SUBJECT: Award and Enter into Contract with Traffic Control Devices, Inc. for ITB 022-0-2020/RS Sumter County Advanced Traffic Management System (ATMS) (Staff Recommends Approval).

REQUESTED ACTION: Staff Recommends Approval

Meeting Type: Regular Meeting

DATE OF MEETING: 9/8/2020

CONTRACT:

☐ N/A Vendor/Entity: Traffic Control Devices, Inc.

Effective Date: 9/8/2020 Termination Date: 240 calendar days from the date established in the Notice to Proceed

Managing Division / Dept: Engineering

BUDGET IMPACT: $738,738.00

FUNDING SOURCE: Secondary Trust Fund

Type: Capital EXPENDITURE ACCOUNT: 106-340-541-6331

HISTORY/FACTS/ISSUES:

ITB 022-0-2020/RS Sumter County Advanced Traffic Management System (ATMS) was broadcasted on 5/15/2020. Bids were due on 6/15/2020 at 2:00 p.m. and opened at 2:05 p.m. in the Training Room located at 319 E. Anderson Avenue, Bushnell, FL 33513.

Four (4) bids were received from the following vendors:

1. Traffic Control Devices, Inc. $738,738.00
2. Chincor Electric, Inc. $835,475.48
3. Traffic Engineering and Mgmt, LLC $856,533.00
4. Highway Safety Devices $920,050.00

The Selection Committee met on 6/17/2020 at 1:00 p.m. in the Training Room located at 319 E. Anderson Avenue, Bushnell, FL 33513. The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to enter into contract with Traffic Control Devices, Inc. as the lowest responsive/responsible bid.

The following items are attached: Bid opening meeting minutes from 6/15/2020, Selection Committee meeting minutes from 6/17/2020, Traffic Control Devices, Inc. submittal and Agreement.

Prepared by: Becky Segrest Grammarly Check ☒
INVITATION TO BID (ITB)

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

"ITB #022-0-2020/RS Sumter County Advanced Traffic Management System (ATMS)

Bid information is available upon request by calling (352) 689-4400, by coming to Sumter County Purchasing Division, 319 E. Anderson Avenue, Bushnell, Florida 33513, 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:
319 E. Anderson Avenue, Bushnell, Florida 33513
E-mail:
Becky.Segrest@sumtercountyfl.gov
Fax: (352) 689-4401

The deadline for submission of questions relating to this bid shall be May 29, 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 2:00 p.m. on June 15, 2020, to the address listed above. Late submittals will be unopened. ITB submittals must be clearly marked: "ITB #022-0-2020/RS Sumter County Advanced Traffic Management System (ATMS)."

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. on June 15, 2020, Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513.

The Selection Committee shall meet on June 17, 2020, at 1:00 p.m. in the Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513 to review and discuss the bids.

The Selection Committee’s recommendation will be presented at the BOCC meeting on July 14, 2020.

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
SUMTER COUNTY, FLORIDA

MAY 15, 2020
The meeting was held on 6/15/20 at 2:05 p.m. in the Training Room located at 319 E. Anderson Avenue, Bushnell, FL 33513.

Becky Segrest, Assistant Purchasing Agent/Logistics Manager, and Emilly Morrison, Purchasing Technician were present on behalf of the Purchasing Division. Steven Cohoon, Engineer, was present on behalf of the Selection Committee.

Becky Segrest opened the meeting and read aloud the remaining ITB dates as follows:
- Selection Committee meeting will be held on 6/17/2020 at 1:00 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 7/14/20.

