

BID PACKAGE COVER SHEET

ITB 17-18-112 Project Title: Lift Station 44 Improvements

Bidder Company Name: .....

The following documents must be included in the Bid package:

- 1. Prior Experience. (A1)
2. Staff Experience (A2)
3. Contractor's Daily Field Log (A3)
4. Proposed Project Construction Schedule (A4)
5. Project Understanding and Approach (A5)
6. Bid Package Cover Sheet. (B1)
7. Bid (B2) Must be signed
8. Schedule of Bid Items (B3) Must be signed
9. Substitution Sheet (B4). If none, mark "None".
10. Schedule of Subcontractors (B5). If none, mark "None".
11. Contractor Verification (B6). Check the license and insurance requirements to ensure that you will comply and attach copies of current licenses.
12. Reference List (B7)
13. Affidavit of Prime Bidder re Non-collusion (B8). Be sure to sign and notarize the signature.
14. Drug Free Certification (B9)
15. Trench Safety Compliance Form (B10)
16. Statement of Small Business Participation (SB01) Attach small business certifications.(B12)
17. Small Business - Letter of Intent (SB03)(B13)
18. Contractor's Material Suppliers (B15)
19. Contractor's Existing and Proposed Workload (B16)
20. Equal Benefits Certification (B17)
21. Scrutinized Corporation Certification (if applicable, over \$1 million bid) (B18)
22. Public Utilities Environmental Policy Receipt (if applicable, for utility project) (B19)
23. Preliminary Safety Plan
24. Bid bond or deposit (if required)
25. Copies of licenses, certifications and registrations

Clearly mark the outside lower left corner of the Envelope with the firm name, Invitation to Bid number and title, and the date and time for the bid closing deadline.

Submit one (1) original, one (1) electronic version and three (3) photocopies of your Bid package.

AVOID BID REJECTION:

All bids must be submitted on the provided Bid forms (A1 – B19).
Forms B2 and B3 must be signed in ink by an officer authorized to bind the Bidder.
All Forms must be fully completed.

**BID**

**ITB No. 17-18-112**

**Proposal of:** \_\_\_\_\_  
(Bidder Company Name)

**Bid Amount:** \$ \_\_\_\_\_

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(Write Dollar Figure Here)

Bidder agrees to furnish, unless otherwise provided, all implements, machinery, equipment, transportation, tools, materials, supplies, labor and other things necessary for the performance and completion of the work for the amount indicated above.

The undersigned Bidder hereby declares that:

1. **No Lobbying.** Bidder acknowledges that contact by Bidder, or anyone representing a Proposer, regarding this ITB with the Mayor, any City Commissioner, officer, City employee, other than an employee of the West Palm Beach Procurement Division, is grounds for disqualification.
2. This bid is made in good faith, without collusion or fraud and is fair and competitive in all respects.
3. The Bidder has carefully and to his full satisfaction examined the attached Scope of Work, Special Terms, General Conditions, technical specifications, and form of bonds, if applicable, together with the accompanying plans, and Bidder has read all issued addenda issued.
4. Bidder has made a full examination of the site and is familiar with the site conditions that may impact its performance.
5. There is enclosed a bid guarantee consisting of five percent (5%) of bid price in the amount of \$ \_\_\_\_\_.
6. Upon receipt of a Notice of Intent to Award the contract the Bidder shall: 1) commence obtaining a Performance Bond, Labor and Material Bond, and Certificate(s) of Insurance immediately after receiving a Notice of Intent to Award, and 2) immediately obtain a Certificate of Registration for engaging in business from the City, as such documents will be required prior to execution of a Contract.
7. Bidder understands that the contract time starts on the date of Notice to Proceed.
8. Bidder furthermore agrees that, in case of failure on his part to execute a Contract and provide all required documents within ten (10) calendar days of receipt of the Contract for execution, the City may withdraw the offer and contract with another bidder and the check, bond, or other security accompanying his bid and the money payable thereon, shall become the property of the City, by forfeit as agreed and liquidated damages.
9. The Bidder states that this bid is the only bid for this project in which Bidder is interested; and Bidder shall not be a subcontractor or subcontractor on this project.
10. Substantial completion shall be within **One Hundred and Forty (140)** calendar days. Final completion shall be in **One Hundred and Eighty five (185)** calendar days.
11. Liquidated damages for delay are agreed to be **One Thousand and One hundred fifty (\$1,150.00)** per calendar day.
12. Small Business participation for this project is 15%.