

2020 INVITATION TO BID (ITB)
Construction and Rehabilitation of the Wimauma Opportunity Center
RELEASED: May 1, 2020

Enterprising Latinas, Inc. is accepting written bids for Construction and Rehabilitation Services of the Wimauma Opportunity Center. The scope of work is outlined in the **Exhibit A: Scope of Services**. The property is located at 5128 State Road 674, Wimauma, FL 33598.

CONTACT PERSON:

Santos Morales, *Project Manager*

Tel. 813-699-5811

Email santos.morales@enterprisinglatinas.org.

SUBMISSION DEADLINE: 3:00 pm Friday, May 22, 2020

SUBMISSION OPTIONS: Via electronic email submission **only**, to santos.morales@enterprisinglatinas.org

PRE-BID MEETING: (MANDATORY) on Friday, May 8, 2020 at **10:00 AM EST**

Due to the importance that all prospective Bidders have a clear understanding of the scope of work and requirements of this solicitation, **interested Bidders are required to attend a mandatory pre-bid conference that will be held on Friday, May 8, 2020 at 10:00 AM EST**. During this meeting we will tour the facility and provide prospective Bidders with opportunities to get answers to their questions prior to the May 22, 2020 deadline. No more than two persons per company bidding on the project will be allowed during the meeting to comply with Hillsborough County's COVID-19 safety guideline regulations and to maintain proper social distancing.

POST PRE-BID MEETING: Interested companies that attend the pre-bid mandatory meeting, may schedule a separate meeting to assess the different areas of service specification (i.e., plumbing, electrical, HVAC, roofing) outlined in the Scope of Services.

DEADLINE FOR WRITTEN QUESTIONS: 5:00 pm Tuesday, May 12, 2020 by email to santos.morales@enterprisinglatinas.org

ANSWERS TO QUESTIONS: We will answer questions from all respective parties attending the mandatory bid meeting as questions are received. All questions and answers will be posted on our website (www.enterprisinglatinas.org/ITB) by 5:00 pm Friday, May 15, 2020.

INVITATION TO BID TIMETABLE:

The following schedule has been established for the Invitation To Bid:

ITB Release Date:	Friday, May 1, 2020	
Mandatory Meeting:	Friday, May 8, 2020	Time: 10:00 AM
Submit Questions:	Tuesday, May 12, 2020	Time: 5:00 PM
Answers Posted:	Friday, May 15, 2020	Time: 5:00 PM
Proposals Due:	Friday, May 22, 2020	Time: 3:00 PM

Website to download all Bid documents: <http://www.enterprisinglatinas.org/itb/>

Bids or unsolicited amendments to bids arriving after the bid submission deadline will not be considered.

INVITATION TO BID PROCESS / PROPOSAL PROCEDURE

Proposals should include a detailed description of the Bidder's professional qualifications and experience in doing this type of work. Information and experience of the on-site supervisor and contact information must accompany this proposal. Proposals should include the names and addresses of all corporate officers (owners) and include a minimum of three (3) references.

Enterprising Latinas is not required to accept the proposal that includes the lowest fee alone; instead, it will be evaluating a proposal's best fee and quality of proposed work based on the Scope of Services. Therefore, the contract award will be made to **the lowest responsive and responsible Bidder**. Enterprising Latinas acceptance of a proposal does not imply that every element of that proposal has been accepted. Enterprising Latinas reserves the right to postpone or cancel this Invitation To Bid or reject any and all proposals for any reason. Proposers should submit their best proposals initially, since negotiations will not take place.

Enterprising Latinas will not be liable for any costs incurred by proposers in the preparation of proposals or for any work performed in connection therein. Once a proposal is submitted, it cannot be changed. Late proposals and late modifications will not be considered for evaluation. Following the award of this contract to the successful Bidder, Enterprising Latinas, may, in its sole discretion, reduce the scope of the project including changes in materials or methods used in the execution of the job. These changes shall not require the rebidding of the project. All Requests for Proposals submission materials become the property of Enterprising Latinas. If selected, a Bidder may submit change orders according to the Scope of Services and its schedule, but not conduct the work unless the Enterprising Latinas' Project Manager approves the work ahead of time.

