

**REQUEST FOR BIDS ON THE FABRICATION AND INSTALLATION OF  
METAL STAIRS FOR BUILDINGS 97, 98, AND 99  
PENSACOLA JUNIOR COLLEGE  
PENSACOLA CAMPUS**

The District Board of Trustees, of Pensacola Junior College, Florida, hereby extends an invitation to bid on the Fabrication and Installation of Metal Stairs for Buildings 97, 98, and 99 on the Pensacola Campus of Pensacola Junior College, as specified in this bid request.

All terms and conditions, including hereinafter, are part of this bid request. Any bid failing to comply with all of these terms and conditions may not be accepted. Rights are reserved to reject any and all bids and to waive all technicalities.

**INSTRUCTIONS TO BIDDERS**

1. All bids must be filed in the Purchasing and Auxiliary Services Office, Pensacola Junior College, Barfield Administration Building No. 7, Room 737, 1000 College Boulevard, Pensacola, Florida, 32504-8998, or **be delivered to the bid opening site in Barfield Administration Building No. 7, Room 736-B, not later than 2:00 P.M. on March 27, 2008, and shall be clearly marked "Sealed Bid No. ITB-5, 2007/2008, Fabrication and Installation of Metal Stairs for Buildings# 97, 98, and 99, Pensacola Campus, Pensacola Junior College."**

2. **BID FORMS:** The **Proposal Form** is included in these specifications. **Proposal Forms** will be furnished to prospective bidders upon request.

The Owner may consider as nonconforming any bid on which there is an alteration of or a departure from the Proposal Form hereto attached.

The Bid shall be based upon the completion of the work according to the contract documents, together with all addenda thereto, under the lowest proposal submitted by a responsive bidder.

3. **UTILIZATION OF SUBCONTRACTORS:** At the time of bid opening, the bidder shall submit a complete list of all subcontractors he intends to utilize to perform the work under the contract. Licensure of subcontractors is specified under paragraph 4 (see page 6).
4. **LICENSURE:** In accordance with Chapter 489.113, Florida Statutes, all individuals or entities engaging in and providing construction services shall be licensed in the State of Florida for that activity. This license requirement includes general and sub-contractors.

The successful low bidder shall be required to submit a list of all contractors to be involved in said project with applicable license numbers (see form included in these documents), including a photographic copy of current license certificates. Submittal of proof of license shall be made with and as a part of signed contract.

Prime Contractor shall submit proof of licensure with the Bid Form.

Failure to submit required proof of license may be cause for Owner to reject bid as non-responsive, and award bid to second lowest qualified bidder.

5. INTERPRETATION: All questions regarding the work should be directed via fax or mail to PJC Purchasing & Auxiliary Services, attn: Angie C. Jones, Director, Pensacola, FL: Fax (850)484-1839. No oral interpretation will be made to any bidder as to the meaning of the drawings or specifications. Every interpretation made to a bidder will be in the form of an addendum. Addenda will be furnished to each bidder, but it shall be the bidder's responsibility to make inquiry as to addenda issued. All such addenda shall become part of the contract and all bidders shall be bound by such addenda whether or not received by the bidders.
6. FAMILIARITY WITH LAWS: It is the bidder's responsibility to be familiar with all Federal, State and local laws, ordinances rules and regulations that in any manner, affect the work. Ignorance thereof of the part of the bidder will in no way relieve him from responsibility.
7. EXAMINATION OF DOCUMENTS AND SITE: Before submitting his proposal, bidder shall contact Kent Spencer, Maintenance Supervisor, at (850) 484-1179 to schedule a **Mandatory Site Visit** to discuss the proposed work and familiarize himself with the nature and extent of the work and any local conditions that may in any manner affect the work to be done and the equipment, materials, and labor required. He shall also examine the drawings, specifications, and other contract documents to inform himself thoroughly regarding any and all conditions and requirement that may in any manner affect the work to be performed under the contract. Bids not acknowledged as having visited the site will be cause for noncompliance.
8. RIGHT TO REJECT PROPOSAL: The Owner reserves the right to reject any or all proposals, to waive technical errors, and to accept any bids in part.
9. TIME OF COMPLETION AND LIQUIDATED DAMAGES: Bidder must agree to commence work within ten (10) calendar days after a written "Notice to Proceed" by the Owner and to substantially complete the work within 120 consecutive calendar days thereafter. Bidder must agree also to pay as liquidated damages, the sum of one hundred dollars (\$100.00) for each consecutive calendar day thereafter as hereinafter provided in the General Conditions.
10. SPECIAL POLICY AND PROCEDURES: Contractor and subcontractor personnel are not permitted to use the campus facilities, such as the restrooms and cafeteria, for any reason. Smoking is not permitted on campus property. Profane language or improper behavior of Contractor and subcontractor personnel will result in immediate termination of individual(s) involved.
11. BUILDING PERMITS: Permits will be furnished to the Contractor by the Facilities Planning and Construction Department of Pensacola Junior College.

