

ITB No. 23-001
Invitation to Bid for
Demolition of a Fire Station

Sanibel Fire & Rescue District ("District")
Instructions to Bidders

The Sanibel Fire & Rescue District ("District") is requesting bids from qualified contractors for demolition of a fire station as further described in the Scope of Work included in this Invitation to Bid ("ITB" or "solicitation").

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Section I – General Terms and Conditions

Background

The District is an independent special district of the State of Florida, created and existing under Chapters 189 and 191 Florida Statutes to provide emergency fire and rescue services within its service area.

General Scope of Work

This solicitation seeks bids for construction services to demolish an existing fire station. Sanibel Fire & Rescue station #172, located at 5171 Sanibel Captiva Rd, Sanibel, FL 33957, was structurally evaluated after significant flooding during Hurricane Ian in September of 2023. The building structural analysis report indicated that the existing building is “substantially structurally deteriorated.” Therefore, the fire department wishes to demolish the existing station. The scope of work will be for the demolition only and will consist of demolishing the existing one-story station in its entirety along with all existing concrete aprons, all existing conc. sidewalks, and all existing pavers. All existing underground lines and plumbing is to be capped. Refer to the demolition plan for the exact locations and extent of the work. The existing one-story detached storage building, and the existing communication tower is to remain. The fire department intends to operate out of the existing trailer on site. All work performed must be coordinated with the fire department to maintain the fire department operations during the duration of demolition work.

The work must be performed in accordance with the Architectural and Civil Demolition Plans attached to this ITB Package.

Bid Documents

A copy of the solicitation may be obtained at no charge by visiting the District’s website at <https://www.sanibelfire.com/rfq-rfp-itb>. The District has no responsibility for the accuracy, completeness, or sufficiency of any documents obtained from any source other than listed above. Obtaining these documents from any other source(s) may result in obtaining incomplete and inaccurate information and failure to receive any addenda, corrections, or other revisions to these documents that may be issued.

Questions and Communications

Respondents to this solicitation or persons acting on their behalf may not contact any District employee or board member concerning any aspect of this solicitation, except in writing as provided below. Violation of this provision may be grounds for rejecting a response.

For all inquiries concerning this solicitation respondents may only contact Chris Jackson at CJackson@sanibelfire.com. Questions must be submitted in writing via electronic mail to CJackson@sanibelfire.com using “**Question re: ITB No. 23-001 Fire Station Demolition**”

as the subject line. Questions must be submitted on or before the deadline listed below. The District will not answer questions submitted after the deadline.

Deadlines

The deadline for submitting questions regarding this solicitation is **November 30th, 2023 at 5:00 PM.**

The deadline for submitting a response to this solicitation is **December 8th, 2023 at 11:00 AM.**

Addenda

The District will post answers to questions and any revisions to this solicitation as written addenda on the District's web site at www.sanibelfire.com. The District may issue Addenda on its own initiative or in response to questions to clarify, correct, supplement, or change the solicitation documents. Only responses set forth in an Addendum will be binding. Oral and other interpretations or clarifications will be without legal effect. Responses to questions are not part of the solicitation documents unless set forth in an Addendum that expressly modifies or supplements them. Respondents are responsible for reviewing the District's website for the District's responses to any questions timely submitted.

Response Submittal

All responses must be delivered in a sealed envelope to the District at 2351 Palm Ridge Rd, Sanibel, Florida 33957 on or before the deadline provided above. The Response must be clearly marked as "**Response to ITB No. 23-001 Fire Station Demolition**" as the subject line of the email or marked on the outside of the sealed envelope, which shall also include the Respondent's return address.

The District assumes no responsibility for responses not properly marked. Receipt of a response by any District office, receptionist or personnel other than provided above will not constitute "delivery" as required by this solicitation. The District will not accept responses delivered in any manner other than as prescribed in these instructions. If the response is delivered after the established deadline or is not submitted at the correct location or in the designated manner, a Respondent will be deemed non-responsive to the solicitation requirements.

Responses that are incomplete, conditional, obscure, or do not conform to the requirements contained in this solicitation may be rejected as nonresponsive at the sole discretion of the District. The District reserves the right to reject all responses and not grant any award resulting from this solicitation. The District also reserves the right to waive nonmaterial irregularities and technicalities. If awarded, no contract will be formed between the respondent and the District until an agreement is executed by both parties.

