

SUMTER COUNTY BOARD OF COUNTY COMMISSIONERS
EXECUTIVE SUMMARY

SUBJECT: Enter into Contract with Chinchor Electric, Inc. for ITB 050-0-2020/RS Sumter County Signalization at US 301 and C-472 (Staff Recommends Approval).

REQUESTED ACTION: **Staff Recommends Approval**

Meeting Type: Regular Meeting

DATE OF MEETING: 2/9/2021

CONTRACT: N/A
Effective Date: 2/9/2021

Vendor/Entity: Chinchor Electric, Inc.
Termination Date: 160 calendar days of lead-time for mast arm procurement and 90 calendar days from the start of construction to final completion.

Managing Division / Dept: **Engineering**

BUDGET IMPACT: \$427,482.41

FUNDING SOURCE: SC Road Construction District Impact

Type: Capital

EXPENDITURE ACCOUNT: 153-344-541-6357

HISTORY/FACTS/ISSUES:

ITB 050-0-2020/RS Sumter County Signalization at US 301 and C-472 was broadcasted on 12/29/2020. Bids were due on 1/29/2021 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. Chinchor Electric, Inc. | \$427,482.41 |
| 2. Traffic Control Devices, Inc. | \$456,932.00 |
| 3. Traffic Control Products of Florida | \$475,993.00 |
| 4. American Lighting & Signalization | \$538,008.00 |

The Selection Committee met on 2/1/2021 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 Chinchor Electric, Inc. as the lowest responsive/responsible bidder.

The following items are attached: Legal advertisement, bid opening meeting minutes from 1/29/2021, Selection Committee meeting minutes from 2/1/2021, Chinchor Electric, Inc. submittal and Agreement.

Prepared by: **Becky Segrest**

Grammarly Check

The VillagesSM
DAILY SUN

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

Before the undersigned authority personally appeared **Julie Callahan**, 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 #00981559 in the matter of **INVITATION TO BID** was published in said newspaper in the issues of

DECEMBER 29, 2020

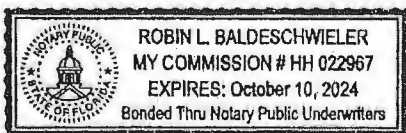
Affiant further says that the said Daily Sun is a newspaper published at Lady Lake in said Lake County, Florida, and that the said newspaper has heretofore been continuously published in said Lake County, Florida each week and has been entered as second class mail matter at the post office in Lady Lake,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

Julie Callahan
(Signature Of Affiant)

Sworn to and subscribed before me this 29
day of December 2020.

Robin L. Baldeschwieler
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 #050-0-2020/RS Sumter County Signalization at US 301 and C-472"

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 January 13, 2021, 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 January 29, 2021, to the address listed above. Late submittals will be unopened. ITB submittals must be clearly marked: "ITB #050-0-2020/RS Sumter County Signalization at US 301 and C-472."

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 January 29, 2021, in the Training Room located at 319 E. Anderson Avenue, Bushnell, Florida 33513.

The Selection Committee shall meet on February 1, 2021, 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 February 9, 2021.
#981559 December 29, 2020

ITB 050-0-2020/RS Sumter County Signalization at US 301 and C-472 - Bid Opening Minutes

The meeting was held on 1/29/21 at 2:05 p.m. in the Public Works Training Room, 319 East Anderson Avenue, Bushnell, FL 33513.

Becky Segrest, Purchasing Agent, Emily 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 2/1/21 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 2/9/21.

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.

Four (4) bid packages were received on time and opened. The ITB requirements were verified as follows:

ITB Requirements	American Lighting & Signalization	Traffic Control Products of Florida	Traffic Control Devices, Inc.	Chinchor Electric, Inc.
One (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	Included
A sworn, notarized Statement of Contractor's Experience and Personnel	Included	Included	Included	Included
A sworn, notarized Drug Free Work Place Certificate	Included	Included	Included	Included
A sworn, notarized Statement of Public Entity Crimes	Included	Included	Included	Included
Bid/Price Form	Included \$538,008.00	Included \$475,993.00	Included \$456,932.00	Included \$427,482.41
A separate sheet or sheets of Exceptions or Deviations (if applicable)	N/A	N/A	N/A	N/A
Bid Bond 5%	Included	Included	Included	Included
Anti-Collusion Statement	Included	Included	Included	Included
Hold Harmless Agreement	Included	Included	Included	Included
Three (3) printed copies of the bid and one (1) electronic single PDF version	Missing one copy	Included	Included	Included
E-Verify Certification Form	Included	Included	Included	Included
Electronic signature page of the E-Verify MOU	Missing	Included	Included	Included
Bid Document Checklist	Included	Included	Included	Included
Certificate of Insurability	Included	Included	Included	Included
W-9	Included	Missing	Included	Included

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:

- 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 5% \$ 538,008.00
- 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. *1 copy missing*
- 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 electronic signature page*

①

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 .

- o 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 **\$ 475,993.00**
- 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 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 missing W9

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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- A sworn, notarized Statement of Public Entity Crimes
- Bid / Price Form \$456,932.00
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- Hold Harmless Agreement

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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.

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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- 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 \$ 427,482,41
- 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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A

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.

SIGN – IN SHEET

DATE: 1-29-21

TIME: 2:05 pm PWTR

BID/RFP/RFQ NAME: ITB 050-0-2020/RS

- 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

Rob Robert TCD

Sarah Chinchor Chinchor Electric

Jackie Valdez BOCC Purchasing

Emilly Morrison BOCC-Purchasing

Selection Committee Meeting Minutes for ITB 050-0-2020/RS Sumter County Signalization at US 301 and C-472

The meeting was held on February 1, 2021 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 Donnie Wade, Construction and Traffic Inspector, were present on behalf of the Selection Committee.

Becky Segrest, Purchasing Agent, Emilly Morrison, Purchasing Technician, and Jackie Valdez, Purchasing Technician were present on behalf of the Purchasing Division.

Becky Segrest announced that the recommendation of the Selection Committee would go to the Sumter County Board of County Commissioners (BOCC) to enter into a contract on February 9, 2021.

Shailesh Patel informed the Selection Committee that he had called several references for Chinchor since they are a vendor that is new to Sumter County. All references that he called gave Chinchor very good references. The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to award and enter into contract with Chinchor Electric, Inc. as the lowest responsible/responsive bidder.

The meeting adjourned at 11:36 a.m.

