

ADVERTISEMENT FOR BIDS
FOR
THE CITY OF WINTER GARDEN

CROSS-CONNECTION INSPECTION AND BACKFLOW INSTALLATION
BID NO. 16-013

NOTICE IS HEREBY GIVEN that sealed bids will be received by the City of Winter Garden at 300 West Plant Street, Winter Garden, Florida 34787 until **July 21, 2016, at 2:00 p.m.**

Any bids received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time a bid is received will be resolved against the bidder.

Bid opening will be promptly at **2:00 p.m. on July 21, 2016**, at the City of Winter Garden, 300 West Plant Street, Winter Garden, Florida 34787, at which time all bids received will be publicly opened and read aloud.

DESCRIPTION OF WORK: All work for the project shall be constructed in accordance with the specifications prepared by Tetra Tech and the proposed improvements will be awarded and constructed, if award is made, under one contract. Bids shall be submitted for furnishing, delivering, and installing all materials, equipment, and services – including labor – for the work described.

The purpose of the project is to install and test the backflow prevention devices of residential water services and to perform cross-connection inspections on the existing Lakehurst, Pebble Ridge, and Fox Hunt subdivisions in support of the City's reclaimed water system program. The routine inspections of the systems will assist in preventing contaminants from entering the potable water distribution system, thereby helping to prevent disease.

Each bidder will be required to purchase a bid package from Tetra Tech and be a registered planholder prior to submitting his/her/its bid and have a representative attend a mandatory pre-bid meeting. The **mandatory pre-bid meeting is scheduled for 2:00 p.m. on July 7, 2016**, at Winter Garden's City Hall, 300 West Plant Street, Winter Garden, Florida, 34787. Bidders who are not registered planholders with Tetra Tech prior to submitting their bids and do not have a representative attend the mandatory pre-bid meeting shall be disqualified.

BIDDING DOCUMENTS (PROJECT MANUAL) can be purchased and reviewed at:

Tetra Tech
Attn: Susan Hayse, CSI, CDT
201 East Pine Street, Suite 1000
Orlando, Florida 32801
Phone: (407) 480-3928 Fax: (407) 839-3790

The City of Winter Garden reserves the right to accept or reject, in part or total, any or all bids and to waive any informalities as deemed in the best interest of the City. All bids must be marked on the outside of the envelope with the bid name and the time and date of opening. It shall be the bidder's responsibility to ensure that proposals are delivered to the above address by the appointed time.

A payment in cash or check payable to Tetra Tech will be required for each complete set of bidding documents on compact diskette (CD). This payment represents reproduction and handling costs and is nonrefundable.

A. Complete Set of Bidding Documents (Project Manual)	<u>\$14.08</u>
B. Florida Sales Tax (6.5%)	<u>\$0.92</u>
Total Cost of Complete Electronic (PDF) Set of Bidding Documents	<u>\$15.00</u>

Contractors may obtain hard copies of the bidding documents for the following cost (also nonrefundable):

A. Complete Set of Bidding Documents (Project Manual)	<u>\$46.94</u>
B. Florida Sales Tax (6.5%)	<u>\$3.06</u>
Total Cost of Complete Hard Copy Set of Bidding Documents	<u>\$50.00</u>

Bids shall be prepared from complete bidding documents. Addenda will be sent via facsimile or e-mail to all parties recorded by Tetra Tech as having received complete sets of bidding documents up to twenty-four (24) hours before bid time.

A request including the name, address, email address, and telephone/facsimile-numbers of the purchaser shall be required to purchase a set of bidding documents. Anyone purchasing a complete set of bidding documents must indicate whether they are a general contractor, subcontractor, manufacturer, or supplier. Only complete sets of the bidding documents will be distributed. Only registered holders of complete full-size sets of the bidding documents will receive addenda.

BID BOND: A certified check or bid bond shall accompany each bid. The certified check or bid bond shall be for an amount not less than five percent (5%) of the bid price and shall be made payable to the City as a guarantee that the bidder will not withdraw his bid for a period of ninety (90) days after bid-closing time.

PERFORMANCE AND PAYMENT BONDS: In the event the contract is awarded to the bidder, he will thereafter enter into a written contract with the City and furnish a payment and performance bond in an amount equal to the contract price, in strict accordance with Section 255.05 of Florida Statutes. Failing to do so, he will forfeit his bid security.

Payment and performance bonds shall be secured from or countersigned by an agency or surety company recognized in good standing and authorized to do business in the State of Florida.

BID SUBMITTAL: A single bid shall be submitted for each portion of the work. The contract will be awarded pursuant to the requirements of applicable state and federal laws and regulations.

Bids shall be enclosed within a sealed envelope on the form provided in the project manual (Division 0: Bidding Documents, Section 00300), complete with all supporting documentation. The face of the envelope shall contain the bidder's name, return address, the date and time of bid opening, the bid number (16-013), and title. Bids not submitted on the enclosed bid form shall be rejected. Bids must be received not later than the time set forth herein. Submittal of a bid in response to this invitation to bid constitutes an offer by the bidder. Bids that do not comply with these requirements may be rejected at the option of the City. The City will not be responsible for any lost or late-arriving bids sent via the U.S. Postal Service or other delivery services. Mailed bids shall be sent to the attention of Mr. Donald Cochran, Assistant City Manager – Public Services, City of Winter Garden, 300 West Plant Street, Winter Garden, Florida 34787.

DEFINITIONS: Terms used in this “Advertisement for Bids,” which are defined in the bidding documents, shall have the meanings assigned to them by the bidding documents.

AWARD OF CONTRACT(S): If the contract is awarded, it will be awarded on the basis of the most responsive, responsible, and lowest “total bid” from a responsible and qualified contractor, licensed underground contractor, and plumber to perform such work in the State of Florida. Additive or deductive alternates (if any) may be considered in conjunction with the total base bid in determining the lowest responsive bidder and total bid. **The successful bidder who is awarded the contract will be required to perform the work as a prime contractor and self-perform 50 percent of the project.**

The City reserves the right to waive technicalities or irregularities, to reject any or all bids, and to accept that bid which is in the best interest of the City.

CITY OF WINTER GARDEN, FLORIDA
300 West Plant Street
Winter Garden, Florida 34787