DEFINITIONS

- A. **Award** – means the decision by Enterprising Latinas to execute a contract after all necessary approvals have been obtained.
- B. **Bid/Proposal** – means the response by a Bidder or a Contractor to an Invitation To Bid issued to obtain goods or services.
- C. **Bidder** – means any company submitting a response to an ITB.
- D. **CDBG** – means Community Development Block Grant, a Federal funded program
- E. **Contract** – means the formal agreement as a result of this solicitation.
- F. **Contract Completion** – means the point in time when Enterprising Latinas Project Manager confirms in writing that the contract has been completed as contracted for and the Contractor is released from any further obligations. All remaining payments due the Contractor shall be approved for payment at this time.
- G. **Contractor** – means the successful Bidder receiving a contract as a result of this solicitation.
- H. **Default** – means that the Contractor has failed to fulfill its contractual obligations properly and on time.
- I. **Facility** - means the building located at 5128 S.R. 674 in Wimauma, FL 33598, also referred to as the Wimauma Opportunity Center.
- J. **Lowest Responsive and Responsible Bidder** - means the bidder who fully complied with all of the bid requirements and whose past performance, reputation, and financial capability is deemed acceptable, and who has offered the most advantageous pricing or cost benefit, based on the criteria stipulated in the bid documents.
- K. **Notice** – The term “Notice” or the requirement to notify means a written communication delivered in person, by email, by facsimile, or by certified or registered mail to the individual or firm, or to an officer of the Contractor for whom it is intended.
- L. **Project** – The term “Project” means the same as the phrase “the Work.”
- M. **Project Manager** – means Enterprising Latinas’ employee assigned to this project for purposes of oversight of the project. The Project Manager is responsible for all aspects of the contract after contract award, including but not limited to approving design changes, and authorizing payment for completed work.
- N. **Sub-recipient** – Enterprising Latinas Inc.
- O. **Specifications** – The term “Specifications” describes the physical or functional characteristics or the nature of a good, service or construction item required. It may include a description of any requirement for inspecting, testing, or preparing a good, services or construction item for delivery.
- P. **Work** – The word “Work” shall include all material, labor equipment and tools, appliances, machinery, transportation, and appurtenances necessary to perform and complete the Contract, and any such additional items not specifically indicated or described which can be reasonably inferred as belonging to the item described or indicated or as required by industry practice, custom or usage to complete the project as proposed by the Bidder and accepted by Enterprising Latinas.

I. PROPOSAL GUIDELINES:
Construction and Rehabilitation of the Wimauma Opportunity Center
Enterprising Latinas / Wimauma, Florida FY 2020

This project will be utilizing Community Development Block Grant (CDBG) funds, provided through the United States Department of Housing and Urban Development (HUD). Therefore, Federal regulations including, but not limited to the following will apply: Federal Labor Standards per 29 CFR Parts 3 & 5, Procurement Procedures per Part 85 Uniform Administrative Requirements, Affirmative Action to achieve Equal Employment Opportunity per 41 CFR 60-4, and Davis-Bacon Act. Details regarding these and other Federal Requirements will be provided at pre-bid. Minority and female Contractors are encouraged to apply.

Enterprising Latinas (the Sub-recipient of the CDBG grant) operates a nonprofit community development organization in Hillsborough County dedicated to the empowerment of low-income Hispanic women through economic and workforce development training programs.

SERVICES TO BE RENDERED BY SUB-RECIPIENT / CONTRACTOR

The Sub-recipient will use the CDBG Funds to rehabilitate and renovate the Wimauma Opportunity Center, a 4,593 square foot facility located at 5128 State Road 674, Wimauma, FL 33598 (the Facility) for the purpose of expanding its footprint as a community nonprofit in Hillsborough County.

The CDBG Funds shall be used for reimbursement of eligible costs for the construction and rehabilitation activities found in the **Exhibit A: Scope of Work**.

Funds provided under this Agreement shall be used for construction and renovation only and shall not be used to retire debt.

The Sub-recipient will competitively procure a Contractor (“Contractor”) in compliance with the requirements of 2 CFR §§ 200.318 - .326 to perform the improvements to the Facility. Any contracts between the Sub-recipient and a Contractor must contain the provisions set forth in 2 CFR 200.326 and Appendix II to Part 200, as applicable.

2. BID QUOTE

Please complete and submit written bids on company letterhead outlining scope work in phases. Sample Bid Quote Form included as **Attachment 1**.

