

## INVITATION TO BID (11.19.14)

Date: November 19, 2014

Site: 6662 Ridge Road Port Richey, Florida 34668

Organization: Pasco-Hernando Workforce Board, Inc. Telephone: 352-593-2226

Dear Prospective Bidders:

The organization listed above invites bids for the build out/construction of the above-referenced property. In order to be considered, the proposal must be made on the Bid and Proposal Form and in accordance with the Instruction to Bidders. The forms are below and are also located at [www.careersourcepascohernando.com](http://www.careersourcepascohernando.com). The improvements are to be made for and under Contract to the organization of the subject property as described below.

The site is 170' by 86' or 14,620 square feet. If you would like a "walk-through" for the property located at 6662 Ridge Road, Port Richey, FL, please contact Joe Mascaro, at 352-593-2237. If you plan to bid, please ensure a representative of your firm has completed a "walk through". If you cannot attend the "walk-through" and there are changes to be made on the "Description of Work", an addendum will be mailed to all contractors that requested bid packages. When an addendum is sent to you, it must be submitted along with the Bid Proposal Sheet.

Bids will be received at 7361 Forest Oaks Blvd. Spring Hill, Florida 34606 no later than the 26th day of November, 2014. Bids must be enclosed in a sealed envelope marked with the organization's name, address, and type of bid. All bids should be made to the attention of Brenda Gause, Sr. VP of Operations. Bids will not be accepted if they are turned in later than the deadline specified above. Bid opening will be on the 19th day of November, 2014.

CONTRACTORS, please note that the Pasco-Hernando Workforce Board, Inc. must know 1) the state you are licensed in, 2) your contractor's license number, 3) your contractor's license class, and 4) the scope and amount of your insurance coverage. Therefore, it is requested that you secure a copy of your Certification of Insurance and return it with your bid.

Once this information is received, we will keep it on file so that Contractors bidding on more than one job will only submit this proof once.

## **INSTRUCTIONS TO BIDDERS (11.19.14)**

To be considered, proposals must be made in accordance with these instructions:

1. Each bidder must submit the bid on the attached Bid and Proposal Form with all itemized and lump sum prices completed. All vacant spaces must be properly completed or the Bid and Proposal may be rejected. Proposals must be based on the work called for in the Description of Work Specifications. A copy of all written bids received from subcontractors must be attached to the Bid and Proposal Form.
2. Bidders should carefully examine the property or properties before making proposals.
3. Any seeming inconsistencies, omissions, or proposed changes in the Description of Work Specifications must be inquired into by the prospective bidder at least 24 hours prior to bidding. Decisions of major importance on such matters should be issued in the form of an addendum. All addenda will become a part of the Contract Documents and receipt of the same by the bidder must be acknowledged on the Bid and Proposal Form.
4. Improper preparation, errors in and/or omissions for proposals will not relieve bidders from fulfillment of any and all obligations and requirements of the Contract Documents. All bids are submitted at the bidder's risk.
5. Each bidder will be assumed to be familiar with all federal, state and local laws, charter provisions, codes, ordinances and regulations which might in any manner affect the work to be completed or persons to be employed.
6. The organization reserves the right to refuse any bids and to negotiate with the low bidder.
7. No contractor should go to the subject property for any reason without first making arrangements with the organization. All materials or color selections should be made in the home.
8. Contractors will not be given extra reimbursement for any conditions not specified in the Description of Work Specifications or in approved change orders. No allowance or reimbursement will be made for damage caused by inferior methods, craftsmanship, or judgment.

**BID PROPOSAL FORM (11.19.14)**

BID PROPOSAL TO: Pasco-Hernando Workforce Board, Inc. ATTN: Brenda Gause

Address: 7361 Forest Oaks Blvd. Spring Hill, FL 34606

Work Phone: 352-593-2226

CONTRACTOR'S NAME: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY:**

\_\_\_\_\_  
\_\_\_\_\_

**PROPOSAL**

The Contractor proposes to furnish all labor and materials to complete the rehabilitation work as listed in the Bid Specifications for the property listed above. Bid amount totals the following:

- a. Total Dollar Amount of Bid: \$ \_\_\_\_\_
- b. This Bid includes completion of all labor and materials for items 1 - \_\_\_\_\_ of the attached Bid Specifications plus addendum.