Upon submittal of its response, respondent agrees to be bound by all terms and conditions of this solicitation. The District will not be liable for any expenses incurred in connection with the preparation of a response to this solicitation.

Pre-Bid Conference

No Pre-Bid Conference will be held.

Anticipated Schedule

The following is the District’s schedule for the selection of a respondent to provide Construction demolition services. The District reserves the right to delay scheduled dates if it determines that it is in the best interest of the District.

<u>Milestone</u>	<u>Expected Date</u>
Advertise ITB	November 20, 2023
Mandatory Pre-Bid conference	N/A
Deadline to submit questions	November 30, 2023
Deadline to submit Bids	December 8, 2023
Bid Opening	December 11, 2023

Preparation of Bid

Bidders must complete every blank on the bid form in ink and must sign it in ink. The person signing the bid form must initial any erasures or alterations.

A bid by a corporation must be executed in the corporate name by the president or a vice-president or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must be shown below the signature. A bid by a partnership must be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. The official address of the partnership must be shown below the signature. A bid by a limited liability company must be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm must be shown below the signature. A bid by a joint venture must be executed by each joint ventures in the manner indicated on the bid form. The official address of the joint venture must be shown below the signature.

A bid by an individual must show the Bidder’s name and official address.

All names must be typed or legibly printed in ink below each signature. A bid by a person who affixes to its signature the word "president", "secretary", "agent", or other designation without

disclosing its principal may be held to be the bid of the individual signing. When requested by District, Bidder must furnish evidence of the authority of the person signing the bid.

On the bid form, Bidder must provide a list of all Addenda issued and acknowledge receipt of each of them.

Bidder must provide its postal and e-mail address and telephone number for communications regarding the Bid.

Bidder must provide its state contractor license number.

Basis of Bid

- A. Bidders shall submit a bid for the bid item listed in bid form.
- B. The bid price must include all costs for the work including demolition and disposal and any amounts for contractor's overhead, costs, profit, and other expenses.

Minimum Qualifications

1. Bidder must be a contractor licensed to do business in the state of Florida and must provide its contractor license number on the Bid Form.
2. Bidder must have completed at least 3 projects of similar size and scope within the last 5 years and must provide references for each project. Bidder shall provide a completed reference form for each reference including all of the information required on the reference form.
3. Bidder must not have been involved in litigation concerning any of its work within the last 5 years.

Modification and Withdrawal of Bid

A bid may be modified or withdrawn by an appropriate document duly executed in the same manner that a bid must be executed and delivered to the place where Bids are to be submitted prior to the date and time for the opening of Bids.

If within 24 hours after Bids are opened any Bidder files a duly signed written notice with the District and promptly thereafter demonstrates to the reasonable satisfaction of the District that there was a material and substantial mistake in the preparation of its Bid, then Bidder may withdraw its Bid. Thereafter, if the Work is rebid, that Bidder may be disqualified from submitting a bid on the Work.

Bid Opening

All sealed proposals meeting the submission deadline will be publicly opened at a meeting at 11 AM on December 11th , 2023, at 2351 Palm Ridge Rd, Sanibel, Florida 33957.

Evaluation of Bids and Award of Contract

District reserves the right to reject any or all bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional bids. District further reserves the right to reject the bid of any bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. District may also reject the bid of any bidder if District believes that it would not be in the best interest of the District to make an award to that bidder.

More than one bid for the same work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any bidder has an interest in more than one bid for the Work may be cause for disqualification of that bidder or the rejection of all bids in which that bidder has an interest.

It is the intent of the District to award the contract to the lowest responsible and responsive bidder if the bid has been submitted in accordance with the requirements of the bid documents. The District reserves the right to waive informalities or irregularities in any bid and to accept the bid which is, in the District's judgment, in the District's best interest. The District reserves the right to award the contract based on the submitted bid form.

Contract

A copy of the construction services contract is included in this ITB package. The contract contains minimum insurance requirements that must be satisfied for the contract to be executed by the District. The successful bid will be incorporated into the contract with terms acceptable to the District in its sole discretion. **By submitting a response, respondent agrees to all the terms and conditions of this solicitation and those included in the attached contract.** If respondent desires to propose a change to a term or condition of this solicitation or the District's contract, respondent must identify its request by submitting a question by email as provided herein. After the District issues the Notice of Award, District will provide the Contract to the successful bidder. The successful bidder shall sign and deliver the required number of counterparts of the Contract, attached documents, and certificates of insurance to the District within 15 days after District provides it.