All proposals must include the following items for consideration:

1. Cover Sheet/Applicant Profile
2. Assurances
3. Attachment 1: Bid Quote for Scope of Work (summary with price)
4. Exhibit A: Scope of Services (detail)
 - a) Electrical Services
 - b) Painting Services
 - c) Plumbing Services
 - d) Roofing Replacement
 - e) HVAC Services
 - f) Restroom Renovation Services
 - g) Exterior Signage
5. Attachment 2: References
6. Timetable
7. Current Certificate of Insurance (COI)

Bidders must provide a price quote for every service specification in the proposal and a timetable for the execution of the scope of work with the understanding that it will have less than 120 days to complete the project. Please refer to **15. PROJECT DEADLINE**.

A Contractor shall be selected within 10 days of the Submission Deadline. The selected Contractor shall be notified via email and is expected to be ready to start working immediately after a decision is made.

Enterprising Latinas reserves the right to reject any and all proposals received, as a result of this Invitation To Bid, or to negotiate separately with some or all competing applicants for all or any part of the services described herein.

Note: It is the sole responsibility of each Contractor to research and comply with all applicable County, State and Federal Code Requirements.

3. VENDOR REFERENCES

Contractors shall furnish three (3) references, preferably from other local government, municipal agencies, or nonprofits in the Tampa Bay Area (Hillsborough, Pinellas or Pasco counties). Please submit **Attachment 2: Reference Form**.

4. TIME TO PERFORM WORK

The Facility will be available to the Contractor every day for work to be performed. Regular work and services shall be completed Monday through Sunday, from 7:00 am to 7:00 pm. All

services covered by this Invitation to Bid shall be scheduled and coordinated with Enterprising Latinas' Project Manager. The Facility will be closed during scheduled Federal Holidays.

5. INSURANCE REQUIREMENTS

The Contractor shall provide proof of insurance at the applicable limits stated below and, on a form, acceptable to Enterprising Latinas.

INSURANCE:

The Contractor shall obtain, before commencement, and shall maintain until twelve (12) months beyond final acceptance of the Scope of Services, such insurance as specified herein as it will protect the Contractor and Enterprising Latinas for claims arising out of or resulting from Contractor's Work or operations under this Agreement; whether such operations are performed by Contractor or by a Sub-Contractor or by anyone directly or indirectly employed by any of them; or by anyone for whose acts Contractor may be liable. Not less than five (5) days prior to commencement of the Work, Contractor shall provide Enterprising Latinas with a certificate of insurance along with copies of the required endorsements listed below evidencing such coverage. The Contractor and his insurer waive all rights of subrogation against Enterprising Latinas except as respects to Worker's Compensation and Employer's Liability Insurance. In no case shall the Contractor procure and maintain less than the following insurance coverage with an insurance carrier rated "A-" or better by A.M. Best and authorized to do business in the jurisdiction where the Property is located:

- a) Comprehensive Commercial General Liability including Contractual Liability and Products Completed Operations insurance with minimum limits of \$1,000,000 each occurrence, \$2,000,000 aggregate with aggregate per project endorsement for property damage and bodily injury. Additional Insured endorsement must be CG 2010 (11/85) or its equivalent; and Contractors policy must be primary and non-contributory to Enterprising Latinas policies.
- b) Comprehensive Automobile Liability insurance with minimum limits of \$1,000,000 combined single limit each accident, including bodily injury and property damage liability; if there are no vehicles titled in Contractors name then Non-Owned and Hired Automobile Liability of equal limits is acceptable; and
- c) Florida Statutory Workers' Compensation including Employer's Liability insurance with minimum limits of \$1,000,000/1,000,000/1,000,000; and
- d) Professional Liability insurance covering each consultant or independent Contractor providing professional services to Contractor, with minimum limits of \$1,000,000 each

claim. Examples of those providing professional services would include surveyors and engineers.

The Contractor shall provide Enterprising Latinas within five (5) days written notice of a change or cancellation in coverage.

The Contractor shall procure and maintain, at his own expense, during the contract time, in accordance with the provisions of the laws of the state in which the work is performed, Workers Compensation insurance, including occupational disease provisions, for all of his employees at the site of the project and in case any work is sublet, the Contractor shall require such Sub-Contractors similarly to provide Worker's Compensation insurance, including occupational disease provisions for all of the latter's employees unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in hazardous work under this Contract at the site of the project is not protected under Workmen's Compensation statute, the Contractor shall provide, and shall cause each Sub-Contractor to provide, adequate and suitable insurance for the protection of his employees not otherwise protected.

