SUBJECT: Award and Enter into Contract with C.W. Roberts Contracting, Inc. for ITB 020-0-2019/RS Sumter County Pavement Preservation and Reconstruction Project (Staff Recommends Approval).

REQUESTED ACTION: Staff Recommends Approval

Meeting Type: Regular Meeting  DATE OF MEETING: 5/14/2019

CONTRACT:  N/A  Vendor/Entity: C.W. Roberts Contracting, Inc.

Effective Date: 5/14/2019  Termination Date: 120 calendar days from the date established in the Notice to Proceed

Managing Division / Dept: Purchasing

BUDGET IMPACT: $1,107,395.90

FUNDING SOURCE: Secondary Trust Fund

EXPENDITURE ACCOUNT: 106-340-541-6599

HISTORY/FACTS/ISSUES:

ITB 020-0-2019/RS Sumter County Pavement Preservation and Reconstruction Project was broadcasted on 4/2/2019. Bids were due on 5/2/2019 at 2:00 p.m. and opened at 2:05 p.m. in Room 208 of The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Two (2) bids were received from the following contractors:

1. C.W. Roberts Contracting, Inc. - $1,107,395.90
2. Asphalt Paving Systems, Inc. - $1,110,639.41

The Selection Committee met on 5/3/2019 at 10:30 a.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 C.W. Roberts Contracting, Inc. as the lowest bid.

The following items are attached: Bid opening meeting minutes from 5/2/2019, Selection Committee meeting minutes from 5/3/2019, ITB 020-0-2019/RS bid document, ITB submittal from C.W. Roberts Contracting, Inc., Agreement.

Prepared by: Becky Segrest  Grammarly Check  

Page 1 of 1
DAILY SUN
Published Daily
Lady Lake, Florida
State of Florida
County Of Lake

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
# 875619 in the matter of INVITATION TO BID,
was published in said newspaper in the issues of

APRIL 2, 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.

Sheryl Dufour
(Signature Of Affiant)

Sworn to and subscribed before me this 5
day April 2019.
Robin L. Baldeschwieler, 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 #020-0-2019/RS Sumter
County Pavement Preservation
and Reconstruction Project"

Bid information is available upon
request by calling (352) 689-
4401, by coming to the
Purchasing Division located at
316 E. Seminole Avenue,
Bushnell, FL 33513, or by
contacting Becky Segrest at
1-800-711-1712 or

All inquiries and questions
regarding this invitation to bid
shall be made in writing by fax,
e-mail, or mail:

Mrs. Becky Segrest,
Assistant Purchasing
Agent/Logistics Manager
Mailing Address:
7375 Powell Road, Suite 200,
Wildwood, FL 34785
E-mail:
Becky.Segrest@sumtercountyfl.gov
Fax: (352) 689-4401

The deadline for submission of
questions relating to this bid
shall be June 18, 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.

All bids are due by 2:00 p.m.
May 2, 2019, to the address
listed above. Late submittals
will be unopened. ITB submittals
must be clearly marked: "ITB
#020-0-2019/RS Sumter County
Pavement Preservation and
Reconstruction Project."

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 2:05 p.m. May 2,
2019, in Conference Room 208
of The Villages Sumter County
Service Center, Wildwood, FL
34785.

The Selection Committee shall
meet on May 3, 2019, at 10:30
a.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 May 14, 2019.

SUMTER COUNTY BOARD OF
COUNTY COMMISSIONERS
SUMTER COUNTY, FLORIDA
#675619
April 2, 2019
ITB 020-0-2019/RS Sumter County Pavement Preservation and Reconstruction Project – Bid Opening Minutes

The meeting was held on 5/2/19 at 2:05 p.m. in Room 208 located at The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

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

Emilly Morrison opened the meeting and read aloud the remaining ITB dates as follows:
- Selection Committee meeting will be held on 5/3/19 at 10:30 a.m. in Room 110.
- Recommendations to award and enter into contract will go to the Sumter County Board of County Commissioners on 5/14/19.

Emilly 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.

Two (2) bid packages were received on time and opened. The ITB requirements were verified as follows:

<table>
<thead>
<tr>
<th>ITB Requirements</th>
<th>C.W. Roberts Contracting, Inc.</th>
<th>Asphalt Paving Systems, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 original, 3 copies, 1 electronic copy</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>ITB Cover Page</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Bid Document Checklist</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Exceptions or Deviations Sheet</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Bidder Certification/Addenda Acknowledgement Form</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Statement of General Terms and Conditions</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>A sworn, notarized Statement of Firms Experience and Personnel</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Drug Free Work Place Certificate</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Hold Harmless Agreement</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>E-Verify Certification Form and electronic signature page from MOU</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Anti-Collusion Statement</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Statement of Public Entity of Crimes</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Bid/Price Form</td>
<td>Included</td>
<td>Included</td>
</tr>
<tr>
<td>Certificate of Insurability</td>
<td>Included</td>
<td>Included</td>
</tr>
</tbody>
</table>

