

**SECTION 00020**

**INVITATION TO BID**

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**SECTION 00020**

**INVITATION TO BID**

**1.01 Invitation to Bidders**

Sealed bids will be received by the Duval County Public

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Schools, Division of Facilities Services, Room 535, 1701 Prudential Drive, Jacksonville, Florida 32207, for:

BID NUMBER: \_\_\_\_\_

TITLE: \_\_\_\_\_

**1.02 Bids**

Bids will be received until 2 p.m. on Tuesday, \_\_\_\_\_ (Date) at Room \_\_\_\_\_, Duval County Public Schools, 1701 Prudential Drive, Jacksonville, Florida 32207, and immediately thereafter publicly opened, read aloud and recorded in the Conference Room, \_\_\_\_\_, 5<sup>th</sup> Floor, Duval County Public Schools, 1701 Prudential Drive, Jacksonville, Florida 32207.

**1.03 Bidding Documents**

- A. The Contract Documents for bidding may be examined and obtained at the office of the Architect/Engineer:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY/STATE/ZIP CODE \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

- B. The Contract Documents may be examined but not obtained at:

F. W. Dodge McGraw Hill Plan Room  
3947 Boulevard Center Drive, Suite 1  
Jacksonville, Florida 32207  
Telephone (904)398-1564 FAX (904)399-8432

Construction Bulletin  
532 South Edgewood Avenue  
Jacksonville, Florida 32205  
Telephone (904)388-0336 FAX (904) 388-0109

Construction Market Data, Inc.  
2050 Art Museum Drive, Suite 106  
Jacksonville, Florida 32207  
Telephone (904) 396-4048 FAX (904) 396-4315

National Association of Minority Contractors  
 5923 Norwood Avenue  
 Jacksonville, Florida 32208  
 Telephone (904) 766-9299 FAX (904) 766-1687

- C. General: Contract Documents, in whole, are available from the Architect/Engineer and can be obtained upon receipt of cash or check made payable to Duval County Public Schools for the total required amount(s). Payments for refundable items shall be separate from nonrefundable items and shipping charges. **Do not combine payments.**

Note:

1. Requests for billing of documents will **not** be honored.
2. Cash or checks will be accepted for refundable and nonrefundable items.

- D. Contract Document Cost: Shipping charges are in addition to amounts stated below.

	<b>REFUNDABLE ITEMS/EACH</b>	<b>NONREFUNDABLE ITEMS/EACH</b>
Complete Contract Documents	\$ _____.	\$ _____.
Complete Drawings	\$ _____.	\$ _____.
Complete Project Manual (Specifications)	\$ _____.	\$ _____.

- E. Distribution

1. Bidders: Eligible for **two (2) sets of Contract Documents on a refundable** basis upon receipt of payment (cash or check only). Additional copies are available on nonrefundable basis. Shipping charges are in addition thereto.
2. Major Sub-Bidders and Major Material Suppliers: Eligible for **one (1) set of Contract Documents on a refundable** basis upon receipt of payment (cash or check only). Additional copies are available on a nonrefundable cost basis. Shipping charges are in addition thereto.

3. Sub-Bidders, Product Suppliers and other Interested Parties: Eligible for Contract Documents on a nonrefundable basis upon receipt of payment. Shipping charges are in addition thereto.
- F. Return of Contract Documents: Documents, regardless of method of procurement, remain the property of the Owner and shall be issued for no purpose other than bidding-on or constructing this project. Payment will be returned only if refundable (see above) and providing that Contract Documents are complete, in good useable condition, bound in original order, intact and returned within fifteen (15) days after Bid Opening. Bidders acquiring Documents but not bidding shall not be eligible for a refund unless Documents are returned before Bid Opening or the Architect/Engineer is informed prior to Bid Opening that they will not bid.

#### 1.04 Performance and Payment Bonds

Bidder is instructed to carefully review Bond requirements in Section 00300, Bid Security and Section 00611, Performance and Payment Bond. A Bid Bond or a certified check in the amount of not less than five percent (5%) of the bid amount is required at bid opening.

#### 1.05 Preparation and Submission of Bid

- A. All bids shall be made on Proposal Forms, Section 00300, included herein, properly executed, sealed and placed in envelopes bearing bidder's name and marked:

\_\_\_\_\_

Project Title

\_\_\_\_\_

Bid No.

Deliver or mail to Duval County Public Schools, Room 535, 1701 Prudential Drive, Jacksonville, Florida 32207.

- B. Changes in the bid amount appearing on the outside of the bid envelope will not be considered. Only the bid amount indicated on the Proposal Form inside the envelope will be considered. All changes, corrections and erasures must be initialed by the person signing the bid.

- C. Provide a copy of your Registration Certificate as proof of current licensure.

#### 1.06 Mandatory Pre-Bid Conference

All contractors who are interested in bidding are required to attend a mandatory pre-bid conference to be held on \_\_\_\_\_, 200\_\_ at \_\_\_\_ (a.m./p.m.) local time at \_\_\_\_\_.

**Failure to attend the pre-bid conference shall result in disqualification of that firm's proposal.** Attendees will be required to sign an attendance register.

#### 1.07 Notice of Direct Purchase - Sales Tax Exempt

- A. The Owner is exempt from sales tax on the purchase of construction material. The Owner has elected to exercise this right and therefore directly purchase various construction material, supplies and equipment that may be a part of this Contract. Such direct purchase shall be without any additional cost to Owner. The Owner shall, via Purchase Order (PO), purchase material, and the Contractor shall assist the Owner in the preparation of the Purchase Order. The Owner will purchase the material from Vendors selected by the Contractor for the price originally negotiated by the Contractor. **All bids are to be submitted with all applicable taxes included.**
- B. The Contract Amount shall be reduced by the net, undiscounted amount of the purchase orders plus all State sales tax. This reduction in the Contract Amount will occur through a **Change Order**, which will reference the Purchase Order affecting the change. MBE Form six (6) is also required.
- C. Issuance of Purchase Orders by the Owner shall not relieve the Contractor of any responsibility regarding material or equipment purchases or installations, with the exception of the payments for the material or equipment purchased. **The Contractor shall remain fully responsible for coordinating, scheduling, ordering correct quantities, submittals, protections, storage, shipping, security, expediting, receiving, verification, installation, cleaning and all applicable warranties.** The Contractor must maintain the Builder's Risk policy to include all material and equipment stored on-site and installed on site.
- D. It is recognized that the Contractor may encounter additional overhead costs in assisting the Owner with

its Direct Purchase Program. The Contractor is charged with including all additional costs as part of the Base Bid.

- E. No payment will be made for material or equipment stored off-site.

**1.08 Prequalification Requirement**

- D. **ALL BIDDERS MUST BE PREQUALIFIED WITH DUVAL COUNTY SCHOOL DISTRICT FOR CONSTRUCTION PROJECTS IN EXCESS OF \$200,000 AND ELECTRICAL PROJECTS IN EXCESS OF \$50,000.**

End Of Section