



**CITY OF PALM COAST
INVITATION TO BID**

**ITB-CD-CME-17-32
SPORTS LIGHTING AT ITSC**

GENERAL DESCRIPTION: Contractor shall be responsible for all labor, materials, equipment, transportation, coordination and incidentals necessary for the installation of sports lighting for 3 multi-purpose athletic fields at the Indian Trails Sports Complex / Indian Trails Middle School facility located at 5455 Belle Terre Parkway. The project includes but is not limited to electrical and other associated items associated with sports field lighting installation as well as site work items including but not limited to erosion control, earthwork, landscaping, and other miscellaneous items that are incidental construction.

CONTRACT TIME: Construction time to achieve Substantial Completion is one hundred (100) consecutive calendar days from the date of the "Notice to Proceed," with an additional thirty (30) consecutive calendar days to achieve Final Completion.

DOCUMENT, AVAILABILITY, SUBMISSION, OTHER INFORMATION: Bid/proposal documents are available at no-cost through the City's Procurement Portal at (<https://palmcoastgov.bonfirehub.com/portal>). Bid/proposal submittals shall be received electronically through the City's Procurement Portal by the specified time and date. No other method of submission will be allowed or considered (i.e. mailed, emailed, or hand delivered).

CONTACT: All prospective Bidders/Proposers are hereby instructed not to contact any member of the City of Palm Coast City Council, City Manager, or City of Palm Coast staff members other than Central Services staff regarding this bid/request at any time prior to the bid/request having been formally presented to, and voted on by, the City Council. Any such contact shall be cause for rejection of your bid/request submittal.

QUESTIONS: Any questions concerning the intent, meaning and interpretations of the bid/proposal documents including the draft agreement, shall be requested in writing through the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>) at least seven (7) calendar days prior to the due date.

ADDENDA: Should revisions to the bid/proposal documents become necessary; the City shall post addenda information on the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>). All Bidders/Proposers should check the City's Procurement Portal Web Page at least three (3) calendar days before the date fixed to verify information regarding Addenda. Failure to do so could result in rejection of the bid/proposal submittal as unresponsive. Proposer shall sign, date, and return all addenda with their bid/proposal submittal.

BID SECURITY: A certified check, cashier's check or bid bond shall accompany each Bid if Bid amount is one-hundred thousand dollars (\$100,000) or greater. The certified check, cashier's check or bid bond shall be for an amount not less than five percent (5%) of the Bid price and shall be made payable to the City as a guarantee that the Bidder will not withdraw his/her Bid for a period of ninety (90) days after Bid closing time.

PERFORMANCE, PAYMENT, & MATERIAL AND WORKMANSHIP BONDS: In the event the Contract is awarded to the Successful Bidder, he/she will thereafter enter into a written Agreement with the City

and furnish a Payment Bond and a Performance Bond in an amount equal to the Contract Price. The Material and Workmanship Bond shall be in an amount equal to 10 percent of the Contract Price as adjusted on the Final Application for Payment. The Bidder will forfeit his/her Bid Security if he/she fails to do so. All Bonds shall be secured from or countersigned by an agency or surety company recognized in good standing and authorized to do business in the State of Florida.

AWARD OF CONTRACT: All submittals will be evaluated by City staff in accordance with the criteria set forth in the bid/proposal documents. The City reserves the right to reject all bids/submittals, to waive any formalities, and to solicit and re-advertise for new bids/proposals, or to abandon the project in its entirety.

SPECIAL PROVISIONS: The Contractor shall submit a signed contract to the City with all necessary attachments, including, but not limited to, bonds and insurance within 10 calendar days of receipt of the contract from the City. The Notice to Proceed date will be 7 calendar days after the Contract Date. The Contractor shall apply for all permits upon receipt of the Contract from the City.

QUESTION DEADLINE: April 4, 2017 at 2:00 PM

NON-MANDATORY PRE-BID MEETING: March 29, 2017 at 4:00 PM

BID/PROPOSAL DEADLINE: April 13, 2017 at 2:00 PM

PUBLIC OPENING: The public opening shall take place April 13, 2017 at 2:00 PM, or shortly thereafter, at the City of Palm Coast City Hall, located at 160 Lake Avenue, Palm Coast, FL 32164.

ADA INFORMATION: Persons with disabilities needing assistance to participate in any of the proceedings should contact the City Personnel Office ADA Coordinator at 386-986-3718 at least forty-eight (48) hours in advance of the public opening, pre-bid meeting, or any other proceeding related to this bid/proposal.

FOR PUBLICATION ON WEDNESDAY, MARCH 15, 2017

**CITY OF PALM COAST
CENTRAL SERVICES DIVISION – PURCHASING
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