

SECTION 2 PROPOSAL REQUIREMENTS AND CONDITIONS

2-1 Prequalification of Bidders.

Except as noted below, prequalify with the Department to be eligible to bid. The Department publishes regulations covering prequalification of bidders under separate cover.

The Department does not require the Contractor to be prequalified if bidding contracts of \$250,000 or less or if constructing buildings.

For contracts exceeding \$250,000 in amount, file an application for qualification on forms furnished by the Department, giving detailed information with respect to financial resources, equipment, past record, personnel, and experience. For qualified applicants, the Department will issue a certificate fixing the types of work and the aggregate amount of work that the Department allows the prequalified bidder to have under contract at any one time.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit the following:

- (a) A bid on a contract to provide any goods or services to a public entity.
- (b) A bid on a contract with a public entity for the construction or repair of a public building or public work.
- (c) Bids on leases of real property to a public entity.

A person or affiliate who has been placed on the convicted vendor list following a conviction for 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 F.S., for Category Two. All restrictions apply for a period of 36 months from the date of placement on the convicted vendor list.

2-2 Proposal Forms.

Obtain a proposal form under the conditions stipulated in the Advertisement. The proposal form states the location and description of the work to be performed; the estimate of the various quantities; the items of work to be performed; the Contract Time; the amount of proposal guaranty; and the date, time, and place of the opening of proposals.

The plans, Standard Specifications, Specifications Package, Supplemental Special Provisions and other documents designated in the proposal form are part of the proposal, whether attached or not. Do not detach any papers bound with or attached to the proposal form.

When ordering proposal forms, the Department will provide a computer diskette for use on a personal computer that is suitable for preparing the bid. This diskette contains the Department's Contract Electronic Bidding (CEB) program, user instructions, and proposal form. The CEB program produces a bid item sheet containing items identical to those listed in the proposal form. The Contractor may use the CEB program to prepare the bid and print a proposal form for submittal. The program operates on IBM personal computers or IBM compatible computers with a minimum 512K RAM and at least one, 5 1/4 inch [133 mm], dual side, dual density (DSDD) floppy drive using PC-DOS or MS-DOS operating systems, version 2.0 [5.0] or higher.

In order to produce an official proposal using the CEB program, enter only the company name, vendor number, reason code, addendum number, and unit or lump sum prices for items that must be bid. The program performs all extensions of the unit or lump sum prices and calculates the total bid. After completing all entries, the program automatically summarizes the total bid and provides a complete proposal form, including the total bid price.

Print bid item sheets generated from the CEB program on letter paper. Ensure that all computer generated sheets are legible. Do not submit computer generated sheets using a font size smaller than 9 point. The Department prefers 12 point font size and recommends a minimum of 20 pound [9 kg] paper.

The Department will accept as the official bid this set of proposal forms, generated from the program provided by the Department, along with a complete proposal package, signed in the title block, and delivered to the Department in accordance with 2-5 and 2-8 as the official bid.

If the bidder submits CEB program-generated bid item sheets, do not use the proposal form sheets included in the proposal. If the bidder completes and submits both, the Department will recognize only the CEB program proposal form generated sheets as the official bid.

Return the diskette furnished by the Department, or a copy thereof, used to generate the official bid with the proposal. The Department will furnish computer diskettes that are 3 1/2 inches [90 mm], double-sided, high-density (DS, HD), formatted at the standard MS-DOS/PC-DOS (DOS) capacity of 1.44 megabytes. The Department will accept only 5 1/4 inch [133 mm], DSDD diskettes formatted at 360 kilobytes, 5 1/4 inch [133 mm] double-sided, high-density diskettes formatted at the standard DOS capacity of 1.2 megabytes, 3 1/2 inch [90 mm] low-density diskettes formatted at the standard DOS capacity of 720 kilobytes, or 3 1/2 inch [90 mm] high-density diskettes formatted at the standard DOS capacity of 1.44 megabytes. The Department will not accept diskettes that have been physically altered to format at a higher capacity. Submit computer-generated bid item sheets printed from the diskette that is returned. When submitting a diskette other than the one furnished by the Department, label it with the Contractor's Name, Vendor Number, Letting Date, Revision Date (if applicable) and the State Project Number. Failure to follow proper diskette-handling and shipping procedures could result in the Department being unable to process the diskette and cause the bid to be declared irregular.

