

WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS



MINI EXCAVATOR

Invitation to Bid Number: 2009-004

RESPONSES ARE DUE BY: MARCH 19, 2009 at 8:15 A.M., EST

MAIL OR DELIVER RESPONSES TO:

Wakulla County Board of County Commissioners
Public Works Department
340 Trice Lane
Crawfordville, FL 32327

Contact: Todd Baldwin at 850.926.7616
or via e-mail at
tbaldwin@esginc.net
850.926.2890 FAX

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An equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

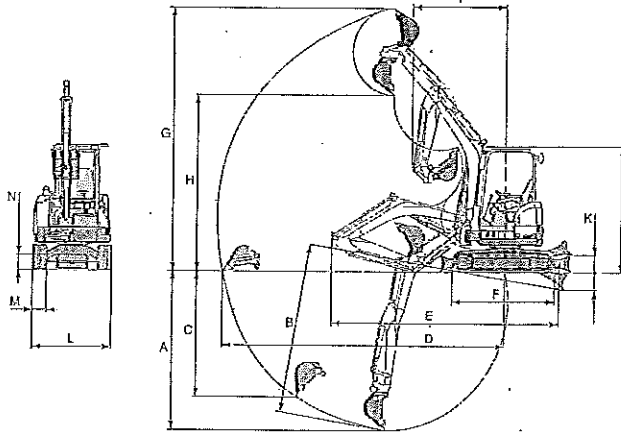
OVERVIEW

Provide a competitive bid on a Mini-Excavator for the Wakulla County Public Works Department meeting the minimum requirements based on the specifications below. |

Mini-Excavator Bid Specs

Engine: 28 - 29 hp Diesel
 Blade Dimensions: 5' - 6' x 1'
 Fuel Capacity: 11 - 12 gallons

Dimension Ranges	
A	10' - 12'
B	11' - 12'
C	9.5' - 10.5'
D	17' - 19'
E	15' - 16'
F	6' - 7'
G	17' - 18'
H	11.5' - 12.5'
I	7'
J	8'
K	1.5'
L	5' - 6'
M	1'
N	1' - 1.5'



Features (Standard and/or Additional)**
Blade
Boom Swing Function
Rubber Tracks
Hydraulic Quick Coupler
2-way Control Pattern Change
Auxiliary valve & piping (Arm end)
Cylinder Cover (boom, arm, bucket, blade)
ROPS/FOPS (Canopy)
Joystick Pilot Controls
Arm Rest (Adjustable)
Suspension & Reclining Seat
Seat Belt
Travel Levers & Pedals
Traveling Alarm
Built-in Boom Light
Exterior Canopy Work Light
Convex Rear View Mirrors
Operation Manual
2 24" Buckets (Toothed & Smooth)
**Any/All Features Standard not listed

CALENDAR OF EVENTS

All times listed in the Calendar of Events are Eastern Standard Time.

Release of Invitation to Bid	March 5, 2009
Technical Questions due from prospective Respondents (FAX ACCEPTABLE)	March 13, 2009
Responses to questions due from the Board of County Commissioners	[Insert Date and Time.]
Bids due and opened (FAX NOT ACCEPTABLE)	March 19, 2009 @ 8:00 A.M.
Posting of Intended Award	April 8, 2009
Anticipated beginning of work	[N/A]

MANDATORY REQUIREMENTS

The Board of County Commissioners (BoCC) has established certain mandatory requirements which must be included as part of any response. The use of the terms “shall”, “must” or “will” (except to indicate simple futurity) in this Invitation to Bid (ITB) indicate a mandatory requirement or condition. The words “should” or “may” in this indicate desirable attributes or conditions, but are permissive in nature. Deviation from, or omissions of, such a desirable feature will not by itself cause rejection of a bid.

Replies which do not meet all material requirements of this bid or which fail to provide all required information, documents, or materials will be rejected as non-responsive. Material requirements of the bid are those set forth as mandatory, or without which an adequate analysis and comparison of replies is impossible, or those which affect the competitiveness of replies or the cost to the Board. Respondents whose replies, past performance or current status do not reflect the capability, integrity or reliability to perform fully and in good faith the requirements of the contract may be rejected as non-responsible.

The Board reserves the right to determine which replies meet the material requirements of the ITB, and which Respondents are responsible and/or responsive.

