

SECTION 00100

INVITATION TO BID

**TOWN OF WINDERMERE
ORANGE COUNTY, FLORIDA**

BID #2013-07

**TOWN HALL
LANDSCAPE AND HARDSCAPE IMPROVEMENTS**

Sealed bids, in duplicate, will be accepted at the office of the Clerk, Town of Windermere, Orange County, Florida, **not later than Friday, October 25th, 2013 at 3:00 p.m. (local time)**. Sealed bids must be dated and time stamped at the office of the Town of Windermere, Orange County, Florida **not later than Friday, October 25, 2013 at 3:00 p.m. (local time)**. Sealed bids shall be hand delivered to the Office of the Town Clerk in which the bid opening is to occur. At approximately **3:15 p.m.** bids will be publicly opened and read aloud at Town Hall.

Any bids received after the above noted time will not be accepted under any circumstances. Any uncertainty regarding the time a bid is received will be resolved against the Bidder. Bids submitted after this designated time will be returned unopened.

Description of Work:

All work for the Project shall be designed and constructed in accordance with the Drawings and Specifications prepared by Michael Galura Engineering Consultants, LLC., Orlando, Florida, and the proposed contract will be awarded and constructed, if award is made, under these Contract Documents. Bids shall be submitted for furnishing, delivering, and installing all materials, equipment, incidentals and services, including labor, for the Work, which generally includes, but is not necessarily limited to, the following:

This bid includes drainage improvement projects as follows:

Town Hall Landscape and Hardscape Improvements

This project involves the construction of landscape and hardscape improvement per the contract drawings including brick pavers and concrete pavers. In addition, the project will have sidewalk improvements, including the construction of an disabled access ramp (to meet ADA standards) including detectable warnings, striping of the disabled access parking, construction of concrete curbing to the existing entrance to the Town Hall parking lot, construction of sidewalk improvements.

Utilization of Small, Minority and Women's Business Enterprises:

The Contractor shall be encouraged to comply with Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) "Fair Share" goals and objectives as follows:

Florida Fair Share Goals	
Construction (SRF)	9% MBE and 3% WBE
All Other Categories	15% Combined

The Contractor, to the fullest extent possible, shall agree that at least the applicable "Fair Share" objectives for supplies, construction, equipment or services are made available to organizations owned or

controlled by socially and economically disadvantaged individuals, women and Historically Black Colleges and Universities. The Contractor shall also agree to include in its bid documents the applicable "Fair Share" objectives and percentages.

Pre-Bid Conference: A mandatory Pre-Bid conference will be held on **Monday, October 7th, 2013, at 10:00 a.m.** (local time) at the Town Hall, Town of Windermere, Orange County, Florida, 520 Main Street, Windermere, Florida, 34786.

Questions and clarifications shall be submitted in writing in accordance with the Bidding Documents. Contact Michael Galura Engineering Consultants, LLC, Attn: Michael Galura, P.E., 3222 Corrine Drive, Suite H, Orlando, FL. 32803, (407) 493-9983, e-mail: mchgalu@aol.com.

Prospective bidders may secure a copy of the complete bid package (Project Manual and Drawings), from the Town's website at <http://www.town.windermere.fl.us> or from Demand Star at <http://demandstar.com>. When downloading from the Town's website, please advise the Town as to who and when the plans and specifications were downloaded so the plan holder's list can be updated.

Bids shall be prepared from complete full size contract documents. Addenda will be sent via e-mail to all holders of complete contract documents or can be downloaded from the Town's website or Demand Star. Addendums will be issued up to seventy-two (72) hours before bid time. No addenda will be issued within 72-hours of the Bid date.

Bid Bond: A certified check or bid bond shall accompany each bid. The certified check or bid bond shall be for an amount not less than five percent (5 percent) of the bid price and shall be made payable to the Town of Windermere as a guarantee that the Bidder will not withdraw for a period of (90) days after bid closing time.

Bid Submittal: Each bidder shall submit only one (1) bid for the Work. Each bidder shall submit an original and one (1) copy of its bid. The award will be made in accordance with the requirements of applicable state and federal laws and regulations and pursuant to the provisions of the Bid Documents and/or any applicable Town of Windermere purchasing rules and procedures. Each Bidder shall submit the Bid Form provided in the Project Manual in a sealed envelope with the words "**BID FOR BID #2013-07 – TOWN HALL LANDSCAPE AND HARDSCAPE IMPROVEMENTS**" and the Bidder's name, address and Florida Contractor's License Number clearly shown on the outside thereof. Each Bidder must acknowledge receipt of all addenda in the prescribed Bid Form. An authorized representative of the Bidder must sign the Bid Form. Failure to comply with these conditions or the conditions contained in the Instructions To Bidders may be cause for bid disqualification. Mailed bids shall be sent to the attention of the Town Clerk, Dorothy Burkhalter, **Town of Windermere, 614 Main Street, Windermere, FL 34786** and shall be received before the deadline for the bid opening.

Award of Contract(s): The Town of Windermere may waive technicalities or irregularities, reject any or all bids, and/or accept that bid(s) that is in the best interest of the Town, with price, qualifications and other factors taken into consideration. The Town reserves the right to award the Contract to the Bidder(s) which, in the sole discretion of the Town, is the most responsive and responsible Bidder(s), price, qualifications and other factors considered.

TOWN OF WINDERMERE, FLORIDA

END OF SECTION