

University of West Florida

Board of Trustees

Solicitation 13ITBCI-06JJ

Recreation Field Improvements

Bids due January 24, 2014 at 10 AM Central Time

This bid package consists of the following documents:

Call for Bids

Invitation to Bid

Bidding Instructions and Information

Project Manual which includes:

Division 0 Supplemental General Conditions

Division 1 General Requirements

AIA A201 General Conditions of the Construction Contract

Technical Specifications

Drawings: 10

Exhibits A – E

Exhibit A1 Form of Performance Bond

Exhibit A2 Form of Labor and Material Payment Bond

Exhibit B Owner-Contractor Agreement

Exhibit C1 Application & Certification for Payment, Pg 1

Exhibit C2 Application & Certification for Payment, Pg 2

Exhibit D1 Partial Waiver of Lien to Date

Exhibit D2 Final Waiver of Lien to Date

Exhibit E Certification-E-Verify

CALL FOR BIDS

The University of West Florida Board of Trustees is soliciting sealed bids for the following:

Recreation Field Improvements

A Mandatory Pre-Submittal Conference will be held on January 7, 2014 at 9 AM Central Time in Building 92, Room 110 Training Room. The University of West Florida, 11000 University Parkway, Pensacola, FL 32514

All bidders are required to attend the pre-submittal conference. Failure of a representative from the principal firm to attend and sign in on the UWF official log as documented proof of attendance, shall result in immediate disqualification from this competitive solicitation process.

Potential subcontractors are invited to attend to become familiar with the project specifications and to become acquainted with contractors who may bid the project. However, attendance by subcontractors is not required.

Sealed bids will be received until January 24, 2014 at 10 AM Central Time at the Office of Procurement and Contracts, Bldg. 20E, Room 101, The University of West Florida, 11000 University Parkway, Pensacola, FL 32514.

Bid number 13ITBCI-06JJ must be marked on outside of bid package. The University will not be responsible for unopened bid packages at the bid opening when the package is not properly identified. Bids must be submitted in full and in accordance with the requirements of all terms and conditions of the Invitation to Bid.

View this solicitation and related information on Procurement and Contracts' website at <http://uwf.edu/procurement>. All bidding documents and technical specifications may be downloaded from this site. Requests for drawings and all other questions should be directed to Judy Jasmyn at jjasmyn@uwf.edu.

Publication dates: Florida Administrative Register 12/16/13
Pensacola News Journal 12/15/13

University of West Florida
Board of Trustees

Invitation to Bid

Procurement and Contracts
The University of West Florida
11000 University Parkway
Pensacola, FL 32514
Attn: Judy Jasmyn, FCCM, Senior Buyer
Tele. (850) 474-2633
Fax (850) 474-2090

Date: 12/13/13

Bid Number: 13ITBCI-06JJ Bid Due Date: January 24, 2014 Time: 10 AM Central Time
Project No.: 1213-041 Project Name: Recreation Field Improvement
Anticipated Start Date: January 30, 2014 Project Completion Date: May 30, 2014

General Project Description: Install fill material meeting specified requirements to raise the level of the existing athletic field. Install underdrain system, stormwater collection and conveyance system, irrigation system and turf in accordance with the construction drawings. **Alternate bid:** Grade Site using the Alternate Grading Plan (Sheet C202).

Sealed bids for this project will be received in the Office of Procurement and Contracts, University of West Florida, Bldg. 20E, Room 101, Pensacola, Florida, 32514 until the due date and time specified above, at which time they will be publicly acknowledged. All inquiries must be directed to Judy Jasmyn, FCCM, Senior Buyer.

