

NOTICE TO BIDDERS

City of Avon Park

BID # 02-15

“Remodel/Construct enhancements to Community Center for Art Museum”

Sealed bids will be received by the City Manager, City of Avon Park, 110 E Main St, Avon Park, FL 33825 until **January 5th no later than 3:00PM** at which time and place, bids received will be publicly opened in the office of the City Manager and read aloud for the following:

REMODEL/CONSTRUCT ENHANCEMENTS TO COMMUNITYCENTER FOR AN ART MUSEUM

Construction specifications may be viewed by visiting our Website at: <http://www.avonpark.cc> or by contacting the City of Avon Park, Maria Sutherland @ (863) 452-4411 or Sutherland@avonpark.cc

Included in the bid packet, bidders shall submit a Public Entities Crimes Report; Anti Collusion Statement; Drug Free Work Place. All three of these forms are available under “Bids” at www.avonpark.cc

A **MANDATORY Pre-Bid meeting will be held upstairs at 2:00 P.M. on Thursday 12-18-2014** at the Avon Park Community Center, 310 W Main St., Avon Park Florida 33825. **All potential bidders are required to attend this meeting.**

ADDENDA

It is the Bidders responsibility to contact Maria Sutherland, 863-452-4411 prior to submitting a bid to ascertain if any addenda have been issued, to obtain all such addenda and return executed addenda with bid. Contractor questions will be accepted for addenda **until December 19, 2014 at 4PM** in order to provide sufficient time for City to respond appropriately to addenda. The failure of a Bidder to submit acknowledgement of any addenda that affects the bid price(s) may be considered an irregularity and may be cause for rejection of the bid.

The City will respond to any and all addenda by **December 23rd, 5PM** by posting such addenda to the City website: www.avonpark.cc

INSURANCE & SAFETY REQUIREMENTS

All insurance shall be secured from or countersigned by an agent or Surety Company recognized in good standing and authorized to do business in the State of Florida. The Contractor shall, within ten (10) days of notification of award and prior to commencement of work, take out and maintain in full force **Commercial General Liability:** Occurrence Form Required: (Contractor/vendor) shall maintain commercial general liability (CGL) insurance with a limit of not less than \$500,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this location/project in the amount of \$1,000,000. Products and completed operations aggregate shall be \$1,000,000. CGL insurance shall be written on an occurrence form and shall include bodily injury and property damage liability for premises, operations, independent contractors, products and completed operations, contractual liability, broad form property damage and property damage resulting from explosion, collapse or underground (x, c, u) exposures, personal injury and advertising injury. Fire damage liability shall be included at \$100,000.

A certificate of existing insurance coverage should be submitted with the bid as proof of insurability; if the current coverage does not meet the bid requirements, then the Bidder should request an affidavit of insurability from the Bidder’s insurance agent that certifies the requirements can and will be met. Failure to provide adequate insurance coverage may be cause for disqualification as non-responsive to the bid requirements.

All insurance policies shall be issued by responsible companies authorized to do business under the laws of the state, have at least a "B" policyholder's rating, have a financial rating of at least class VI in accordance with the most current Best's Key Rating Guide, and shall be satisfactory to the city.

CONTRACTOR’S COOPERATION – E-Verify

The City of Avon Park will require of Contractor provide proof of legal working status of Contractor and/ or Contractor’s employees and sub-contractors and their employees who are awarded this bid. Employers may avail

themselves to E-Verify to help employer verify employment eligibility of new and existing hires and the validity of their Social Security numbers. Davis-Bacon Rules may apply. The City of Avon Park will require as part of the response to a bid solicitation that the successful bidder shall complete and submit an "Affidavit Certification Immigration Laws". The City reserves the right to revoke bid award if Contractor does not allow for Contractor and employee verification and subcontractor and their employees verification prior to commencement of work and/or hires illegal workers after commencement of work within the service area. The City of Avon Park is not responsible in any way; for any Federal, State or local legal repercussions the Contractor may incur as a result of employee verifications.

BID SUBMITTAL:

An original and one (1) copy (collated in sets) of the bid shall be enclosed within a sealed envelope with the words, "**SEALED BID No. 02-15 REMODEL/CONSTRUCT ENHANCEMENTS TO COMMUNITY CENTER FOR ART MUSEUM**" and the Bidder's name and address clearly shown on the outside thereof.

Mailed bids must be received in the office of the City Manager not later than the time set forth for bid opening. The City of Avon Park, Florida will not be responsible for any lost or late arriving bids sent via U.S. Postal Service or any other delivery service.

The City of Avon Park at its sole discretion reserves the right to waive technicalities or irregularities, to reject any or all bids, and/or to accept that bid which is in the best interest of the City.

Anyone requiring reasonable accommodation as provided for in the Americans with Disabilities Act or Section 286.26 Florida Statutes should contact the City Manager 863-452-4403