



PLANT CITY, FLORIDA

INVITATION FOR BIDS

BID NO. 15-72064-02

8" TRAILER MOUNTED SLUDGE SUCTION PUMP

**City of Plant City
Purchasing Department
302 West Reynolds Street
Plant City, FL 33563**

Phone: 813-659-4270

Fax #: 813-659-4238

E-mail: jbenjamin@plantcitygov.com

**CITY OF PLANT CITY
PLANT CITY, FLORIDA
8" TRAILER MOUNTED SLUDGE SUCTION PUMP
Bid No. 15-72064-02**

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CITY OF PLANT CITY, FLORIDA
Invitation for Bids
8" TRAILER MOUNTED SLUDGE SUCTION PUMP
Bid No. 15-72064-02

Summary

The City of Plant City, Florida seeks bids to furnish ONE (1) 8" TRAILER MOUNTED SLUDGE SUCTION PUMP as specified in the attached specification #070-48-15-3057. This Invitation for Bids and related documents are open for public inspection online at BidSync.com and www.plantcitygov.com.

Submittal Location & Deadline and Bid Opening

Sealed bids must be delivered to 302 W. Reynolds Street, 3rd Floor, Plant City, Florida 33563. The submittal deadline is not later than **2:00 PM on Sept. 30, 2015** after which, the bids will be opened and the names of each bidder and their total price will be announced.

Questions

Purchasing Manager, Joe Benjamin is the **only** staff designated and authorized to answer questions about this bid. Bidders may rely only on written responses or interpretations from the Purchasing Manager. Verbal and/or written responses given by other City staff in response to bidder questions shall not be binding on the City. The City will recognize written addenda issued by the Purchasing Manager as the only legitimate method of responding to questions about this bid or the project described within this bid.

The deadline to submit questions is **Wednesday, Sept. 23, 2015 at 2 p.m.** All answers will be issued in writing via addendum. Questions shall be submitted in writing to Mr. Benjamin at jbenjamin@plantcitygov.com.

Joe Benjamin, CPPO, CPPB, FCCM
Purchasing Manager

SECTION 1 – BIDDER INSTRUCTIONS

1. Submittal Location & Deadline. Bids must be submitted to the City of Plant City Purchasing Department, 302 W. Reynolds Street, 3rd. Floor, Plant City, Florida 33563 NOT LATER THAN **2:00 PM on Sept. 30, 2015**. Bids will be time stamped upon receipt. **Bids submitted by fax, e-mail, or telephone will not be accepted. Late bids shall not be accepted.**
2. Submittal Envelope. Bids shall be submitted in a sealed envelope or box clearly marked "Bid No. 15-72064-02 8" TRAILER MOUNTED SLUDGE SUCTION PUMP". **Bidder shall write its name on the outside of the envelope.**
3. Valid Term. Bids shall be valid for no less than 180 days from the submittal deadline.
4. Rejection. The City reserves the right to reject any or all bids at any time and for any reason. Bids submitted after the deadline shall be rejected. Bids submitted in an unsealed or incorrectly marked envelope or box shall be rejected. Fax, e-mail, or telephone bids shall be rejected. Bids which are incomplete, unbalanced, conditional, obscure, or which contain terms or additions not called for, alterations or irregularities of any kind, or which do not comply with the Contract Documents may be rejected at the at the sole discretion of the City.
5. Response Form. Bids shall be made only on the form included in this packet. Bid forms shall be signed by the owner or other authorized individual.
6. Number of Copies. Bids shall be submitted in the following formats
 - a. Two (2) paper copies of all required forms and documents, **and;**
 - b. One electronic copy of all required forms and documents. (PDF on a CD or Thumb Drive)
7. Completeness. The City may reject bids that are incomplete, conditional, deficient in any way, or which contain unsolicited additions/alterations.
8. Review Documents. Bidders must review all specifications and Contract Documents related to this bid and project. Failure to review all specifications, forms, Contracts, addenda, or other documents shall not relieve a bidder from any obligations contained in this bid or a subsequent Contract with the City.

