

City of Mexico Beach
Replacement of Fire Department Roofing Shingles



BID INFORMATION, REQUIREMENTS, INSTRUCTIONS AND SPECIFICATIONS

BID INFORMATION

BIDS DUE BY:
p.m.

Thursday, April 19th, 2018 at 2:00

BID OPENING DATE:
p.m.

Thursday, April 19th, 2018 at 2:15

Sealed Envelopes Must Be Marked as Follows: “Replacement of Roofing Shingles”

The effective date of AWARD shall be on or about Wednesday, April 25th, 2018.

Single Point of Contact: All request for information related to this bid package shall be directed to:

Danny Simmons
Fire Chief
PO Box 13425
Mexico Beach, FL 32410
Email Address: d.simmons@mexicobeachgov.com

BID REQUIREMENTS

1. Sealed bids will be accepted at City Hall until 2:00 p.m. on Thursday, April 19th, 2018.
2. Sealed bids will be opened in City Hall at 2:15 p.m. on Thursday, April 19th, 2018.
3. Sealed envelopes must be marked **“REPLACEMENT OF ROOFING SHINGLES”** and submitted to City Hall P.O. Box 13425 Mexico Beach, FL 32410.
4. Proposals shall be for the replacement of architectural/dimensional roofing shingles on both sides, along with any other required materials, for the Mexico Beach Fire Department at 118 14th Street Mexico Beach, FL 32456.
5. Proposals shall be submitted on the attached bid sheet, and bidders are required to submit complete manufacturers’ specifications with their bids.
6. A signed copy of the Bid Instructions shall be submitted to City Hall at the time the bid is submitted.
7. No bid bond is required.
8. Bidders are required to submit four (4) copies of their bids.
9. Bids are to be submitted on or before the date and time due and signed by a person authorized to represent the bidder.
10. Bids that do not meet minimum requirements may or may not be considered. All exceptions must be listed.
11. Contracts may be competitively negotiated when it is determined, in writing, by the Fire Chief that the bid prices received by competitive sealed bidding either are unreasonable as to all or part of the requirements or were not independently reached in open competition.
12. The City of Mexico Beach shall award the bid to the responsible bidder whose proposal is determined, in writing, to be the most advantageous to the City. The award shall be made on the basis of the lowest evaluated or responsive bid price.
13. The successful bidder shall furnish a Certificate of Liability Insurance within fifteen (15) days after the City Council awards the bid, listing the City as an additionally insured.
14. The successful bidder must enter into a Contractual Agreement with the City of Mexico Beach, within fifteen (15) days after the bid award date.
15. The successful bidder shall execute Notice of Award and Notice to Proceed forms within fifteen (15) days after the City Council awards the bid.

16. All work shall be completed to the satisfactory of the City within sixty (60) days after the City Council awards the bid, unless otherwise mutually agreed to, in writing, by both parties.

17. The City of Mexico Beach reserves the right to reject any or all bids and to accept the bid that is most acceptable.

18. The City of Mexico Beach specifically reserves the right to cancel the contract or any portion thereof providing, in its opinion, the services supplied by the vendor are unsatisfactory or inconsistent with the terms of the contract.

19. Bidders may be asked to appear before a committee comprised of City officials to present their proposals and qualifications.

20. There are no price escalation clauses included in this RFP.

21. The City of Mexico Beach is exempt from Federal excise taxes and State sales taxes.

22. All requests for information related to this bid package will be directed to the Single Point of Contact. Requested information, including answers to questions, will be posted on the City's website as addendums to the original RFP, as quickly as practicable.

23. Contact the Fire Chief Danny Simmons at (850) 621-3326, with any questions regarding this bidding process.

STANDARD INSTRUCTIONS TO BIDDERS

THESE ARE STANDARD INSTRUCTIONS FOR BIDS ISSUED BY THE CITY OF MEXICO BEACH

1. Receipt and Opening of Bids

Bids will be accepted in the Mexico Beach City Hall until the time indicated on the advertisement for bids, for the commodities, equipment or services designated in the specifications and will then be publicly opened and read.