The meeting adjourned at 2:16 p.m.
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:

Documents that are mandatory and MUST accompany the submittal of the bid in order for the submission to be considered:

1. One (1) original bid, clearly labeled "Original"
2. 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.
3. Bidder Certification / Addenda Acknowledgement Form
4. Statement of General Terms and Conditions
5. A sworn, notarized Statement of Contractor's Experience and Personnel
6. A sworn, notarized Drug Free Work Place Certificate must accompany each bid or alternate bid.
7. A sworn, notarized Statement of Public Entity Crimes
8. Bid / Price Form
9. 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).
10. Bid Bond (if applicable)

Documents that are required as part of the submittal but will be considered minor discrepancies if turned in within 24 business hours (Monday – Friday 8:00 a.m. to 5:00 p.m.) after opening of the bid and are found to be in compliance with the purchasing standards of Sumter County:

11. Three (3) printed copies of the bid in its entirety; and one (1) electronic single PDF version not password protected of the original submitted bid in its entirety.
12. E-Verify Certification Form
13. Electronic signature page of the E-Verify Memorandum of Understanding from the Department of Homeland Security. This must be dated prior to the ITB due date.
14. Anti-Collusion Statement
15. Hold Harmless Agreement
16. Bid Document Checklist of Items Required to be Submitted
17. 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.
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:

Documents that are mandatory and MUST accompany the submittal of the bid in order for the submission to be considered:

☑ One (1) original bid, clearly labeled "Original"

☑ 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.

☑ 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.

☑ A sworn, notarized Statement of Public Entity Crimes

☐ Bid / Price Form $1,073,954.00

☐ 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).

☑ Bid Bond (if applicable)

Documents that are required as part of the submittal but will be considered minor discrepancies if turned in within 24 business hours (Monday – Friday 8:00 a.m. to 5:00 p.m.) after opening of the bid and are found to be in compliance with the purchasing standards of Sumter County:

☑ Three (3) printed copies of the bid in its entirety; and one (1) electronic single PDF version not password protected of the original submitted bid in its entirety.

☑ E-Verify Certification Form

☑ Electronic signature page of the E-Verify Memorandum of Understanding from the Department of Homeland Security. This must be dated prior to the ITB due date.

☑ Anti-Collusion Statement

☑ Hold Harmless Agreement

☑ Bid Document Checklist of Items Required to be Submitted

☑ 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.
SIGN-IN SHEET

DATE: 5-2-2019

TIME: 205 pm, Rm 208

BID/RFP/RFQ NAME: ITB 020-0-2019/ES Sumter County
Pavement Preservation & Reconstruction Project

- 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>
<th>COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emilee Morrean</td>
<td>BCC - Purchasing</td>
</tr>
<tr>
<td>Jordan Bailey</td>
<td>BCC - Purchasing</td>
</tr>
<tr>
<td>Cassidy Hansarick</td>
<td>C.W.R Contracting</td>
</tr>
<tr>
<td>Dave Gannon</td>
<td>ASPHALT PAVING SYSTEM, INC.</td>
</tr>
</tbody>
</table>

[Blank lines for additional names and companies]
Selection Committee Meeting Minutes for ITB 020-0-2019/RS Sumter County Pavement Preservation and Reconstruction Project.

The meeting was held on 5/3/19 at 10:30 a.m. in Room 110 located at The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

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

Becky Segrest, Assistant Purchasing Agent/Logistics Manager, and Jordan Bailey, Purchasing Technician, were present on behalf of the Purchasing Division.

Becky 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 5/14/19.

Public Forum: None

The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to award and enter into contract with C.W. Roberts Contracting, Inc. as the lowest responsive/responsible bidder.

The meeting adjourned at 10:42 a.m.
SIGN-IN SHEET

DATE: 5-3-19
TIME: 10:30 am Rm 110

BID/RFP/RFQ NAME: 020-0-2019/28

- 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>
<th>COMPANY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becky Seegert</td>
<td>Bocc Purchasing</td>
</tr>
<tr>
<td>Shailend Pareta</td>
<td>Bocc / Plw</td>
</tr>
<tr>
<td>Glenn John</td>
<td>Bocc / Plw</td>
</tr>
<tr>
<td>Jordan Bailey</td>
<td>Bocc purchasing</td>
</tr>
</tbody>
</table>


AGENDA

THE MEETING IS CALLED TO ORDER BY A REPRESENTATIVE FROM THE PURCHASING DIVISION

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