SCOPE OF WORK

[Provide a bid on a Mini-Excavator based on the specs provide within the bid package]

[TIMELINE AND DELIVERABLES

The Board has certain minimum expectations for this project's deliverables, which are described as follows: |

|Once awarded the bid, provide said equipment within a timely manner. |

METHOD OF PAYMENT |

|Payment for mini excavator will be made upon the Project Manager's determination that the tasks as described has been satisfactorily completed. Should the BoCC not accept a deliverable/task, the Project Manager will notify the contractor(s) in writing of such rejection and provide the reason(s) for rejecting the deliverable/task.
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CONTRACTOR RESPONSIBILITIES

|Submission of Deliverables

As described in this ITB, Timelines and Deliverables, the Contractor shall provide a timely submission of the deliverables listed as outlined under the terms and conditions of this bid. The Contractor must report all extenuating circumstances and request exceptions in writing to the Project Manager for consideration immediately upon discovering that the terms of services will not be met in a particular area. Any exceptions not submitted and approved in writing, as specified herein, will be assessed the applicable liquidated damages as described in this ITB.
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WAKULLA COUNTY BOARD OF COUNTY COMMMI8SSIONERS RESPONSIBILITIES

Payment for said equipment in a timely manner.

HOW TO RESPOND TO THIS ITB

BID RESPONSE FORMAT

In responding to this ITB, each Respondent should review and account for all the requirements contained within this ITB.

The Respondent's bid response will consist of the following and follow the format listed:

Tab 1 - Title Page

The title page must include, at a minimum:

- The title and number of the ITB;
- The Respondent's name (person, organization and firm);
- The name of the organization to which the bid is submitted (Wakulla County Board of County Commissioners);
- The name, title, phone number and address of the person who can respond to inquiries regarding the bid; and
- The signature of the Respondent's authorized signatory.

Tab 2 - Attachments

Bid responses must include the following documents and certifications:

- **Response Transmittal Form (Attachment 1):** Respondents are required to complete, sign, and return the "Response Transmittal Form" with their response submittal. This form must be completed and signed by a representative who is authorized to contractually bind the Respondent.
- **Reference Form (Attachment 2).** A representative who is authorized to contractually bind the Respondent must complete, sign and attach this form.
- **Bid Cost Sheet (Attachment 3).** A representative who is authorized to contractually bind the Respondent must complete, sign and attach this form.
- **Drug Free Workplace Certification (Attachment 4).** Completed, signed and attached by authorized individual for Respondent.
- **Disclosure Statement/Conflict of Interest (Attachment 5).** Completed, signed, and attached by authorized individual for Respondent.
- **Certification Regarding Debarment (Attachment 6).** Completed, signed, and attached by authorized individual for Respondent.
- **Certification Regarding Lobbying (Attachment 7).** Completed, signed and attached.
- **List of Subcontractors (Attachment 8).** Completed, signed and attached.
- **CMBE Certification.** Attach a copy of your Certified Minority Business Enterprise (CMBE) Certification, if certified by the State of Florida, Department of Management Services.

Bid Submission

All bids must be submitted in a sealed envelope and shall be clearly marked on the outside with the solicitation number, date and time of bid opening for which the bid is intended. The BoCC is not responsible for the opening of any envelope which is not properly marked.

Respondents shall submit all data in the formats specified in this ITB. The forms furnished must be used when submitting the bid. Forms are to be filled out in pen and ink or typewritten with alterations, with changes or amendments initialed. All forms must be signed and dated.

BIDS MUST BE RECEIVED AT OR BEFORE THE TIME AND DATE reflected on the timeline in the Calendar of Events of this ITB.

It is the Respondent's responsibility to assure their bid submittal is delivered at the proper place and time as required in this. **The official date and time of receipt is the date and time the bid is stamped by the Wakulla County Public Works Department.** Late replies will not be accepted.

Respondent's bids must state that their bid constitutes an offer that remains valid for at least 120 days after receipt of the bid.

Bids must be sent by U.S. Mail, Courier, or Hand Delivered to the location indicated below:

**Wakulla County Public Works
Attn: Nannette Watts
340 Trice Lane
Crawfordville, FL 32327**

The face of the envelope shall clearly state the solicitation number and title and also reflect the bid opening date and time. (If a courier service is used, the bid document must be in a sealed marked envelope inside the shipping envelope.) It is suggested that the bid is hand delivered or sent "Certified Mail", to ensure receipt by the date and time indicated.

