

**CITY OF AVON PARK
INVITATION TO BID ITB #24-02**

January 2024

24-02

NOTICE IS HEREBY GIVEN that the City of Avon Park is accepting sealed bids for:

Glenwood and Crystal Lake Water Treatment Plant Chlorine System and Control Panel Improvements

At 2:00 P.M., EST on February 27, 2024, in the basement conference room at the City Hall, 110 E. Main St., Avon Park, Florida, bids will be opened and read aloud.

An original and **two (2) copies** of all bids, including all executed documents and needed attachments, shall be placed in a sealed envelope, marked "24-02": SEALED BIDS FOR "Glenwood and Crystal Lake Water Treatment Plant Chlorine System and Control Panel Improvements", and delivered prior to the bid opening deadline, **2:00 P.M., EST on February 27, 2024**. Any responses received later than 2:00 P.M. EST on February 27, 2024 will be returned to sender unopened.

Intent

The City of Avon Park is seeking proposals from qualified companies to provide and install new components, pumps, tanks, and modifications related to the chlorine system improvements at the treatment plants; as well as to demo individual components, provide and install new components and provide programming as part of the modifications required for the Glenwood and Crystal Lake Water Treatment Plant (WTP) existing Control Panel and the Variable Frequency Drives. The SYSTEMS INTEGRATOR shall be responsible for all modifications including all Programmable Logic Controller (PLC) programming and all Human Machine Interface (HMI) screens as required.

A **Mandatory** Pre-Bid Meeting will be held at the City of Avon Park, Public Works located at **2301 US 27 South, Avon Park, FL**, on Tuesday, at 2:30 P.M. **February 6th, 2024**. Questions pertaining to the construction documents must be addressed to Andy Mogle, Purchasing Agent, City of Avon Park, 110 E. Main Street, Avon Park, FL 33825, (amogle@avonpark.city)

Responding to the Invitation to Bid

The City of Avon Park shall be the sole judge of the bid and the resulting agreement that is in its best interest and its decision shall be final. All bidding and award procedures undertaken by the City in regard to this project shall be consistent with the City's adopted procurement procedures.

All persons and firms wishing to submit a bid must obtain a complete copy of the Invitation to Bid on the City's website, <http://avonpark.city>, Services: Bids, or by contacting Andy Mogle, Purchasing Agent, by email at (amogle@avonpark.city)

Faxed or e-mailed responses will not be accepted. Responses may be hand delivered, mailed, or delivered via courier service to the following address:

PROJECT SPECIFICATIONS AND DRAWINGS: Available for review at the City of Avon Park Public Works office:

2301 US 27 South
Avon Park, FL 33825

Bids shall be prepared using the Project Specifications and Drawings. It is the Bidders responsibility to check the website at <http://www.avonpark.city/services/bids.php> Or by contacting Andy Mogle(contact information above) prior to submitting a bid to ascertain if any addenda have been issued, to obtain all such addenda and acknowledge

the addenda with the submitted bid. All questions shall be directed to Andy Mogle, and will be accepted for addenda until **February 16, 2024 at 4 PM** in order to provide sufficient time for City to respond appropriately to addenda.

The failure of a Bidder to submit acknowledgement of any addenda that affects the bid price(s) may be considered an irregularity and may be cause for rejection of the bid. The Owner/Engineer is not responsible for delivery of addenda to prospective bidders.

All persons or firms must submit a W-9 and a current Public Entity Crimes Statement with their response.

Responses may be hand delivered, mailed, or delivered via courier service to the following address. Faxed or e-mailed responses will not be accepted.

DELIVERY/MAILING ADDRESS

CITY CLERK
CITY OF AVON PARK
110 E MAIN STREET
AVON PARK, FL 33825

General Information and Requirements

1. In accordance with Chapter 119, Florida Statutes, all bids received, and all materials contained therein, once opened are **public record**, and subject to disclosure to any person, organization, or firm, including other firms responding to this invitation to bid.
2. In accordance with section 287.133, Florida Statutes, 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 or proposal on a contract to provide any goods or services to a public entity and 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-for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.
3. The City reserves the right to accept or reject any or all bids, or part thereof, to waive any informalities or technicalities, or to award contracts in the best interest of the City. In all instances, the City's decision shall be final.
4. The City of Avon Park is exempt from taxes imposed by the State and Federal Government. Bids shall not include any taxes or fees.
5. The Contract(s) awarded under this Solicitation will be federally funded by the U.S. Department of Housing and Urban Development using Community Development Block Grant (CDBG) funds. For the best practices of the CDBG program, see Exhibit "H" for CDBG-MIT Agreement and CDBG Bid Contract Conditions including davis bacon wage rates.
6. Prospective firms must submit proposals strictly in accordance with the specifications outlined in the Invitation to Bid. Each variance, if any, to the specifications shall be specifically stated in the bid.

7. Prospective firms warrant by virtue of submission of bids that all prices, terms, and conditions stated shall be honored for a period of ninety (90) days after the opening of bids. **Any** changes at the time an order is placed shall result in automatic disqualification of the vendor.
8. The original bid shall be signed, in blue ink, by a corporate officer, partner, or proprietor.
9. The City reserves the right to reject any or all items if in its judgment the item does not meet the needs of the City, or for any reason it deems suitable.
10. Prospective firms are hereby warned not to contact any City employee or official on matters relating to this Invitation to Bid, except as indicated herein. Any attempt to do so, or engaging in lobbying or any other activity interfering with the evaluation process may result in immediate disqualification of the vendor from **any** City business.
11. The performance of the City of Avon Park and its obligation to pay under this contract is contingent upon annual appropriation by the City Commission of Avon Park.
12. Prospective firms quoting State of Florida contract pricing must provide the state contract number and date of expiration in their bids or proposals. Firms will be required to provide a copy of the entire contract prior to the placing of orders by the City.
13. Prospective firms hereby warrant by virtue of submission of bids that any and all terms, conditions, and requirements as stated in this document are valid, enforceable, and binding upon the selected vendor.

Specific Information and Requirements

1. Answers to questions submitted about this Invitation to Bid or the Project will be provided to all known prospective bidders.
2. The selected firm may not discriminate against any employee employed in the performance of services, or against any applicant for employment because of race, religion, color, handicap, national origin, age, gender, or marital status.
3. Bids shall include all information required in the Invitation to Bid. Bidders shall use City standard forms as included in the Invitation to Bid to submit all information or shall follow the format dictated or include the information required herein where no form is provided. Bid documents shall be arranged in order as indicated on the Bid Contents Form.
4. The City will allow the use of **approved** subcontractors or third parties in performing work outlined in this Invitation to Bid.

Evaluation of Bids

The City of Avon Park shall be the sole judge of the bid and the resulting agreement that is in its best interest and its decision shall be final. All bidding and award procedures undertaken by the City in regard to this project shall be consistent with the City's adopted procurement procedures. The City reserves the right to seek clarification from prospective firms on any issue in a bid, or take any other action it feels necessary to properly evaluate the bids and construct a solution in the City's best interest.