A mandatory pre-bid meeting is scheduled for:

Date: January 7, 2014 Time: 9 AM Central Time
Place: Building 92, Room 110 Training Room

Bid documents: Bid documents are available online at
<http://uwf.edu/procurement/pages/OpenBidsProposals.cfm>

Bid documents include:

- Invitation to Bid (including Exhibits A – E)
- Project Manual dated November 2013 which includes
 - Division 0 Supplemental General Conditions
 - Division 1 General Requirements
 - AIA A201 General Conditions of the Construction Contract
 - Technical Specifications
- 10 Drawings

Contact:

The sole contact and Procurement and Contracts representative for this solicitation is

Judy Jasmyn

Email: jjasmyn@uwf.edu

Web address: <http://uwf.edu/procurement/>

Bidders are advised that from the date of release of this solicitation until award of the contract, **no contact with University personnel related to this solicitation is permitted. All communications are to be directed to the Procurement and Contracts representative and sole contact listed above. Any such unauthorized contact will result in the disqualification of the Respondent's submittal.**

IMPORTANT: Bidders are fully responsible for obtaining the complete Bid documents, Addenda (if applicable), information concerning the Bid tabulations and award, by visiting our web site: <http://uwf.edu/procurement/pages/OpenBidsProposals.cfm>. It is highly recommended that you bookmark this web site and visit it frequently to ensure you obtain all applicable information. Lack of a signed addendum within your bid package could disqualify your Bid.

Explanation(s) desired by respondent(s) regarding the meaning or interpretation of this Invitation to Bid solicitation must be requested from the above contact person, by Email prior to the deadline date for requested information. The explanation response will be issued in the form of an Addendum and posted to our web site.

Section 815.045, Florida Statutes makes trade secrets confidential and exempt from public records requests. Trade secrets as defined in section 812.081, Florida Statutes include proprietary information which is (1) secret, (2) of value, (3) for use in your business or in use by your business and which is (4) of advantage to your business, or provides an opportunity for you to obtain an advantage over those who do not know the information or use the information. In order for the information to be considered covered by these statutes, you must take measures to prevent the information from becoming available to persons other than those selected by you to have access to the information.

Ordinarily, information contained in bid submissions is available to the public upon request. If you believe any of the information provided in your submission meets the criteria of a trade secret and you wish to protect it, you must write the word "confidential" on each page, either on the bottom, top or as a watermark BEFORE you provide the submission to the University.

Consulting Architectural/Engineering Firm:

Kenneth Horne & Associates, Inc.

7201 N. 9th Avenue, Suite 6

Pensacola, Florida 32504

Qualifications:

- 1) All bidders must submit with bid a Proof of Site Visit Form signed by the bidder and an authorized representative of the Department of Architectural and Engineering Services. Note: If attendance at a pre-bid meeting is mandatory, signature on pre-bid attendance roster will be used in lieu of Proof of Site Visit Form.
- 2) Hold the required applicable license in good standing at the time of the receipt of bid where the scope of work falls within the provisions of Chapter 489, Florida Statutes, issued by the State of Florida, Department of Business and Professional Regulation, Construction Industry Licensing Board.
- 3) Provide list of five references, three of which should be similar to this project in size and scope. References must include (a) a description of the project (b) the owner's name, address and telephone number of person who the University may contact to verify satisfactory performance by the Contractor.

A failure to attach any of this information to the Bid Pricing Summary Sheet may be a basis for rejection of Contractor's bid. As part of the evaluation, the University may make investigations to determine the ability of the Contractor to perform the work. The University reserves the right to reject any bid if the Contractor fails to meet the minimum requirements outlined above or otherwise fails to satisfy the University that it is properly qualified to carry out the obligations of the contract. The University reserves the right to solely determine the acceptance or rejection of any offers made, and to solely determine whether the offer meets the University's requirements.

Note: A copy of current Escambia County Local Business Tax Receipt must be submitted by the successful firm within seven (7) business days of notification of intent to award.

PROJECT STATEMENT

PURPOSE

The purpose is to make improvements to the existing recreation field to accommodate Rugby Club matches and limited intramural sports.

SCOPE OF WORK

Install fill material meeting specified requirements to raise the level of the existing athletic field. Install underdrain system, stormwater collection and conveyance system, irrigation system and turf in accordance with the construction drawings.