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:

<table>
<thead>
<tr>
<th>ITB Requirements</th>
<th>Traffic Control Devices, Inc.</th>
<th>Traffic Engineering and Mgmt, LLC</th>
<th>Chincor Electric, Inc.</th>
<th>Highway Safety Devices</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory: Must Accompany Submittal</td>
<td>Included</td>
<td>Included</td>
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<tr>
<td>1 original bid</td>
<td>Included</td>
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<tr>
<td>Bid Cover Page</td>
<td>Included</td>
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<tr>
<td>Bidder Certification/Addenda Acknowledgement Form</td>
<td>Included</td>
<td>Included</td>
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<tr>
<td>Statement of General Terms and Conditions</td>
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<td>Statement of Contractor’s Experience and Personnel</td>
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<td>Drug Free Work Place Certificate</td>
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<td>Statement of Public Entity of Crimes</td>
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<td>Bid/Price Form</td>
<td>Included</td>
<td>$856,533.00</td>
<td>$835,475.48</td>
<td>$920,050.00</td>
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<td>Exceptions/Deviations</td>
<td>Included</td>
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<td>Anti-Collusion Statement</td>
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<td>Hold Harmless Agreement</td>
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<td>Additional Required Documents</td>
<td>Included</td>
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</tr>
<tr>
<td>3 Printed Copies</td>
<td>Included</td>
<td>2 Copies</td>
<td>Included</td>
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<tr>
<td>E-Verification Certification Form</td>
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<tr>
<td>Electronic Signature Page of the E-Verify MOU</td>
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<tr>
<td>Bid Document Checklist</td>
<td>Included</td>
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</tr>
<tr>
<td>Certification of Insurability</td>
<td>Missing</td>
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</table>
Traffic Control Devices, Inc. responded within 24 business hours with the required missing document.

The meeting adjourned at 2:28 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
- 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
- Anti-Collusion Statement
- Hold Harmless Agreement
- FDOT Certificate of Qualification

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

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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- Bid / Price Form $854,533.00
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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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SIGN – IN SHEET

DATE: 6-15-20

TIME: 2:05 pm, PW Training Room

BID/RFP/RFQ NAME: 022-0-2020/ES Sumter County Advanced Traffic Management System

- 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 Morrison</td>
<td>BCC - Purchasing</td>
</tr>
<tr>
<td>Becky Sognest</td>
<td>BCC - Purchasing</td>
</tr>
<tr>
<td>Rob Robert</td>
<td>Traffic Control Div Inc</td>
</tr>
<tr>
<td>Charles Patterson</td>
<td>Churches Electric</td>
</tr>
<tr>
<td>Wes Goldberg</td>
<td>Highway Safety Devices</td>
</tr>
<tr>
<td>Al Leshier</td>
<td>Traffic Engineering and Management</td>
</tr>
<tr>
<td>Steve Chao</td>
<td>PW - Design</td>
</tr>
</tbody>
</table>


Selection Committee Meeting Minutes for ITB 022-0-2019/RS Sumter County Advanced Traffic Management System (ATMS).

The meeting was held on June 17, 2020 at 1:00 p.m. in the Public Works Training Room located at 319 E. Anderson Avenue, Bushnell, FL 33513.

Shailesh Patel, Assistant Public Works Director, Mike Bryant, Assisted Public Works Director, and Steven Cohoon, Engineer were present on behalf of the Selection Committee.

Emilly Morrison, Purchasing Technician, was 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 July 14, 2020.

The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to award and enter into contract with Traffic Control Devices, Inc. as the lowest responsive/responsible bidder.

The meeting adjourned at 1:14 p.m.
SIGN – IN SHEET

DATE: 6-17-20

TIME: 1:00 pm, PW Training Room

BID/RFP/RFQ NAME: 022-0-2020/B5 Sumter County
Adv. Traffic Mgmt. Syst. (ATMS)

- Pre-Bid/Proposal/Qualifications Meeting
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</tr>
<tr>
<td>Steven Lewis</td>
<td>BCC - PW</td>
</tr>
<tr>
<td>Michael Bryant</td>
<td>Operations - BCC</td>
</tr>
<tr>
<td>Shalesha Patel</td>
<td>BCC / PW</td>
</tr>
</tbody>
</table>