9. Fill-In Required Forms & Seal Envelope. Bidders must accurately and completely fill-in the all required bid forms included in this packet. Bidder shall submit all documents listed in this Invitation for Bids. Authorized signatures must be included on forms/documents. Incomplete or missing forms/documents may result in rejection of the bid.

10. Certification. Submittal of a bid shall be deemed as certification that a bidder has fully considered all factors associated with this Invitation for Bids, including any addenda.

11. Project Owner. The City of Plant City, Florida owns this project. The City Manager or designee is the City's authorized representative on this project.

12. Verification of Bidder's Capability. The City will verify Bidder's ability to complete the work specified in this bid. The City shall, at its sole discretion, determine Bidder's capacity to perform this contract based on evaluation of the following:
 - a. Comparable prior project experience (particularly ones similar to this project size/scope).
 - b. Financial resources.
 - c. Prior bond history.
 - d. Licensure and certifications.
 - e. Equipment, machinery, and/or facilities.
 - f. Background & references.

13. Award. City personnel will evaluate the bids. Determination of the lowest responsive and responsible bid may be made on the basis of the base bid.

City staff will recommend the lowest responsive and responsible bid to the City Commission. The City Commission makes the final decision regarding award or rejection of bids.

The City may award a Contract based on bid responses received from bidders without further discussion of such bids with the selected bidder. Therefore, bids should be submitted based on the most favorable terms available.

14. Local Preference. The City has adopted a local preference policy (Section 2-151, Plant City Code). As part of this Invitation for Bids, the local preference policy provides qualifying bidders with an amount not to exceed 1½ percent of the lowest bid, provided that the cost differential from the lowest bid shall

not exceed \$2,500. Non-qualifying bidders will not receive the 1½ percent. A bidder qualifies for a local preference if it meets all of the following:

- a. Paid its applicable City business tax for the current year in which this Invitation for Bids is issued. Bidders that request local preference must include in their submittal packets a copy of the receipt proving payment of the City's business tax.
- b. Obtained a license issued by the State of Florida allowing it to engage in the business of providing the services requested in this Invitation for Bids.
- c. Maintains a physical office located within the city limits of Plant City. The office must be staffed by at least one full-time equivalent employee, and must have been established at least six months before the submittal deadline. Post Office boxes are not verifiable and will not be accepted as proof of a physical office location.
- d. A bidder that does not meet the criteria above will not receive 1½ percent calculated to the bid price submitted.

15. Waiver of Irregularities. The City may waive informalities or irregularities that in the City's opinion do not materially affect a bid.

16. Notice of Award. When the bid award is scheduled for Commission action, the Purchasing Manager shall post a Notice of Intent to Award to the City's website. The Purchasing Manager shall notify the selected bidder (if any) in writing following City Commission action on the staff recommendation.

17. Revocation of Award. If the City discovers that the Contractor has misrepresented anything in their bid or that the Contractor – in the City's opinion – is no longer reasonably capable of performing the work as bid, then the City may revoke the award at any time **before** issuing the formal Notice to Proceed. The Purchasing Manager will issue the revocation in writing.

18. Bid Interpretations. The City has the right to define and interpret bid terms, specifications, and conditions.

19. Changes or Modifications. The City may at any time make changes within the general scope of the contract in any of the following areas:

- a. Time of Performance (i.e., hours of the day, days of the week, etc.).
- b. Location of performance of the services.
- c. **Quantities to be ordered.**

The Contractor shall not commence the performance of additional work or other changes not covered by this contract without an executed notice to proceed or purchase order issued by the City. If the Contractor performs additional work beyond the specific requirements of this contract without an executed change order, it shall be at the Contractor's own risk. The City assumes no responsibility for any additional costs for work not specifically authorized by an executed change order.