Insurance

The contract sets forth District's requirements concerning insurance. When the successful bidder delivers the executed contract to District, it must be accompanied by evidence of the required insurance.

Compliance With Federal Laws, Regulations, and Executive Orders

This project may be funded with federal financial assistance from the Federal Emergency Management Agency (FEMA). The selected contractor must comply with all applicable federal laws, regulations, executive orders, and FEMA requirements. Per 2 C.F.R. § 200.326, the contract

must contain all applicable required contract provisions provided in Exhibit C to the contract in accordance with Appendix II to 2 C.F.R. Part 200.

Sales And Use Taxes

The Bidder is responsible for paying all applicable state and federal sales and use taxes on materials and equipment it uses for the Work. All such taxes should be included in the Bid.

Notice of Intended Decision

The Notice of Intended Decision will be posted for review by interested parties on the District's website at <https://www.sanibelfire.com/rfq-rfp> and at 2351 Palm Ridge Rd, Sanibel, FL 33957.

Protest of District Decisions

Notice of Protest and Formal Written Protest

By submitting a response to this solicitation, respondents agree to the process for filing a protest set forth in these instructions. No time will be added to the time limits provided below for service by mail.

a. Protest of terms, conditions or specifications of a solicitation

With respect to a protest of the terms, conditions, and specifications contained in a solicitation, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, the notice of protest shall be filed in writing within 72 hours after the posting of the solicitation. The formal written protest shall be filed within 10 days after the date the notice of protest is filed.

b. Protest of the District's decision or intended decision

Any person who is adversely affected by the District's decision or intended decision shall file with the District a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision. The formal written protest shall be filed within 10 days after the date the notice of protest is filed.

Contents of Formal Written Protest

The formal written protest must be printed or typewritten, and shall contain:

- 1) The name and address of the person or firm filing the protest and an explanation of how the person or firm is adversely affected;
- 2) A statement of how and when the competitive solicitation, or notice of District decision or intended decision was received;
- 3) A statement of all disputed issues of material fact, and if there are none, a statement so indicating;
- 4) A concise statement of the ultimate facts alleged, as well as the rules or statutes

- which entitle the protestor to relief;
- 5) A demand for relief; and
 - 6) Any other information material to the protest.

Filing

All notice of protests and formal written protests shall be filed with the District Fire Chief at 2351 Palm Ridge Rd, Sanibel, FL 33957, Monday through Friday, excluding holidays, during normal business hours. Filings may be submitted via hand delivery, U.S. Mail, or other delivery/courier service. Filings will not be accepted via email. A notice of protest or formal written protest is not timely filed unless received by the District within the prescribed time limit. Failure to file a notice of protest, if required, or a formal written protest within the time prescribed in these instructions shall constitute a waiver of all claims.

Protest Bond

As provided in Florida Statutes section 287.042(2)(c), any person who files an action protesting a decision or intended decision of the District, shall at the time of filing the formal written protest provide a bond payable to the District, in an amount equal to 1 percent of the estimated contract amount. Failure to post the bond at the time of filing the written protest will constitute a waiver of a person's right to challenge the District's action.

Stay of Procurement

Upon receipt of a formal written protest that has been timely filed, the bid solicitation or contract award process shall be stayed until the subject of the protest is resolved by final action by the Board of Commissioners, unless the Executive Director, with the concurrence of the Board, sets forth in writing particular facts and circumstances that require the continuation of the contract solicitation process through award without delay in order to avoid an immediate and serious threat or loss to the public health, safety, property, or welfare. The District will provide notice that a contract solicitation has been stayed either electronic mail or U.S. mail to all respondents.

Resolution of Formal Written Protest

The Executive Director, or his or her designee, shall consider and investigate all written protests in a timely manner. The District will provide an opportunity for the protestor to meet with the Executive Director, or his or her designee, to resolve the protest by mutual agreement within seven (7) days, excluding Saturday, Sunday, and holidays, of receipt of a formal written protest. The District may grant extensions of time to conduct this meeting for good cause shown.

