

00005 INSTRUCTIONS TO BIDDERS

1. **BID FORMS:** The Proposal Form is included in these specifications.

The Owner may consider as nonconforming any bid on which there is an alteration of or 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.

2. **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 current license certificate and 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.

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

4. **INTERPRETATION:** 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 to the specifications. 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.

5. **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 on the part of the bidder will in no way relieve him from responsibility. This project is being partially funded by FEMA (Federal Emergency Management Agency) and procurement procedures following FEMA guidelines will be used in this bid process.

6. **PERMITS AND INSPECTIONS:** **It is the bidder's responsibility to obtain and pay the cost of necessary permits and inspections from either the County or City Building Inspection departments.**

7. **EXAMINATION OF DOCUMENTS AND SITE:** Before submitting his proposal, bidder shall visit the site of 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 requirements that may in any manner affect the work to be performed under the contract.

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:** The successful bidder will be required to complete the project within the time stated in the Proposal Form. When projects are bid as a group, it is expected that the successful Contractor will have the manpower capabilities to complete all projects concurrently. A completion time listed in the Contract Documents is for completion of all projects unless

specified otherwise.

10. FORM OF AGREEMENT: The Contract form shall be "Standard Form of Agreement between Owner and Contractor", AIA document A101 2007, attached to the Project Manual.
11. BID GUARANTEE: The bidder's proposal shall be accompanied by a bid bond, cashier's check or certified check in the amount of 5% of the total of the bid and drawn in favor of the Owner. Such bid bond or check is given with the understanding and agreement that it guarantees: (1) that the bidder will not withdraw his bid for period of **60** consecutive calendar days commencing from the next regularly scheduled Board Meeting without the consent of the Owner; (2) that, if his bid is accepted, the bidder will enter into the written Contract with the Owner and furnish the required insurance certificates, and insurance within 10 consecutive days after receipt of notice of acceptance of his bid. In the event the bidder fails to comply with any of these conditions and requirements in whole or in part, the full amount of the bond or check shall be automatically forfeited to the Owner as damages on account of the default of the bidder. Within seven days after formal opening of bids, bid bonds and checks shall be returned to all except the three lowest bidders. The bid bonds or checks of the lowest bidders will be returned within three days after the execution of the Contract and submission to and approval by the Owner of all documentation and executed bonds.
12. SECURITY: Where Contractor is required by the nature of the work to have access to the interior of the facility during hours when church personnel are not present on the site, the Contractor shall be responsible for maintaining building security, and the Contractor shall be responsible for replacement or repair of items and or equipment stolen, lost or damaged while the building security is under the care of the Contractor. The Contractor shall be responsible for having the job superintendent present wherever subcontractors are working in connection with the Contractor's basic contract.
13. SALVAGE: The Owner reserves the right/option to take possession of any items salvaged.
14. UTILITY SPOTTING: The Contractor shall employ the use of Ground Penetrating Radar Equipment to locate, identify and protect all underground utilities. This cost shall be in the base bid. Please refer to the Division of Trenching and Excavation.
15. CONSIDERATION OF BIDS:
 - A. OPENING OF BIDS:
 1. The properly identified Bids received on time will be opened privately.
 2. The Owner will have the right to reject any or all Bids.
 - B. BASIS OF AWARD AND EVALUATION CRITERIA:

It is the intention of First United Methodist Church Port St Joe to utilize the following five (5) factors in evaluation of the proposals submitted. After careful review and evaluation, the project will be awarded to the firm whose proposal is most advantageous to the project and mission for FUMC PSJ, utilizing price and other factors in its evaluation and basis of award.

 1. Business organization, history, organizational structure and financial condition of the firm. (5 Points)

2. A list of all projects successfully completed as a General Contractor which reflect similar scope, complexity and schedule demands as anticipated for the Rebuild Project. Please provide detailed responsibilities and include project references including contact information for project owners. Highlight the Bidder's relevant experience in construction of post-Hurricane Michael projects especially projects similar in size, and scope, to the Work in which Federal funding and oversight was integral throughout the project duration. (10 Points)
3. Project Approach and Schedule. A timely completion of this project is imperative. (25 Points)
4. Price. (55 Points)
5. Evidence that the General Contractor is a Small Business Concern, Disadvantaged Business Enterprise or Woman-Owned Business Enterprise. If the General Contractor does not meet any of the qualifications of the above, please submit evidence of a Corporate Outreach Program to attract qualified subcontractors that are Small Business Concerns, Disadvantaged Business Enterprises or Woman-Owned Business Enterprises. (5 Points)

16. POST BID INFORMATION:

A. SUBMITTALS:

The Bidder shall, within (7) seven days of notification of selection for the award of the Contract for the Work, submit the following information to the Architect/Owner:

1. A designation of the Work to be performed by the Bidder with his own forces.
2. A list of all subcontractors to be used.
3. Schedule of Values with itemized list of prices by division.
4. Cost estimate of mitigation components to be used for verification of FEMA funding for mitigation upgrades.

END OF SECTION