20. Indefinite Quantity. The quantities of goods and services specified herein are estimates only and are not purchased by the resulting contract. **Delivery shall be FOB Destination – Delivered Price.** The City may issue orders requiring delivery to multiple destinations or performance at multiple locations.
21. Sworn Statement on Public Entity Crimes. A person or affiliate as defined in Section 287.133, Florida Statutes, who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal, or reply on a Contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a Contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a Contractor, supplier, subcontractor, or consultant under a Contract with any public entity; and may not transact business with any public entity in excess of \$25,000 for a period of 36 months following the date of being placed on the convicted vendor list. Bidders must fill out and sign the form titled "SWORN STATEMENT UNDER SECTION 287.133(3)(A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES." Failure to do so may disqualify the bid.
22. Other Forms & Documents. Bidders are responsible for reviewing and understanding all plans, photos, specifications, forms or other documents associated with the project described in this bid. Submittal of a bid shall serve as bidder's acknowledgement that it has reviewed and understood all such documents.
23. Indemnification. Section 1-15, Plant City Code, prohibits the City from indemnifying other parties to an agreement. Therefore, the City cannot indemnify bidders.
24. All-Inclusive Cost. The bid shall include all expenses necessary to complete the project or provide the services described in this Invitation for Bids. If

selected by the City, the Bidder must pay applicable sales tax on any goods or services it purchases. The City is exempt from paying federal and state taxes, including sales tax. The City's sales tax exemption is not assignable and cannot be applied toward items the Contractor purchases, regardless of whether Contractor transfers those items to the City.

25. Bid Preparation & Submittal Expenses. The City shall not be responsible for any expense incurred by a bidder in reviewing, evaluating, preparing, or submitting a bid. Bidders are solely responsible for the entire expense of responding to this bid.

26. Legal Requirements. Bidders are required to comply with all provisions of federal, state, county and local laws, ordinances, rules and regulations that are applicable to the services being solicited in this bid. A bidder's lack of knowledge shall in no way be a cause for relief from responsibility, nor shall it constitute a cognizable defense against the legal effects thereof.

Submittal of a bid shall constitute the bidder's affirmation that they are familiar with and shall comply with all federal, state, and local laws, ordinances, rules and regulations which affect those engaged or employed in the provision of such services, or equipment used in the provision of such services, or which in any way affects the conduct of the provision of such services. No plea of misunderstanding shall be considered on account of the bidder's ignorance thereof. If a bidder believes provisions in the bid documents are contrary to or inconsistent with any law, ordinance, or regulation, then the Bidder shall promptly report those provisions in writing to the City.

27. Public Records. Bidders understand that Florida has a broad public records law, and that documents in the possession of the City can only be maintained confidential to the extent allowed under the Florida Public Records Act, Florida Statute 119.

28. Cooperative Purchasing Agreement. The City of Plant City is a member of the Government Purchasing Council of Hillsborough County in accordance with Chapter 69-1119, Laws of Florida. It is hereby made a part of this Invitation to Bid that the submission of any bid in response to this request shall constitute a bid made under the same conditions for the Contract price as this bid to all public entities in Hillsborough County.

The Purchasing Departments of each of the following agencies represented will place their own orders as needs and availability of funds dictate:

GPC LISTING

City of Plant City
Plant City, FL 33564
813-659-4270 - Telephone
813-659-4216 - Fax

City of Temple Terrace
Purchasing Agt.
P.O. Box 16930
Temple Terrace, FL 33687
813-506-6420 – Telephone
813-989-7185 – Fax
jcrutcher@templeterrace.com

Clerk of Circuit Court
601 E. Kennedy Blvd.-13th Floor
P.O. Box 1110
Tampa, FL 33601
Phone: (813) 276-8100 Ext.7721
FAX: (813) 272-5521
www.hillsclerk.com

**Tampa-Hillsborough County
Expressway Authority**
1104 East Twiggs St. Suite #300
Tampa, Florida 33602
813-272-6740 – Telephone
813-276-2492 – Fax

**Hillsborough Area Regional
Transit Authority**
4305 E. 21st Street
Tampa, FL 33605
813-623-5835 – Telephone
813-664-1119 – Fax
smileym@gohart.org

**Hillsborough Co. Aviation
Authority**
P. O. Box 22287
Tampa International Airport
Tampa, FL 33622-2287
Phone: (813) 870-8730
FAX: (813) 875-6670
www.tampaairport.com

**Hillsborough County School
Board**
P. O. Box 3408
Tampa, FL 33601-3408
Phone: (813) 272-4329
FAX: (813) 272-4007

Hillsborough Community College
39 Columbia Drive
Tampa, FL 33606
813-253-7060 – Telephone
813-253-7561 – Fax

