SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Award and Enter into Contract with Hartman Civil Construction Company, Inc. for ITB 017-0-2019/RS Sumter County SR 471 Water Main Extension Project (Staff Recommends Approval).

REQUESTED ACTION: Staff Recommends Approval

Meeting Type: Regular Meeting
DATE OF MEETING: 4/23/2019

CONTRACT:

☐ N/A

Vendor/Entity: Hartman Civil Construction Co., Inc.
Effective Date: 4/23/2019
Termination Date: 60 calendar days from the date established in the Notice to Proceed
Managing Division / Dept: Purchasing

BUDGET IMPACT: $227,000.00

FUNDING SOURCE: General Fund

Type: Annual
EXPENDITURE ACCOUNT: 001-412-539-8116

HISTORY/FACTS/ISSUES:
ITB 017-0-2019/RS Sumter County SR 471 Water Main Extension Project was broadcasted on 3/8/2019. Bids were due on 4/9/2019 at 12:30 p.m. and opened at 12:05 p.m. in Room 110 of The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Five (5) bids were received from the following firms:

1. Hartman Civil Construction Company, Inc. - $227,000.00 (written amount on bid form)
2. Pospiech Contracting, Inc. - $231,510.00
3. Pave-Rite, Inc. - $244,347.92
4. Art Walker Construction, Inc. - $277,000.00
5. Tri-Sure Corporation - $319,625.00

The Selection Committee met on 4/11/2019 at 2:00 p.m. in Room 110 of The Villages Sumter County Service Center to review the bids. The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to enter into contract with Hartman Civil Construction Company, Inc. as the lowest bid.

The following items are attached: Bid opening meeting minutes from 4/9/2019, Selection Committee meeting minutes from 4/11/2019, ITB 017-0-2019/RS bid document, ITB submittal from Hartman Civil Construction Company, Inc., Agreement.
Before the undersigned authority personally appeared Sheryl Dufour who on oath says that she is Legal Ad Coordinator of the DAILY SUN, a daily newspaper published at Lady Lake in Lake County, Florida with circulation in Lake, Sumter and Marion Counties; that the attached copy of advertisement, being a Legal Ad # 870629 in the matter of INVITATION TO BID (ITB), was published in said newspaper in the issues of

MARCH 8, 2019

Affiant further says that the said Daily Sun is a newspaper published at Lady Lake in said Lake County, Florida, and that the said newspaper has heretofore been continuously published in said Lake County, Florida each week and has been entered as second class mail matter at the post office in Lady Lake, in said Lake County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisements; and affiant further says that he has neither paid nor promised any person, firm, or Corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

(Signature Of Affiant)

Sworn to and subscribed before me this 8 day MARCH 2019.

Robin L. Baldeschiwelner, Notary

Personally Known X or Production Identification

Type of Identification Produced

INVITATION TO BID (ITB)

Notice is hereby given that the Sumter County Board of County Commissioners (BOCC) will receive bids for the following: "ITB #017-0-2019/RS Sumter County SR 471 Water Main Extension Project".

Bid information is available upon request by calling (352) 689-4400, by coming to the Purchasing Division located at 316 E. Seminole Avenue, Bushnell, FL 33513, or by contacting Demand Star at 1-800-711-1712 or www.DemandStar.com.

Affiant further says that the said Daily Sun is a newspaper published at Lady Lake in said Lake County, Florida, and that the said newspaper has heretofore been continuously published in said Lake County, Florida each week and has been entered as second class mail matter at the post office in Lady Lake, in said Lake County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisements; and affiant further says that he has neither paid nor promised any person, firm, or Corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

(Signature Of Affiant)

Sworn to and subscribed before me this 8 day MARCH 2019.

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Personally Known X or Production Identification

Type of Identification Produced

The deadline for submission of questions relating to this bid shall be March 22, 2019, by 5:00 p.m. A copy of the bid must be obtained in order to view the items being requested by the BOCC.

Upon submission, all bids will become the property of the BOCC, who has the right to use any or all ideas presented in any packages submitted in response to this ITB, whether or not the bid is accepted. Bids will be opened at 12:35 p.m. on April 9, 2019, in Conference Room 110 of The Villages Sumter County Service Center, Wildwood, FL 34785.

The Selection Committee shall meet on April 11, 2019, at 2:00 p.m. in Conference Room 110 of The Villages Sumter County Service Center to review and discuss the bids.