12. INSURANCE: The successful bidder shall provide appropriate insurance as indicated hereafter:

- Valid workman's compensation insurance is required by Chapter 440, Florida Statutes.
- General public liability insurance against bodily injury, personal injury, and property damage, in limits of not less than \$100,000.00 per claimant; and \$300,000.00 per incident or occurrence. The District Board of Trustees, Pensacola Junior College, Florida shall be named as an additional insured on the contractor's policy.
- Automotive liability insurance against bodily injury and property damage, in at least the amount of \$100,000.00 per claimant, and \$300,000.00 per occurrence.
- Certificates evidencing that all of the previously listed insurance is in force shall be forwarded to the Purchasing and Auxiliary Services Office prior to any work beginning. The Certificate of General Public Liability Insurance shall list the District Board of Trustees, Pensacola Junior College, Florida as additional insured.

An evaluation committee meeting, in accordance with FS 286.011(1), is scheduled to be held on **Monday, April 7, 2008 at 2:00 P.M.** in the Barfield Administration Building No. 7, Room 737, 1000 College Boulevard, Pensacola, Florida 32504-8998. Bid tabulations and award recommendations will be posted in the Purchasing Department, Pensacola Junior College. Posting normally occurs within 10 days of bid opening date.

In the event that you are unable to submit a bid, written notification should be submitted to the Purchasing & Auxiliary Services Office, in order for your firm's name to remain on the mailing list.

Thank you for your bid consideration. If you have any questions, please call me at (850) 484-1794.

Angie C. Jones  
Director of Purchasing  
& Auxiliary Services

**BID FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

TO: District Board of Trustees  
Pensacola Junior College  
1000 College Boulevard  
Pensacola, Florida 32504

To Whom It May Concern:

The bidder, in compliance with your advertisement for bids for the construction:

**ITB# 5, 2007/2008, Fabrication and Installation of Metal Stairs for Buildings# 97, 98, and 99, on the Main Campus of Pensacola Junior College.**

Having carefully examined the plans and specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials, labor, and supplies; we hereby propose to furnish all labor, materials, tools, and equipment, machinery, equipment rental, transportation, superintendent; and to perform all work; provide all services, and to construct the project in accordance with the Contract Documents; within the time set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents.

In submitting this bid, I agree:

1. To hold my bid open for 30 days from the bid due date.
2. To accomplish the work in accordance with the Contract Documents.
3. That I have visited the worksite per page 2, number 7.

BASE BID: The bidder agrees, if awarded the contract, to complete the work described in the specifications and shown on the drawings for the sum of:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Very truly yours,

Check accordingly: Firm: \_\_\_\_\_

By: \_\_\_\_\_

We operate as:

Individual Owner  Title: \_\_\_\_\_

Partnership

Corporation  Date: \_\_\_\_\_

We acknowledge receipt of the following addenda, if applicable (insert number and date received):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

--End of Bid Form--

**LIST OF SUBCONTRACTORS**

Date: \_\_\_\_\_

This list is attached to, and is an integral part of the bid submitted by:

Name and address of Contractor \_\_\_\_\_

\_\_\_\_\_

For the Construction of:

**FABRICATION AND INSTALLATION OF METAL STAIRS FOR BUILDINGS# 97, 98, AND 99 PENSACOLA JUNIOR COLLEGE, PENSACOLA CAMPUS**

The undersigned, hereinafter called "Bidder", lists below the names of the subcontractors who will perform the phase of the work indicated:

<u>Division of Contract</u>	<u>Name and Address of Subcontractor</u>	<u>Subcontractor Certification or Registration Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

The undersigned declares that he has fully investigated each subcontractor listed and has received and has in his files evidence that each subcontractor maintains a fully equipped organization capable, technically and financially, of performing the pertinent work, and that he has made similar installations in a satisfactory manner. A false or inaccurate certification will be deemed to be a material irregularity and will be grounds for rejection of a bid, at the option of the Owner.

In witness whereof, the Bidder has hereunto set his signature and affixed his seal this

\_\_\_\_\_ day of \_\_\_\_\_ A.D., 2\_\_\_\_\_

\_\_\_\_\_ (Seal)

By: \_\_\_\_\_