

**BID SOLICITATION
RFP NO. 2023-10**

The Suwannee County Board of County Commissioners, Suwannee County, Florida will receive sealed bids at the Clerk of Court Cashier Window, located inside the Courthouse, addressed to the attention of **Clerk to the Board, 200 South Ohio Avenue, Live Oak, FL 32064** until **Friday, April 28, 2023, at 4:00 P.M.** Bids will be publicly opened and read aloud at Judicial Annex, 218 Parshley Street SW, Live Oak, Florida 32064 on **Tuesday, May 2, 2023, at 10:00 a.m.** for the following:

**GARY EDWARDS GYM HVAC UPGRADES
SUWANNEE COUNTY, FLORIDA**

Suwannee County is soliciting proposals for the upgrading of the HVAC system at the Gary Edwards Gym. The Board of County Commissioners may accept all or part of any bid. Any bid received after **Friday, April 28, 2023, at 4:00 p.m.**, will be retained at the Clerk of Court Office unopened and will not be considered. The Board of County Commissioners reserves the right to reject any and all bids, waive formalities and re-advertise and award the bid in the best interest of Suwannee County. **A mandatory pre-RFP meeting will be held on Tuesday, April 11, 2023, at 10:00 a.m. at the Gary Edwards Gym, 1101 Douglas St SW, Live Oak, FL, 32064. The deadline for question will be Tuesday, April 11, 2023, at 5:00 p.m.**

The Board of County Commissioners does not discriminate because of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status.

The Board of County Commissioners requires a Sworn Statement under section 287.133(3)(a), F.S., on Public Entity Crimes.

The following condition will be a part of the contract as required by Suwannee County:
Contractor shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. all persons employed by the Vendor/Contractor during the term of the Contract to perform employment duties within Florida; and
2. all persons, including subcontractors, assigned by the Vendor/Contractor to perform work pursuant to the contract with Suwannee County.

Electronic copies of bid documents, plans, specifications, and addenda are available in pdf format on www.demandstar.com or www.suwanneecountyfl.gov.

Due to the possibility of technical glitches, it will be the sole responsibility of the vendor to check DemandStar.com and suwanneecountyfl.gov for all bid documents and addenda prior to submitting their subsequent bid response package.

Any questions concerning the bid specifications should be directed to Chris Harrison, suwanneemaint@gmail.com, (386) 688-5079. Any, and all, such interpretations and any supplemental instructions will be in the form of a written addendum which, if issued, will be posted on the DemandStar.com and suwanneecountyfl.gov. All addenda so issued shall become part of the bid documents.

All bids must be submitted with **one (1) original and four (4) copies** and labeled on the outside of the envelope as:

**ATTN: CLERK TO THE BOARD
200 SOUTH OHIO AVENUE
LIVE OAK, FL 32064
SEALED BID NO. 2023-10 GARY EDWARDS GYM HVAC UPGRADES**

Franklin White, Chairman
Suwannee County Board of County Commissioners

RFP 2023-10

Gary Edwards Gym HVAC Upgrade

Scope of Services

- Size and install new packaged Heat Pump type HVAC system with auxiliary electric strip heat and duct work to accommodate 100% capacity.
- Units are to be able to purge excess CO2 and economize fresh air as needed.
- Units are to be able to maintain between 50% and 60% relative humidity.
- Controls are to be of a remote type installed in Facility's Director's office.
- Equipment yards are to be rocked with concrete equipment pads.
- Duct plenums and through the wall penetrations shall be of a Thermaduct or equivalent type product colored to match current exterior esthetics.
- Interior air distribution system shall be of a sock ducting type.
- All exterior wall penetrations shall be air/ water tight sealed.
- Exterior envelope shall be insulated with a vapor barrier.
- Interior wall shall be covered with an impact resistant, paintable surface.
- All walls shall be painted with product provided by the county.
- Bleachers shall be removed with new wall supports installed and reattached.
- Install electrical service of 130% of the new equipment's ampacity.
- Install adequate lighting for mechanical yard area.
- Install 8' chain link security fencing with privacy slats.
- Existing gas heater is to be removed by contractor.
- All permits are to be pulled by the contractor.

RFP Summary
(Must Precede All Bid Documents)

Bidder Name

Address

Email Address and Phone Number

RFP Number: 2023-10

Description of Project: Gary Edwards Gym HVAC Upgrades
Suwannee County, FL

Date/Time of RFP Opening: Tuesday, May 2, 2023 @ 10:00 AM or soon thereafter

Location of RFP Opening: Judicial Annex
218 Parshley Avenue SW
Live Oak, FL 32064

TOTAL RFP AMOUNT:

IN FIGURES: \$ _____ IN WORDS: _____

Bidder Company Name (Print or Type)

Signature of Authorized Company Representative

Authorized Company Representative (Print or Type)

Date

IMPORTANT:

This bid summary must be completed and must precede all bidder proposal documents
*Alternate bids to be submitted on next page when applicable

**SWORN STATEMENT UNDER 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 OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
[print name of public entity]

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: _____.)

