

City of Auburndale  
Request for Proposal  
Historic City Hall Window Project

Bid Deadline: March 11, 2022, at 2:00 p.m.

Submit in person to: City Manager's Office  
2<sup>nd</sup> Floor, Auburndale City Hall

Or by mail to: Amy Palmer, Assistant City Manager  
P.O. Box 186  
Auburndale, FL 33823

1. **Introduction:** The City of Auburndale seeks bids from qualified firms, on a competitive basis, for the replacement of windows in the Historic Auburndale City Hall, located at 1 Bobby Green Plaza, Auburndale Florida.
2. **Contractor Qualifications:** Experience working with historic buildings is **required**.
3. **Bid Submittal:** Bids must be delivered in a seal envelope marked with the bidder's name and the words "Historic City Hall Window Project Bid". Any bids received after **2:00 p.m. on March 11, 2022**, will not be opened. Proposals must be signed by an official authorized to bind the firm to its provisions. The time shall be determined by the clock in the City Commission Room, Auburndale City Hall.
4. **Bid Opening/Award:** Bids will be publicly opened at approximately 2:10 p.m. on March 11, 2022, in the City Commission Chambers on the second floor of Auburndale City Hall. A final decision regarding project award by the Auburndale City Commission is anticipated on April 4, 2022.
5. **General scope of work:** Bids responses shall include all charges for delivery, labor, materials, equipment, services, and incidental costs such as permits and disposal fees necessary to complete the project as required. All proposals will remain in effect for at least 120 days to allow for review/approval by the Auburndale City Commission and then remain firm for the length of the contract from date of award by the Auburndale City Commission.
6. **Time of Completion:** The bids must contain an estimated start date and an estimated completion date of the project. The estimated project completion date will be a consideration in the awarding of the contract.

7. **Licensing and Permitting:** Contractor must hold any appropriate license and is responsible for obtaining the permits necessary to complete the work. Vendors licensed to do business in the State of Florida, must submit Sunbiz report showing your company registered as "Active". Vendors not licensed to do business in the State of Florida, must submit documentation equal to a Sunbiz report showing your company registered as "Active" Report must contain a footer that contains the date the document was printed. Printed date must be within 30 days of the solicitation opening date. The bid must include the cost of obtaining such permits and all labor necessary to complete the project.
8. **Mandatory Pre-Bid Site Visit Meeting:** Attendance at the pre-bid site visit is mandatory to be considered a qualified bidder. Meeting will be held at **1:30 p.m. on February 18, 2022.**
9. **Bid Default:** In case of default by the bidder or contractor, City of Auburndale may procure the articles or services required by this agreement from other sources and hold the successful bidder responsible for any excess costs.
10. **City Liability:** Officers, agents, and employees of the City of Auburndale will not, in any manner, be liable for any loss or damage to any person or property connected to or resulting from any work done on this project. In addition, the selected firm agrees to indemnify, defend, and save harmless, the City, its officers, agents and employees from any and all claims and losses accruing or resulting from the negligent performance of work as described in any agreement resulting from this RFP. These same standards will apply to subcontractors of the selected firm. The City will be relieved from all risks of loss to equipment or personnel, except when such loss or damage is due to the fault or negligence of the City.
11. **Required Bid Specifications:** The specifications are for informational purposes only; their accuracy is not guaranteed. Contractors must verify all details and dimensions at the site. Contractor is responsible for the following:
  - 11.1 Contractor must remove and dispose of 50 existing windows located throughout the Historic City Hall.
  - 11.2 Contractor must provide and install 50 replacement windows meeting the following specifications (approximate size and locations noted in Attachment A.)
    - 11.2.1 Anodized aluminum with a thermal break.
    - 11.2.2 Exterior and interior color to closely match existing windows.
    - 11.2.3 Replacement windows must be in a similar configuration to existing windows.
    - 11.2.4 Low E double pane windows (with argon gas between panes).
    - 11.2.5 U-factor of less than .3.

