

**PURCHASE AND INSTALLATION OF WINDOWS, DOORS AND RELATED HARDWARE**

**19-0918**

**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: **19-0918**

Bid Title: **PURCHASE AND INSTALLATION OF WINDOWS, DOORS AND RELATED HARDWARE**

Contracting Officer: **Ed Tipton**

CLOSING DATE: **05/08/2019**

CLOSING TIME: **3:00 P.M. Eastern**

**MANDATORY Pre-Bid Conference:** 04/11/2019, 2:00 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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# **PURCHASE AND INSTALLATION OF WINDOWS, DOORS AND RELATED HARDWARE**

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## **1.0 PURPOSE OF BID**

The purpose of this Invitation to Bid (ITB) is to solicit competitive sealed bids to furnish **PURCHASE AND INSTALLATION OF WINDOWS, DOORS AND RELATED HARDWARE** for Lake County, Florida.

### **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 – Facilities Sample Agreement

Exhibit E – Conflict of Interest Disclosure Form

Exhibit F – DUNS, CCR and Certification Debarment Form

Exhibit H – Certification Regarding Lobbying Form

Exhibit I – Wage Rate Determination

Exhibit J – Wage Rate Determination Poster

Exhibit K – SDI 100

Exhibit L – Yale 5400LN

Exhibit M – Yale 6100 Exit Device

Exhibit N – Yale ExTouch

Exhibit O – Yale 7000 Series Exit Device

Exhibit P – AR AC 3090 eforce

Exhibit Q – Yale 3000 Series Closer

Exhibit R – Clopay 524

Exhibit S – Lift Master MT5011U

Exhibit T – CPS\_OPEN 4 Lift Master Phot Cell

Exhibit U – 850 LM Lift Master Receiver

### **1.3 ATTACHMENTS**

Attachment 1 – Bid Submittal Form

Attachment 2 – References Form

Attachment 3 – Pricing Sheet

Attachment 4 – Proposal, Performance, and Payment Bonds Forms

## **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.

Ed Tipton, CPSM, CPPO, CPPB, Senior Contracting Officer

**PURCHASE AND INSTALLATION OF WINDOWS, DOORS AND RELATED HARDWARE**

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Telephone: 352-343-9489  
Fax: 352.343.9473  
E-mail: rtipton@lakecountyfl.gov

**3.0 PROPOSED SCHEDULE**

- 04/03/2019..... Invitation to Bid Available
- 04/11/2019..... Pre-bid Conference
- 05/01/2019..... Last Day to Receive Written Questions
- 05/08/2019..... Bid Closing Date

**4.0 PRE-BID CONFERENCE**

A mandatory pre-bid conference will be held on 04/11/2019 at 2:00 p.m. Eastern, at Fire Station No. 27, 19212 SR 44, Eustis, FL, 32736, to discuss the conditions and specifications within this solicitation. Vendors should bring solicitation documents to the conference.

It is mandatory for a firm representative to attend in order to qualify to respond to this solicitation. If a mandatory walk-thru is scheduled in conjunction with this conference, it will be necessary for the representative to attend both the walk-thru and the conference in order to submit a response to this solicitation. Failure to arrive on time may result in disqualification.

The Vendor is advised to visit the sites of the proposed work and become familiar with conditions which may affect the work to be done or the equipment, materials, and labor required. It is understood that the sites are working fire stations and that while on site for examination, a Vendor should notify a station supervisor and should not interfere with the operations of the stations while on site. Contact Steve Race at 352-551-1823 for a site visitation appointment.

In accordance with the American Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing a special accommodation to participate in the process, or an interpreter to participate in any proceedings under this solicitation, should contact the Contracting Officer listed in Section 2.0 for assistance, at least two (2) business days before any meeting date.

**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 05/01/2019. 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 bid. 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.

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### **6.0 TERM OF CONTRACT**

The Contract will commence upon the date of the purchase order or related Notice to Proceed and remain in effect until completion of the expressed and implied warranty periods.

### **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 or task order; delivery date; delivery location; and corresponding packing slip or delivery ticket signed by a County representative at the time of acceptance. 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. Total Cost;
  2. Delivery;
  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;
  5. Financial Stability: A Dun and Bradstreet report may be used by the County to evaluate Vendor's financial stability. All Vendors shall be prepared to supply a financial statement upon request, preferably a certified audit of the last available fiscal year; and
  6. Vendor must have a current license as a State of Florida Certified General Contractor or Certified Building Contractor issued by the Florida Department of Business & Professional Regulation. Vendor must be licensed to do business within Lake County. Vendor must hold the required license for the type of work to be performed at the time their bid response is submitted and for the duration of the project.

Awards will be made to the lowest responsive, responsible, Vendor whose Bid represents the best overall value to the County when considering all evaluation factors.

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.

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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 be clearly marked with BID: **19-0918, PURCHASE AND INSTALLATION OF WINDOWS, DOORS AND RELATED HARDWARE**, 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 **05/08/2019**. 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

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 SUBMITAL REQUIREMENTS**

Vendors must complete and return all information requested in this ITB document.

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

## **PURCHASE AND INSTALLATION OF WINDOWS, DOORS AND RELATED HARDWARE**

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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 manually 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 two (2) signed originals and one (1) complete electronic copy (on a CD or USB flash drive) in a sealed package marked **19-0918, PURCHASE AND INSTALLATION OF WINDOWS, DOORS AND RELATED HARDWARE** 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 – Proposal, Performance, and Payment Bonds Forms;
- Business Tax Receipt;
- Proof of insurance or evidence of insurability at levels in Exhibit B – Insurance Requirements; and
- A copy of all Contractor required licenses.

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