Alternate bid: Install approximately 6,200 CF of additional fill as indicated on the Alternate Grading Plan (Sheet C202).

SPECIAL REQUIREMENTS

- 1.4 Quality Assurance
Installer Qualifications: Engage an experienced Installer who has completed sports field turf installation similar in material, design, and extent to that indicated for this Project and with a record of successful sports field turf establishment. Turf installer must be independently bonded and have successfully installed a minimum of ten (10) acres of irrigation and turf for sports field application within the last five year period.
- Liquidated damages for failure to complete the project by May 30, 2014 will be One Thousand and no/100 dollars (\$1,000.00) for each calendar day after that date.
- Owner Direct Purchases: The University may elect to utilize owner-direct purchases as a result of bid submittals in accordance with Section 212.08(6), Florida Statutes and Rule 12A-1.094 Florida Administrative Code. The Bid Price Summary Sheet reflects pricing with and without Owner Direct Purchase. Administrative and handling of owner-direct purchased items are to be the responsibility of the contractor. Following is a list of potential ODP items:

1. 36' RCP	700 LF
2. Type 'C' Inlet	11 each
3. 18" mitered end section	2 each
4. Double 36" mitered end section	1 each
5. 6" HDPE perforated pipe	1207 LF
6. 12" HDPE perforated pipe	446 LF
7. 15" HDPE perforated pipe	550 LF
8. 18" HDPE storm pipe	91 LF

LAST DAY FOR QUESTIONS: January 14, 2014 at 2 PM Central Time

ESTIMATED BUDGET AMOUNT: \$600,000.00

Minor Construction/Renovation Contracts/Builder's Risk Options – (Projects Under \$1,000,000)
Minimum Insurance Coverage and Requirements

The CONTRACTOR shall obtain and maintain the minimum insurance coverage set forth below. By requiring such minimum insurance, the University of West Florida (UWF) shall not be deemed or construed to have assessed the risk that may be applicable to the CONTRACTOR. The CONTRACTOR shall assess its own risks and if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The CONTRACTOR is not relieved of any liability or other obligations assumed or pursuant to the Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

COVERAGES

1. Commercial General Liability–ISO CG 001 Form or equivalent. Coverage to include:

- Premises and Operations
- Explosions, Collapse and Underground Hazards
- Products/Completed Operations
- Liability assumed under an Insured Contract (including defense costs assumed under contract)
- Broad Form Property Damage
- Independent Contractors
- Personal/Advertising Injury
- Additional Insured – Owners, Lessees or Contractors Endorsement, (ISO Form CG 20 37 07 04 or equivalent)

2. Automobile Liability including all:

- Any Auto
- Owned Auto
- Non-owned Auto
- Hired Auto
- Personal Injury Protection (when applicable)

3. Workers' Compensation

- Statutory Benefits (Coverage A)
- Employers Liability (Coverage B)

LIMITS REQUIRED

The CONTRACTOR shall carry the following limits of liability as required below: Dollar amounts may change in accordance with the event or project. Construction requirements may also include Builders Risk, Professional Liability, and Pollution Liability.

Commercial General Liability	
General Aggregate	\$ 2,000,000
Products/Completed Operations Aggregate	\$ 2,000,000
Each Occurrence Limit	\$ 1,000,000
Personal/Advertising Injury	\$ 1,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Payments (Any One Person)	\$ 5,000
Automobile Liability	
Bodily Injury/Property Damage (Each Accident)	\$ 1,000,000
Personal Injury Protection	Statutory
Workers' Compensation	
Coverage A (Workers' Compensation)	Statutory

Coverage B (Employers Liability)	\$100,000 \$500,000 \$100,000
Professional Liability (when applicable)	
Each occurrence	\$1,000,000
Aggregate	\$2,000,000
Pollution Liability (when applicable)	
Per Loss	\$100,000
Aggregate	\$100,000

The University requires the Contractor to keep the insurance policy in effect beyond the completion of the project to cover possible hidden defects or possible flaws in the design/construction. Example: if a wall fails a year after the completion of the project, the Contractor would be obligated to repair or replace the wall. However, if the wall causes half of the building to fall with it, then the insurance would pay for the damage of the building. The extended period is requested by the University and the insurance coverages shall be maintained, except for Automobile Liability and Worker's Compensation, for a period of one (1) year after the date of substantial completion of the project.