- 11.2.6 SHG  $\geq$  .27
  - 11.2.7 Require proof of Energy Star Rating.
  - 11.2.8 Windows shall be of high quality. The City reserves the right to approve the window manufacturer and window models.
  - 11.2.9 Windows must meet Florida Building Code.
  - 11.2.10 Windows must be installed following manufacturer's installation guidelines. Basic installation procedures will include securing new renovation window into existing window frame, insulation around window with non-expanding foam insulation and complete caulking (peel out and re-caulk all joints). Appropriate flashing must be installed.
- 
- 11.3 Samples: Prior to ordering materials, Contractor shall submit samples of window materials for approval by the City.
  - 11.4 Contractor must use care to protect and maintain interior surfaces and finishes. Contractor must provide necessary touch up of interior finishes as required by the City.
  - 11.5 Manufacturer's installation guidelines and selected window brand and accompanying specifications must be submitted with bid.
  - 11.6 Contractor must include a minimum manufacturer's twenty (20) year full warranty and minimum three (3) year installation warranty.
  - 11.7 Throughout the project, Contractor must provide adequate temporary protection against wind, rain, and other temporary forces until such protection is no longer required for the protection of the building and its contents.
  - 11.8 Scheduling: Contractor must work with the City to coordinate the scheduling of window replacements to cause the least possible disruption to City Services.
  - 11.9 Contractor must clean job site of all work-related debris.
  - 11.10 Contractor must repair and/or replace any damage incurred by the Contractor to lawns or landscaping during the project.

## **12. Bid Submittal Requirements**

- 12.1 Bids must be submitted using the most recent bid specifications. To be notified of addendums to the bid specifications, please contact the Special Projects Director at [jbrown@auburndalefl.com](mailto:jbrown@auburndalefl.com) and provide an email address.
  - 12.1.1 **Proof of Insurance:** The successful bidder agrees to provide proof of insurance. The Contractor shall not commence work until all the insurance required under this heading has been obtained, and until such insurance has been approved by the Owner, nor shall the Contractor allow any subcontractor to commence work until all similar insurance required of the subcontractor has also been obtained and approved by the Owner.

Certificates of insurance must be issued by an authorized representative of the insurance company at the request and direction of the policyholder and must include sufficient information so as to identify the coverage and the contract for Owner's improvements for which they are issued. Certificates of insurance must be issued by a nationally recognized insurance company with a Best's Rating of no less than B+VII, satisfactory to the Owner, and duly licensed to do business in the state of said Contract.

The Contractor shall procure and maintain, during the life of this Contract, Workmen's Compensation Insurance for all of their employees to be engaged in work under this Contract, and they shall require any subcontractor similarly to provide Workmen's Compensation Insurance for all of the latter's employees to be engaged in such work, unless such employees are covered by the protection afforded by the Contractor's insurance. In case any employees are to be engaged in hazardous work under this Contract, and are not protected under this Workmen's Compensation statute, the Contractor shall provide, and shall cause each subcontractor to provide, adequate coverage for the protection of such employees. It is acceptable to use a State-approved Workmen's Compensation Self-Insurance fund.

The Contractor shall take out and maintain during the life of this Contract, Public Liability and Property Damage and shall include Contractual Liability, Personal Injury, Libel, Slander, False Arrest, Malicious Prosecution, Wrongful Entry or Eviction, Broad Form Property Damage, Products, Completed Operations and XCU Coverage to be included on an occurrence basis, and to the full extent of the Contract to protect the Contractor, the Owner, and any subcontractor performing work covered by this Contract from damages for personal injury, including accidental death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by themselves or by a subcontractor, or by anyone directly or indirectly employed by either of them. The Contractor shall also maintain automobile liability insurance including "non-owned and hired" coverage. The entire cost of this insurance shall be borne by the Contractor.

The amount of such insurance shall be no less than \$1,000,000 annual aggregate for bodily injury and property damage combined per occurrence.

The City of Auburndale must be named as Additional Insured on the insurance certificate and the following must also be stated on the certificate. "These coverages are primary to all other coverage's the City possesses for this

contract only." The City of Auburndale shall be named as the Certificate Holder. The Certificate Holder shall read as follows:

The City of Auburndale  
P.O. Box 186  
Auburndale, FL 33823

No City Division, Department, or individual name should appear on the Certificate. No other format will be acceptable. The Certificate must state the bid title.

