

AGENDA

PRE-BID / SITE VISIT MEETING

August 19, 2011 10:00 PM

Project Number 210023

**Range Maintenance Administration Expansion
Camp Blanding Joint Training Center, Starke, Florida**

1. SIGN-IN OF ALL ATTENDEES:

2. INTRODUCTIONS:

3. PROJECT DESCRIPTION / SCOPE OF WORK: R. Michael White, Architect

4. SITE CONDITIONS:

Examine the site for conditions under which the work is to be done before submitting your proposal. No allowance will be made for extra expense because of error or omissions. Additional site visits will not be allowed. Make deviations as necessary to conform to actual locations and conditions without extra cost. Field verify locations, connections and elevations prior to commencement of work.

5. BID BOND: On projects where the total bid exceeds \$100,000, the bidder must provide with the bid, a good faith deposit in the amount of 5% of the total bid by way of a bid bond from a surety insurer authorized to do business in this State as surety or a certified check accompanying the bid.

6. PERMITS:

a. The contractor is obligated to apply for, obtain and pay for any/all permits required from the local authority for this project.

b. The Contractor shall determine the permits and fees required by any entity having jurisdiction over any part of the project and shall include the cost of all such permits in his bid proposal.

c. The Contractor shall have delivered a copy of the required permits to the Project Manager before a Notice to Proceed is issued or any on-site work begins. Failure to do so will cause a Stop Work at the Contractors expense or a Termination for Cause.

7. DEADLINE FOR QUESTIONS FROM BIDDERS: August 25, 2011 by 4:00 PM

All future requests for questions and clarifications **related to the solicitation** must be in e-mail format to CFMO, cfmocontracting@ng.army.mil. The FNG 5085 (Exhibit 3), Exhibits 4 & 5 in word.doc may be furnished upon request to the above email address. All **TECHNICAL** questions must be e-mailed as described above to tlchd74@gmail.com and copy william.r.webber@us.army.mil no later than 4:00 p.m. on date stated above. All questions will be answered in the final addendum, and posted on the Vendor Bid System located in www.myfloridamarketplace.com.

8. FINAL ADDENDUM ISSUED: August 26, 2011

9. EXHIBIT 4 – BID PROPOSAL FORM: Submit two original Exhibit 4 Bid Proposal Forms on contractor letterhead. Envelopes must be clearly marked “ATTN: - Sealed Bid –210023, Range Admin Expansion – Attention: CFMO Contract Management Branch”. All submittals are to be included in the bid package submitted. Missing documents may result in a disqualification of bidder.

10. EXHIBIT 5 – SUBCONTRACTOR LIST: List all major subcontractors. If no subcontractors are used, write “No subs used” and include the exhibit in your packet.

11. SUBMITTALS REQUIRED WITH BID PROPOSAL FORM (Exhibit 4):

Department of Military Affairs requires Contractors to submit new qualifications forms for each project. We do not pre-qualify and keep on file.

Bidder Qualifications for Award of Contract:

- Florida State Contractor License (Copy Required)
- Registration in MyFloridaMarketPlace e-procurement system on MyFlorida.com
- Any/All Addenda must be acknowledged (on Exhibit 4)
- Subcontractor List (Exhibit 5)
- DBC 5085, Contractor Qualification (Exhibit 3)
- Bid Bond

12. NON-TECHNICAL SPECIFICATIONS LEVEL 4 & 5: Download from VBS

Bidding Conditions – Section B

Contract Conditions – Section C

NOTE: Insurance requirements Sections C1 and C2

Special Conditions – Section D

13. BID OPENING (received publicly and read aloud, September 1, 2011 at 10:00 a.m.)

14. BID OPENING LOCATION: RF Ensslin Jr. Armory, 2305 SR 207, St. Augustine, FL 32086.

State approved picture I.D. is required for entry into the RFE National Guard Armory. You will be directed to the bid opening location from that point. Bids will be accepted until the time of the Bid Opening and will be date/time stamped in on the “Official Time Clock” bids must be submitted (entirely completed) on Exhibit 4 (copied onto contractors letterhead) and in full accordance with the requirements of the solicitation, bidding conditions and contractual conditions of the Non-Technical Specifications Level 4, and must be original signed documents only. Please contact Contract Management Branch at 904-823-0256 or 827-8544 to confirm receipt of bid. Bids transmitted electronically will not be considered. Bids received at the bid opening location designated after the exact time specified for receipt will not be considered. Bids received at any other Department of Military Affairs or Agency Representative location will not be considered.