The Selection Committee's recommendation will be presented to the BOCC meeting on April 23, 2019.
ITB 017-0-2019/RS Sumter County SR 471 Water Main Extension Project – Bid Opening Minutes

The meeting was held on 4/9/19 at 12:35 p.m. in Room 110 located at The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Becky Segrest, Assistant Purchasing Agent and Emilly Morrison, Purchasing Technician were present on behalf of the Purchasing Division. Donald Wade, Construction and Traffic Inspector was present on behalf of the Selection Committee. Bradley Arnold, County Administrator/Purchasing Agent was present in his County Administrator/Purchasing Agent capacity.

Becky Segrest opened the meeting and read aloud the remaining ITB dates as follows:
- Selection Committee meeting will be held on 4/11/19 at 2:00 p.m. in Room 110.
- Recommendations to award and enter into contract will go to the Sumter County Board of County Commissioners on 4/23/19.

Becky stated that all items on the Bid Document Checklist will be verified. If any items are omitted or found to be non-compliant then the Purchasing Agent will be notified and will determine if the Bid is responsive or non-responsive.

Five (5) bid packages were received on time and opened. The ITB requirements were verified as follows:

<table>
<thead>
<tr>
<th>ITB Requirements</th>
<th>Hartman Civil Construction Co., Inc.</th>
<th>Prospiech Contracting, Inc.</th>
<th>Pave-Rite Inc.</th>
<th>Art Walker Construction, Inc.</th>
<th>Tri-Sure Corporation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 original, 3 copies, 1 electronic copy</td>
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<td>ITB Cover Page</td>
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<td>Bid Document Checklist</td>
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<td>Exceptions or Deviations Sheet</td>
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<td>Bidder Certification/Addenda Acknowledgement Form</td>
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<td>Statement of General Terms and Conditions</td>
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<td>A sworn, notarized Statement of Firms Experience and Personnel</td>
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<td>Drug Free Work Place Certificate</td>
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<td>Hold Harmless Agreement</td>
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<td>E-Verify Certification Form and electronic signature page from MOU</td>
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<td>Anti-Collusion Statement</td>
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<td>Statement of Public Entity of Crimes</td>
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<tr>
<td>Exhibit C -- Bid/Price Form</td>
<td>Included: $227,000.00</td>
<td>Missing Exhibit C</td>
<td>Included: $244,347.92</td>
<td>Missing Exhibit C</td>
<td>Included: $319,625.00</td>
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<td>Certificate of Insurability</td>
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The meeting adjourned at 12:58 p.m.
SIGN IN SHEET

DATE: 4/9/19

TIME: 12:35 pm Rm 110

BID/RFP/RFQ NAME: ITB 01/7-02/2019/28

- Pre-Bid/Proposal/Qualifications Meeting
- Bid/RFP/RFQ Opening
- Selection Committee Meeting
- Vendor Presentations / Selection Committee Meeting

Please list all the companies you are representing beside your name.

<table>
<thead>
<tr>
<th>NAME</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Becky Segrest</td>
<td>BCC Purchasing</td>
</tr>
<tr>
<td>Susan Smith</td>
<td>J &amp; J Lith. Inc.</td>
</tr>
<tr>
<td>Emilee Merriman</td>
<td>BCC Purchasing</td>
</tr>
<tr>
<td>FRANK Goucher</td>
<td>Art Walker Co.</td>
</tr>
<tr>
<td>Dena Knecht</td>
<td>Pospiech Contracting Inc.</td>
</tr>
<tr>
<td>Jason Chambers</td>
<td>TRI-SURE CORP</td>
</tr>
<tr>
<td>Donald Holley</td>
<td>Public Works</td>
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<td></td>
<td>SEBCC</td>
</tr>
<tr>
<td>Kathryn Hartman</td>
<td>Hartman Civil Construction Co., Inc.</td>
</tr>
</tbody>
</table>
PART 3

BID DOCUMENTS CHECKLIST OF ITEMS REQUIRED TO BE SUBMITTED

The following documents and forms in the following arrangement must accompany each bid or alternate bid submitted:

