

(Exhibit 1)

**State of Florida**  
**DEPARTMENT OF TRANSPORTATION**  
**INVITATION TO BID**

Sealed bids will be received and publicly opened and read aloud by the Florida Department of Transportation (hereinafter referred to as Owner) at the following date, location, and local time: Thursday, August 21, 2014 at 11:00 AM, in the Professional Services Conference Room, 3<sup>rd</sup> Floor, 801 N. Broadway Avenue, Bartow, Florida 33830

**FINANCIAL PROJECT NO.:** 431289-2-52-01      **CONTRACT NO.:** E1007

**PROJECT NAME:** Roof Stair Modifications of the D1 Headquarters Building

**PROJECT LOCATION:** D1 Headquarters Building, 801 N. Broadway Avenue, Bartow, FL 33830

**PROJECT DESCRIPTION:** Work consist of Roof Stair Modification.

**LAST DATE TO SUBMIT TECHNICAL QUESTIONS:** Thursday, August 14, 2014 at 5:00 PM via email to [D1-Contracts@dot.state.fl.us](mailto:D1-Contracts@dot.state.fl.us)

**A MANDATORY PREDIB MEETING will be held on Tuesday, August 12, 2014 at 10:00 am, at the D1 Headquarters (Mike Rippe Auditorium), 801 N. Broadway Avenue, Bartow, FL 33830,** an Owner representative will be present to discuss plans, specifications and conditions of the project. The Owner's Project Manager is: **Chad Lewis** and may be reached at [d1-contracts@dot.state.fl.us](mailto:d1-contracts@dot.state.fl.us)

**LATE ARRIVALS TO MANDATORY PRE-BID MEETINGS:** All bidders must be present and signed in prior to the start of the Mandatory pre-bid meeting. *NOTE: Any contractor who fails to attend a mandatory pre-bid meeting will not be eligible to bid on the project.*

**PLANS AND SPECIFICATIONS:** **Specifications and Scope of Work must be printed from the Advertisement at the following websites [www.dot.state.fl.us/contractsadministrationdistrict1](http://www.dot.state.fl.us/contractsadministrationdistrict1) or <http://vbs.dms.state.fl.us/vbs/search.criteria> form and brought to the Mandatory Pre-bid Meeting (they will not be provided at meeting); only Bidding Documents will be provided at the Pre-Bid Meeting**

Bid Proposal documents will not be issued after (date and local time): Wednesday, August 20, 2014 at 11:00 AM.

**MINORITY BUSINESS ENTERPRISES (MBE) UTILIZATION:** The Owner encourages the recruitment and utilization of certified and non-certified minority businesses. The Owner, its contractors, suppliers, and consultants should take all necessary and reasonable steps to ensure that minority businesses have an opportunity to compete for and perform contract work for the Owner in a nondiscriminatory environment.

**BID PROPOSAL:** Bids must be submitted in full accordance with the requirements of the Drawings, Specifications, Bidding Conditions, and Contractual Conditions, which may be examined and obtained from: **By attending the Mandatory Pre-bid Meeting.**

**Bidders must complete the attached Fax Order Form and fax to (863) 519-2661 Prior to the Pre-Bid Meeting if they wish to receive copy of Plans that are available.** Bidding Documents will (ONLY) be given out at the Mandatory Pre-Bid Meeting. Sealed bids should be submitted to Florida Department of Transportation Attn: Linda Roberts, District Contracts MS 1-18, 801 N. Broadway Avenue, Bartow, Florida 33830.

**INSURANCE:** The awarded Bidder is responsible for maintaining the insurance coverage specified in the Non-Technical Specifications for the duration of this project.

**PREQUALIFICATION:** Each bidder shall submit with their sealed bid a current license issued by the State of Florida (Licensed **General Contractors**) and, if a Florida Corporation, a copy of the Corporate Charter as prequalification of their eligibility with the bid document to the Department of Transportation, Contracts Administration Office. Each bidder must also meet the following:

1. Company has been in business for at least five (5) years.
2. Must complete Form 1 Certification of Experience.

(Project specific location) Florida Department of Transportation, Attn: District Contracts, MS 1-18, 801 N. Broadway Avenue, Bartow, Florida 33830. The bid will be rejected if a copy of the Contractors License is not included either with the bid or provided to the Owner prior to the Letting. After the bid opening, the lowest responsive bidder shall qualify in accordance with this contract document.