Contractor's Competency and Qualification – The University's requirements for establishing contractor competency and qualifications are set forth in the Invitation to Bid. It should be noted that a failure to provide this information with the bid may result in the rejection of Contractor's bid.

Note: All addenda must be acknowledged on the addendum and submitted with your bid.

I certify that this bid is made without prior understanding, agreement or connection with any corporation, firm or person responding to this solicitation and is in all respects fair and without collusion or fraud. In submitting a bid to the University of West Florida, the Bidder agrees that if the bid is accepted, the Bidder shall convey, sell, assign or transfer to the University of West Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-Trust Laws of the U.S. and the State of Florida for price-fixing related to the particular commodities or services purchased or acquired by the University of West Florida.

SIGNED AND SEALED THIS _____ DAY OF _____, 2014

Authorized signature: _____

Typed name: _____

Title: _____

LIST OF REFERENCES

Note: See Qualifications

COMPANY NAME:		
ADDRESS:		
CONTACT PERSON:		
PHONE:	FAX:	E-MAIL ADDRESS:
NAME OF CONTRACTOR'S SUPERVISOR:		
PROJECT DESCRIPTION:		

COMPANY NAME:		
ADDRESS:		
CONTACT PERSON:		
PHONE:	FAX:	E-MAIL ADDRESS:
NAME OF CONTRACTOR'S SUPERVISOR:		
PROJECT DESCRIPTION:		

COMPANY NAME:		
ADDRESS:		
CONTACT PERSON:		
PHONE:	FAX:	E-MAIL ADDRESS:
NAME OF CONTRACTOR'S SUPERVISOR:		
PROJECT DESCRIPTION:		

COMPANY NAME:		
ADDRESS:		
CONTACT PERSON:		
PHONE:	FAX:	E-MAIL ADDRESS:
NAME OF CONTRACTOR'S SUPERVISOR:		
PROJECT DESCRIPTION:		

COMPANY NAME:		
ADDRESS:		
CONTACT PERSON:		
PHONE:	FAX:	E-MAIL ADDRESS:
NAME OF CONTRACTOR'S SUPERVISOR:		
PROJECT DESCRIPTION:		

LIST OF SUBCONTRACTORS

THIS LIST IS TO BE FILLED OUT IN ITS ENTIRETY AND RETURNED WITH BID.

DATE: _____

This list is attached to, and is an integral part of the bid submitted by:

(Bidder to insert full name and address)

For performance of _____

The undersigned, hereinafter called "Bidder", lists below the names of subcontractors who will perform the segments of the work indicated. Only one subcontractor shall be listed for each subcontract except where the subcontract may be divided for award by the bidder in one or more parts. In that event, each subdivision shall be identified by the bidder in the spaces provided below.

SUBCONTRACT WORK	SUBCONTRACTOR IDENTIFICATION	MBE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

BIDDER'S CHECKLIST

To preclude possible errors and/or misinterpretations, bid prices must be affixed in ink legible or typewritten. Any corrections must be initialed by person making the corrections, or by modification prior to scheduled bid opening date. Failure to comply may be sufficient reason to reject bid.

**Save a tree! Please send only those items requested.
Do not include the bid package.**

To assist you in furnishing a responsible bid, we have prepared this sample checklist for your use, prior to your mailing of the bid(s).