**SUBCONTRACTOR**

The Contractor proposes to use the following Subcontractors. If any other Subcontractors are used, the Contractor agrees to furnish, in writing, their names and addresses to the Organization.

- a. Mechanical
  - 1. Plumbing \_\_\_\_\_
  - 2. Heating \_\_\_\_\_
- b. Electrical \_\_\_\_\_
- c. Other \_\_\_\_\_

**GUARANTEE OF PROPOSAL**

The Contractor certifies that this offer will not be withdrawn or changed for a period of thirty (30) days after the date received by \_\_\_\_\_.

**COMPLETION TIME**

If awarded this work, the Contractor agrees to begin work within ten (10) days after the receipt of the written "Notice of Proceed", as issued, and agrees to complete the entire project within \_\_\_\_\_ days of the ordered proceed date. (Completion date needs to be no later than February 25, 2015).

**CONDITIONS OF BID**

The Contractor warrants he or she has carefully examined the Bid Specifications and the site where the work is to be performed. The Contractor is certain of the conditions at the site and has a clear understanding of the work to be completed.

The Contractor agrees that she/he will execute a Work Agreement between the Contractor and Organization if this Contractor's Bid Proposal is accepted by the Organization.

ACCEPTANCE OF ORGANIZATION \_\_\_\_\_ Date: \_\_\_\_\_

**FINAL INSPECTION CHECKLIST (07.02)**

Organization's Name Pasco-Hernando Workforce Board, Inc. ITB # 11.19.14

Address 7361 Forest Oaks Blvd. Spring Hill, FL 34606

Contractor's Name \_\_\_\_\_

Date Inspection Requested \_\_\_\_\_

Requested By \_\_\_\_\_

Date Inspection Made \_\_\_\_\_

**TYPE OF INSPECTION**

\_\_\_\_\_ Foundation

\_\_\_\_\_ Mobile Home

\_\_\_\_\_ Building

\_\_\_\_\_ Interim Inspection

\_\_\_\_\_ Electrical

\_\_\_\_\_ Demolition

\_\_\_\_\_ Plumbing

\_\_\_\_\_ Complaint

\_\_\_\_\_ Final

COMMENTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

STATUS OF WORK (07.02)

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Not Approved
- \_\_\_\_\_ Do not proceed with other work until corrections are complete and approved
- \_\_\_\_\_ Approved subject to comments above
- \_\_\_\_\_ Re-inspection required after corrections are complete

Contractor \_\_\_\_\_

Building Inspector \_\_\_\_\_

Inspector \_\_\_\_\_

Title \_\_\_\_\_

Organization \_\_\_\_\_

CONTRACTOR'S PAYMENT REQUEST NO. \_\_\_\_\_

Project No. \_\_\_\_\_ Date \_\_\_\_\_

Organization \_\_\_\_\_

Project Address \_\_\_\_\_

Contractor \_\_\_\_\_

CONTRACT SUMMARY

Original Contract Amount \$ \_\_\_\_\_

Change Order Addition \$ \_\_\_\_\_

Change Order Deduction \$ \_\_\_\_\_

Net Change by Change Orders \$ \_\_\_\_\_

Net Revised Contract Amount \$ \_\_\_\_\_

THIS REQUEST

Completed to Date \$ \_\_\_\_\_

Less Amount Retained (10%) \$ \_\_\_\_\_

Less Previous Requests \$ \_\_\_\_\_

Amount Due this Request \$ \_\_\_\_\_

I hereby certify that the data reported above is correct, buildout/construction work has been performed in a satisfactory manner and in full compliance with the contract, and the amount requested is justified by the work, which has been completed.

\_\_\_\_\_  
Contractor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
PHWB Facilities Manager

\_\_\_\_\_  
Date