2. Form of Bids

Bids must be submitted on and in accordance with the forms attached hereto, blank places must be filled in as noted, no change shall be made in the phraseology of the proposal or in the item or items mentioned therein. Bids must contain the name and proper address of the bidding firm, and must be signed by a responsible member of the firm with his/her signature and official title. Proposals that are not complete, or contain any omissions, erasures, alterations, additions or contain irregularities of any kind may be rejected.

3. Submission of Bids

- a. Envelopes containing bids must be sealed, submitted to the City Clerk's Office and marked "**Replacement of Roofing Shingles**".
- b. No bid received after the deadline will be considered.
- c. Any bidder may withdraw his/her bid by written request at any time prior to the advertised time for bid opening. Telephonic bids, amendments, or withdrawals will not be accepted.
- d. Unless otherwise specified, no bid may be withdrawn for a period of ninety (90) days after the date of bid opening.
- e. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
- f. Bids received prior to the time of opening will be securely maintained by the City Clerk. No responsibility will attach to an officer or person for the premature opening of a bid not properly addressed and identified.

4. Prices

Bidders shall list the proposed price(s) as designated on the Bid Sheet. In the event that there is a discrepancy between the unit prices and the totally bid price, the unit prices shall govern.

5. Florida Sales Tax

The City is exempt from the payment of FL Sales Tax.

6. Federal Excise Taxes

The City is exempt from the payment of Federal excise taxes. The price bid must be exclusive of taxes and will be so construed.

7. "Or Equal" Bidding

When the name of a manufacturer, a brand name, or manufacturer's catalogue number is issued as the bid standard in describing an item this description is used to indicate quality, performance and other essential characteristics of the article required. If bidding on other than the make, model, brand or sample specified, but equal thereto, bidder must so state by giving the manufacturer's name, catalogue number and any other information necessary to prove that the intended substitution of a commodity is equal in all essential respects to the bid standard. Bidder must prove to the satisfaction of the City Administrator or by person or persons designated by him in his or their sole discretion, that his/her designated substitute is equal to the bid standard: otherwise, his/her bid will be declared "No Bid" in so far as the item in question is concerned.

8. Notice Forms

Unless otherwise specified, the City reserves the right to make an award by item or items, or by total, as may be in the best interest of the City. Notice of Award and Notice To Proceed forms will be provided to the successful bidder.

9. Delivery

Deliveries must consist only of new merchandise or equipment and shall be made between the hours of 7:30 a.m. and 3:00 p.m. CST, Monday thru Friday.

10. Affirmative Action

Any firm providing services to or doing business with the City of Mexico Beach shall adhere to the City's Equal Opportunity Policy.

11. City Right to Reject

The City reserves the right to reject any and all proposals, to waive any informality in the proposals received and to accept the proposal deemed to be most favorable in the best interests of

the City. The City reserves the right to terminate the Agreement. Failure of the Contractor to perform any work under this Agreement for a period of ten (10) days following its commencement without the consent of the City shall constitute a breach of the Agreement and the City may at its option, by written notice, terminate his/her obligations hereunder and contract for or otherwise effect the completion of the work uncompleted by the Contractor, and may offset against the contract price herein set forth, the cost and expense of completing such work, or in the event the City has at the time of such breach and termination paid to the Contractor an amount in excess of the fair value of the work then completed, the Contractor shall refund to the City promptly upon demand, an apportioned amount of the total sum thereto paid by the City.

12. Insurance/Bonds

A. No bid bond is required.

B. The successful bidder shall provide the following insurances/bonds:

Certificate of Liability Insurance

Commercial General Liability Insurance in the amount of one million dollars (\$1,000,000).

Performance Bond

Performance Bond in the full amount of the bid submitted as security for faithful performance of the work.