Inquiries

Questions related to this must be received in writing by the contact person listed below by the time indicated in the Calendar of Events. The questions may be sent US mail, courier, e-mail, fax, or hand-delivered to the sole point of contact, listed below. No telephone calls will be accepted. Inquiries submitted after the period specified in the Calendar of Events will not be addressed. Answers to written questions received by the

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time and date listed in the Calendar of Events will be posted on the county's website at:
www.mywakulla.com

NOTE – Submit questions in writing to:

Wakulla County Public Works
Attention: Todd Baldwin
340 Trice Lane
Crawfordville, FL 32327
Fax: 850-926.2890
Email: tbaldwin@esginc.net

It is the responsibility of all potential Respondents to monitor this site for any changing information prior to submitting a response.

Pursuant to section 287.057(24), F.S., respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the BoCC posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

AWARD

This solicitation will be awarded on an **all or none basis to the responsive, responsible respondent providing the lowest total overall cost for the original contract period and optional renewal periods.** The final contract price will be the original response price, if an award is made. The Board reserves the right to make all awards pursuant to the Invitation to Bid.

Responses that do not meet the requirements specified in this ITB will be considered non-responsive or not responsible as applicable. In the best interest of the Wakulla County, the Board reserves the right to reject any and all responses or waive any minor irregularity or technicality in responses received. Respondents are cautioned to make no assumptions unless their response has been deemed responsive.

A printed copy of the Response tabulation will be posted at the Public Works Department and at the Board's Administrative Offices and on the county's website (www.mywakulla.com). A copy will also be available upon written request to the Public Works Department. Each written request must contain a self-addressed, stamped envelope and must reference the solicitation title and number.

Identical Tie Bids

In accordance with Section 287.087, Florida Statutes, preference shall be given to businesses with drug-free workplace programs. If two or more responses which are equal with respect to price, quality and service are received for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Vendor/Contractors must complete the Drug Free Workplace form provided and return it with their response.

In the event that all tied vendors submitted the Drug Free Workplace Certification, award shall be determined by using the number of valid vendor complaints on file or by lot; except that the response that relates to commodities manufactured within this State shall be given preference.

EXECUTING A CONTRACT

The construction, interpretation, and performance of this solicitation, and all transactions under it shall be governed by the laws of the State of Florida and Wakulla County. The contract documents shall include all terms and conditions of this solicitation, any addenda, response, and the BoCC's contract issued as a result of this solicitation.

LICENSES, PERMITS AND TAXES

The vendor awarded a contract pursuant to this Request for Bid shall pay for all licenses, permits, taxes, inspection and or architectural fees required for this project. Also, the Contractor shall comply with all federal, state and local codes, laws, ordinances, regulations and other requirements applicable to the work specified at no additional cost to the BoCC.

OTHER IMPORTANT INFORMATION

SPECIAL ACCOMODATIONS

Any person requiring special accommodations at the BoCC because of a disability should call the Public Works Department at least five (5) working days prior to any pre-response conference, response opening, or meeting.

RESPONDENT'S RESPONSIBILITY

It is understood and the Respondent hereby agrees to be solely responsible for obtaining all materials and determining the best methods that will be utilized to meet the intent of the specifications of this solicitation.

Any failure by the Contractor to acquaint themselves with the available information will not relieve them from responsibility for estimating properly the difficulty or cost of successfully performing the work.

Respondents are expected to examine the specifications and all instructions pertaining to the required commodities/services. Failure to do so will be at Respondent's risk.

ADDITIONAL LEGAL REQUIREMENT

All corporations seeking to do business with the BoCC shall, at the time of submitting a response, be on file with the Department of State in accordance with provisions of Chapter 607, Florida Statutes; similarly, partnerships seeking to do business with the BoCC shall, at the time of submitting such response, have complied with the applicable provision of Chapter 620, Florida Statutes. For further information on required filing and forms, please go to the following sites: <http://sunbiz.org/index.html> or <http://www.dos.state.fl.us/doc/index.html>.

PRODUCT/SERVICE REQUIREMENTS

Any deviation from the scope of service/specifications indicated herein must be clearly pointed out; otherwise, it will be considered that items offered are in strict compliance with the scope of work/specifications, and the successful vendor will be held responsible therefore. Deviations must be explained in detail on separate attached sheet(s).

ATTACHMENT 1

**Wakulla County Board of County Commissioners
Public Works Department
340 Trice Lane
Crawfordville, FL 32327**

BID TRANSMITTAL

.....
COMPLETE AND RETURN THIS FORM
WITH THE ORIGINAL BID
.....

