



Lutheran Services Florida, Inc., Oasis Youth Shelter

Request for Bid

Lutheran Services Florida (LSF) is a leading, life-changing human services organization working to transform the lives of people regardless of age, background, or belief. We generously serve children and families, youth and teens, adults and elderly, refugees and immigrants, and victims of natural disasters through various programs ranging from substance abuse and mental health to education. Through our work, we help communities build healthier, happier, and hope-filled tomorrows.

The Lutheran Services of Florida Head Start Program (LSF) is requesting bids to build a 20 X 20 stand alone exterior screened enclosure per the engineered drawings at the Oasis Youth Shelter Administration Building located at 3634 Central Avenue, Fort Myers, FL 33901. **This proposed project will be funded in whole or in part by HUD Community Development Block Grant (CDBG) funds. HUD contract provisions and Federal labor Standards provisions apply. Disadvantaged Business Enterprises/Minority Business Enterprises/Women Business Enterprises goals have been set at 10% for this project.**

Sealed bids will be received not later than 5:00p.m. on Friday, February 8, 2019.

A sealed bid opening will take place on Monday, February 11th at 11:00am, at the address below, at which time the bids will be opened and recorded as received. Evaluation of the bids will not take place at that time. Award consideration will be made no later than 30 days or sooner from the date the bids are opened.

Please submit completed bids to:

**Lutheran Services Florida
3615 Central Avenue
Fort Myers, FL 33901
Attn: Shareet Pennino**

The contract will be awarded to the lowest, responsive, responsible contractor whose bid is within the competitive range and determined to be the most advantageous to Lutheran Services of Florida with price and other factors considered. The factors to be considered and the method to be utilized in the evaluation of the bids are set forth in this document. All bids received by the Business Office of the Lutheran Services of Florida, MUST be completed in their entirety. Bids that are not completed correctly or are received incomplete, will NOT be considered. Bids returned without all of the required documentation requested in this RFB will NOT be considered.

Your signature on the completed bid will serve as a warranty that your bid is genuine and that your bid is made without any understanding, agreement, or connection with the same purpose and this bid is in all respects fair and without collusion or fraud, and you agree with all contract provisions.



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1.0. SPECIFICATIONS:

To build a 20 X 20 stand alone exterior screened enclosure per the engineered drawings (Exhibit A)

Scope of Work is as Follows:

Please see Exhibit "A" for details.

Provide a two-year warranty, "no dollar limit" for material and workmanship, in addition to the manufacturer's warranty on the structure and ten year warranty on the screening.

The successful bidder, hereinafter "Contractor", shall furnish all equipment, materials, labor, supervision, insurance, permitting and planning necessary to perform the work at Oasis Youth Shelter Administration Building as outlined in the Scope of Work above.

PRE-BID CONFERENCE:

A pre-bid conference will be held on January 31, 2019 at 11:00 am at the Oasis Youth Shelter, 3634 Central Avenue, Fort Myers, 33901 followed by a project inspection at the Shelter.

2.0. SUBMITTALS:

Contractor shall submit the following, upon award of contract:

- 2.1. Evidence that personnel and installers are qualified and certified
- 2.2. Warranty information with pricing, if applicable.
- 2.3. All licenses as required by federal, state and local regulations.
- 2.4. Sequenced and scheduling plans based on the Statement of Work.
- 2.5. Contractor must be available to complete work by March 30, 2019. A financial penalty may be invoked for each day after the contractual completion date, until work is complete.
- 2.6. Contractor must have ability to work after 5pm on weekdays and on weekends, as some of this work cannot be done during work hours. Days and times to be approved by the project manager.
- 2.7. Pricing to include permits, supplies, parts and labor, to be listed as separate items.
- 2.8. Contractor must adhere to the Davis Bacon Act, the Copeland Act and all applicable HUD regulations.



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3.0. COMMUNICATIONS AND REQUESTS FOR ADDITIONAL INFORMATION:

All communications and requests for additional technical information shall be directed to Laurie.Kowalski@lsfnet.org.