6. RIGHT TO REJECT WRITTEN QUOTATIONS RECEIVED

Enterprising Latinas reserves the right to reject all Quotes with or without cause, and to waive technicalities or informalities.

7. EQUAL OPPORTUNITY AND NON-DISCRIMINATION

Enterprising Latinas encourages the participation of minority/women business enterprises (M/WBE) in all contracts. No person or legal entity will be excluded from participation in, denied the benefits of, or otherwise discriminated against in connection with the award and performance of any Enterprising Latinas procurement on the basis of race, color, religion, national origin, age, sex, disability, sexual orientation or marital status.

8. AWARD OF CONTRACT

The contract for the Services will be awarded to the Bidder determined in writing to be in the best interests of Enterprising Latinas. No contract shall exist between the Enterprising Latinas and the selected organization until the written contract is signed by Enterprising Latinas and the selected organization. Enterprising Latinas reserves the right to negotiate the revision of the Scope of Services with the successful Proposer or Proposers as determined necessary in the best interests of Enterprising Latinas. Enterprising Latinas reserves the right to award different elements or components to different Proposers as determined in the best interests of the Enterprising Latinas.

9. BID OPENING

Bids will be opened, read aloud, and recorded at 3:00 pm Friday, May 22, 2020 at Enterprising Latinas' office.

10. CONDITIONS

- 10.1 The Contractor will be solely responsible for the accuracy of measurements. No requests for installation extras will be considered due to measurements or take-off errors by the installation Contractor.
- 10.2 Storage of materials on site is the responsibility of the Contractor. All materials shall be stored in an enclosed and dry area protected from damage and soiling. A storage container may be used on site with approval of Enterprising Latinas ahead of time.
- 10.3 Any and all adhesive used shall be solvent free, environmentally safe, low volatile organic chemical content products fully compatible with all materials used or existing. No ACBM (Asbestos Containing Building Materials). MSDS sheets must be made available for materials used.
- 10.4 Removal and disposal of all the old materials is the responsibility of the bidder. If abatement is needed, then the removal will be conducted by a licensed abatement Contractor hired and paid for by the Contractor.
- 10.5 Supply, purchase, transportation, and installation of materials used as part of the Scope of Services (i.e., HVAC system, electrical and plumbing upgrades, bathroom fixtures and materials, roofing materials, signage, and any other equipment, fixtures), are the responsibility of the bidder once contracted.
- 10.6 Installation of all materials shall be according to manufacturer's specifications.
- 10.7 Installer agrees to carry a one-year work warranty on installation and workmanship of product.
- 10.8 Enterprising Latinas will remove office furniture that may impede the Contractor to perform its work, as needed.

- 10.9 A general clean-up will be performed by the Contractor each day to leave work areas neat and safe.
- 10.10 All paint and tile/flooring colors to be determined after the proposal has been awarded.
- 10.11 Any damage to the Wimauma Opportunity Center and its physical space during any portion of the work will be the responsibility of the installer/Contractor.
- 10.12 The renovation project must be completely installed and all areas as well as cleaned by the end of the day Monday, August 31, 2020. Failure to do so will result in liquidated damages.
- 10.13 Building Codes: All work to be done shall be subject to the regulations of the Florida Building Code of 2017 as interpreted by the controlling Building Inspection Department whether or not covered by the specifications and drawings for the work.
- 10.14 Clean Up and removal from the site of all debris and waste materials resulting from the Contractor's work shall be the responsibility of the Contractor. Materials and equipment that have been removed and replaced as part of the work shall belong to the Contractor, unless specifically spelled out otherwise in the "work write-up".
- 10.15 Trade Names are used in the basic specification to establish quality and type of material required; exact material to be used on a specific property will be described in the "Work Write- Up" and/or the "Product, Materials and Color Selections" Form for this property.
- 10.16 Adjacent Property. When adjacent property is affected or endangered by any work done under this Contract, it shall be the responsibility of the Contractor to take whatever steps are necessary for the protection of the adjacent property and to notify Enterprising Latinas thereof of such hazards.
- 10.17 Payroll Records of employees' hours worked, and wages paid on rehabilitation jobs shall be made available to Enterprising Latinas if requested.
- 10.18 The Use of Lead-Based Paint on applicable surfaces of any structure undergoing federally assisted construction or rehabilitation under any program under the jurisdiction of the Department of Housing and Urban Development is prohibited.

