

INVITATION TO BID (ITB)

Procurement Services website
352-343-9839
315 West Main Street, Suite 441
Tavares, Florida 32778
Post Office Box 7800



ITB Number: **19-0453**
Bid Title: **APPLIANCE REPAIR SERVICES**
Contracting Officer: **Sandra Rogers**
CLOSING DATE: **07/12/2019**
CLOSING TIME: 3:00 P.M. Eastern

Vendors shall complete and return all information requested in Section 10.0. Failure to submit the bid response by the specified time and date will result in rejection of bid. Failure to sign the bid response may be cause for rejection of the bid.

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1.0 PURPOSE OF BID

The purpose of this Invitation to Bid (ITB) is to provide **APPLIANCE REPAIR SERVICES** for various Public Safety Fire Stations throughout Lake County on an as needed basis. There is no guarantee of a minimum or maximum amount of work the County may request.

1.1 TECHNICAL SPECIFICATIONS or SCOPE OF WORK

Refer to Exhibit A – Scope of Work for full details.

1.2 EXHIBITS

Exhibit A – Scope of Work

Exhibit B – Insurance Requirements

Exhibit C – Review the Lake County General Terms and Conditions page dated 2/26/2019.

Exhibit D – Public Safety Locations

1.3 ATTACHMENTS

Attachment 1 – Bid Submittal Form

Attachment 2 – References Form

Attachment 3 – Pricing Sheet

Attachment 4 – Vendor Questionnaire

2.0 POINT OF CONTACT

Inquiries concerning any portion of this solicitation should be directed to the Contracting Officer below who will be the official point of contact for this solicitation.

Sandra Rogers, CPPB, Senior Contracting Officer

Telephone: 352-343-9839

Fax : 352.343.9473

E-mail: srogers@lakecountyfl.gov

3.0 PROPOSED SCHEDULE

06/27/2019..... Invitation to Bid Available

07/05/2019..... Last Day to Receive Written Questions

07/12/2019..... Bid Closing Date

4.0 PRE-BID CONFERENCE

Not applicable to this solicitation.

5.0 QUESTIONS, EXCEPTIONS, AND ADDENDA

Vendors should carefully examine this solicitation package including the Lake County General Terms and Conditions page. All communication or inquiries are to be directed to the Contracting Officer listed in Section 2.0. The last day for questions is 07/05/2019. An addendum may be issued in response to any inquiry received, which changes or clarifies the terms, provisions, or requirements of the solicitation. No answers given in response to questions submitted will be binding upon this solicitation unless released in writing as an addendum to the solicitation and posted on the Lake County Formal Bid site for this solicitation. Where there appears to be a conflict between this solicitation and any addenda, the last addendum issued will prevail.

It is the Vendor's responsibility to ensure receipt of all addenda and any accompanying documentation. Failure to acknowledge each addendum may prevent the proposal from being considered for award.

Clarification of process or procedure questions may be asked at any time to the Contracting Officer.

6.0 TERM OF CONTRACT

The Contract will be awarded for an initial one (1) year term with the option for four (4) subsequent one (1) year renewals. Renewals are contingent upon mutual written agreement.

Contract prices resultant from this solicitation will prevail for the full duration of the Contract unless otherwise indicated elsewhere. Prior to completion of each exercised term, the County may consider an adjustment to price based on changes as published by the U.S. Department of Labor, Bureau of Labor Statistics. Refer to Exhibit A – Scope of Work. It is the Contractor's responsibility to request in writing any pricing adjustment under this provision.

7.0 METHOD OF PAYMENT

The Contractor must submit an accurate invoice to the County's using department. The date of the invoice must be after delivery but no more than thirty (30) calendar days after delivery. Invoices must reference the: purchase order; back-up documentation showing vendor's cost for parts; service location; and ticket signed by a County representative at the time of service. Failure to submit invoices in the prescribed manner will delay payment.

Payments will be tendered in accordance with the Florida Prompt Payment Act, Part VII, Chapter 218, Florida Statutes. The County will remit full payment on all undisputed invoices within forty-five (45) days from receipt by the appropriate County using department. The County will pay interest not to exceed one percent (1%) per month on all undisputed invoices not paid within thirty (30) days after the due date.