In case of a discrepancy between the unit or lump sum prices submitted on the program- printed bid item sheets and those contained on the diskette returned to the Department, the Department will use the unit or lump sum prices submitted on the program-printed bid item sheets.

The Department will apply all provisions of 2-5, except the requirement for written words, to the preparation of bids that are submitted on CEB program-generated proposal form sheets. The Department will make any necessary changes to entries on the CEB program-generated proposal form sheets in accordance with 2-5.1.

The Department is not responsible for loss of or damage to a bid diskette after it has been mailed or delivered to the bidder. If loss or damage occurs, the bidder may order another bid diskette.

2-3 Interpretation of Estimated Quantities.

For those items constructed within authorized plan limits or dimensions, use the quantities shown in the plans and in the proposal form as the basis of the bid. The Department will also use these quantities for final payment as limited by the provisions for the individual items. For those items having variable final pay quantities that are dependent on actual field conditions, use and measurement, the quantities shown in the plans and in the proposal form are approximate and provide only a basis for calculating the bid upon which the Department will award the Contract. Where items are listed for payment as lump sum units and the plans show estimates of component quantities, the Department is responsible for the accuracy of those quantities limited to the provisions of 9-3.3. Where items are listed for payment as lump sum units and the plans do not show estimates of component quantities, the Contractor is solely responsible for his own estimates of such quantities.

The Department may increase, decrease, or omit the estimated quantities of work to be done or materials to be furnished.

2-4 Examination of Plans, Specifications, Special Provisions and Site of Work.

Examine the Contract Documents and the site of the proposed work carefully before submitting a proposal for the work contemplated. Investigate the conditions to be encountered, as to the character, quality, and quantities of work to be performed and materials to be furnished and as to the requirements of all Contract Documents.

The Department does not guarantee the details pertaining to borings, as shown on the plans, to be more than a general indication of the materials likely to be found adjacent to holes bored at the site of the

work, approximately at the locations indicated. The Contractor shall examine boring data, where available, and make his own interpretation of the subsoil investigations and other preliminary data, and shall base his bid on his own opinion of the conditions likely to be encountered.

The bidder's submission of a proposal is prima facie evidence that the bidder has made an examination as described in this Article.

2-5 Preparation of Proposals.

2-5.1 General: Submit proposals on the form described in 2-2. Show unit or lump sum prices for all bid items in both words and figures, and carry out all extensions. Fill in the prices and amounts with ink or typewriter. Initial changes made to words or figures that are typewritten or written in ink. Any pay item that will be provided free or at no cost to the Department shall be indicated as "free" or "\$.00" (fill in the words and figures column). If the pay item is left blank or n/a is used the bid may be declared irregular. Show the total of the bid on the face of the proposal.

If the proposal is made by an individual, either in the bidder's own proper person or under a trade or firm name, the bidder shall execute the proposal under his signature and indicate the firm's bidding office street address. If made by a partnership, execute the proposal by setting out in full the names of the partners and the firm name of the partnership, if any, and have two or more of the general partners sign the proposal. Also, indicate the firm's bidding office street address. If made by a corporation, execute the proposal by setting out in full the corporate name and have the president or other legally authorized corporate officer or agent sign the proposal. Also, affix the corporate seal, and indicate the corporation's bidding office street address.

2-5.2 Declaration of Noncollusion: File with the Department Form 375-020-08, contained in the proposal, which includes an unsworn statement executed by, or on behalf of, the person, firm, association, or corporation submitting the bid certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the submitted bid. The Department will not consider any bid unless such form is properly completed in accordance with the requirements shown thereon.