Contractors shall comply with the provisions of 29 CFR Part 1926(OHSA), governing the protection of workers disturbing lead painted surfaces.

11. LIQUIDATED DAMAGES

Failure to complete the project by Tuesday, September 15, 2020 will result in a five hundred-dollar (\$500.00) per day chargeback for everyday that the project goes over, unless a new completion date has been set between the Sub-recipient and the selected bidder at least thirty (30) days in advance.

12. WARRANTY

Contractors will warrant that all materials, work, services and modifications, including, but not limited to, labor and installation, shall be free from defects in material and workmanship for a period of at least one year from the date of completion. All products installed by Contractors shall be warranted by Contractor to be free from defects in material and workmanship for a period of one year, except that mechanical equipment shall be warranted by Contractor for a period of three years (the longer period being the "Warranty Period"). For all mechanical equipment and products that are major appliances, the Contractor will obtain a copy of the manufacturer's and/or seller's warranty that the mechanical equipment and/or product(s) will be free from defects in material and workmanship for a period of at least one year. The written warranty from the manufacturer and/or seller shall be provided to the end user/consumer by the Contractor.

13. PAYMENT SCHEDULE

The Contractor will be paid in full after the Certificate of Final Inspection has been issued, certifying that all work has been completed according to the Contract, unless progress payments have been authorized. All payments due the Contractor will be made within twenty (20) calendar days after the Contractor has furnished satisfactory releases of lien or claims for liens by Sub-Contractors, Laborers, and Material Suppliers for completed work or installed materials. However, if a dispute arises between Enterprising Latinas and the Contractor, payment or balance due if progress payments have been made, will be withheld until the dispute has been mediated.

Upon completion and acceptance of the work, Enterprising Latinas shall issue a Notice of Completion attached to the final payment request that it has accepted the work under the conditions of the Contract Documents. The entire balance found to be due the Contractor, including the retained percentages, but except such sums as may be lawfully retained by

Enterprising Latinas, shall be paid to the Contractor, within thirty (30) days of completion and acceptance of the work, if the Contractor has provided all required lien releases and has signed a Certification that all materials, laborers, and/or Sub-Contractors have been paid in full.

Flexibility of costs between project budget categories shall not be allowed and funds made available for expenditure under one project budget category shall not be used to pay costs incurred under any other project category budget except upon prior written consent of the County in the form of a Budget Realignment Memo signed by the County Administrator or by his/her designee. Flexibility of line item costs may be allowed provided there is no increase in total project cost and provided that any request for change is submitted in writing and approved by written consent of the Affordable Housing Services Department Director or by his/her designee.

Each request for disbursement shall be accompanied by a certification from the Project Contractor and approved by the Sub-recipient that the request is for expenses that have been incurred. The Sub-recipient may not request reimbursement of CDBG funds under this Agreement unless the funds are for repayment of eligible CDBG costs and the amount of each reimbursement request shall be limited to the amount expended. Advance disbursements of CDBG funds are not allowed under this Agreement.

14. DAVIS-BACON PAYROLL SUBMISSIONS

The federal funds supporting this project trigger Federal Labor Relation compliance requirements which include enforcing Davis-Bacon prevailing wage requirements for site funds.

Other federal requirements include the Contract Work Hours and Safety Standards Act, Copeland Anti-Kickback Act, procurement regulations noted at 2 CFR §§ 200.317-.326, MBE participation and Section 3 compliance. All related documentation to show compliance with these items is required when requested by the County. All up to date payrolls from the General Contractor and all Sub-Contractors for Davis-Bacon compliance will be submitted weekly to the Sub-recipient. The Sub-recipient will submit them weekly to the County. All payment reimbursement requests will be placed on hold until Davis-Bacon requirements are in compliance.

15. PROJECT DEADLINE

Completion Deadline no later than Tuesday, September 15, 2020.