If the subject of a protest is not resolved pursuant to this meeting, the Executive Director shall state in writing that there was no resolution. The Executive Director will make a recommendation to the Board of Commissioners, and the Board of Commissioners will then make a final decision to either uphold the recommendation, reject the recommendation, and send it

back for further action, reject all proposals, or do something other than what the Executive Director has recommended.

Florida Statutory Requirements

1. **Scrutinized Companies.** By submitting a response to this solicitation, respondent certifies that it is in compliance with Section 287.135, Florida Statutes. Respondent certifies that it is not on this list of Scrutinized Companies that Boycott Israel and is not engaged in a boycott of Israel. For contracts for goods or services of \$1 million or more, respondent certifies that (1) it is not on any of the following lists: Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector, or Scrutinized Companies that Boycott Israel, and (2) it is not engaged in business operations in Cuba or Syria. Respondent acknowledges the remedies provided in Subsection 287.135(5), Florida Statutes against anyone found to have submitted a false certification including civil penalties.
2. **Public Entity Crimes.** Respondent understands the requirements of sections 287.132 and 287.133, Florida Statutes and is not on the convicted vendor list for public entity crimes maintained by the Florida Department of Management Services. Respondent certifies that it is in full compliance with sections 287.132 and 287.133, Florida Statutes and will notify the Authority if it becomes non-compliant.
3. **E-Verify.** As required by Section 448.095, Florida Statutes, consultants, contractors, subconsultants, and subcontractors for a public agency must register with and use the E-Verify system to verify the work authorization status of all new employees. By submitting a response, respondent certifies that it does not employ, contract with, or subcontract with any unauthorized aliens, and has registered with and uses the E-Verify System to verify the work authorization status of all newly hired employees.
4. **Public Records.** Upon receipt, responses will be subject to disclosure under Florida Public Records laws including Chapter 119, Florida Statutes. Respondents may invoke exemptions to disclosure provided by law, in the response to the solicitation, by providing the specific statutory authority for the claimed exemption, identifying the data or other materials to be protected, and stating the reasons why such exclusion from public disclosure is necessary. However, if a request is made of the District, pursuant to Chapter 119, Florida Statute, for public disclosure of proprietary property of the respondent, the District will advise the respondent of such request and it will be the respondent's sole burden and responsibility to defend its claimed exemption. Subsection 119.071(1)(b), Florida Statutes, exempts sealed responses from inspection, examination, and duplication until such time as the District issues a notice of intended decision or within 30 days after opening the responses, whichever is earlier. This exemption is not waived by the public opening of the responses. Any questions regarding the application of Chapter 119, F.S., to this solicitation may be directed to the District's public records custodian by telephone at (239) 472-5525, or by email at cjackson@sanibelfire.com.
5. **Responsible Vendor Determination.** Respondent is hereby notified that Section

287.05701 Florida Statutes provides that the District may not request documentation of or consider a vendor's social, political, or ideological interests when determining if the vendor is a responsible vendor.

**Bid Form - Fire Station Demolition
Sanibel Fire & Rescue District
ITB No. 23-001**

Addendum Acknowledgement

I acknowledge obtaining all addenda issued to this solicitation by completing the blocks below. Failure to acknowledge all addenda may be cause for rejection of the bid.

Addendum No. _____ Date Issued: _____

Addendum No. _____ Date Issued: _____

Addendum No. _____ Date Issued: _____

Addendum No. _____ Date Issued: _____

I will complete the work in accordance with this solicitation and the bid documents including the contract for the following price:

Bid Item	Description	Bid Price is lump sum
1	Demolition of Fire Station	\$ _____

NAME: _____

ENTITY: _____ (e.g. corporation, partnership, individual)

ADDRESS: _____

TELEPHONE _____ EMAIL: _____

STATE LICENSE NO. _____

AUTHORIZED SIGNATURE: _____

TITLE: _____

(print/type name as signed above): _____

DATE: _____

REFERENCE FORM

Respondent must provide this form for each reference as required by the solicitation.

Respondent Name: _____

Reference Entity: _____

Reference Contact Person: _____

Reference Address: _____

Reference Email Address: _____

Reference Phone No.: _____

Project Name: _____

Project Location: _____

Date Project Completed: _____

Respondent Project Manager: _____

Description of Work Performed: _____