	Company name on Bid Price Summary Sheet.
	Original signature on Bid Price Summary Sheet (MANDATORY).
	One original of completed and signed bid.
	Two copies of completed signed bid.
	Mandatory pre-bid meeting and/or site inspection.
	Acknowledgment of receipt of addenda (if applicable).
	Bid for alternate
	5% Bid Guarantee
	List of References*
	List of Subcontractors*
	Signed E-Verify Certification
	If there are bid modifications, proper signatures thereto. No bid modification written on the outside of the sealed bid envelope will be accepted.
	Copies of current qualification certifications as required by F.S. 489.115 and bid specifications.
	Bidder to identify bid number on outside of mailing envelope to ensure proper handling. If not properly identified, the University is not responsible if your bid is overlooked and not considered at the opening.

*For a list of certified minority and woman-owned businesses, contact the Buyer assigned to this bid.

BIDDING INSTRUCTIONS AND INFORMATION

Bid Price Summary Sheet and Invitation to Bid: Each bidder shall submit a bid on the BID PRICE SUMMARY SHEET contained herein and indicate bid prices thereon in proper spaces. Each bid must give the full business address of the bidder and state whether it is an individual, corporation, or partnership. Bids by corporations must be signed with the legal name and seal of the corporation followed by the name of the state of its incorporation and the manual signature and designation of an officer, agent, or other person authorized to bind the corporation. All bid sheets must be executed and submitted in a sealed envelope. The outside of the envelope shall contain, in addition to the University's address, the bid number and the due date and time. It is the bidder's responsibility to make certain the envelope can be identified with the bid number marked on the outside of the bid package. Submit ONE ORIGINAL and TWO COPIES of completed and signed bid. The original bid is to be marked "original." Bid must contain a manual signature of an authorized representative in the space provided on the Bid Price Summary Sheet. All corrections made by the bidder must be initialed. **Use of typing or ink is required. The use of erasable ink or a pencil is not permitted.** Bidders shall be responsible for the actual delivery of bids during business hours to the designated location. It shall not be sufficient to show that the bid was mailed in time to be received before the scheduled closing time for receipt of bids. NOTE: Do not include more than one bid number per envelope. **The University will not be responsible for unopened bid packages at the bid opening when the bid is not properly identified. Bids by fax, telegram, or telephone ARE NOT ACCEPTABLE.**

Submittal of Bid: By submitting a bid in response to this solicitation, bidder agrees that the specifications, terms and conditions are not restrictive and attests that he/she has no objection to any of the terms, conditions or specifications.

Withdrawal of Bids: Bids may be withdrawn by bidders submitting a written, telegraphic, or facsimile request prior to the time fixed for opening of bids. Negligence on the part of the bidder in preparing the bid confers no right for withdrawal of the bid after it has been opened. No bid may be withdrawn after the opening of bids is commenced.

Acceptance or Rejection of Bids: As part of the evaluation, the University may make investigations to determine the ability of the Contractor(s) to perform the work. More than one bid from an individual, firm, partnership, corporation or association under the same or different names will not be considered. Reasonable grounds for collusion existing among bidders or falsification of any entry made will cause any or all bids to be rejected. The University reserves the right to reject any and all bids and to waive informalities when in the opinion of the University such rejection is in the best interests of the University.

Bid Guarantee: Bids shall be accompanied by a bid guarantee of five (5) percent of the total of the bid. This bid guarantee may be in the form of a certified check, cashier's check, bank draft, or bid bond made payable to The University of West Florida Board of Trustees. Such check or bid bond shall be submitted with the understanding that it shall guarantee that the bidder will not withdraw bid for a period of sixty (60) days after the scheduled closing time for the receipt of bids; that if his/her bid is accepted, he/she will enter into a written contract with the Owner in accordance with the owner-contractor agreement included as part of the contract documents, and that the required Performance and Payment Bond for the project will be given; and that in the event of failure to enter into said agreement and give said bonds within ten (10) days after receipt of notice of acceptance of his/her bid the bidder shall be liable to the Owner for the full amount of the bid guarantee as representing the damage to the Owner on account of the default of the bidder in any particular hereof. Checks provided in lieu of bid bonds will be returned to all bidders upon execution of agreement and approval of Performance and Payment Bonds. If the required agreement and bonds have not been executed within sixty (60) days after the date of the opening of the bids, then the bid bond or check of any bidder will be returned upon request provided it has not been notified of the acceptance of its proposal prior to the date of such request.

