



city of
PALM COAST

RFQ-CD-18-46

BID MANUAL

Request for Quote (RFQ) for Seawall Installation

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OVERVIEW

Overview

CITY OF PALM COAST REQUEST FOR QUOTE (RFQ)	
TITLE SEAWALL INSTALLATION	REFERENCE RFQ-CD-18-46
ISSUED April 13, 2018	DUE April 27, 2018 at 2 p.m.
PURCHASING COORDINATOR Kelly Little-Downey (386) 986-3731 klittle-downey@palmcoastgov.com	PROJECT MANAGER Don Schragger (386) 986-4789 dschrager@palmcoastgov.com
BRIEF DESCRIPTION This Request for Quotes is issued for the purpose of obtaining quotes from qualified vendors for the installation of a seawall. The vendor must be able to provide all materials, manpower and equipment to perform for the seawall installation.	
OTHER KEY DATES AND MEETINGS Question Deadline: April 26, 2018 at 2 p.m. Quote Deadline: April 27, 2018 at 2 p.m.	
DOCUMENT AVAILABILITY, SUBMISSION, OTHER INFORMATION Quote documents are available through the City's Procurement Portal at (https://palmcoastgov.bonfirehub.com/portal). Bid/quote 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).	

GENERAL DESCRIPTION

General Description

The City of Palm Coast is soliciting quotes for the installation of a seawall.

Requirements

- The vendor must provide all materials, manpower and equipment for the seawall installation
- The vendor must provide the City of Palm Coast ROW and Seawall permit
- The vendor must provide a registered survey of the area showing City ROW and adjacent property boundaries
- Seawall location is to be 20 feet offset from the roadside ROW.
- Provide connection of new seawall to existing seawalls on adjacent properties. (provide standard return if necessary)
- Sheet piles are to be sealed to manufacturer recommendations, with filter fabric along the land side of the wall
- Contour waterway bottom to a reasonable uniform depth of 4' below seawall cap
- Backfill and grade ROW to maintain a maintainable slope from the seawall cap to the back of swale elevation
- Clear and remove all vegetation less than 4" in diameter from City ROW
- Remove and properly dispose of all debris and excess material
- Grade and sod swale along Clubfield Drive to maintain existing flow line
- Continue existing berm, on back side of ROW to stop water flow over seawall
- Re-grade and restore all excavated and disturbed areas with like sod
- Repair and restore any and all personal property that has been disturbed
- Repair any damage to City ROW and roadway
- Provide as-built survey after construction

Proof of Published Qualifications

Vendors must submit Proof of Insurance and License with quote.

GENERAL CONDITIONS

General Conditions

- **QUOTE SUBMISSION:** Quote submittals shall be received electronically through the City's Procurement Portal Web Page (<https://palmcoastgov.bonfirehub.com/portal>) by the specified time and date. **No other method of submission will be allowed or considered (i.e. mailed, emailed, or hand delivered).** Any emailed, mailed, or hand delivered submittals will be returned to the sender and not be considered. Your submission must be uploaded, submitted, and finalized through the City's Procurement Portal Web Page prior to the specified time and date. We strongly recommend that you give yourself sufficient time and at least ONE (1) hour before Closing Time to begin the uploading process and to finalize your submission. **No submissions through the City's Procurement Portal Web Page will be allowed or considered after the specified time and date.** If you need general assistance, please contact Central Services Division staff at least one business day in advance. For technical questions related to your submission, please contact Bonfire at Support@GoBonfire.com.
- **QUOTE WITHDRAWAL:** Bidders/Proposers may withdraw their quote submittals through the City's Procurement Portal up to the time prior to the time and date set for the quote deadline. Bid/Quote submittals, once opened, become the property of the City and will not be returned to the Bidders/Proposers.
- **LOCAL PREFERENCE IN SELECTION AND AWARD:** Consistent with City of Palm Coast Ordinance 2007-17, the City may give a preference to local businesses in awarding contracts. In evaluating the bids, the amount of the local bidder's Quote shall not exceed 5% of the total Quote price of other non-local bidders if the cost differential does not exceed \$10,000 for procurement activities in amounts over \$30,000. A business located within the City limits shall receive the bid preference set forth in the Ordinance; however, if no Vendor is located within the City limits, the bid preference may be given to a business located within Flagler County.
- **INSURANCE:** Misrepresentation of any material fact, whether intentional or not, regarding the Bidder's insurance coverage, policies or capabilities may be grounds for rejection of the quote response and rescission of any ensuing contract. Copy of the insurance certificate shall be furnished to the City prior to final execution of the contract.