8.0 DEFINITION OF RESPONSIBLE AND RESPONSIVE

Each Bid submittal will be evaluated for conformance as responsive and responsible using the following criteria:

- A. Proper submittal of ALL documentation as required by this Bid. (Responsive)
- B. The greatest benefits to Lake County as it pertains to: (Responsible)
 1. Manufacturer's certification to work on the appliance needing repairs;
 2. Proposed hourly rates;
 3. Past Performance. In order to evaluate past performance, all Vendors are required to submit a list of three (3) verifiable references / relevant projects completed within the last three (3) years that are the same or similar in magnitude to this ITB. The County may be listed as a reference. Use Attachment 2 – References Form;
 4. All technical specifications associated with this Bid;

The County reserves the right to make awards on a lowest price basis by individual item, group of items, all or none, or a combination; with one or more Vendors; to reject any and all offers or waive any minor irregularity or technicality in bids received.

Bids received before the date and time listed will be opened, recorded, and accepted for consideration. Vendors' names will be read aloud and recorded. Bids will be available for inspection during normal business hours in the Office of Procurement Services thirty (30) calendar days after the bid due date or after recommendation of award, whichever occurs first.

9.0 DELIVERY OF BID

DO NOT RESPOND TO THIS SOLICITATION ON LINE. All Bids must be sealed and clearly marked with BID: **19-0453, APPLIANCE REPAIR SERVICES**, and firm name.

Bids must be received by the Lake County Office of Procurement Services, Room 441, Fourth Floor, 315 W. Main Street, Tavares, FL 32778-7800, no later than 3:00 P.M., Eastern time on **07/12/2019**. Bids received after this time, regardless of circumstance, will not be considered.

A response will not be accepted if received in the Office of Procurement Services after the official due date and time regardless of when or how it was received by the Lake County Clerk of Court Mail Receiving Center. Allow sufficient time for transportation and inspection.

All Bids must be sealed and delivered to (faxes/e-mails will not be accepted):

Hand Delivery:

LAKE COUNTY PROCUREMENT SERVICES
315 W. MAIN STREET
4TH FLOOR, ROOM 441
TAVARES, FLORIDA 32778

Sealed Bids delivered by a third-party carrier (U.S. Postal Service, FedEx, UPS, etc.) are opened and inspected by the Lake County Clerk of the Circuit Court Mail Receiving Center in an off-site controlled facility prior to delivery to the Office of Procurement Services.

United States Postal Service (USPS). Allow additional days for transportation and inspection:

LAKE COUNTY PROCUREMENT SERVICES
PO BOX 7800
TAVARES, FL 32778-7800

Third Party Carrier (FedEx, UPS, etc). Allow an additional day for transportation and inspection:

LAKE COUNTY PROCUREMENT SERVICES
MAIL RECEIVING CENTER
313 SOUTH BLOXHAM AVENUE
TAVARES, FL 32778

10.0 SUBMITTAL REQUIREMENTS

Vendors must complete and return all information requested in this ITB document (See Section 10.0).

Bid submission indicates a binding offer to the County and agreement of the terms and conditions referenced in this Invitation to Bid.

Do not make any changes to the content or format of any form without County permission. All information must be legible. The person signing the Bid must initial any corrections made. The Bid must be signed by an official authorized to legally bind the firm to its provisions. Include a memorandum of authority signed by an officer of the company if the signor is not listed as a corporate officer on the firm's SunBiz registration or corporate documents.

Vendor must submit one (1) signed original and one (1) complete copy in a sealed package marked **19-0453, APPLIANCE REPAIR SERVICES** and delivered to the Office of Procurement Services no later than the official bid due date and time. Any bid received after this time will not be considered and will be returned unopened. The County is not liable or responsible for any costs incurred by any Vendor in responding to this ITB including, without limitation, costs for product or service demonstrations if requested.

Submittal must include:

- Completed Attachment 1 – Bid Submittal Form;
- Include a completed W-9 form;
- Completed Addenda issued subsequent to the release of this solicitation must be signed and returned with the firm's Bid. Failure to return signed addenda may be cause for Bid to be considered non-responsive;
- Completed Attachment 2 – Reference Form;
- Completed Attachment 3 – Pricing Sheet;
- Completed Attachment 4 – Vendor Questionnaire
- All Manufacturer certifications;
- Business Tax Receipt;
- Proof of insurance or evidence of insurability at levels in Exhibit B – Insurance Requirements;

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