SUBJECT: Award and Enter into Contract with TSI Disaster Recovery, LLC for ITB 023-0-2019/RS Sumter County Canal G Spraying and Canal C Cleaning Project (Staff Recommends Approval).

REQUESTED ACTION: Staff Recommends Approval

Meeting Type: Regular Meeting         DATE OF MEETING: 6/11/2019

CONTRACT: □ N/A                       Vendor/Entity: TSI Disaster Recovery, LLC

Effective Date: 6/11/2019              Termination Date: 120 calendar days from the date established in the Notice to Proceed

Managing Division / Dept: Engineering / Public Works

BUDGET IMPACT: $107,240.80

FUNDING SOURCE: General Fund

Type: Annual                           EXPENDITURE ACCOUNT: 001-131-538-3445

HISTORY/FACTS/ISSUES:
ITB 023-0-2019/RS Sumter County Canal G Spraying and Canal C Cleaning Project was broadcasted on 4/23/2019. Bids were due on 5/22/2019 at 10:30 a.m. and opened at 10:35 a.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&M Dredging Environmental - $150,822.00
2. TSI Disaster Recovery, LLC - $107,240.80

The Selection Committee met on 5/28/2019 at 1:30 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 TSI Disaster Recovery, LLC as the lowest responsive/responsible bidder.

The following items are attached: Bid opening meeting minutes from 5/22/2019, Selection Committee meeting minutes from 5/28/2019, ITB 023-0-2019/RS bid document, ITB submittal from TSI Disaster Recovery, LLC, Agreement.

Prepared by: Becky Segrest
INVITATION TO BID (ITB)

Notice is hereby given that the Sumter County Board of County Commissioners (BOCC) will receive bids for the following:

ITB #023-0-2019/RS Sumter County Canal G Spraying and Canal C Cleaning Project

Bid information is available upon request by calling (352) 689-4400, or by contacting Demand Star at 1-800-711-1712 or www.DemandStar.com.

All inquiries and questions regarding this invitation to bid must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Mrs. Becky Segrest,
Assistant Purchasing Agent/Logistics Manager
Mailing Address:
7975 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 May 7, 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 10:30 a.m. on May 22, 2019, to the address listed above. Late submittals will be unopened. ITB submittals must be clearly marked: "ITB #023-0-2019/RS Sumter County Canal G Spraying and Canal C Cleaning 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 10:35 a.m. on May 22, 2019, in Conference Room 208 of The Villages Sumter County Service Center, Wildwood, FL 34785.

The Selection Committee shall meet on May 28, 2019, at 1:30 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 June 11, 2019.
ITB 023-0-2019/RS Sumter County Canal G Spraying and Canal C Cleaning Project – Bid Opening Minutes

The meeting was held on 5/22/19 at 10:35 a.m. in Room 208 located at The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Becky Segrest, Assistant Purchasing Agent and Logistics Manager, and Emilly Morrison, Purchasing Technician, were present on behalf of the Purchasing Division.

Becky Segrest opened the meeting and read aloud the remaining ITB dates as follows:
- Selection Committee meeting will be held on 5/28/19 at 1:30 p.m. in Room 110.
- Recommendations to award and enter into contract will go to the Sumter County Board of County Commissioners on 6/11/19.

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.

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&amp;M Environmental</th>
<th>TSI Disaster Recovery, LLC</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>
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</tr>
<tr>
<td>Statement of General Terms and Conditions</td>
<td>Included</td>
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<tr>
<td>A sworn, notarized Statement of Firms Experience and Personnel</td>
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<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>
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<td>$150,822.00</td>
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<tr>
<td>Certificate of Insurability</td>
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The meeting adjourned at 10:47 a.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:

- 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 $50,028.00
- 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).
- Anti-Collusion Statement
- Hold Harmless Agreement

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.
- Bid Document Checklist of Items Required to be Submitted
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:

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☑ 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 0 7 8, 2 4 0, 8 0

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☑ Anti-Collusion Statement

☑ Hold Harmless Agreement

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☑ 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.

☑ Bid Document Checklist of Items Required to be Submitted
SIGN-IN SHEET

DATE: 5-23-19

TIME: 10:35 a.m. Rm 208

BID/RFP/RFQ NAME: TI B023/0-2019

- 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>
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<tbody>
<tr>
<td>Becky Segrest</td>
<td>BCC Purchasing</td>
</tr>
<tr>
<td>Emily Morrow</td>
<td>BCC Purchasing</td>
</tr>
<tr>
<td>Joe Jones</td>
<td>C&amp;M Dredging</td>
</tr>
<tr>
<td>Sarah Smith</td>
<td>Public Works</td>
</tr>
</tbody>
</table>
Selection Committee Meeting Minutes for ITB 023-0-2019/RS Sumter County Canal G Spraying and Canal C Cleaning Project

The meeting was held on 5/28/19 at 1:30 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, Steven Cohoon, Engineer, and Donnie Wade, Construction and Traffic Inspector, were present on behalf of the Selection Committee.

Becky Segrest, Assistant Purchasing Agent/Logistics Manager, and Emilly Morrison, 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 6/11/19.

Public Forum: None

The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to award and enter into contract with TSI Disaster Recovery, LLC as the lowest responsive/responsible bidder.

The meeting adjourned at 1:38 p.m.
SIGN-IN SHEET

DATE: 5-28-19

TIME: 1:30 pm  Rm 110

BID/RFQ/RFQ NAME: TIB 023/0-2019

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

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

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<td>Tanya</td>
<td>BOCC Public Works</td>
</tr>
<tr>
<td>Donald Walsh</td>
<td>Public Works</td>
</tr>
<tr>
<td>Stailak Tated</td>
<td>BOCC Jr.</td>
</tr>
<tr>
<td>Emily McMorris</td>
<td>BOCC Purchasing</td>
</tr>
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Signature:________________________
Date: ____________________________
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