2. 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 business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. 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 or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), **Florida Statutes**, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
 2. 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. The term "affiliate" includes 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.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. **[indicate which statement applies.]**

___ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the 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 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 entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. **[attach a copy of the final order]**

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

[signature]

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally known _____

OR Produced identification _____ Notary Public - State of _____

(Type of Identification) My commission expires _____

(Printed typed or stamped Commissioned name of Notary Public)



Board of County Commissioners

13150 80th Terrace Live Oak, FL 32060

Franklin White Chairman

**E-Verify for
RFP No. 2023-10
GARY EDWARDS GYM HVAC UPGRADES
Suwannee County, Florida**

Company/Entity: _____

Authorized Signature: _____

The Company acknowledges and agrees to utilize the U. S. Department of Homeland Security's E-verify system in accordance with the terms governing use of the system, for the purpose of confirming the employment eligibility of all employees, subcontractors or persons utilized by the Company while undertaking work within Suwannee County.

REFERENCES

List three (3) local government entities the company has done business with during the past five (5) years.

1. Company name _____

Address _____

Contact Name _____

Contact Phone or e-mail _____

Short description of project _____

2. Company name _____

Address _____

Contact Name _____

Contact Phone or e-mail _____

Short description of project _____

3. Company name _____

Address _____

Contact Name _____

Contact Phone or e-mail _____

Short description of project _____

**RFP NO. 2023-10
GARY EDWARDS GYM HVAC UPGRADES
SUWANNEE COUNTY, FL**

Failure to Perform Questionnaire

Name of Company: _____

1. Has the company been involved in any litigation within the last (5) five years for failure to perform?

Yes _____ No _____

If yes, explain:

2. Has a bond company or other insurance been utilized to complete a project for the company within the last (5) five years?

Yes _____ No _____

If yes, explain:



Administrative Services

13150 80th Terrace Live Oak, FL 32060

Randy Harris, County Administrator

Suwannee County Nondiscrimination Policy

I. Policy Statement

Suwannee County Board of County Commissioners (hereinafter the Agency) does not tolerate discrimination in any of its programs, services or activities. Pursuant to Title VI of the Civil Rights Act of 1964 and other federal and state authorities, the Agency will not exclude from participation in, deny the benefits of, or subject to discrimination anyone on the grounds of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status.

II. Complaint Procedures

The Agency has established a discrimination complaint procedure and will take prompt and reasonable action to investigate and eliminate discrimination when found. Any person who believes that he or she has been subjected to discrimination based upon race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status in any Agency program, service or activity may file a complaint with the Agency Title VI/Nondiscrimination Coordinator:

Name: Paula Pennington
Address: 13150 80th Terrace
Live Oak, FL. 32060
Email: paulap@suwcountyfl.gov
Phone: 386-264-3400

If possible, the complaint should be submitted in writing and contain the identity of the



Administrative Services

13150 80th Terrace Live Oak, FL 32060

Randy Harris, County Administrator

complainant; the basis for the allegations (i.e., of race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, handicap status, income status, or family status); and a description of the alleged discrimination with the date of occurrence. If the complaint cannot be submitted in writing, the complainant should contact the Title VI/Nondiscrimination Coordinator for assistance. The Title VI/Nondiscrimination Coordinator will respond to the complaint within thirty (30) calendar days and will take reasonable steps to resolve the matter.

Randy Harris
County Administrator

Policy approval/revision date: 3/1/2022



Board of County Commissioners

13150 80th Terrace Live Oak, FL 32060

Franklin White, Chairman

**RFP NUMBER 2023-10
GARY EDWARDS GYM HVAC UPGRADES
SUWANNEE COUNTY, FL**

NONDISCRIMINATION POLICY ACKNOWLEDGEMENT

_____ (Company Name) is familiar with the Suwannee County Board of County Commissioners Nondiscrimination Policy and is hereby committed to complying with same.

Accepted By/Authorized Representative:

(Print Name)

(Signature)

(Date)

Please complete and submit this form with all of your RFP documents

**Checklist for
RFP No. 2023-10
GARY EDWARDS GYM HVAC UPGRADES
Suwannee County, Florida**

- RFP Summary Page
- Sworn Entity Statement
- Copies of Applicable Business & Professional Licenses
- Proof of Insurance
- E-Verify Form
- References
- Failure to Perform Questionnaire
- Nondiscrimination Policy Acknowledgement
- Any other documents in accordance with specifications
- Submission of one (1) original and four (4) copies of RFP