



**TOWN OF MEDLEY, FLORIDA**

7777 N.W. 72<sup>nd</sup> Avenue, Medley, Florida 33166

Tel: 305-887-9541, Fax: 305-882-1491

www.townofmedley.com

**BIDDER ACKNOWLEDGMENT OF INVITATION TO BID AND GENERAL CONDITIONS**

SUBMIT BID TO: TOWN CLERK  
TOWN OF MEDLEY, FLORIDA  
7777 N.W. 72<sup>nd</sup> AVENUE  
MEDLEY, FLORIDA 33166

THE FOLLOWING INSTRUCTIONS TO BIDDERS ARE STANDARD FOR ALL BIDS FOR COMMODITIES AND SERVICES ISSUED BY THE TOWN OF MEDLEY. THE TOWN MAY DELETE, SUPERSEDE OR MODIFY ANY STANDARD INSTRUCTIONS FOR A PARTICULAR CONTRACT BY INDICATING SUCH CHANGE IN SPECIAL INSTRUCTIONS TO BIDDERS OR IN THE BID SHEETS. ANY AND ALL SPECIAL CONDITIONS THAT MAY VARY FROM THE GENERAL CONDITIONS SHALL HAVE PRECEDENCE. BIDDER AGREES THAT THE PROVISIONS INCLUDED WITHIN THIS INVITATION FOR BID SHALL PREVAIL OVER ANY CONFLICTING PROVISION WITHIN ANY STANDARD FORM CONTRACT OF THE BIDDER REGARDLESS OF ANY LANGUAGE IN BIDDER'S CONTRACT TO THE CONTRARY.

**BIDDER ACKNOWLEDGMENT MUST BE SIGNED AND RETURNED WITH YOUR BID**

SEALED BIDS: This form must be executed and submitted with all Bid sheets in a sealed envelope. The face of the envelope shall contain the above address, the date and time of Bid opening and Bid number. Bids not submitted on attached Bid Form may be rejected. All Bids are subjected to the conditions specified herein. Those which do not comply with these conditions are subject to rejection.

BID TITLE: \_\_\_\_\_ BID No.: \_\_\_\_\_

BIDS WILL BE OPENED 3:00 P.M. (EST), January 21, 2016 and may not be withdrawn during the 90 calendar days following such date and time.

\_\_\_\_\_  
CORRECT LEGALNAME OF BIDDER

\_\_\_\_\_  
(SIGNATURE OF BIDDER'S AUTHORIZED AGENT)

TITLE: \_\_\_\_\_

TYPED/PRINTED NAME OF  
AUTHORIZED AGENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NO.: \_\_\_\_\_

FEDERAL ID NUMBER OR SOCIAL SECURITY NUMBER OF BIDDER: \_\_\_\_\_

I certify that this Bid acknowledgement is made without prior understanding, Agreement or connection with any corporation, firm or person submitting a Bid for the same commodities/services, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Bid and certify that I am authorized to sign this Bid for the Bidder. By signature on this form, Bidder acknowledges and accepts without limitation, pages 1 through 15 inclusive of the Invitation to Bid as well as any special instructions if applicable.

DATE: \_\_\_\_\_



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INVITATION TO BID

ALL INTERESTED PARTIES:

Notice is hereby given that the Town of Medley, Florida, hereinafter referred to as the Town, will receive sealed Bids at the Town Clerk's office at the Medley Municipal Services Facility, 7777 N.W. 72<sup>nd</sup> Avenue, Medley, Florida 33166, for:

CONSTRUCTION OF:

**ITB 2015-007  
PUMP STATION 100 EMERGENCY REPAIRS**

The Contractor must furnish all supervision, labor, materials, tools, equipment, and performing all operations required to construct the Town of Medley Capital Improvements Project Number WS-0115, Pump Station 100 Emergency Repairs in accordance with the Contract Documents and as described in the Drawings, General Notes, and Technical Specifications.

Work includes, but is not limited to, the procurement and rehabilitation of existing pump station PS-100 located at the intersection of N.W. 74<sup>th</sup> Avenue and N.W. 77<sup>th</sup> Terrace in Medley, Florida. Rehabilitation shall include: by-pass system operation in accordance with the General Notes in the Drawings; demolition of the existing pump station components as shown in the Drawings/General Notes; sandblasting and re-lining of the concrete dry pit walls; installation of centrifugal pump/motor assemblies, associated piping, valves, fittings, electrical wiring, and concrete pedestals as outlined in the Drawings/General Notes; aesthetic and landscaping renovations as outlined in the Drawings/General Notes; cleaning of the wet well; and disposal of all construction debris, unused excavated material, and all unsuitable material. The forgoing is herein referred to as the "Project" or the "Work", as shown on the Drawings prepared by Nova Consulting and this Project Manual.

Sealed Bids must be received and time stamped by the Town Clerk, either by mail or hand delivery, no later than 3:00 p.m. local time on January 21, 2016. A public opening will take place at or before 3:05 p.m. at the Town Clerk's office at the Medley Municipal Services Facility, 7777 N.W. 72<sup>nd</sup> Avenue, Medley, Florida 33166 on the same date. Any Bids received after 3:00 p.m. local time on said date will not be accepted under any circumstances and will be returned to the Bidder unopened. The stated time and date is solely and strictly the responsibility of the Bidder. The Town is not responsible for delays caused by mail, courier service, including United States Mail, or any other occurrence. Any

uncertainty regarding the time a Bid is received will be resolved against the Bidder.

Bidders may inspect the applicable Bid requirements, drawings, specifications, and other contract documents at the office of the Town Clerk at the Medley Municipal Services Facility, 7777 N.W. 72<sup>nd</sup> Avenue, Medley, Florida 33166.

A Pre-Bid Conference will be held on January 07, 2016 at 11:00am in the Town Clerk's office at the Medley Municipal Services Facility, 7777 N.W. 72<sup>nd</sup> Avenue, Medley, Florida 33166. The purpose of the Pre-Bid Conference is to discuss the contents of this Invitation to Bid and Bidder's inquiries.

Copies of the RFP, Registered Plan Holder Information form and all other solicitation related documents will **only** be made available on the Town's website <http://www.townofmedley.com>, and selecting "Open Bid Invitation". All related questions regarding the RFP should be addressed to [bidinfo@townofmedley.com](mailto:bidinfo@townofmedley.com). All interested plan holders MUST be registered prior to submittal of any RFIs.

A Bid Guaranty of five percent (5%) of the bid amount will be required with the Bid. The Successful Bidder will also be required to furnish Performance and Payment Bonds, each in the amount of one hundred percent (100%) of the Contract amount.

The Town reserves the right to reject any or all Bids, to re-advertise for Bids or take such other actions as the Town Council may deem to be in the best interests of the Town.

The Town of Medley is an Equal Opportunity Employer and encourages the participation of Disadvantaged Business Enterprises (DBE) and Minority Business Enterprises (MBE).

*Pursuant to subsection (t) "Cone of Silence" of Section 2-11.1 "Conflict of Interest and Code of Ethics Ordinance" of Miami Dade County, public notice is hereby given that a "Cone of Silence" is imposed concerning this solicitation. The "Cone of Silence" prohibits communications concerning RFP's, RFQ's or Bids, until such time as the Town Engineer on behalf of the selection committee makes a written recommendation to the Town Council concerning the solicitation.*

*Failure to comply with the "Cone of Silence" may result in the rejection of a Response. For additional information concerning the "Cone of Silence" please refer to Section 2-11.1 of Miami Dade County Code.*

This Notice of Bid Invitation dated at Medley, Florida this 7 day of December, 2015

Herlina Taboada, Town Clerk