15. PERFORMANCE BOND AND LABOR AND MATERIAL PAYMENT BONDS:

Performance and Labor and Material Bonds are required from any persons or parties entering into a formal contract with the State of Florida for contracts in total excess of \$100,000.00 for construction, additions, renovations, repairs, or demolition of any public building pursuant to Florida Statute 255.05(1)(a). These must be supplied to our office within 10 days of contract award. No work may commence, or Notice to Proceed be issued in connection with the contract until the bonds have been registered with the county and submitted to the CFMO-Contracting Branch.

16. CONTRACTORS INSURANCE:

a. The contractor must provide the owner with proof of insurance within 10 days of contract award. No work may commence in connection with the contract until he has obtained all insurance as specified in the Non-Technical Specifications, Section C and such insurance has been approved by the Owner, nor shall the contractor allow any subcontractor to commence work on his subcontract until all similar insurance required of the subcontractor has been so obtained and approved by Owner.

b. All insurance policies shall be with insurers qualified and doing business in Florida through an authorized licensed Florida Resident Agent.

17. DAVIS BACON ACT: Davis Bacon Act does not apply to this solicitation. Maintenance of the payroll records are the sole responsibility of the contractor. Do not send payroll records to the Department of Military Affairs, Construction & Facility Management Office.

18. CONTRACT AWARD: Per Florida Administrative Code 60D-5.007, the project will be awarded to the responsive and responsible bidder that has submitted the lowest price for the base bid. NOTE: Award of this contract is contingent upon funding from the State of Florida.

Contractors are being asked to hold bids for up to 90 days. If funding does not become available in this fiscal year (by Sept. 30, 2011), funding will have to be obtained in the next year (Oct. 1)

19. MY FLORIDA MARKET PLACE: Registration in the MyFloridaMarketPlace (MFMP) Vendor Bid System (VBS) is a requirement for award of any state contract or purchase order. See handout (Contracting Procedures). Any solicitation/information obtained from sources other than the Vendor Bid System should not be relied on by contractors intending to bid on DMA projects. Bid solicitations received from public sources should be followed up by a check of the Vendor Bid System for the original DMA advertisement. The DMA will not be responsible for bids submitted on forms other than our own, or for information regarding the bid provided by other than this agency.

20. PROGRESS PAYMENT REQUIREMENTS: Notarized partial lien releases will be required from all prime subcontractors and material suppliers when submitting Partial Pay Applications. Failure to include these releases with pay application submittals will be cause for refusal to accept and process the pay application.

21. ELECTRONIC FUNDS TRANSFERS: An information sheet is available for Electronic Funds Transfers. The State of Florida highly promotes the use of direct deposit. Payments will be deposited directly into a contractor's account 4 to 10 days before a paper check may be received. See handout.

22. E-VERIFY SYSTEM: Unauthorized Aliens Checks Through E-Verify System

Pursuant to the State of Florida, Office of the Governor, Executive Order Number 11-02 entered on January 4, 2011, Contractor will utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) All persons employed during the term of the Contract by Contractor to perform employment duties within Florida within 3 business days after the date of hire; and (b) all persons (including sub-contractors) assigned by Contractor to perform work pursuant to the Contract with the Department within 90 calendar days after the date the Contract is executed or within 30 days after such persons are assigned to perform work pursuant to the Contract, whichever is later.

23. W-9 INFORMATION: DFS scheduled several webinars for vendors to educate them on the time-sensitive actions they need to take before Oct. 2011 in order to receive further payments from the state. The DMA is taking this opportunity to share this information with contractors and vendors that we have active contracts with. See handouts.

You may want to take advantage of an upcoming Department of Financial Services' (DFS) Electronic W-9 webinar. State of Florida vendors must register and complete an electronic Substitute Form W-9 in preparation for the 3% Federal withholding law that takes effect January 1, 2012. The Internal Revenue Service (IRS) receives and validates the information vendors provide on the Form W-9. Vendors must submit valid information to DFS prior to October 2011 or vendors will not receive further payments from the State. Learn more and register for a webinar at <http://www.myfloridacfo.com/aadir/SubstituteFormW9.htm>.

The DMA is in a supporting role only and suggests that any questions you may have should be directed to: <http://MyFloridaMarketPlace.com>.

24. CFMO PROJECT MANAGER: Mark Watkins

25. SITE VISIT:

26. CONTRACTOR QUESTIONS/CONCERNS:

NOTICES:

NO VERBAL STATEMENTS MADE BY ANY STATE OF FLORIDA EMPLOYEE OR AGENCY REPRESENTATIVE WILL OPERATE TO SUPERSEDE INFORMATION PUBLISHED IN THE SOLICITATION. ONLY WRITTEN ADDENDA ISSUED BY THE DEPARTMENT OF MILITARY AFFAIRS CONSTRUCTION AND FACILITY MANAGEMENT OFFICE OR ITS REPRESENTATIVES WILL OPERATE TO ALTER OR OTHERWISE AMEND THIS SOLICITATION.