- One (1) original, three (3) copies, and one (1) electronic copy not password protected
- Bid Cover Page. This is to be used as the first page of the ITB. This form must be fully completed and signed by an authorized officer of the vendor.
- Bid Document Checklist of Items Required to be Submitted.
- A separate sheet or sheets, clearly identified and numbered, of Exceptions or Deviations from the minimum specifications, must be attached to the Bid Form (if applicable).
- Bidder Certification / Addenda Acknowledgement Form.
- Statement of General Terms and Conditions.
- A sworn, notarized Statement of Contractor's Experience and Personnel.
- A sworn, notarized Drug Free Work Place Certificate must accompany each bid or alternate bid.
- Hold Harmless Agreement.
- E-Verify Certification Form and electronic signature page of the Memorandum of Understanding from the Department of Homeland Security. This must be dated prior to the ITB due date.
- Anti-Collusion Statement.
- Statement of Public Entity Crimes.
- Exhibit A – Bid / Price Form.
- Bid Bond – 5%
- A Certificate of Insurability, acceptable to the County, shall accompany each bid or alternate bid, in the amounts as prescribed by State and Sumter County BOCC
  - All insurance policies shall be written on companies authorized to do business in the State of Florida and satisfactory to the Sumter County BOCC. Prior to commencing services pursuant to the award of this bid, the Contractor shall furnish to the Sumter County BOCC certificates of insurance showing the required coverage has been procured and paid for in advance. Within thirty (30) days prior to expiration, the Vendor shall provide the Sumter County BOCC with proof that required coverage has been extended.
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☐️ Anti-Collusion Statement.

☐️ Statement of Public Entity Crimes.

☐️ Exhibit A – Bid / Price Form.

☐️ Bid Bond – 5%

☐️ A Certificate of Insurability, acceptable to the County, shall accompany each bid or alternate bid, in the amounts as prescribed by State and Sumter County BOCC

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☑ Anti-Collusion Statement.

☑ Statement of Public Entity Crimes.

☑ Exhibit A – Bid / Price Form.

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- Anti-Collusion Statement.
- Statement of Public Entity Crimes.
- Exhibit A – Bid / Price Form.
- Bid Bond – 5%
- A Certificate of Insurability, acceptable to the County, shall accompany each bid or alternate bid, in the amounts as prescribed by State and Sumter County BOCC

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- Anti-Collusion Statement.

- Statement of Public Entity Crimes.

- Exhibit A – Bid / Price Form. 244,347.92

- Bid Bond – 5%

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Selection Committee Meeting Minutes for ITB 017-0-2019/RS Sumter County SR 471 Water Main Extension Project.

The meeting was held on April 11, 2019 at 2:00 p.m. in Room 110 located at The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Shailesh Patel, Assistant Public Works Director, Tithonas Davis, County Engineer, and Donald Wade, Construction and Traffic Inspector were present on behalf of the Selection Committee.

Emilly Monison, Purchasing Technician, and Jordan Bailey, Purchasing Technician, were present on behalf of the Purchasing Division.

Emilly announced that the recommendation of the Selection Committee will go to the Sumter County Board of County Commissioners (BOCC) for award and to enter into a contract on April 23, 2019.

Public Forum: None

The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to award and enter into contract with Hartman Civil Construction Company as the lowest responsive/responsible bidder.

The meeting adjourned at 2:10 p.m.
SIGN-IN SHEET

DATE: 4/11/19

TIME: 2:00 pm Rm 110

BID/RFP/RFQ NAME: FTB 017-0-2019/PS

- Pre-Bid/Proposal/Qualifications Meeting
- Bid/RFP/RFQ Opening
- Selection Committee Meeting
- Vendor Presentations / Selection Committee Meeting

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<tr>
<td>Emily Meeners</td>
<td>Purchasing</td>
</tr>
<tr>
<td>Brandy Jordan</td>
<td>Purchasing</td>
</tr>
<tr>
<td>Shailesh Patel</td>
<td>Bocc / P10</td>
</tr>
<tr>
<td>Thaddeus Davis</td>
<td>Bocc</td>
</tr>
<tr>
<td>Donald A. Water</td>
<td>Bocc</td>
</tr>
</tbody>
</table>

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AGENDA

1. REVIEW OF MEETING DATES
2. PUBLIC FORUM
3. DISCUSSION BY SELECTION COMMITTEE
4. RECOMMENDATION BY SELECTION COMMITTEE TO BOARD OF COUNTY COMMISSIONERS
5. ADJOURN