**BID BOND:** If the bid amount exceeds \$100,000, the bidder must provide with the bid, a Bid Guaranty of five percent (5%) of the actual total bid in the form of a certified check, cashiers check, treasurer's check, bank draft of any national or state bank, or a surety Bid Bond made payable to the Department of Transportation. A Bid Guaranty in an amount less than five percent (5%) of the actual bid will invalidate the bid. Bid Bonds shall conform to the Departments Bid/Proposal Bond Form furnished with the proposal package.

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**PERFORMANCE BOND and LABOR AND MATERIALS PAYMENT BOND:** If the contract award amount exceeds \$100,000, both a Performance Bond and a Labor and Material Payment Bond of 100% each of the contract sum are required at the time of award.

**BID POSTING / CONTRACT AWARD:** The Bid Tabulation and Notice of Award Recommendation will be posted at the following location, date and local time:

Thursday, September 4, 2014 at 5:00 PM through Tuesday, September 9, 2014 at 5:00 PM, visit our website at [www.dot.state.fl.us/contractsadministrationdistrict1](http://www.dot.state.fl.us/contractsadministrationdistrict1) or the Vendor Bid System (VBS) at [http://vbs.dms.state.fl.us/vbs/search.criteria\\_form](http://vbs.dms.state.fl.us/vbs/search.criteria_form)

In the event the Bid Tabulation and Notice of Award Recommendation cannot be posted in this manner, all bidders will be notified by certified United States Mail, return receipt requested, express or fax delivery, receipt requested. If no protest is filed the Owner will award the contract to the qualified, responsive low bidder. The Owner reserves the right to reject any or all bids.

**BID SOLICITATION/AWARD/NON-AWARD PROTEST RIGHTS:** Any person adversely affected by this Bid Solicitation shall file a notice of protest within 72 hours of receipt of the bid documents in accordance with Section 120.57(3), Florida Statutes and Rule Chapter 28-110, Florida Administrative Code. Any person adversely affected by the intended decision of the Owner to award a contract or to reject all bids shall file a notice of protest within 72 hours after the posting of the Summary of Bids (bid tabulation). If notice of intended decision is given by certified mail, express or fax delivery, the adversely affected person must file the notice of protest within 72 hours after receipt of the notice of intent.

A formal written protest must be filed within 10 days after filing the notice of protest. The formal written protest shall state with particularity the facts and law upon which the protest is based. All protests must be submitted in accordance with Section 120.569 and 120.57, Florida Statutes. The required notice of protest and formal protest must each be timely filed with the Clerk of Agency Proceedings, Florida Department of Transportation, 605 Suwannee Street, Room 550, General Counsel's Office, Tallahassee, Florida 32399-0458. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

**DISCRIMINATION CLAUSE:** An entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity, per Section 287.134(3)(a), Florida Statutes.

**PUBLIC ENTITY CRIME INFORMATION STATEMENT:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for Category Two for a period of 36 months for the date of being placed on the convicted vendor list.

STATE OF FLORIDA, DEPARTMENT OF TRANSPORTATION



Linda Roberts  
District Contracts Administrator



FAX ORDER FORM

Contracts Administration Office District 1 - Bartow

Phone (863) 519-2559

Fax Number (863) 519-2661

(Fax order to this number)

Company Name \_\_\_\_\_

Email Address (To Receive Addenda Notifications): \_\_\_\_\_

We accept VISA, MasterCard, Discover and American Express

Credit Card Number \_\_\_\_\_ N/A \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorized by: \_\_\_\_\_ Vendor No. VF \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Ship to (If different) \_\_\_\_\_

Company

Contact - Name

Street

City

State

Zip

Ship to: Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

FDOT ships by FedEx Ground. Allow 1-5 business days for delivery.

To Request Next Day Delivery Check Either:  FedEx or  UPS Provide Acct. No. \_\_\_\_\_

Letting Date	Proposal Number or Financial Project Number	Plan/Specs & Bidding Document (Prime Contractor)	No. Sets of Plans/Specs Only	No. Sets of Plans Only	No. Sets of Specs Only
8/21/2014	431289-2-52-01				

Signature required for receipt of the above records:

I, personally, and/or as representative of the above entity, fully understand the exempt nature of the public records I am receiving and agree to maintain the exempt status of this information in accordance with Florida law.

Name of person receiving records:

(Printed) \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_