Invitation to Bid

for

FLOORING REPLACEMENT AND INTERIOR PAINTING

at

Central Florida Regional Planning Council
555 East Church Street
Bartow, FL 33830
Tel: (863) 534-7130
Fax: (863) 534-7138

The Central Florida Regional Planning Council hereby invites qualified contractors to bid on a contract for **flooring replacement**. The Council will receive sealed bids **until 10:00 am on June 29, 2021,** at Central Florida Regional Planning Council; ATTN: Shannon McPherson, Program Director; 555 East Church Street; Bartow, FL 33830 or emailed to smcpherson@cfrpc.org with the subject line "Bid Proposal: Flooring Replacement and Interior Painting". All proposals will be reviewed at the same location at 10:15 a.m. on June 29, 2021.

Before submitting a bid, each bidder shall visit the location and carefully examine the areas of flooring to be replaced.

Bid documents are required for bid submittal and are available at our offices at the location listed above or on our website at www.cfrpc.org.

SCOPE OF WORK

The project consists of multiple areas of flooring to be replaced throughout the building, consisting of removal and disposal of existing flooring, preparations to install new flooring, and purchase and installation of new flooring, including all associated activities as necessary but must be specified by the bidder (moving and replacement of furniture and equipment, removal and replacement of baseboards as needed, etc), removal and disposal of built-in cabinets, shelving, and counter in one office in the building (including any anticipated repairs to walls resulting from removal of built-ins, and interior painting of one office in the building.

The location is the Central Florida Regional Planning Council office building located at 555 East Church Street in Bartow, FL. All labor, parts and materials needed to perform the Scope of Work shall be included in the Bid. The unit price is to include all labor and materials.

The bid is to include the use of high-traffic, glue down, vinyl plank in most areas, and commercial carpet in one interior office. The bid shall include removal of existing flooring, disposal of existing flooring, all preparations for installation of new flooring, moving and replacement of any equipment and furniture, disposal of any related debris.

The bid includes interior painting of one office in the building, and shall include the use of fume free, nontoxic paint, as well as all preparations and clean up including moving of any equipment and furniture and replacement of same.

The bidder shall include in consideration of the bid, the following schedule: Work shall take place during hours mutually agreed upon between contractor and the Council, to include regular office hours (8:00 a.m. through 6:00 p.m.) if not disrupted to office operation, and/or after regular office hours (including weekends) to allow for ease of completion and ease of business being conducted at the Council. The exact date in accordance with the schedule of the successful bidder and the Central Florida Regional Planning Council, but to be completed prior to August 23, 2021.

Inspections will be performed while the work is in progress and at the completion of the project to ensure compliance with the Scope of Work.

QUALIFICATIONS OF BIDDERS

The successful bidder will be required to execute a contract with the Council in accordance with the Scope of Work as stated herein. Contract negotiations, subject to Council budget, shall be allowable with the lowest responsive, responsible bidder. Bids will be considered only from contractors who, in the sole judgment of the Council, are financially responsible and able to show evidence of their reliability, ability, experience, equipment, facilities, and persons directly employed or supervised by them to render professional, prompt, and satisfactory performance and service.

INSURANCE & BONDING
Before commencing any work on the project, the contractor awarded the bid shall be required to provide the Central Florida Regional Planning Council with the following:

- 100% performance and payment bond for the entire contract amount
- Certificates of Insurance
    1. Comprehensive General Liability - $250,000 limit
    2. Workers' Compensation (in compliance with Florida Workers' Compensation Law)

EXAMINATION OF EQUIPMENT, SYSTEM AND SITE OF WORK
Before submitting a bid, each bidder shall carefully examine the existing conditions to be replaced and visit the location to ensure full knowledge of area, measurements, existing materials, and items to be moved. Each bidder shall fully inform himself prior to the bidding as to all existing conditions and limitations under which the work is to be performed, and he shall include in his bid a sum to cover all items necessary to perform the work. No allowance will be made to any bidder because of lack of such examination or knowledge. The submission of a bid will be construed as conclusive evidence that the bidder has made such examination.

SUBSTITUTIONS
Each bidder represents that his bid is based on the materials, equipment and labor needed to successfully accomplish the Scope of Work. Proposed substitutions for specified items shall be indicated on the Bid Form and accompanied with supportive literature. It is the responsibility of the bidder to ensure that indicated substitutions are equal in quality and performance to the products specified in the Scope of Work. Pricing based on substitutions found inferior or incompatible shall be grounds for bid rejection.

