COMBINED SINGLE LIMITS OF \$1,000,000, INCLUDING COVERAGE PARTS OF BODILY INJURY, BROAD FORM PROPERTY DAMAGE, PERSONAL INJURY, INDEPENDENT CONTRACTORS, BLANKET CONTRACTUAL LIABILITY AND PRODUCTS AND COMPLETED OPERATIONS. THE COVERAGE FOR UNDERGROUND DAMAGE, EXPLOSION AND COLLAPSE SHALL NOT BE REMOVED BY EXCLUSION.
 - C. AUTOMOBILE LIABILITY WITH MINIMUM COMBINED SINGLE LIMITS OF \$500,000 FOR ALL HIRED, OWNED AND NON-OWNED VEHICLES.
 - D. EXCESS OR UMBRELLA LIABILITY WITH MINIMUM LIMITS OF \$2,000,000 WHICH ARE NO MORE RESTRICTIVE THAN THE UNDERLYING LIMITS. UMBRELLA COVERAGE SHALL DROP DOWN TO PROVIDE COVERAGE WHERE THE UNDERLYING LIMITS ARE EXHAUSTED.
 - E. PROFESSIONAL LIABILITY INSURANCE WITH MINIMUM LIMITS OF \$500,000 FOR ENGINEERS, ARCHITECTS OR OTHER PROFESSIONALS EMPLOYED BY THE CONTRACTOR, IF ANY.

BUILDERS RISK INSURANCE UNDERWRITTEN ON THE "ALL RISKS OF PHYSICAL LOSS" BASIS FOR REPLACEMENT COST FOR THE FULL VALUE OF THE COMPLETED PROJECT TO COVER THE OWNER AND CONTRACTOR AS THEIR INTEREST MAY APPEAR. AN INSTALLATION FLOATER MAY BE AN ALTERNATIVE IF APPROPRIATE TO THIS SPECIFIC CONTRACT.

BID SUBMISSION CHECKLIST

Project Address: East Milton Park, 8604 Bobby Brown Rd., Milton, FL 32583

Contractor: _____

- Bid Form (scope of work)
- Bid Bond or Certified Check
- Detailed Proposal/Plans
- State of Florida, Dept. of Professional Regulations Registration
- Business License
- Insurance Documents
 - Contractor's Liability Insurance Certificate
 - Workman's Compensation Insurance Certificate or Waiver issued by the State of Florida
- Signed/Notarized Sworn Statement
- W-9 Form

ATTACH THIS PAGE TO THE TOP OF YOUR BID
SUBMISSION

BID FORM

EAST MILTON PARK POLE BARN

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

Date _____

Dear Sir:

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

Name & Address of Bidder _____

BASE BID - (Total Amount *including* all Addendums) \$ _____

Detailed Specifications and Warranty are included and follow this Bid Form

Contracting Firm

Telephone

Company Representative Signature

OF ADDENDUMS RECEIVED

NOTE: Please return this bid form, and detailed proposal to the above address. Include Proof of Insurance and a signed and notarized Sworn Statement Public Entities (attached), along with your Bid Security.

NO OTHER BID FORM WILL BE ACCEPTED.

NOTES:

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)
_____ whos
e 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.)



SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

DAVID KING
Procurement Officer
davidk@santarosa.fl.gov

6495 Caroline Street, Suite J | Milton, Florida 32570

TO: Plan-holders
FROM: Dave King
Procurement Officer
DATE: July 29, 2016
REF: ADDENDUM #1 to RFP #16-055 East Milton Pole Barn

PROJECT ADDENDUM #1

The following additions/clarifications are to be incorporated into the project scope of work

Question: What classification of structure and wind speed will you want as the design criteria?
Answer: The Structure would be in the 130 Zone with Occupancy Class I and II, But Be Sure to Check with Development Services @ (850) 981-7000 for Current Building Code Requirements.

This Addendum Number 1 is furnished to all known prospective Proposers. Please sign and return one copy of this Addendum, with original signature, with your proposal as an acknowledgement of your having received. You may photocopy for your records.

SIGNED: _____
COMPANY: _____

Page 1 of 1

End of ADDENDUM #1.



SANTA ROSA COUNTY PROCUREMENT DEPARTMENT

DAVID KING
Procurement Officer
davidk@santarosa.fl.gov

6495 Caroline Street, Suite J | Milton, Florida 32570

TO: Plan-holders
FROM: Dave King
Procurement Officer
DATE: August 17, 2016
REF: ADDENDUM #2 to RFP #16-055 East Milton Pole Barn

PROJECT ADDENDUM #2

The following additions/clarifications are to be incorporated into the project scope of work

Question: Do the fenced areas have a floor slab? Or are they dirt?
Question: Do you want us to pour concrete under the whole barn or just the meeting room?
Answer: The 30 x 30 Fenced area is dirt, only 20 x 30 is a slab.

This Addendum Number 2 is furnished to all known prospective Proposers. Please sign and return one copy of this Addendum, with original signature, with your proposal as an acknowledgement of your having received same. You may photocopy for your records.

SIGNED: _____
COMPANY: _____

Page 1 of 1

End of ADDENDUM #1.