

**SECTION 00100**  
**INVITATION TO BID**  
**TOWN OF WINDERMERE**  
**ORANGE COUNTY, FLORIDA**

**BID #2013-04**

**2<sup>ND</sup> AVENUE**  
**DRAINAGE IMPROVEMENTS**

Sealed bids, in duplicate, will be accepted at the office of the Clerk, Town of Windermere, Orange County, Florida, **not later than Monday, July 1st, 2013 at 3:00 p.m. (local time)**. Sealed bids must be dated and time stamped at the office of the Town of Windermere, Orange County, Florida **not later than Monday, July 1st, 2013 at 3:00 p.m. (local time)**. Sealed bids shall be hand delivered to the Office of the Town Clerk in which the bid opening is to occur. At approximately **3:15 p.m.** bids will be publicly opened and read aloud at Town Hall.

Any bids received after the above noted time will not be accepted under any circumstances. Any uncertainty regarding the time a bid is received will be resolved against the Bidder. Bids submitted after this designated time will be returned unopened.

**Description of Work:**

All work for the Project shall be designed and constructed in accordance with the Drawings and Specifications prepared by Michael Galura Engineering Consultants, LLC., Orlando, Florida, and the proposed contract will be awarded and constructed, if award is made, under these Contract Documents. Bids shall be submitted for furnishing, delivering, and installing all materials, equipment, incidentals and services, including labor, for the Work, which generally includes, but is not necessarily limited to, the following:

**This bid includes drainage improvement projects as follows:**

**2<sup>nd</sup> Avenue Drainage Improvements**

**This project involves drainage improvements within the Town rights-of-way and includes construction of a dedicated drainage system including, pipes, ditch bottom inlets, swales along 2<sup>nd</sup> Avenue; and the construction of a drainage system outfall within a dedicated drainage easement. This outfall serves to reduce the flooding occurrences along 2<sup>nd</sup> Avenue.**

**Utilization of Small, Minority and Women's Business Enterprises:**

The Contractor shall be encouraged to comply with the U.S. Environmental Protection Agency (EPA) Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) "Fair Share" goals and objectives as follows:

| <b>Florida Fair Share Goals</b> |                   |
|---------------------------------|-------------------|
| Construction (SRF)              | 9% MBE and 3% WBE |
| All Other Categories            | 15% Combined      |

The Contractor, to the fullest extent possible, shall agree that at least the applicable "Fair Share" objectives for supplies, construction, equipment or services are made available to organizations owned or controlled by socially and economically disadvantaged individuals, women and Historically Black Colleges

and Universities. The Contractor shall also agree to include in its bid documents the applicable "Fair Share" objectives and percentages.

**Pre-Bid Conference:** Will be held on Monday, **June 17th, 2013, at 10:00 a.m.** (local time) at the Town Hall, Town of Windermere, Orange County, Florida, 520 Main Street, Windermere, Florida, 34786.

Questions and clarifications shall be submitted in accordance with the Bidding Documents. Contact Michael Galura Engineering Consultants, LLC., Attn: Michael Galura, P.E., 3222 Corrine Drive, Suite H, Orlando, FL. 32803, (407) 493-9983, e-mail: [mchgalu@aol.com](mailto:mchgalu@aol.com).

Prospective bidders may secure a copy of the complete bid package (Project Manual and Drawings), from the Town's website at <http://www.town.windermere.fl.us> or from Demand Star at <http://demandstar.com>.

Bids shall be prepared from complete full size contract documents. Addenda will be sent via e-mail to all holders of complete contract documents or can be downloaded from the Town's website or Demand Star. Addendums will be available up to seventy-two (72) hours before bid time. Brief addenda may be sent via e-mail between seventy-two (72) hours and twenty-four (24) hours before bid time to all holders of complete contract documents.

**Bid Bond:** A certified check or bid bond shall accompany each bid. The certified check or bid bond shall be for an amount not less than five percent (5 percent) of the bid price and shall be made payable to the Town of Windermere as a guarantee that the Bidder will not withdraw for a period of (90) days after bid closing time.

**Bid Submittal:** Each bidder shall submit only one (1) bid for the Work. Each bidder shall submit an original and one (1) copy of its bid. The award will be made in accordance with the requirements of applicable state and federal laws and regulations and pursuant to the provisions of the Bid Documents and/or any applicable Town of Windermere purchasing rules and procedures. Each Bidder shall submit the Bid Form provided in the Project Manual in a sealed envelope with the words "**BID FOR BID #2013-04 - 2ND AVENUE DRAINAGE IMPROVEMENTS**" and the Bidder's name, address and Florida Contractor's License Number clearly shown on the outside thereof. Each Bidder must acknowledge receipt of all addenda in the prescribed Bid Form. An authorized representative of the Bidder must sign the Bid Form. Failure to comply with these conditions or the conditions contained in the Instructions To Bidders may be cause for bid disqualification. Mailed bids shall be sent to the attention of the Town Clerk, Dorothy Burkhalter, **Town of Windermere, 614 Main Street, Windermere, FL 34786** and shall be received before the deadline for the bid opening.

**Award of Contract(s):** The Town of Windermere may waive technicalities or irregularities, reject any or all bids, and/or accept that bid(s) that is in the best interest of the Town, with price, qualifications and other factors taken into consideration. The Town reserves the right to award the Contract to the Bidder(s) which, in the sole discretion of the Town, is the most responsive and responsible Bidder(s), price, qualifications and other factors considered.

**TOWN OF WINDERMERE, FLORIDA**

**END OF SECTION**