Invitation to Bid Number: 2009-004

Title: Mini Excavator

Date & Time of Bid Opening: (March 19, 2009 @ 8:00 A.M.) (EST)

Company Name: _____

Contact Person: _____

Address: _____

City, State, Zip: _____

Federal Employer ID Number: _____

Telephone: () _____ Fax Number () _____

Internet E-Mail Address: _____

Authorized Signature (Manual): _____ Date: _____

Authorized Signature (Typed) and Title: _____

**ATTACHMENT 2
 REFERENCE FORM**

Respondent's Name: _____

Vendors are required to submit with their response three (3) references with which they have provided similar services as requested in this solicitation. Vendors shall use this attachment to provide the required reference information. The Board reserves the right to contact any and all references in the course of this solicitation and make a responsibility determination, not subject to review or challenge. (Please provide at least 2 Contact Names.)

FORMER CLIENTS-Provide Three (3)	
Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Company Name:	
Address:	
Contact Name:	
Alternate Contact Name:	
Phone:	
Email:	
Description of Work:	
Service Dates:	

Authorized Signature: _____

Title: _____

**ATTACHMENT 3A
PRICE BID PAGE**

|

BID NUMBER 2009-004
MINI EXCAVATOR

BID PRICE AS BASED ON SPECS \$ _____

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Printed Name of Authorized Representative

Signature of Authorized Representative

Title

Company

ATTACHMENT 4
DRUG FREE WORKPLACE CERTIFICATION

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more response which are equal with respect to price, quality, and service are received by the State or by any political subdivision for the procurement of commodities or contractual services, a response received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie responses will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
- 5) Impose a sanction, on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

VENDOR _____ TITLE _____

AUTHORIZED SIGNATURE _____ DATE _____

**ATTACHMENT 5
DISCLOSURE STATEMENT
CONFLICT OF INTEREST DISCLOSURE**

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. Respondents must disclose with their bids whether any officer, director, employee or agent is also an officer or an employee of the Board of County Commissioners. All firms must disclose the name of any state officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent's firm or any of its branches or affiliates. All Respondents must also disclose the name of any employee, agent, lobbyist, previous employee of the Board, or other person, who has received or will receive compensation of any kind, or who has registered or is required to register under Section 112.3215, Florida Statutes, in seeking to influence the actions of the Board in Connection with this procurement.

Names of Officer, Director, Employee or Agent that is also an Employee of the Board:

Name of a County Employee that owns 5% or more in Respondent's firm:

Not applicable: _____

Name

Company

Date

**ATTACHMENT 6
CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS,
LOANS AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge and belief, that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Date

Name of Authorized Individual

Name of Company/Organization

Address of Company/Organization

| Attachment 8 |

BID CHECKLIST

(DOES NOT NEED TO BE RETURNED WITH YOUR RESPONSE)

This Checklist is provided as a guideline, only, to assist Respondents in preparation of their response. Included are some important matters that the Respondent should check. This checklist is just a guideline, and is not intended to include all matters required by the ITB. Respondents are responsible to read and comply with the ITB in its entirety.

Check off each of the following:

- 1. The Response Transmittal Form has been completed, manually signed, and enclosed in the original response.
- 2. The Reference Form (Attachment 2) has been completed with three references as required in solicitation.
- 3. The Cost Sheet (Attachment 3) has been completed, reviewed for accuracy and signed by authorized representative who is authorized to contractually bind the Respondent.
- 4. The Drug Free Workplace Certification (Attachment 4), Disclosure Form (Attachment 5), Lobbying Form (Attachment 6) have been read, completed, signed, and enclosed in the original response, if applicable.
- 5. The List of Sub-Contractors, if applicable (Attachment 7) has been completed, signed, and attached if applicable.
- 6. The Certified Minority Business Enterprise Certificate (CMBE) has been attached, if applicable.
- 7. The Technical Specifications section has been thoroughly reviewed for compliance to the solicitation requirements.
- 8. The original response must be received, at the location specified, prior to the Bid Opening Date and Time designated in the Invitation to Bid Document.
- 9. On the lower left hand corner of the envelope transmitting your original response, write in the following information:

Solicitation Number: 2008-004

Title: Mini Excavator

Bid Opening Date & Time: March 19, 2009 @ 8:00 A.M.