PREPARATION OF BIDS
Bids shall be made on unaltered Bid Forms furnished with this Bid Package or copies thereof. Fill in all applicable spaces and submit either one hardcopy or one electronic copy. **Submit hardcopy bid to Central Florida Regional Planning Council; ATTN: Shannon McPherson, Program Director; 555 East Church Street; Bartow, FL 33830; or submit electronic copy to smcpherson@cfrpc.org with the subject line "Bid Package for Flooring Replacement".** The bid shall be signed with name typed below signature, or electronically signed if submitting bid electronically. Where the bidder is a corporation, the Bid Form must be completed with the legal name of the corporation, followed by the State in which incorporated and legal signature of an officer authorized to bind the corporation to a contract. The bidder shall provide the Council with a breakdown of their proposal, if requested, before execution of the contract. **Faxed bids will not be accepted.**

WITHDRAWAL OF BIDS
Any bidder may withdraw his bid, either personally or by written request, at any time prior to scheduled time for opening bids. The Council reserves the right to reject any or all bids and to waive any informality in the bidding.

CONSTRUCTION TIME
The successful bidder shall be prepared to work beginning on a mutually agreeable date, which shall be established prior to the execution of the contract. As part of the bid submission, the bidder shall prepare and submit a proposed schedule for the entire Scope of Work, consisting of job completion by August 23, 2021. It is the bidder's responsibility to cover necessary anticipated premium labor costs in the bid price. Extra payment for premium labor time cost shall not be approved except as requested and approved in writing by the Council.

It is the intention of the Council to allow for the Scope of Work to commence on or around July 12, 2021, dependent upon availability of contractor and materials, so long as job completion is fulfilled by August 23, 2021. In the event such schedule is not met, the contractor will be subject to daily liquidated damages, not as a penalty but as an agreed cost the Council will suffer for any delay.

RECORDS
The contractor will ensure that any and all warranties are completed and forwarded to the Council. No retainage will be released until the Council has received all necessary documentation, valid warranty, and lien waivers.

WARRANTY OF WORK
The successful bidder shall provide a labor warranty of at least one year from the date of completion of work. The contractor shall be required to perform all necessary work and provide all required materials as part of such warranty.

PERMITS
The contractor is required to obtain any necessary permits if required.

BID FORM

June 18, 2021

Central Florida Regional Planning Council
FLOORING REPLACEMENT AND INTERIOR PAINTING
555 East Church Street
Bartow, FL 33830

Bid From: _____(Name of Bidder)

For: *Central Florida Regional Planning Council*
FLOORING REPLACEMENT AND INTERIOR PAINTING
555 East Church Street
Bartow, FL 33830

To: Central Florida Regional Planning Council
ATTN: Shannon McPherson
555 East Church Street
Bartow, FL 33830

The undersigned, having become thoroughly familiar with the terms and conditions of the Scope of Work and with local conditions affecting performance and costs at the Central Florida Regional Planning Council, hereby proposes and agrees to fully perform and complete the Scope of Work in strict accordance with the Bid Package for the following sum(s) of money, including all labor, parts and materials needed to perform the Scope of Work:

Bid for performing all work under the contract as designated as follows:

Removal and replacement of flooring in the hallways of the building excluding lobby, reception, and kitchen: $_____

Removal and replacement of flooring in lobby, reception, and kitchen: $ _____

_____

Removal and replacement of commercial carpet in two offices: $_____

Removal and disposal of built-in fixtures in one office: $_____

Interior painting of one office: $_____

Removal and replacement of furniture and equipment: $_____

Associated costs not specified above (please list, to include items such as wall repairs, preparation of surfaces, and other associated items): $_____

_____

_____

The undersigned shall here provide a written description of any special conditions:

_____

_____

_____

The undersigned shall here indicate all substitutions of materials or methods from those specified and attach supportive literature for such substitutions:

_____

_____

_____

In submitting this proposal, the undersigned further agrees:

1. The Council reserves the right to reject this proposal.
2. This proposal shall remain open for a period of SIXTY (60) days from the date prescribed for its opening.
3. To enter into and execute a Contract Agreement on the prescribed form, if awarded on the basis of this proposal, and/or any mutually acceptable modifications thereto.
4. To furnish Certificates of Insurance.
5. To commence and complete all work within the prescribed schedule as attached.

Legal Name: _____

Type of Organization (circle one):

- Corporation
- Partnership
- Sole Proprietor
- Other _____

Legal Address: _____

_____

Telephone: _____ Email: _____

Signature: _____ Date: _____

Name: _____

Title: _____

- Attach list of at least three references, including contact name, company or organization, telephone number, general description of work completed, and date of project.
- Attach warranty information.
- Attach schedule for completion