

November 10, 2023

CITY OF AUBURNDALE, FLORIDA

**INVITATION TO BID
AND MANDATORY PRE-BID MEETING**

**MUNICIPAL SERVICES BUILDING RENOVATIONS – MILLWORK &
FINISHES**

The City of Auburndale will receive sealed bids for the renovations of the Municipal Services Building, previously the SunTrust Bank Branch at 6 Bobby Green Plaza, Auburndale, until Friday, December 15, 2023, at 2:00pm EST.

One (1) original submittal of the proposal must be addressed to the Finance Director and mailed to Post Office Box 186, Auburndale Florida, 33823, or delivered to the City Manager's Office, City Hall, One Bobby Green Plaza, Auburndale, Florida, 33823, on or before the above specified date and time. Each bid must be submitted in a sealed envelope and addressed to the Finance Director, City of Auburndale, and plainly marked in the lower left corner of the envelope "Sealed Bid – Proposal for the City of Auburndale's Municipal Services Building Renovations – Millwork & Finishes"

A **mandatory pre-bid meeting** for all interested trades is scheduled for Thursday, November 30, 2023 from 9:00am – 12:00pm at 6 Bobby Green Plaza, Auburndale, Florida.

Proposers are also required to include a completed Non-collusion Affidavit of Prime Bidder Form and PUR 7068 Form with the sealed bid.

The City reserves the right to reject any or all bids, to waive informalities, to re-advertise, and to accept the bid that is in the best interest of the City, which may not necessarily be the lowest bid. Reasonable variations from bid specifications will be considered.

Sincerely,

Christopher Reeder
Finance Director

BID SPECIFICATIONS

1. A mandatory pre-bid conference will be held on Thursday, November 30 at 6 Bobby Green Plaza, Auburndale at 9:00am – 12:00pm EST.
2. The successful bidder will be required to provide the necessary Millwork services that are specified in the construction plans which are available on the City's website at <http://www.auburndalefl.com/rfps/>. Such services shall include, but are not limited to,:
 - a. Millwork
 1. Provide new millwork as shown on approved drawings.
 2. Reface existing millwork with re-cover laminate as shown on approved drawings.
 - b. Doors and Hardware
 1. Provide doors and hardware as shown on the approved drawings.
3. The successful contractor shall maintain all necessary insurance coverage's as required by local, state and federal law during the term of the project including:
 - a. Workers Compensation Insurance, as required by state law, for all employees engaged in work under this contract.
 - b. Property Damage, Automotive and General Liability Insurance of not less than \$1,000,000 on account of all accidents.
4. The successful contractor shall furnish proof of insurance prior to the commencement of the project.
5. The successful contractor shall be licensed as a Certified or Registered Contractor with the State of Florida and should maintain all necessary City and County permits and licenses.
6. All Millwork & Finishes installations must be performed in accordance with local, state and federal, building and fire safety codes and regulations.
7. The proposed bid should include all costs associated with this Invitation to Bid.

NONCOLLUSION AFFIDAVIT OF PRIME BIDDER

State of _____)
County of _____) ss.

_____, being first duly sworn,
deposes and says that:

(1) He/she is _____ of _____
_____, the Bidder that has submitted the attached
Bid:

(2) He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent
circumstances respecting such Bid;

(3) Such Bid is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees
or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or
indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract
for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has
in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any
other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any
overhead, profit or cost element for the Bid prices or the Bid price of any Bidder, or to secure through any
collusion, conspiracy, connivance or unlawful agreement any advantage against the Redevelopment Authority
of the County of Fayette or any person interested in the proposed Contract; and

(5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion,
conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives,
owners, employees, or parties in interest, including this affiant.

(Signed) _____

(Title)

Subscribed and sworn to before me
this _____ day of _____, 20_____.

(Title)

My commission expires _____

**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 AND MINISTER OATHS.

1. This sworn statement is submitted to _____
[print name of the 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 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 of its 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 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 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 THE 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 _____

(Type of Identification)

Notary Public – State of _____

My commission expires _____

(Printed, typed or stamped
commission name of notary public)

CITY OF AUBURNDALE, FLORIDA

BID FORM
MUNICIPAL SERVICES BUILDING RENOVATION - MILLWORK

The proposed Contractor declares that they will provide all Millwork services in accordance with the specifications of this document, and comply with all federal, state and local laws:

Material	\$ _____
Labor	\$ _____
Other	\$ _____
Total	\$ _____

Note: This Bid Form should be included with the above referenced information in a sealed envelope. All bids must be returned to the City Manager's Office, City Hall, One Bobby Green Plaza, Auburndale, Florida, by 2:00 pm EST, on Friday, December 15, 2023.

Name of Bidder (Please print or type)

Contact Person Telephone No.

Street Address

City, State and Zip code

Signature Date

BIDS MAILED TO THE FOLLOWING MILLWORK & FINISHES CONTRACTORS:

Registered with City of Auburndale (Business Tax Receipt):

None

Vendor Bid List Registered:

Custom Made Cabinets
PO Box 1611
Eaton Park, FL 33840

A Ward Design
1060 Hoover Rd
Winter Haven, FL 33884