

The Villages
DAILY SUN

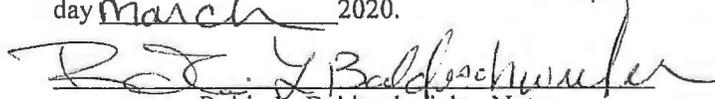
Published Daily
Lady Lake, Florida
State of Florida
County Of Lake

Before the undersigned authority personally appeared **ALLAN LOVELL** who on oath says that he 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 #3938072 in the matter of **INVITATION TO BID** was published in said newspaper in the issue(s) of **March 26th, 2020**

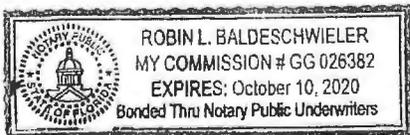
Affiant further says that the said Daily Sun is a newspaper published at Lady Lake in said Lake County, Florida, and that the said newspaper has heretofore been continuously published in said Lake County, Florida each week and has been entered as second class mail matter at the post office in Lady Lake, 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 26 day March 2020.


Robin L. Baldeschwieler, Notary

Personally Known _____ or
Production Identification _____
Type of Identification Produced _____



Attach Notice Here

INVITATION TO BID (ITB)

Notice is hereby given that the Sumter County Board of County Commissioners (BOCC) will receive bids for the following: "ITB #016-0-2020/RS Sumter County Boiler Replacement Project"

Bid information is available upon request by calling (352) 689-4400, by coming to The Villages Sumter County Service Center, 1st Floor Reception Counter/Lobby, 7375 Powell Road, Wildwood, FL 34785, 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: 7375 Powell Road, 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 April 9, 2020, 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 2:30 p.m. on April 27, 2020, to the address listed above. Late submittals will be unopened. ITB submittals must be clearly marked: "ITB #016-0-2020/RS Sumter County Boiler Replacement 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 2:35 p.m. on April 27, 2020, in Conference Room 110 of The Villages Sumter County Service Center, Wildwood, FL 34785.

The Selection Committee shall meet on April 29, 2020, at 12:00 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 May 12, 2020.

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
SUMTER COUNTY, FLORIDA
#3938072 March 26, 2020

ITB 016-0-2020/RS Sumter County Boiler Replacement Project - Bid Opening Minutes

The meeting was held on 4/27/20 at 2:35 p.m. in the Training Room located at 319 E. Anderson Avenue, Bushnell, FL 33513.

Becky Segrest, Assistant Purchasing Agent/Logistics Manager, and Emily 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 4/29/20 at 12:00 p.m. in the Training Room located at 319 E. Anderson Avenue, Bushnell, FL 33513.
- Recommendations to award and enter into contract will go to the Sumter County Board of County Commissioners on 5/12/20.

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.

Four (4) bid packages were received on time and opened.

The ITB requirements were verified as follows:

ITB Requirements	Climate Control Mechanical Services	Mark A. Weber Plumbing, Inc.	Balanced Mechanical & Plumbing Services, LLC	Southern Combustion Services, LLC
Mandatory: Must Accompany Submittal				
1 original bid	Included	Included	Included	Included
Bid Cover Page	Included	Included	Included	Included
Bidder Certification/Addenda Acknowledgement Form	Included	Included	Included	Included
Statement of General Terms and Conditions	Included	Included	Included	Missing
Statement of Contractor's Experience and Personnel	Included	Included	Included	Included
Drug Free Work Place Certificate	Included	Included	Included	Included
Statement of Public Entity of Crimes	Included	Included	Included	Included
Bid/Price Form	Included \$92,799.00	Included \$46,072.63	Included \$69,975.00	Included \$95,000.00
Exceptions/Deviations	Included	Included	Included	Included
Anti-Collusion Statement	Included	Included	Included	Included
Hold Harmless Agreement	Included	Including	Included	Included
Additional Required Documents				
3 Printed Copies	Included	Included	Included	Missing 2 Copies
E-Verification Certification Form	Included	Included	Included	Included
Electronic Signature Page of the E-Verify MOU	Missing	Missing	Included	Missing
Bid Document Checklist	Included	Included	Included	Missing
Certification of Insurability	Included	Included	Included	Missing

Mark A. Weber Plumbing, Inc. responded within 24 business hours with the required missing document. Southern Combustion Services, LLC's bid was considered non-responsive as they failed to include a mandatory document in their submittal package.

The meeting adjourned at 2:48 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:

- 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 \$ 92,799
- 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

missing

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.

Date: _____

I, _____ (name), an authorized officer of _____ (company/vendor), confirm that the above listed documents are provided in our company's bid being submitted to Sumter County and confirm I have read and understand the ITB document in its entirety.

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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 \$ 46,072.43
- 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. *missing*
- Bid Document Checklist of Items Required to be Submitted

2

✓ 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.

Date: _____

I, _____ (name), an authorized officer of _____ (company/vendor), confirm that the above listed documents are provided in our company's bid being submitted to Sumter County and confirm I have read and understand the ITB document in its entirety.

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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 \$ 69,975
- 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

2

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.

Date: _____

I, _____ (name), an authorized officer of _____ (company/vendor), confirm that the above listed documents are provided in our company's bid being submitted to Sumter County and confirm I have read and understand the ITB document in its entirety.

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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 *missing*
- 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 *\$ 95,000.00*
- 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. *2 copies*
- 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. *missing*
- Bid Document Checklist of Items Required to be Submitted *missing*

4

■ 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.

Missing

Date: _____

I, _____ (name), an authorized officer of _____ (company/vendor), confirm that the above listed documents are provided in our company's bid being submitted to Sumter County and confirm I have read and understand the ITB document in its entirety.

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Selection Committee Meeting Minutes for ITB 016-0-2020/RS Sumter County Boiler Replacement Project.

The meeting was held on April 29, 2020 at 12:00 p.m. in the Public Works Training Room located at 319 E. Anderson Avenue, Bushnell, FL 33513.

Mike Bryant, Assistant Public Works Director, Mike Jara, Assistant Public Works Director and Bruce Atkinson, Facilities and Parks Supervisor 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 May 12, 2020.

The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to award and enter into contract with Mark A. Weber Plumbing, Inc. as the lowest responsive/responsible bidder.

The meeting adjourned at 12:12 p.m.

SIGN – IN SHEET

DATE: 4-29-20

TIME: ITB 016-0-2020/RS Sumter County
Boiler Replacement Project

BID/RFP/RFQ NAME: 12:00 pm
Training Room

- 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.

NAME

COMPANY

Becky Segrest	BOCC-Purchasing
Emell Morrison	BOCC-Purchasing
Michael Bryant	BOCC-Operations
Muley	BOCC-Facilities
Bonnie Atkinson	BOCC - Facilities/Parks