ASSURANCES

By the initials of applicant's Authorized Representative next to each statement that follows and their signature below, applicant certifies that:

_____ Applicant is familiar with the contents of this response for proposals and will commit the resources at applicant's disposal to assure provision of the services described in the Invitation To Bid for Construction and Rehabilitation of the Wimauma Opportunity Center. Applicant is willing to provide as needed items in addition to those listed in the Scope of Services' and the Specifications Price List found in the Scope of Work.

_____ Applicant recognizes the need for sensitivity in serving low income individuals and is committed to providing honest, thorough and responsive staff service in order to minimize consumer disruption and upset at the Wimauma Opportunity Center.

_____ Applicant recognizes that they must have the capacity to complete all services by the project deadline of September 15, 2020.

_____ Applicant understands that the contract will be awarded but that the total amount of actual payment reimbursement will be based on the work to be completed by applicant.

_____ Applicant recognizes that invoicing will be done in accordance with the specifications set forth in the Invitation To Bid and as determined by the CDBG grant.

_____ Applicant will carry insurance of the type and in the amounts required by Enterprising Latinas (and otherwise comply with all insurance requirements) and will provide evidence of such insurance. Applicant will carry such insurance throughout the term of the contract.

_____ Applicant agrees to provide all services under the Invitation To Bid in a first-class workmanlike manner.

_____ Applicant will warrant all work to be free from defects in material and workmanship for a period of at least one year from the date of completion.

_____ Applicant understands that all products installed by applicant shall, where available and offered by the manufacture and/or seller and/or distributor, be accompanied by warranties that such products shall be free of defects in material and workmanship for the period of time and in accordance with the conditions and limitations specified in the warranty.

_____ Applicant agrees to maintain and make available, for purposes of Enterprising Latinas monitoring and audit, documentation to verify service provision as invoiced and reimbursed.

_____ Applicant agrees to submit an annual affirmative action plan and periodic progress reports to Enterprising Latinas as requested.

Applicant Company

Signature of Authorized Representative

Date

Title of Authorized Representative

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ATTACHMENT 1

***** **SAMPLE BID QUOTE FORM** *****

Lawn Maintenance, Tree Trimming and Irrigation System Repair Services
555 E. Gate Avenue York, FL 32110

I, _____ representing the _____
Company/Corporation am authorized to provide the following written bid to the Camp Love of
Hillsborough County for Lawn Maintenance, Tree Trimming and Irrigation System Repair
Services as described in the Scope of Work.

Scope of Work	Amount
Phase 1 – TREE TRIMMING (DEADLINE FOR COMPLETION September 30, 2015) A. Palm Trees Complete trimming of 39 Washingtonia Palm and 9 Cabbage Palm trees located throughout property including removal and disposal of all related debris generated during trimming. B. Oak Tree Complete trimming, in accordance with any relevant City of York trim codes, of all Oak trees on property and overhanging limbs intruding Love property along north and west fences.	
Phase 2 – IRRIGATION SYSTEM REPAIR (DEADLINE FOR COMPLETION September 30, 2015!) A. Test and Repair of all existing landscape irrigation systems components around property. B. Remove and re-plant shrubs around building as identified by Love staff and landscape plan. C. Install mulch in designated areas around building after irrigation system is repaired.	
Phase 3 – LANDSCAPE REPAIR AND MULCH (DEADLINE FOR COMPLETION September 30, 2015!) A. Remove and replace damaged shrubs in accordance with Landscape Plan L.01.01, Landscape Plant List and Details L.03.01. B. After completion of all Irrigation system repairs install Landscape Mulch in designated areas around building and east parking lot trees and shrubs. Do not install mulch along east parking lot interior viburnum!!!	
Phase 4 – LAWN MOWING AND TRIMMING (October 1, 2015 through September 30, 2016!) • Grass will be mowed on a regular basis and will be maintained at a level standard for the use of grounds. • Clipping, trimming and raking will be done as required to assure a neat grounds appearance.	

The Contractor will ensure all debris as a result of lawn and grounds maintenance is removed from Camp Love property. Shrubs shall be maintained to a standard that promotes healthy

growth. Camp Love shall be notified if a replacement of a shrub is necessary to keep a proper appearance. Trees identified by the Supervisor Building/Grounds or his/her designee will be kept mulched. Camp Love will approve the cost of mulch, prior to application. The Contractor should notify the Supervisor Building/Grounds or his/her designee when a mulch delivery is necessary. Edging will be done around the trees. The Contractor shall trim around the buildings, walkways, trees, fences, shrubs, poles, car stops and flower beds to comply with the lawn length. Mowing will occur prior to 9a.m. Fertilization should be performed along with regular weed control, seeding and aeration when recommended by Contractor, upon approval of Camp Love.