**Hillsborough County Board of
County Commissioners**
601 E. Kennedy Blvd., 18th Floor
P. O. Box 1110,
Tampa, FL 33601-1110
Phone: (813) 272-5790
FAX: (813) 272-6290
www.hillsboroughcounty.org

Hillsborough Co. Sheriff's Office
P.O. Box 3371
Tampa, FL 33601
813-247-8033 – Telephone
813-247-8246 – Fax

State Attorney's Office
800 E. Kennedy Blvd., 5th Floor
Tampa, FL 33602
813-272-5400 – Telephone
813-272-7014 – Fax

Tampa Port Authority
P.O. Box 2192
Tampa, FL 33601
813-905-5164 – Telephone
813-905-5109 – Fax
dwebb@tampaport.com

Supervisor of Elections
601 E. Kennedy Blvd., 16th Floor
Tampa, FL 33602
Phone: (813) 276-8274
FAX: (813) 272-7043
www.votehillsborough.org

City of Tampa Housing Auth.
1514 Union Street
Tampa, FL 33607
813-253-0551 – Telephone
813-4522 – Fax
irenew@thaf.com

Tampa Sports Authority
4201 N. Dale Mabry Highway
Tampa, FL 33607
813-673-4300 – Telephone
813-673-4312 – Fax

Tax Collector
601 E. Kennedy Blvd., 14th Floor
Tampa, FL 33602
Phone: (813) 307-6222
FAX: (813) 307-6521
www.hillstax.org

The Children's Board of Hills. County
1002 E. Palm Avenue
Tampa, FL 33605
Phone: (813) 229-2884
FAX: (813) 228-8122
www.childrensboard.org

University of South Florida
3702 Spectrum Blvd. UTC135-P
Tampa, FL 33612
813-974-2481 – Telephone
813-974-5362 – Fax
gcotter@admin.usf.edu

Hillsborough County Purchasing
P.O. Box 1110
Tampa, FL 33601
813-272-5790 – Telephone
813-272-6290 – Fax
procurementservices@hillsboroughcounty.org

Property Appraiser
601 E. Kennedy Blvd., 16th Floor
Tampa, FL 33602
Phone: (813) 272-6100
FAX: (813) 272-5519
www.hcpaf.org

Tampa Palms Community Dev. Dist.
16311 Tampa Palms Blvd W
Tampa, FL 33647
Phone: (813) 977-3933
Fax: (813) 977-6571
www.tpoa.net

SECTION 2 – BID RESPONSE AND FORMS

Pursuant to and in compliance with your Invitation to Bid, Instruction to Bidders, and other documents related thereto, the undersigned does hereby propose to furnish an 8" TRAILER MOUNTED SLUDGE SUCTION PUMP as specified herein, FOB Destination – Delivered Price. All work is to be performed in accordance with the City of Plant City Standards, complete and ready to use; as required by and in strict accordance with the specifications and all addenda, if any issued prior to the date of this proposal at the prices listed herein as follows:

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL COST
1	8" ENCLOSED, QUIET OPERATION, TRASH, MATERIALS, SLUDGE, SUCTION PUMP TRAILER MOUNTED Diesel Fueled	1	EA	\$	\$
TOTAL PRICE				\$	

Total Price in Words: _____

Authorized Signature: _____

Date: _____

THE FOLLOWING SECTION MUST BE COMPLETED BY ALL BIDDERS:

Company Name: _____

NOTE: COMPANY NAME MUST MATCH LEGAL NAME ASSIGNED TO TIN NUMBER. CURRENT W9 MUST BE SUBMITTED WITH BID/PROPOSAL.

TIN#: _____ D-U-N-S® # _____

(Street No. or P.O. Box Number) (Street Name) (City)

(County) (State) (Zip Code)

Contact Person: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

<u>EMERGENCY CONTACT</u>	
Emergency Contact Person: _____	
Telephone Number: _____	Cell Phone Number: _____

ACKNOWLEDGEMENT OF ADDENDA

The Bidder shall acknowledge receipt of any addenda issued to this solicitation by completing the blocks below or by completion of the applicable information on the addendum and returning it not later than the date and time for receipt of the bid. Failure to acknowledge an addendum that has a material impact on this solicitation may negatively impact the responsiveness of your bid. Material impacts include but are not limited to changes to specifications, scope of work, delivery time, performance period, quantities, bonds, letters of credit, insurance, or qualifications.

