

**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: October 25, 2012, Florida Department of Transportation, Burns Building, Contracts Administration Office, Room B-1, 605 Suwannee Street, Tallahassee, FL 32399-0450 at 2 P.M.

**FINANCIAL PROJECT NO.:** 427552-3-52-01 **CONTRACT NO.:** E9082

**PROJECT NAME:** First Floor Asbestos Abatement and Renovation

**PROJECT LOCATION:** Florida Department of Transportation, Hayden Burns Building, 605 Suwannee St., Tallahassee, FL 32399-0450

**PROJECT DESCRIPTION:** First Floor Asbestos Abatement and Renovation

**PRE-BID MEETING** (check appropriately)  *Mandatory*,  *Non-Mandatory*, or  *Not Applicable*

A pre-bid meeting is scheduled to be held at the following location, date and local time:

Florida Department of Transportation Auditorium, 605 Suwannee St., Tallahassee, FL 32399 on September 28, 2012 at 9:30 A.M.

Owner representatives will be present to discuss plans, specifications, and conditions of the project. The Owner's Project Manager is:

Kristin Smith and may be reached at: (850) 414-4031 or Kristin.smith@dot.state.fl.us

*NOTE: Any contractor who fails to attend a mandatory pre-bid meeting will not be eligible to bid on the project.*

**PLANS AND SPECIFICATIONS:** Plans and Specifications are available on CD and may be ordered by filling out the fax order form available at [www.dot.state.fl.us/cc-admin](http://www.dot.state.fl.us/cc-admin). There is no cost for the CD. Bid Proposal documents will be provided to the Pre-Qualified attendees to the Mandatory Pre-Bid Meeting.

**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:

Phillip Davis, Contracts Administration Office, 605 Suwannee St., Tallahassee, FL, (850) 414-4000 or Phillip.davis@dot.state.fl.us

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

## INVITATION TO BID

**PREQUALIFICATION:** Each bidder must meet the following qualifications and submit proof to the Department of Transportation, Contracts Administration Office:

1. Company has been in business for at least five (5) years.
2. Project Manager and Superintendent has minimum of five (5) years experience in construction in occupied building.
3. Firm has completed at least three (3) projects in the past five (5) years, on projects exceeding \$500,000 where work was completed in HVAC asbestos abatement, security and fire alarm systems in an occupied building.
4. Firm will submit reviewed or audited financial statement completed within the past 12 months that shows a positive net worth.
5. Company will be licensed in Florida as a General Contractor.

Firms must submit their qualifications on the attached forms (Exhibit 16 of the Non-Technical Specs) no later than September 14, 2012 at 2 P.M. to the Florida Department of Transportation, Contracts Administration Office, 605 Suwannee St., Tallahassee, FL 32399-0450.

Prequalification submissions will be reviewed by the Technical Review Committee. The list of Bidders deemed to be Qualified to Bid will be posted at 4 P.M. on September 24, 2012 at [www.dot.state.fl.us/cc-admin](http://www.dot.state.fl.us/cc-admin).

**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.

**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:

October 31, 2012 at 4 P.M. at [www.dot.state.fl.us/cc-admin](http://www.dot.state.fl.us/cc-admin)

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

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Contract Administrator,  
Contracts Administration Office

(Exhibit 16)  
**CONTRACTOR'S EXPERIENCE QUESTIONNAIRE  
 FOR PREQUALIFICATION**

The information listed in the Experience Questionnaire is required to be filed with soliciting agencies as part of the prequalification process. In order to expedite the processing of contracts, please complete the enclosed forms in accordance with these instructions.

The bidder is required to complete all the attached forms. If the bidder is a Joint Venture, then each Corporation, Partnership, or Individual that is a party to the Joint Venture must individually complete each form.

All references to "fiscal year" in this questionnaire will mean the fiscal year of the bidder filing this form.

**PAGE 2 OF 9:**

Project Title - Indicate title of project as shown in the specifications.

Location - Project location as shown in the specifications.

Trades or Trades Being Bid – Enter the appropriate code number(s) from the list below which represent the trade(s) for which you are qualified to bid:

<u>Trade</u>	<u>Code Number</u>
Building Construction	1
Electrical	2
Elevator	3
Food Service	4
Heating, Ventilating & Air Conditioning	5
Laboratory Equipment	6
Landscaping	7
Plumbing	8
Power Plants (Boilers, Equipment & Piping)	9
Refrigeration	10
Roofing	11
Sanitary (Sewage Treatment Plants, Pumping Stations, etc.)	12
Other _____	13

**PAGE 3 OF 9:**

Section 8 - Under "c," list previous business name or names and the number of years you have done business under these names within the past 10 years.

**PAGE 4 OF 9:**

Section 9 - From your present payroll indicate the number of individuals in each category in the "Current" column. Estimate the maximum and minimum number of employees over the previous 3 fiscal years in each category.

**PAGES 5, 6, 7 & 8 OF 9:**

Complete in accordance with form.

