

**SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Enter into Contract with CW Roberts Contracting, Inc. for ITB 045-0-2020/RS Sumter County C-466 Intersection Improvement Phase II (Staff Recommends Approval).

REQUESTED ACTION: Staff Recommends Approval

Meeting Type: Regular Meeting

DATE OF MEETING: 1/12/2021

CONTRACT: N/A

Vendor/Entity: CW Roberts Contracting, Inc.

Effective Date: 1/12/2021

Termination Date: 120 calendar days from the date established in the Notice to Proceed for mast arm procurement and 90 days from the start of construction to final completion.

Managing Division / Dept: Engineering

BUDGET IMPACT: \$863,604.35

FUNDING SOURCE: Secondary Trust Fund

Type: Capital

EXPENDITURE ACCOUNT: 106-340-541-6352

HISTORY/FACTS/ISSUES:

ITB 045-0-2020/RS Sumter County C-466 Intersection Improvement Phase II was broadcasted on 11/24/2020. Bids were due on 12/29/2020 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.

Three (3) bids were received from the following vendors:

- | | | |
|----|------------------------------|--------------|
| 1. | CW Roberts Contracting, Inc. | \$863,604.35 |
| 2. | Ranger Construction | \$867,550.50 |
| 3. | DAB Constructors, Inc. | \$954,444.44 |

The Selection Committee met on 12/30/2020 at 11:30 a.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 CW Roberts Contracting, Inc. as the lowest responsive/responsible bid.

The following items are attached: Legal advertisement, bid opening meeting minutes from 12/29/2020, Selection Committee meeting minutes from 12/30/20, CW Roberts Contracting, Inc. submittal and Agreement.

Prepared by: Becky Segrest

Grammarly Check

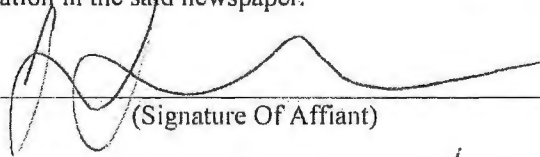
The Villages DAILY SUN

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

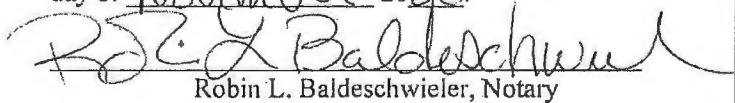
Before the undersigned authority personally appeared **Jackie Lancero**, who on oath says that she is Legal Ad Coordinator of the DAILY SUN, a daily newspaper published at Lady Lake in Lake County, Florida with circulation in Lake, Sumter and Marion Counties; that the attached copy of advertisement, being a Legal #00976588 in the matter of **NOTICE OF INVITATION TO BID** was published in said newspaper in the issues of

NOVEMBER 24, 2020

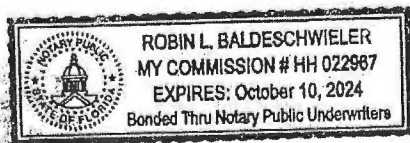
Affiant further says that the said Daily Sun is a newspaper published at Lady Lake in said Lake County, Florida, and that the said newspaper has heretofore been continuously published in said Lake County, Florida each week and has been entered as second class mail matter at the post office in Lady Lake, 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 24
day of November 2020.


Robin L. Baldeschwieler, Notary

Personally Known X 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 #045-0-2020/RS Sumter County C-466 Intersection Improvement Phase II"

Bid information is available upon request by calling (352) 689-4400, by coming to the 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, Purchasing Agent
Mailing Address: Purchasing Division, 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 December 8, 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 December 29, 2020, to the address listed above. Late submittals will be unopened. ITB submittals must be clearly marked: "ITB #045-0-2020/RS Sumter County C-466 Intersection Improvement Phase II."

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 December 29, 2020, in the Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513.

The Selection Committee shall meet on December 30, 2020, at 11:30 a.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 to the BOCC on January 12, 2021.

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
SUMTER COUNTY, FLORIDA
#976588 November 24, 2020

ITB 045-0-2020/RS C-466 Intersection Improvement Phase II - Bid Opening Minutes

The meeting was held on 12/29/20 at 2:05 p.m. in the Public Works Training Room, 319 East Anderson Avenue, Bushnell, FL 33513.

Becky Segrest, Purchasing Agent, Emilly Morrison, Purchasing Technician, and Jackie Valdez, 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 12/30/20 at 11:30 a.m. in the Public Works Training Room.
- Recommendations to award and enter into contract will go to the Sumter County Board of County Commissioners on 1/12/21.

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 determine if the bid is responsive or non-responsive.

Three (3) bid packages were received on time and opened. The ITB requirements were verified as follows:

ITB Requirements	D.A.B. Constructors, Inc.	Ranger Construction	CWR Contracting, Inc.
One (1) original bid	Included	Included	Included
Bid Cover Page	Included	Included	Included
Bidder Certification/Addenda Acknowledgement Form	Included	Included	Included
Statement of General Terms and Conditions	Included	Included	Included
A sworn, notarized Statement of Contractor's Experience and Personnel	Included	Included	Included
A sworn, notarized Drug Free Work Place Certificate	Included	Included	Included
A sworn, notarized Statement of Public Entity Crimes	Included	Included	Included
Bid/Price Form	Included \$954,444.44	Included \$867,550.50	Included \$863,604.35
A separate sheet or sheets of Exceptions or Deviations (if applicable)	N/A	N/A	N/A
Bid Bond 5%	Included	Included	Included
Anti-Collusion Statement	Included	Included	Included
Hold Harmless Agreement	Included	Included	Included
Three (3) printed copies of the bid and one (1) electronic single PDF version	Included	Included	Included
E-Verify Certification Form	Included	Included	Included
Electronic signature page of the E-Verify MOU	Included	Included	Included
Bid Document Checklist	Included	Included	Included
Certificate of Insurability	Included	Included	Included
W-9	Included	Included	Included

The meeting adjourned at 2:18 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 \$ 954,444.44
- 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 5%
- 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

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.

W-9

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.

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:

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- 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 **\$867,550.50**
- 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 5%
- 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:

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2

Bid Document Checklist of Items Required to be Submitted

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W-9

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.

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:

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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 *\$ 863,604.35*
- 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 5%
- 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:

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3

Bid Document Checklist of Items Required to be Submitted

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W-9

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.

Selection Committee Meeting Minutes for ITB 045-0-2020/RS C-466 Intersection Improvement Phase II

The meeting was held on December 30, 2020 at 11:30 a.m. in the Training Room located at 319 East Anderson Avenue, Bushnell, FL 33513.

Steven Cohoon, Assistant Public Works Director, Shailesh Patel, Assistant Public Works Director, and Eslie Oxendine, Construction and Traffic Inspector, 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 January 12, 2021.

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

The meeting adjourned at 11:42 a.m.