Notice: A bid bond must be signed by a Florida licensed resident agent who holds a current Power of Attorney from the Surety Company issuing the bond. NO EXCEPTIONS. Failure to provide the bid guarantee (deposit) will result in the rejection of your bid at the bid opening.

Performance and Payment Bond: Any person entering into a formal contract with The University of West Florida for construction or renovation/repairs to a public building shall submit when required (at the discretion of the University) before commencing the work to execute a one-hundred (100) percent Performance and Payment Bond with a Surety Company licensed to do business in the State of Florida, made payable to The University of West Florida Board of Trustees. Such bond shall be conditioned that the contractor perform the contract in the time and manner prescribed in the contract and promptly make payments to all persons in Section 713.01, F.S., whose claims derive directly or indirectly from the prosecution of the work provided for in the contract. Any claimant may apply to the governmental entity having charge of the work for copies of the contract and bond and shall thereupon be furnished with copies. The claimant shall have a right of action against the Contractor and Surety for the amount due him/her. Such action shall not involve the public authority in any expense.

NOTE: Requirement for payment and performance bonds shall be in accordance with F.S. 255.05.

Surety Companies Acceptable to the University of West Florida: The cost of the bonds shall be borne by the Contractor. The bonds shall be accompanied by a duly authenticated or certified document, evidencing that the person executing the bonds in behalf of the Surety had the authority to do so on the date of the bonds. All bonds required by this section shall be written through reputable and responsible insurance companies licensed to do business in the State of Florida, with a Best Rating of at least B+.

Minority Business Enterprise Program: The University of West Florida actively seeks and encourages women and minority business enterprises to compete for the business of the University. The awarded Contractor will be required to use its best efforts in seeking and encouraging participation by women and minority businesses in competing for the opportunity to assist Contractor in providing the goods and/or services to the University. The University will require Contractor to provide proof in order to substantiate the Contractor's efforts.

References: All bidders must have proven, verifiable, and documentable experience related to projects of a similar size and nature as the scope of work provided with this Invitation to Bid. Unproven and/or unverifiable experience will disqualify the bidder from any further consideration. Each bidder shall submit with the bid a list of references using the form herein and return attached to the BID PRICE SUMMARY SHEET. Failure to do so may disqualify the bid.

Listing of Subcontractors: Each bidder shall submit with the bid full lists of subcontractors and manufacturers (see forms included herein) who will perform the work or provide equipment for each Division and Section of the technical specifications as indicated.

The bidder shall have determined to his/her own complete satisfaction that a listed subcontractor and manufacturer has been successfully engaged in this particular type of business for a reasonable length of time, has successfully completed installations or provided materials comparable to that which is required by these bid documents and is qualified both technically and financially to perform that pertinent subcontract or materials for which he/she is listed. Contractor is responsible for reading division and section requirements as to the ability and license for approval of subcontractors.

Subcontractors shall be listed in such a way that their identities may not be confused with other subcontractors doing business under the same or similar name. The street address, telephone number, or the registration or certification number may be given on the bid form for this purpose.

The list of subcontractors shall be subject to approval of the Owner prior to the execution of the contract. Requested substitutions, if any, shall not involve additional cost to the Owner. Subcontractors and/or

substitutions can be rejected if deemed in the best interest of the University. The acceptance of subcontractors shall not constitute any obligation on the part of the Owner to accept materials, systems or workmanship, which are not in full compliance with all applicable portions of the contract drawings and specifications.

After the Contractor's list of subcontractors has been accepted, or if no exceptions are made thereto, no further changes shall be made without specific written authority of the Owner and satisfactory adjustment of the contract price in the form of a change order.

Failure on the part of any bidder to furnish required lists will be sufficient cause to disqualify the bid.