GENERAL CONDITIONS

- **LICENSES:** Bidders, both corporate and individual, must be fully licensed and certified in the State of Florida at the time of submittal of the bid/quote for the type of goods/services to be provided. Should the Bidder not be fully licensed and certified, their bid/quote submittal shall be rejected. If applicable, any permits, licenses, or fees required shall be the responsibility of the Vendor. No separate or additional payment will be made for these costs. Adherence to all applicable code regulations, Federal, State, City, City, etc., are the responsibility of the Vendor.
- **PUBLIC RECORDS:** All quote submittals become "public records" and shall be subject to public disclosure consistent with Chapter 119, Florida Statutes. Bidders/Proposers must invoke the exemptions to disclosure provided by law in the response to the bid/quote documents, and must identify the data or other materials to be protected, and must state the reasons why such exclusion from public disclosure is necessary.
- **BIDS/QUOTES TO REMAIN FIRM:** All Quotes shall remain firm for a minimum of one-hundred and twenty (120) days after the day of the opening to allow for the evaluation, selection process and proper execution of the Agreement.
- **ADDITIONAL TERMS AND CONDITIONS:** Unless expressly accepted by the City, **only the terms and conditions in the attached draft Master Services Agreement shall apply.** No additional terms and conditions included with the bid/quote submittal shall be considered. Any and all such additional terms and conditions shall have no force and effect, and are inapplicable to this quote if submitted either purposely through intent or design, or inadvertently appearing separately in transmittal letters, specifications, literature, price lists or warranties.
- **CONTRACT ADMINISTRATOR:** Under this contract, the City of Palm Coast may appoint a contract administrator with designated responsibility to ensure compliance with contract requirements, such as, but not limited to, acceptance, inspection and delivery. The contract administrator will serve as liaison between the City Central Services Division (which has the overall administrative responsibilities) and the successful bidder.
- **PURCHASING PROCEDURES:** The Central Services Division Procedures apply in its entirety with respect to this quote.

GENERAL CONDITIONS

- **AFFIRMATION:** By submission of a bid/quote submittal, Vendor affirms that their bid/quote submittal is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid/quote for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. Vendor agrees to abide by all conditions of this bid/quote documents and the resulting contract.

- **VENDOR REGISTRATION**
All bidders or proposers whose quotes are selected for purchase orders, or work orders must register as a vendor with the City of Palm Coast. Vendors can register online at: <https://www.palmcoastgov.com/vendor-registration>.

INSTRUCTIONS TO BIDDERS/PROPOSERS

Instructions to Bidders/Proposers

SUBMISSION INSTRUCTIONS FOR SUPPLIERS

Please follow these instructions to submit via our Public Portal.

1. Prepare your submission materials:

Requested Information

Name	Type	# Files	Requirement
Pricing for Seawall Installation (Quote)	Data Type: Text	N/A	Required
License and Insurance	File Type: PDF (.pdf)	Multiple	Required

Requested Data:

Please note that text fields have a limit of 2000 characters. We recommend you prepare your responses in advance to ensure they fit within the length restrictions. Learn more about Requested Data at the Bonfire Help Center.

2. <https://palmcoastgov.bonfirehub.com/opportunities/7767>

The Q&A period for this opportunity starts Apr 13, 2018 8:00 AM EDT. The Q&A period for this opportunity ends Apr 26, 2018 2:00 PM EDT. You will not be able to send messages after this time.

Your submission must be uploaded, submitted, and finalized prior to the Closing Time of **Apr 27, 2018 2:00 PM EDT**. We strongly recommend that you give yourself sufficient time and **at least ONE (1) day** before Closing Time to begin the uploading process and to finalize your submission.

INSTRUCTIONS TO BIDDERS/PROPOSERS

Important Notes:

Each item of Requested Information will only be visible after the Closing Time.

Uploading large documents may take significant time, depending on the size of the file(s) and your Internet connection speed.

You will receive an email confirmation receipt with a unique confirmation number once you finalize your submission.

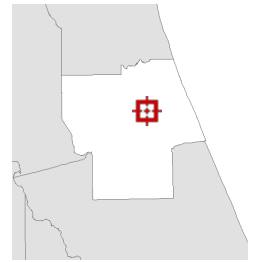
Minimum system requirements: Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled. Browser cookies must be enabled.

Need Help?

Palm Coast uses a Bonfire portal for accepting and evaluating quotes digitally. Please contact Bonfire at Support@GoBonfire.com for technical questions related to your submission. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>



Overview



Legend

- Parcels
- Yearly Sales**
- 2015
- 2016
- 2017
- Streams and River

Parcel ID	07-11-31-7004-000A0-0000	Owner	CITY OF PALM COAST	Land Value	\$181,000	Last 2 Sales			
Class Code	MUNICIPAL		160 LAKE AVENUE	Ag Land Value	\$0	Date	12/7/2006	Price	0
Taxing District	61		PALM COAST, FL 32164	Building Value	\$0	Reason	11/1/1991	MLS	QUAL/DEED EXAMINATION
Acres	72.4	Physical Address	n/a	Misc Value	\$0	Qual			U
				Just Value	\$181,000				
				Assessed Value	\$181,000				
				Exempt Value	\$181,000				
				Taxable Value	\$0				

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