**PAGE 9 OF 9**

- 1) In Section 20, Column C insert "S" if a subcontractor or "P" if a prime-contractor. The balance of this section is to be completed in accordance with form.
- 2) Billings for 3 fiscal years - insert year and amount.
- 3) Work in Progress at the end of the past 3 fiscal years - same as above.

(Exhibit 16 - page 1 of 9)

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(Exhibit 16 continued)

**CONTRACTOR'S EXPERIENCE QUESTIONNAIRE  
FOR PREQUALIFICATION**

Project Name: \_\_\_\_\_

Project Location: \_\_\_\_\_

Insert code number of trade or trades for which you are qualified to bid on the basis of previous experience in accordance with attached detailed instructions, each on the respective line shown below:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. Is your organization currently pre-qualified with any governmental agency? \_\_\_\_\_

If so, please list. \_\_\_\_\_

4. Have you, in the previous five years, been denied a contract award on which you submitted the low bid in competitive bidding, or been refused prequalification? \_\_\_\_\_

If so, please list and describe: \_\_\_\_\_

5. Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

6. Check appropriate box:

- A Corporation
- A Co-Partnership
- An Individual
- A Joint Venture

The Contractor acknowledges that this Experience Questionnaire is made for the express purpose of inducing the Owner to whom it is submitted to award a contract to the contractor, and further the Contractor acknowledges that the agency may at its discretion, by means which the Owner may choose, determine the truth and accuracy of all statements made by the Contractor herein.

(Exhibit 16 - page 2 of 9)

(Exhibit 16 continued)  
**EXPERIENCE QUESTIONNAIRE  
FOR PREQUALIFICATION**

7. If a Corporation, answer this:

Date of incorporation \_\_\_\_\_

In what State \_\_\_\_\_

If a Partnership or Individual Proprietorship, answer this:

Date of organization \_\_\_\_\_

If a partnership, state whether partnership is general, limited association \_\_\_\_\_

Name of Officers:

President \_\_\_\_\_

Vice President \_\_\_\_\_

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

Name and Address of Partners:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

8. a. How many years has your organization been in the construction business?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. How many years under your present business name?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c. How many years under previous business name? (List other names)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SUBSIDIARY OR AFFILIATED COMPANIES IN WHICH PRINCIPALS HAVE FINANCIAL INTEREST**

**NAME AND ADDRESS OF SUBSIDIARY  
OR AFFILIATED COMPANIES**

**EXPLAIN IN DETAIL THE  
PRINCIPAL'S INTEREST IN THIS  
COMPANY AND NATURE OF  
BUSINESS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Exhibit 16 continued)

**NUMBER OF FULL TIME PERSONNEL WITHIN YOUR ORGANIZATION**

- 9. a. Clerical Personnel \_\_\_\_\_
- b. Engineers & Architects \_\_\_\_\_
- c. Supervisors, Foremen, or Superintendents \_\_\_\_\_
- d. Skilled Employees including Technicians \_\_\_\_\_
- e. Unskilled Employees \_\_\_\_\_
- f. Estimators \_\_\_\_\_
- g. Total number of full time personnel \_\_\_\_\_

10. WHAT IS THE CONSTRUCTION EXPERIENCE OF THE PRINCIPALS AND SUPERVISORY PERSONNEL OF YOUR ORGANIZATION? (Asterisk any personnel likely to be assigned to project being bid.)

PRINCIPAL'S NAME	TITLE	YEARS OF CONSTRUCTION EXPERIENCE	IN WHAT CAPACITY AND WITH WHOM
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11. SUPERVISORY PERSONNEL	TITLE	YEARS OF CONSTRUCTION EXPERIENCE	IN WHAT CAPACITY AND WITH WHOM
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12. Within the previous 3 fiscal years has your organization or predecessor organizations ever failed to complete a project? If so, state name of organization and reason thereof.

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13. Within the previous 3 fiscal years has your organization been involved in litigation? \_\_\_\_\_. If so, please list and explain nature and current status.

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(Exhibit 16 - page 4 of 9)









(Exhibit 16 continued)

**STATUS OF UNCOMPLETED CONTRACTS**

As of: \_\_\_\_\_ (date)

20. Give full information about all of your present contracts. In Column C insert "S" if a subcontractor or "P" if a prime contractor, whether in progress or awarded but not yet begun; and regardless of with whom contracted.

A	B	C	D	E
Project Description Location & Owner	Design Architect And/Or Design Engineer	Total Amount of Your Contract (Or Subcontract)	Amount In Column C Sublet To Others	Uncompleted Amount of Contract
Total				

**COMPLETE THE FOLLOWING:**

Net Total Billings for Previous 3 Fiscal years:

Average Backlog for Previous 3 Fiscal Years: (Estimated total value of uncompleted work on outstanding contract)

YR \_\_\_\_\_ \$ \_\_\_\_\_

(Exhibit 16 - page 9 of 9)