Public Records: This Agreement is subject to the requirements of Chapter 119, Florida Statutes (Public Records Law). UWF may unilaterally cancel this Agreement for refusal by Contractor to allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes, and made or received in conjunction with this Agreement.

Further, Contractor agrees that, to the extent it may meet the definition of a "contractor" within the meaning of Section 119.0701, Florida Statutes, it will:

- A. Keep and maintain public records that ordinarily and necessarily would be required by UWF in order to perform the services performed by Contractor under the Agreement.
- B. Provide the public with access to such public records on the same terms and conditions that UWF would provide the records and at a cost that does not exceed that provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- C. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law.
- D. Meet all requirements for retaining public records and transfer to UWF, at no cost, all public records in possession of Contractor upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to UWF in a format that is compatible with the information technology systems of UWF.
- E. The failure of Contractor to comply with the provisions set forth in this (Section)(Paragraph) shall constitute a default and breach of this Agreement and UWF shall enforce the default in accordance with the provisions set forth herein.

Public Entity Crimes: As required by Section 287.133, Florida Statutes, a contractor may not submit a bid for this project if it is on the convicted vendor list for a public entity crime committed within the past 36 months. The successful contractor must warrant that it will neither utilize the services of, nor contract with, any supplier, subcontractor, or consultant in excess of \$10,000 in connection with this project for a period of 36 months from the date of their being placed on the convicted vendor list.

The University shall not accept a competitive bid from or purchase commodities or contractual services from a person or affiliate who has been convicted of a public entity crime and has been placed on the State of Florida's convicted vendor list for a period of 36 months from the date of being added to the convicted vendor list.

Florida Products and Labor: This project will be governed in accordance with Florida Products and Labor, Section 255.04, F.S., which requires that on building contracts, Florida products and labor shall be used wherever price and quality are equal, subject to considerations set forth in that section of the Statutes relating to comparisons of quality of materials, as well as qualifications, character, responsibility and fitness of materialmen, contractors, and builders proposed for employment.

Material Substitutions: Bidders offering substitutions must furnish complete descriptions, pictures, or drawings and specifications of the product(s) no later than ten (10) business days prior to the bid date to enable issuance of addenda to all vendors. Approval or rejection of proposed substitutions will be made

by The University's Department of Architectural and Engineering Services in consultation with the consulting architect/engineer. The University's decision shall be final and shall be binding on all parties.

Errors: Bidders are expected to properly examine the bid documents, schedule, and all instructions pertaining to supplies and services. Failure to do so will be at bidder's risk. In case of mistake in extension of numbers, the unit price will govern.

Conditioned Award: To be eligible to receive an award of contract, bidders must provide certain information and meet certain requirements which are identified in the Invitation to Bid information documents. Failure to provide the information in the required timely manner will be cause to treat the bid as non-responsive. A Bidder's Checklist of required information and materials is provided to eliminate errors or misinterpretations. Failure to comply may be sufficient reason to reject the bid.

Interpretation of Bidding Documents: The intent of the documents is to include all items necessary for the proper execution and completion of the work by the contractor(s). What is required of one shall be as binding as if required by all. Performance by the contractor(s) shall be required to the extent consistent with the bid documents and reasonably inferable from them as being necessary to produce the intended result. No interpretation of the meaning of the drawings, specifications, or other bidding documents, and no correction of any apparent ambiguity, inconsistency or error therein, will be made to any bidder orally. Every request for such interpretation or correction must be made no later than ten (10) business days prior to the bid due date and shall be in writing to the attention of the buyer named on the first page of the Invitation to Bid. All such interpretations and supplemental instructions will be coordinated by this person and be in the form of written addenda to the bidding documents. Only the interpretation or correction so given by the University in writing, shall be binding. Bidders are advised that no other source is authorized to give information concerning, or to explain, or interpret the Bidding Documents.