- 12.2 Bids must include Provide a review of your qualifications and briefly explain how you plan to complete the required tasks with particular attention to how the bidder would complete the project while City Hall was open during regular business hours.
  - 12.3 Bids must include a list of at least three references to projects comparable to the RFP. The references will be utilized by the City to evaluate the candidate's capability to meet this RFP's requirements. Please include the name, city, state, phone number and email address for each reference.
  - 12.4 Bids must also include signed Noncollusion Affidavit and Public Entity Crimes Form. Failure to include these documents will result in bid being rejected.
- 13 **Questions:** Any questions regarding bid specifications shall be directed to Jeffrey Brown, Special Projects Director at (863) - 965-5530 ext. 140 or [jbrown@auburndalefl.com](mailto:jbrown@auburndalefl.com). Any questions regarding the RFP shall be directed to Amy Palmer, Assistant City Manager at (863) - 965-5530 ext. 138 or [apalmer@auburndalefl.com](mailto:apalmer@auburndalefl.com).
- 14 **PROHIBITION OF CONTACT:** Under no circumstances should any prospective organization or individual, or anyone acting for or on behalf of a prospective organization or individual, seek to influence or gain the support of any member of the City Commission, public official, or City staff favorable to the interest of any prospective organization or individual. Likewise, contact with City Commission, any public official or city staff against the interests of other prospective organization (s) and or individual(s) is prohibited. Any such activities will result in the exclusion of the prospective organization or individual from consideration by the City. The Prohibition of Contact shall not apply to communications with the Special Projects Director to obtain clarification or information concerning the subject solicitation. Any such contact other than with the Special Projects Director may be considered grounds for disqualification.
- 15 **Acceptance or Rejection of Bids:** The City of Auburndale reserves the right to reject any or all proposals, or any part thereof, to negotiate separately with any source whatsoever

in any manner necessary to attend to the best interests of the City, to waive irregularities in any proposal and to accept a proposal which best meets the needs of the City, irrespective of the bid price.

The City of Auburndale also reserves the right to reduce or eliminate this purchase without prior notice, and to issue post-bid addendums to clarify or request additional information including pricing.

Bidders hereby agree if the foregoing proposal shall be accepted by the City, the successful bidder will, within (10) ten consecutive calendar days after receiving notice of the acceptance of such bid proposal, provide proof of insurance and enter into a contract to furnish labor, equipment, and tools necessary to completely execute the work at the pricing provided in the attach cost proposal.

## ATTACHMENT "A"

### Window Schedule

All measurements are approximate. Bidder is to confirm measurements

No of windows	Location	Width (inches)	Height (inches)
8	End of wings	57	84
28	Side of wings	38	84.5
1	Lower Rotunda	37	84.5
1	Downstair Restroom	36	60.25
1	Stairwell	38	62
1	IT Room (Large)	62	57
1	IT Room (small)	21	27
2	Men's rooms	37	60
1	Ladies' Rooms	37.5	61.5
2	Rotunda (upstairs)	37.5	84.5
1	Rotunda (upstairs)	37	105
3	Communications	36.25	62.5
<b>Total 50 windows</b>			

City of Auburndale  
BID SUBMISSION FORM  
CITY HALL WINDOW PROJECT

Bid Deadline: Friday, March 4, 2022, at 2:00 p.m.

Submit in person to: Amy Palmer, Assistant City Manager  
2<sup>nd</sup> Floor Auburndale City Hall, City Manager's Office  
1 Bobby Green Plaza, Auburndale, FL

Or by mail to: P.O. Box 186  
Auburndale, FL 33823

- 
1. Auburndale City Hall Window Project Bid \$ \_\_\_\_\_  
Includes but not limited to:  
Removal and disposal of 50 windows  
Provisions and installation of 50 windows
  2. Window manufacturer/brand \_\_\_\_\_
  3. Length of manufacturer warranty \_\_\_\_\_
  4. Estimated start date \_\_\_\_\_ Estimated completion date \_\_\_\_\_
  5. On-site meeting attended on February 18, 2022..... Yes / No

---

Contractor Name \_\_\_\_\_ Office phone \_\_\_\_\_

Address \_\_\_\_\_ Cell phone \_\_\_\_\_

Email \_\_\_\_\_

---

Typed or printed name and title of official authorized

---

Signature of official authorized

Date \_\_\_\_\_

Failure to complete this form is grounds for elimination from the selection process.