2-6 Rejection of Irregular Proposals.

A proposal is irregular and the Department may reject it if it shows omissions, alterations of form, additions not specified or required, conditional or unauthorized alternate bids, or irregularities of any kind; or if the unit prices are obviously unbalanced, either in excess of or below the reasonable cost analysis values.

When the Department provides for alternate bids in the proposal form and the bidder submits non-computer-generated proposal form sheets, make only one entry in each design group. A proposal that provides for alternative bids is irregular and the Department may reject it if the bidder makes entries for more than one alternate.

2-7 Guaranty to Accompany Proposals.

The Department will not consider any proposal unless it is accompanied by a proposal guaranty of the character and amount indicated in the Notice to Contractors, and unless it is made payable to the Florida Department of Transportation. Submit proposals with the understanding that the successful bidder shall furnish a Contract Bond pursuant to the requirements of 3-5.

2-8 Delivery of Proposals.

Submit all bids in sealed envelopes, bearing on the outside the name of the bidder, the bidder's address, and the number of the project for which the bidder submitted the bid. For proposals that are submitted by mail, enclose the proposal in a sealed envelope, marked as directed above. Enclose the sealed envelope in a second outer envelope addressed to the Department, at the place designated in the

Notice to Contractors. For a proposal that is not submitted by mail, deliver it to the Contracts Office of the Department, or to the place as designated in the Notice to Contractors. The Department will return proposals received after the time set for opening bids to the bidder unopened.

2-9 Withdrawal or Revision of Proposals.

A bidder may withdraw or revise a proposal after submitting it, provided the Department receives a written request to withdraw or revise the proposal prior to the time set for opening of bids. The resubmission of any proposal withdrawn under this provision is subject to the provisions of 2-8.

Legible facsimile (FAX) proposal changes will be accepted if received in full at the fax number listed in the Bid Solicitation Notice by the time proposals are due on the day of the letting and provided that all of the following conditions are met:

1. The Bidder's name is the same on the faxed proposal change as shown on the original proposal.

2. The proposal change includes the following:

The correct Financial Project Number.

The correct bid item number being changed and the respective unit price change.

The correct revised total per item.

The revised total bid amount.

The signature of the President or Vice President of the Company.

Faxed proposal changes failing to meet all of these requirements will not be considered and will not change the original bid.

The Department will not be responsible for any communications or fax machine breakdowns, transmission interruptions, delays, or any other problems that interfere with the receipt of faxed proposal changes as required above either at the Bidder's fax location, at the Department's fax location, or anywhere between these locations. Receipt or non-receipt of a faxed proposal change will not be considered grounds for a bid protest.

2-10 Opening of Proposals.

The Department will open and publicly read proposals at the time and place indicated in the Notice to Contractors. The Department invites bidders, their authorized agents, and other interested parties to attend.

2-11 Disqualification of Bidders.

The Department may disqualify any bidder and reject the bidder's proposal or proposals for any of the following reasons:

(a) The submission of more than one proposal for the same work from an individual, firm, or corporation under the same or a different name.

(b) Evidence that one bidder has a financial interest in the firm of another bidder for the same work.

(c) Evidence of collusion among bidders. The Department will not recognize a participant in such collusion as a bidder for any future work of the Department until the Department reinstates such participant as a qualified bidder.

(d) Failure to qualify in accordance with 2-1.

(e) Uncompleted work on other projects that, in the judgment of the Department, could hinder or prevent the prompt completion of the proposed work.

(f) Failure to pay or satisfactorily settle all bills due for labor and material on other contracts in force at the time of advertisement for bids.

(g) Default under a previous contract.

(h) Employment of unauthorized aliens in violation of Section 274A (e) of the Immigration and Nationality Act.

2-12 Material, Samples and Statement.

The Department may require that the bidder furnish a statement of the origin, composition, and manufacture of any and all materials to be used in the construction of the work, together with samples that may be subjected to the tests provided for in these Specifications to determine the materials' quality and fitness for the work.