13. Labor Regulations

The following paragraphs regarding nondiscrimination in employment shall be included and become part of these Specifications:

- A. The successful bidder shall not discriminate in employment practices.
- B. Bidders must, if required, submit a compliance report concerning their employment practices and policies in order to maintain their eligibility to receive the award.
- C. Successful bidders shall submit to the Mexico Beach City Administrator a list of all subcontractors who will perform work on the project, and written signed statements from authorized agents of labor pools with which they will or may deal with for employees on the work, together with any information to the effect that

such labor pools practices or policies are in compliance; that they will affirmatively cooperate in or offer no hindrance to the recruitment, employment, and equal treatment of employment, and equal treatment of employees seeking employment and performing work under this contract; or a certification as to when such agents or labor pools have failed or refused to furnish them, prior to award of the contract.

14. Remedies

Except as may be otherwise provided, all claims, counterclaims, disputes and other matters in question between the City and the successful bidder arising out of or relating to this agreement or the breach thereof will be decided in a court of competent jurisdiction within the State of Florida.

15. Indemnity

The successful bidder shall at all times indemnify and save harmless the City, its servants and agents, from any and all claims and from any suits, litigation, damages, losses or the like arising out of injuries sustained or alleged to have been sustained by any persons or damage to property in connection with the contract work, caused in whole or in part by acts or omissions of the successful bidder, his subcontractors, material persons, or anyone directly or indirectly connected with the contract work.

16. General Guarantee

Neither the final certificate of payment nor any provision in the contract documents nor any partial or entire occupancy of the premises by the City shall constitute an acceptance of work not done in accordance with the contract documents or relieve the successful bidder of liability with respect to any express warranties or responsibility for faulty workmanship or materials. The successful bidder shall remedy any defects in the work and pay for any damage to other work resulting there from, which shall appear within a period of two (2) years from the date of final acceptance of the work, unless a longer period is specified by the City and/or by virtue of any specific product guarantees and/or warranties. The City will give final notice of observed defects with reasonable promptness.

I hereby certify that I have read and agree to these Bid Instructions.

A signed copy of the Bid Instructions shall be submitted to the City Clerk's Office at the time the bid is submitted.

Date

Name

Company Name

Company Street Address

City/Town/State

BID SPECIFICATIONS

This Request for Proposals has been issued by the City of Mexico Beach to solicit bids for **the replacement of asphalt roofing shingles on both sides and rear section of the Mexico Beach Department, along with any other required materials.**

Bidders should carefully examine the specifications and fully inform themselves of all language that could in any way affect the equipment or the cost. All prospective bidders are encouraged to visit the site to ensure that proper access is available for deliveries. Should the bidders find discrepancies, omissions in the specifications, or question their interpretation, they should notify the City Administrator's office and obtain clarification, prior to submitting any proposal. Failure to obtain clarification of any issue does not relieve the bidder from any responsibility in the bidding process, which meets the needs of the City of Mexico Beach. The successful bidder is responsible for submitting a bid which meets the following specifications:

PERMIT

- The successful bidder must obtain a building permit from the City's Building/Zoning office, prior to performing any work.

DEMOLITION

- Remove shingle materials such as felt paper, nails, etc. from all roofing areas down to plywood sheathing.
- Remove aluminum drip edge from eaves and rakes.
- Remove and replace flashing and rubber boots from all through roof vents.
- Broom roof surface clean of all debris.
- Provide dumpsters large enough to contain all project demolition materials and excess construction materials.

ROOFING

- Renail any loose plywood sheathing.
- Replace any damaged sheets of plywood.
- Install felt paper over plywood sheathing.
- Install new flashing on all through roof vents.
- Install architectural shingles (Grey or black), such as GAF Barkwood, with a 30-year warranty.
- Install shingles using one and one-half (1 1/2) inch roofing nails, with an application rate of 6 per shingle.

CLEAN UP

- The jobsite shall be cleaned of all materials and debris on a daily basis.