Total Project Cost: \$400,000

This bid is valid for _____ days from date of receipt by the Camp Love.

Bidder proposes to provide the Services to Camp Love in accordance with the terms specified in the bid documents.

Signature(s) – The original Proposal is to be signed by an official/individual who is legally authorized to bind the Proposer.

Company Name:	
Authorized Signature:	
Printed Name and Title:	
Telephone number:	
Email Address:	

***** **SAMPLE** *****

ATTACHMENT 2

Owner References:

Provide a list of other similar sized organizations or businesses with similar sized building(s) where your Firm has provided services or work similar to those requested in this ITB.

Client Name:	
Contact Person:	
Address:	
Telephone	
Email Address	
Dates of Services	

Client Name:	
Contact Person:	
Address:	
Telephone	
Email Address	
Dates of Services	

Client Name:	
Contact Person:	
Address:	
Telephone	
Email Address	
Dates of Services	

***** **SAMPLE** *****

EXHIBIT A: SCOPE OF SERVICES

These services will be reviewed during the mandatory Pre-Bid meeting on Friday, May 8, 2020. No more than two (2) persons per company bidding on the project will be allowed during the meeting to comply with Hillsborough County's 10-person COVID-19 safety guideline regulations and to maintain proper social distancing.

- I. Electrical Assessment and Repairs/Updates** - The Contractor shall assess the current electrical needs of the facility, including but not limited to the specifics below; and shall provide licensed personnel, materials, equipment, and tools to perform inspections, testing, service and repair as needed.
 - a) Meter – Check and fix where necessary the meter for defects including the service entrance cable from the meter box to the main panel.
 - b) Electrical wires – Inspect and fix where necessary outside wires for fraying or other damage. Check and fix where necessary any unprotected wires anywhere inside or outside the facility, including the attic. Check and fix where necessary for any wires resting on heat ducts or pipes that may present an unsafe situation and provide a solution.
 - c) Circuit breaker and box – Ensure the electrical current does not exceed safe levels. Check and fix where necessary for insufficient clearance, improperly sized circuit breakers, oxidation or corrosion, aluminum branch wiring, overheated components, and the presence of moisture. Address all safety issues and bring to code.
 - d) GCFI outlets – Inspect GCFI outlets and install where required by law. Test for looseness or reversed polarity and fix as needed.
 - e) Electrical outlets - Test all wall switches for reversed polarity and ungrounded circuits, looking out for discolored, loose or damaged switch plates and unsafe wiring. Fix as needed.

- II. Painting** - The Contractor shall paint the interior and exterior of the facility, including ensuring that caulking and grouting is provided as needed.

- III. Plumbing Assessment and Repairs/Updates** - The Contractor shall assess the current plumbing needs of the facility, including appropriate drainage, and shall provide licensed personnel, materials, equipment, and tools to perform inspections, testing, service and repair as needed. When assessing the facility's plumbing needs, please refer to item VI.

- IV. Roofing** - Supply, replace and install shingle roof and *replace the gutter system*. Must remove existing shingle roof down to deck prior to installing the new roof. Please refer to **Exhibit B: Office Building Low-Slope Roof Replacement Specification**.
- V. Air Conditioning** - Install new single package commercial grade HVAC RTU (roof top unit) system that will supply energy to the commercial kitchen (4 tons min.). Upgrade distribution (grilles, vents, duct work) as needed. Ensure HVAC unit installation complies with County building code.
- VI. Restrooms** - Demo, supply and install new fixtures in three bathrooms including replacement and installation of lighting; toilets; partitions and specialties; ceramic floor tile and base; painting; and upgrades to plumbing, as needed. Existing to remain.
- VII. Exterior Signage** - Supply and install new exterior digital signage. Signage should have LED display, capable of full color display with at least 12” depth for precision viewing day and night; at least 8’ wide by 5’ long mounted on dual leg on a 8’6” minimum height; able to resist 120mph winds and B exposure. Sign must have Enterprising Latinas branded colors and logo/graphics. Supply and installation must include freight with lift gate (as needed) and electricity. Signage must comply with zoning and code per County.

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