Addendum No. _____, Date _____ Addendum No. _____, Date _____

Addendum No. _____, Date _____ Addendum No. _____, Date _____

BIDDER'S REFERENCES

Reference #1			
Organization Name:			
Location (City, State):			
Contact Name:			
Telephone:		Date Service Began:	
Email:		Date Service Ended:	
Description of Service:			
Reference #2			
Organization Name:			
Location (City, State):			
Contact Name:			
Telephone:		Date Service Began:	
Email:		Date Service Ended:	
Description of Service:			
Reference #3			
Organization Name:			
Location (City, State):			
Contact Name:			
Telephone:		Date Service Began:	
Email:		Date Service Ended:	
Description of Service:			

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Proposal, or Contract No. _____
for _____
[print name of the public entity]

2. This sworn statement is submitted by _____
[print individual's name and title]

for _____
[print name of entity submitting sworn statement]

whose business address is _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)

3. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity in Florida or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any Proposal or Contract for goods or services to be provided to any public entity or an agency or political subdivision involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

4. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment of information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

5. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

a. Predecessor or successor of a person convicted of a public entity crime; or

- b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime.
 - c. Those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The Ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [Check the one statement that applies.]

_____Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the Proposer or Vendor (Company) or any affiliate of the Proposer or Vendor (Company) has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (Please indicate which additional statement applies):

_____There has been a proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings. The Final Order entered by the Hearing Officer did not place the person or affiliate on the convicted vendor list. [Attach a copy of the final order]

_____The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer determined that it

was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order).

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services).

[Signature]

[Date]

STATE OF FLORIDA _____ COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first _____

_____being sworn by me, affixed his/her signature in the space

[Name]

provided above on this day of _____, 20__.

Notary Public

My commission expires _____

SECTION 3 – SPECIFICATIONS

Specification -070-48-15-3057

8" ENCLOSED, QUIET OPERATION, TRASH, MATERIALS, SLUDGE, SUCTION PUMP TRAILER MOUNTED, Diesel Fueled

Pump and Power Unit

- Electric Start Diesel Engine with Hour Meter
- Solar Panel Battery Charging System
- Automatic Dry Priming and Re-priming Pump up to 30 Feet
- Water Tolerant Diaphragm 65 cfm Vacuum Pump
- 6" Female Bauer Fittings on Discharge
- 6" Male Bauer Fittings on Suction
- 6" to 4" Male and Female Bauer Reducing Fittings to Match Suction and Discharge
- Able to Handle 3" Compressible Solids and Slurry
- Total Dynamic Head 150 Feet or Greater @ 2150 GPM Max
- Fuel Type Diesel with Fuel Level Gauge
- Full Load Operating Time 30 hrs. Minimum on 1 Tank of Fuel
- Must have a Control Panel Pump Monitor with Auto Start/Stop, 3 Floats, 1-Start, 2-Stop and 3-Emergency high water float, 50ft Cords, 2 Floats to be prewired, 3rd Float/Wiring should be detachable and left unattached for installation on site as needed.
- Complete Engine/Pump Enclosure Yielding a Max 64 DBA @ 23ft

Safety Items

- Auto Shutdown for Engine Oil and Temperature
- Full Gauge Package, Oil Pressure, Eng. Temp, Air Filter, Amp
- Spill Retention Enclosure Capable of Handling all Fluids in the event of a Catastrophic Spill. Spill Retention Enclosure must be sheltered from rain infiltration.

Mounting

- Trailer Mounted with DOT Approved Fenders and lights
- Front and Rear Leveling Jacks
- Military Style Pintle Hitch with Safety Chains
- External Center Point Lifting Attachments

Specialty Items

- Three (3) Keys
- Two (2) Complete Sets of Service, Parts and Operator Manuals or C/D's.