BID SHEET

Replacement of Fire Department Roofing Shingles

Price for replacement of roof shingles
and materials for both sides and rear of
the City of Mexico Beach Fire
Department:

Price of replacement of plywood sheets,
if necessary, per sheet:

Any Additional Fees:

TOTAL BID PRICE:

**THIS PROJECT SHALL BE COMPLETED NO LATER THAN SIXTY (60) DAYS
AFTER THE CITY OF MEXICO BEACH CITY COUNCIL AWARDS THE BID.**

PROPOSAL BY:

Company Name

Street Address

City/Town, State, Zip

Name

Title

Date

Telephone Number

Email Address

NOTICE OF AWARD

**REPLACEMENT OF FIRE DEPARTMENT
ROOFING SHINGLES BID**

The City has considered the bid submitted by you, dated _____
for the above-referenced purchase in response to its Request for Proposals (RFP).

You are hereby notified that your bid has been accepted in the amount(s) shown on the Bid
Sheet.

Dated this _____ day of _____, 2018

CITY OF MEXICO BEACH, FLORIDA

BY: _____
Mell Smigielski

TITLE: _____
City Administrator

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged on this _____ day of _____, 2018.

BY:

TITLE:

COMPANY NAME:

NOTICE TO PROCEED

TO: _____

DATE: _____

**REPLACEMENT OF FIRE DEPARTMENT
ROOFING SHINGLES**

You are hereby notified to commence WORK on or after _____. The project is to be completed no later than sixty (60) days after

CITY OF MEXICO BEACH, FLORIDA

BY: _____

Mell Smigielski

TITLE: _____

City Administrator

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged on this _____ day of

_____, 2017.

BY: _____

TITLE: _____

COMPANY NAME: _____

CONTRACTUAL AGREEMENT

THIS CONTRACTUAL AGREEMENT, made and executed this _____ day of _____ 2018 by and between the City of Mexico Beach , a municipality located within the State of Florida by its City Council duly constituted, and without personal liability for the individuals signatory hereto, herein termed the CITY, and _____ doing business as a corporation, hereinafter termed the VENDOR.

WITNESSETH: That the parties to this Contract have agreed, and by these presents do hereby agree, the CITY, for itself, and the VENDOR for himself/herself and his/her heirs, executors, administrators, successors, and assigns, as follows:

That the VENDOR has informed himself/herself fully in regard to all conditions pertaining to the place where the work is to be done and other circumstances affecting the work;

That the VENDOR has obtained all the information he/she needs to enable him/her to estimate fully and fairly the costs of the work herein contemplated.

That the VENDOR shall furnish all plant, labor, materials, supplies, tools, equipment, and other facilities and things necessary to commence work within the time interval stated in the bid proposal, provided he/she shall have been notified by the City to do so, and complete everything required of him/her under the Contract no later than the time stated in the bid proposal.

That the VENDOR agrees to accept all of the terms and conditions incorporated into this Invitation to Bid, Bid Information and Requirements, Standard Instructions, Special Instructions, Site Plan Set, and all other related information and requirements identified in the Bidding Documents.

That the CITY shall pay and the VENDOR shall receive, as full compensation for fulfilling everything required of the VENDOR under the Contract, the total bid price recorded in the Bid Sheet.

That the VENDOR shall give to the CITY, the sum of \$500, per day, as liquidated damages, for each day that the work remains uncompleted, as determined by the Department of Public Works Director, after _____.

CITY:

City of Mexico Beach, Florida

By: _____

Title: _____

Date: _____

VENDOR:

Name: _____

Address: _____

By: _____

Title: _____

Date: _____

Telephone Number: _____

Email Address: _____

The City of Mexico Beach, FL is currently seeking sealed bids for:

REPLACEMENT OF FIRE DEPARTMENT
ROOFING SHINGLES

Sealed bids will be accepted at the City Clerk's Office until April 5, 2018 at 2:00 pm CST and opened at 2:15 pm.

Adrian Welle

City Clerk, Mexico Beach