Addenda: In case the University or its representative finds it necessary to supplement, modify, or interpret any portion of the bidding documents during the bidding period, such procedure will be accomplished by the issuance of written addenda by the University of West Florida Procurement and Contracts Office. Bidders are fully responsible for obtaining the complete solicitation, addenda (if applicable), information concerning pre-bid or other meetings, bid tabulations and notice of intent to award by visiting P&C's website at <http://uwf.edu/procurement/pages/OpenBidsProposals.cfm>.

Taxes: Contractors who purchase materials which will be used in the construction of a State-owned building will not be exempt from the sales tax on these materials. The University of West Florida is not subject to: federal excise taxes on materials or appliances that are incorporated into and become a part of the completed improvement, and federal tax on transportation of property. In every case of purchase of materials to be incorporated in the work which are subject to federal excise tax, the University will furnish to the contractor the necessary Federal Excise Tax Exemption Certificate upon receipt of a copy of the supplier's invoice showing the item or items, the net price, and federal excise tax separately. The bidder shall take these factors into consideration in preparing a bid, including therein the cost of the state sales and use tax on materials, but excluding the cost of those taxes not applicable.

Local Occupational License: The successful contractor shall be required to obtain an Escambia County Occupational/Business license prior to contract award.

Award of Contract:

- A. The contract will be awarded to the responsive and approved bidder submitting the lowest bid complying with all of the conditions of the "Invitation to Bid", provided his/her bid is reasonable and it is in the interest of the University to accept it. The bidder(s) to whom the award is made will be notified at the earliest possible date.
- B. As deemed in the best interest of The University, the right is reserved to make multiple awards or a single award, to reject any and all bids and to waive any informality in bids received whenever such rejection or waiver is in the best interest of the University.

- C. The University at its sole discretion also reserves the right to reject the non-responsive bid or the bid of any non-responsible bidder.

Acceptance of Alternatives:

- A. Alternates quoted on the Bid Form will be reviewed and awarded at the sole discretion of the Owner.
- B. The Contractor shall clarify all questions regarding the Base Bid and Additive Alternate and Deductive Alternate scope of work prior to bidding.

Identical Tie Responses: Whenever two or more responses which are equal with respect to price, quality, and service are received, preference will be given as follows:

- a. Businesses whose principal place of business is the State of Florida.
- b. Commodities manufactured in the State.
- c. Should a tie remain, award shall be determined by a flip of a coin.

Bid Closing: Bids shall be acknowledged and names of bidders announced and recorded at a public bid closing. No bids will be opened. In accordance with 119.071 F.S., bids are exempt from public records laws until such time as the agency provides notice of an intended decision or until 30 days after the bid due date.

Bid Tabulation: Bid tabulations will be posted on the P&C website – <http://www.uwf.edu/procurement/>.

Reasonable Accommodation: Persons with a disability requiring reasonable accommodation for pre-bid meetings or bid openings should contact the University's ADA Compliance Office in Bldg. 11, Room 119 at least five business days in advance to make appropriate arrangements. Persons with hearing or speech impairments should contact ADA by using the Florida Dual Party Relay System at 1-800-955-8770 (voice) or 1-800-474-2205 (TDD).

Bid Protest: In accordance with University of West Florida Regulation 6.0054(5) and Board of Regulations 18.002 (5)(2), any qualified respondent who is adversely affected by the university's decision or intended decision must timely file a written Notice of Intent to Protest with the UWF Procurement and Contracts Department within 72 hours of the electronic posting of award or notice of intent to award. Failure to timely file a Notice of Intent to Protest within 72 hours of the university's posting of the notice of decision or intended decision being protested shall constitute a waiver of the right to protest proceedings related to that decision or intended decision.

Any qualified respondent that files an action protesting a decision or intended decision pertaining to this solicitation, must post with the University at the time of filing the formal protest, a bond payable to the University of West Florida Board of Trustees in an amount prescribed by UWF Regulation 6.0057 (3). In lieu of a bond, the University may accept a cashier's check or money order in the amount of the bond.

Failure to timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors' Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings.