



Instructions to Bidders

00100

Defined Participants

The Owner for this project is the City of Belle Isle, 1600 Nela Avenue, Belle Isle Florida 32809.

The CONTRACTOR for the project is listed as the qualified responsible bidder to whom OWNER makes an award.

Examination of Contract Documents and Site

Before submitting a Bid, each Bidder must (a) examine the Contract Documents thoroughly, (b) visit the site to familiarize themselves with local conditions that may in any manner affect cost, progress or performance of the work, (c) familiarize themselves with federal, state and local laws, ordinances, rules and regulations including the required Supplemental Contract Conditions for federal contracts that may affect cost, progress or performance of the work, and (d) study and carefully correlate Bidder's observations with the Contract Documents.

The submission of a Bid will constitute an incontrovertible representation by the Bidder that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance of the work.

Pre-Bid Questions and/or Requests for Information

All questions and/or requests for additional information about the Contract Documents shall be formally submitted by the Bidder in writing to the Engineer of Record prior to bid submission. All formally written questions will be accepted **until November 16, 2021, no later than 5:00 pm (EST)**.

Bid Form

- All Bids shall be submitted on standard forms, which are furnished in this document.
- Bid Forms must be completed in ink or by typewriter. All blank spaces must be filled in. Where indicated on the Bid Form, the Bid price of each item on the form must be stated in numerals.
- The Bid shall contain an acknowledgement of receipt of all Addenda, if any.

Submission of Bids

- All Bids shall be submitted in sealed envelopes marked – **COBI RFP #21-06 Cove Dr and Sol Ave Roadway Improvements Project**
- In addition, the bidders name and address shall be shown on the outside of the sealed envelope. Facsimile or e-mail submittals will not be accepted.
- Bids should be *mailed or delivered* to the Office of the City Clerk, 1600 Nela Avenue, Belle Isle, Florida, 32809 or *hand delivered* to the Office of the City Clerk at 1600 Nela Avenue, Belle Isle, Florida, 32809.
- The City of Belle Isle is not responsible for the U.S. Mail or private couriers regarding mail being delivered by the specified time so that a bid can be considered. Proposals by telephone, telegraph, FAX or e-mail will not be accepted.

The following documents must be attached to the Bid Form:

- a) Drug Free Workplace Certificate
- b) Insurance Certificates (see Section 00700 General Conditions)
- c) Public Entity Crimes- Sworn Statement
- d) List of References
- e) Equipment and Personnel List
- f) Supplemental Contract Conditions for Federal Contracts



Bid Opening

The bids received will be accepted ~~until November 23, 2021~~ **December 2, 2021, no later than 3:00 pm (EST)**, at which time bids will be opened in the Council Chambers Room, and publicly read aloud. The Council Chambers Room is located in City Hall, 1600 Nela Avenue, Belle Isle, Florida. Bids received after the above time and date will be returned unopened.

Bids to Remain Open

All bids shall remain open for sixty (60) days after the day of the Bid Opening.

Award of Contract

It is the City's intent to award the project to the lowest qualified, responsible Bidder. However, the City reserves the right to waive all informalities in any bid, to reject any and all bids or any part of any bid with or without cause, re-advertise for all or any part of the work contemplated, and/or accept the bid that in its best judgment will be in the best interests of the City.

Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated product of quantities and unit prices and the correct product thereof will be resolved in favor of the correct product. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

Signing of Agreement

When the City gives a Notice of Award to the Successful Bidder, it will be accompanied by at least five (5) unsigned copies of the Agreement and all other Contract Documents. Within ten (10) days thereafter, the CONTRACTOR shall sign all and deliver at least five (5) copies of the Agreement to the City with the other Contract Documents attached. Within ten (10) days thereafter, the City will deliver fully signed counterparts to the CONTRACTOR.

Interpretations

All questions about the meaning or intent of the Contract Documents shall be submitted to the City Manager. Replies will be issued by Addenda emailed or delivered to all parties recorded by the OWNER as having received the Bidding Documents. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or classifications will be without legal effect.

Public Entity Crimes

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 proposal on a contract to provide any goods or services to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity, and may not transact business with any public entity in excess of a period of 36 months from the date of being placed on the convicted vendor list.

Pursuant to Section 287.134(2)(a), Florida Statutes, 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.

A proposed Bidder must sign and submit the Public Entity Crimes Statement, supplied, with the Bid Form.

Insurance Requirements

The CONTRACTOR shall purchase and maintain for the entire life of the project such insurance that meets the requirements stated in this Document.