4.0 INSURANCE:

For bid purposes, proposers must submit copies of certificates of insurance as follows and must name Lutheran Services Florida as additional insured and Lee County as additional insured on the General Liability:

Automobile liability with minimum limits of

\$100,000 bodily injury per person (BI)
\$300,000 bodily injury per occurrence (BI)
\$100,000 property damage (PD) or \$300,000 combined single limit (CSL) of BI and PD

Workers' Compensation with minimum limits of

\$100,000 per accident
\$500,000 disease limit
\$100,000 disease limit per employee @ \$1,000,000 per occurrence/\$2,000,000 aggregate.

Commercial General Liability with minimum limits of

\$500,000 bodily injury per person (BI)
\$1,000,000 bodily injury per occurrence (BI)
\$500,000 property damage (PD) or \$1,000,000 combined single limit (CSL) of BI and PD

Director and Officers Liability

Entity coverage to cover claims against the organization directly for wrongful acts with limits not less than \$100,000

Fidelity Bonding



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Covering all employees who handle the agency's funds. The bond amount must be equivalent to the highest daily cash balance or a minimum amount of \$50,000.

5.0. GENERAL TERMS AND CONDITIONS:

5.1 FORM:

All responses to a Request for Bid (RFB) may be on the Contractor's letterhead or form.

5.2 BIDS:

If offers and amendments thereto, or withdrawal of bids submitted, are received by LSF after the date and time specified for scheduled opening, they will not be considered. Please see Attachment I for more details.

5.3 INCONSISTENCIES IN CONDITIONS:

In the event there are inconsistencies between the General Terms and Conditions and the Special Terms and Conditions, if any, and/or other schedules contained herein, the latter two shall take precedence.

5.4 CLARIFICATION OF TERMS:

If any prospective Contractor has questions about the specifications or other solicitation documents, the prospective Contractor should contact the buyer whose name appears on the face of the solicitation. Any revisions to the solicitation will be made only by written addendum issued by the buyer.

5.5 ETHICS IN PUBLIC CONTRACTING:

By submitting their bids, all Contractors certify that their bids are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other contractor, supplier, manufacturer or subcontractor in connection with their bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

6.0 INFORMATION FOR OFFERORS RESPONDING TO REQUEST FOR BIDS;

6.1 Award official will be made to the most responsible and responsive contractor as determined by LSF. No official award will be made before getting the consent of LSF.



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6.2 Acceptance of a bid by LSF is not an order to proceed.

6.3. All bids must be signed with the firm name by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.

6.4. Verify your bids before submission as they cannot be withdrawn or corrected after being opened. Incomplete bids will result in the disqualification of the contractor and associated bid from the bid process.

6.5 Conditional bids or bids not prepared and submitted in accordance with provisions hereof will not be considered.

7.0. BID SUBMISSION

Bids are to be submitted to Shareet Pennino by February 8, 2019 and clearly labeled as follows: Bid for Flooring - Attn: Shareet Pennino

8.0 EVALUATION CRITERIA:

Bids shall be reviewed by a Team and that Team shall evaluate each bid based on the criteria listed below and submit a company's name to LSF for approval. Contractors should ensure that all elements of the criteria are fully covered in their bids.

8.1. Bids will be evaluated on the following criteria:

8.2. Appropriate solution for achieving the purpose of the RFB.

8.3. Cost effectiveness.

8.4. The ability to provide service, as well as past performance of the Contractor.

8.5 Ability to meet a March 30, 2019 or contractual completion date.

8.6 All HUD documents have been included as required (Attachment II)

9.0 AWARD OF CONTRACT:

The contract will be awarded to the lowest, responsive and responsible bidder in accordance with 2 CFR 200.320.



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10.0 CHANGE ORDERS:

Additional Work

Before any work under the contract shall qualify as additional work, the Contractor shall notify LSF in writing of his intention to treat certain work, if performed, as additional work and his reasons. If written notice is not given, no claim for additional work will be honored. Notice by Contractor shall not be construed as proving the validity of the claim.