

REQUEST FOR PROPOSALS

Sun 'n Lake of Sebring Improvement District
Allison Lee, Administrative Services Coordinator
5306 Sun 'n Lake Blvd.
Sebring, FL 33872
e-mail: alee@snldistrict.org
Facsimile Number: 863-382-2988

RFP NO. 18-04
OPENING TIME: 2:00pm
OPENING DATE: Tuesday, May 1, 2018

THIS IS NOT AN ORDER

YOU ARE INVITED TO PROPOSE ON THE FOLLOWING:

Sun 'n Lake of Sebring Improvement District

Multiple District Buildings Roof Replacement

SEE ATTACHED PROJECT DOCUMENTS

The complete set of proposal documents is available on the District web site at www.snldistrict.org or call 863-382-2196

Proposals must be received in the District Office before:

Time: 2:00pm **Date:** Tuesday, May 1, 2018

State of Florida Tax Exemption Number is
85-8012528797C-8

Signed: Tanya Cannady , General Manager

Date: 04/04/2018

TABLE OF CONTENTS

| <u>Page No.</u> | <u>Title</u> |
|------------------------|--|
| 1 | Request for Proposals |
| 2 | Table of Contents |
| 3 | Legal Advertisement |
| 4 | General Conditions |
| 5 | Public Entity Crime Information Statement |
| 6 | General Specifications |
| 8 | Scope of Services |
| 10 | Evaluation Criteria Form |
| 11 | Proposal Form |
| 12 | List of References Form |
| 13 | Non-Collusion Affidavit of Proposer |
| 14 | Conflict of Interest Statement |
| 15 | Disputes Disclosure Form |
| 16 | General Terms and Conditions |
| 21 | Additional Supplemental Terms and Conditions |
| 23 | Sample Agreement Form |

Items in bold are required to be returned with proposal submittal.

LEGAL AD

REQUEST FOR PROPOSAL

Sun 'n Lake of Sebring Improvement District
Allison Lee, Administrative Services Coordinator
5306 Sun 'n Lake Blvd.
Sebring, FL 33872
e-mail: alee@snldistrict.org
Facsimile Number: 863-382-2988

RFP NO: 18-04
OPENING TIME: 2:00pm
OPENING DATE: Tuesday, May 1, 2018

THIS IS NOT AN ORDER

YOU ARE INVITED TO PROPOSE ON THE FOLLOWING:

Sun 'n Lake of Sebring Improvement District

Multiple District Buildings Roof Replacement

The Sun 'n Lake of Sebring Improvement District is issuing this Request for Proposal to solicit services from all interested, qualified and licensed vendors who specialize in Roofing Services. The successful roofer must be licensed in the State of Florida and shall provide all equipment, materials and labor for the replacement, repair and construction of the various District roofing replacements specified in this request. The District does not guarantee a minimum value for this contract. Specifications are detailed under Scope of Work.

The complete set of proposal documents is available on the District web site at www.snldistrict.org or call 863-382-2196

Proposals must be received in the District Office before:

Time: 2:00pm **Date:** Tuesday, May 1, 2018

State of Florida Tax Exemption Number is
85-8012528797C-8

Signed: Tanya Cannady, General Manager
Date: 04/04/2018

ADVERTISE April 9 & 16, 2018

THE HIGHLANDS NEWS SUN

GENERAL CONDITIONS

PROPOSAL: To insure acceptance of the proposal, follow these instructions.

SEALED PROPOSALS: All Proposals must be submitted in a sealed package. The submitted proposal will contain One (1) original and Three (3) marked copies. The face of the package will contain the date and time of the proposal opening and the proposal number. Proposals not submitted on the District's forms may be rejected. All proposals are subject to the conditions specified herein and on any attached sheets, specifications, special conditions or vendor notes. Any changes to the proposal document must be in ink and must be initialed.

PROPOSAL OPENING: Shall be on the date and at the time specified in the proposal documents. It is the proposer's responsibility to assure that their proposal is delivered at the proper time and place of the proposal opening. Proposals which for any reason are not so delivered shall be returned to the proposer unopened. Offers by telephone or facsimile cannot be accepted.

CONFLICT OF INTEREST: The award hereunder is subject to Chapter 112, Florida Statutes. All proposers must disclose with their proposal the name of any officer, director or agent who is also an employee of the District. Further, all proposers must disclose the name of any District employee who owns, directly or indirectly, any interest of ten percent (10%) or more of the proposer's firm or any of its branches. Gifts from proposers to Employee's or Employee's Families is strictly prohibited per Florida Statutes 112.313 and 112.3148.

AWARDS: As the best interest of the District may require, the right is reserved to make award(s) by individual items, group of items, all or none, or a combination thereof, with one or more suppliers and to reject any proposals or waive any informality or technicality in proposals received. The District intends to select a proposal from the highest qualifying responsible bidder from this bid. Vendors who are awarded contracts are asked to extend the same pricing and conditions to other entities who may want to "piggy-back" on a District Bid or Request for Proposal.

DISPUTES: In case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the District General Manager shall be final and binding on both parties.

PROTEST: Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, shall constitute a waiver of any right to protest the terms, conditions, and specifications contained in the RFP, including any provisions governing the methods for ranking bids, proposals, or replies, awarding contracts, reserving rights of further negotiation, or modifying or amending any contract, or to protest the decision or intended decision concerning a RFP contract award.

LEGAL REQUIREMENTS: Federal, State, County and local laws, ordinances, rules and regulations that in any manner effect the item(s) covered herein apply. Lack of knowledge by the proposer will in no way be cause for relief from responsibility.

LIABILITY: The vendor shall hold and save the District, its officers, agents and employees harmless from liability of any kind in the performance of or fulfilling the requirement of the Purchase Orders, which may result from this proposal.

CANCELLATION: This agreement may be terminated in whole or in part in writing by either party with thirty (30) days notice in the event of substantial failure by the other party to fulfill its obligations under this agreement through no fault of the terminating party.

NOTE: ANY AND ALL SPECIAL CONDITIONS ATTACHED HERETO WHICH VARY FROM THESE GENERAL CONDITIONS SHALL HAVE PRECEDENCE.

PUBLIC ENTITY CRIME INFORMATION STATEMENT

All invitations to bid as defined by Section 287.012(11), Florida Statutes, requests for proposals as defined by Section 287.012(16), Florida Statutes, and any contract document described by Section 287.058, Florida Statutes, shall contain a statement informing persons of the provisions of paragraph (2)(a) of Section 287.133, Florida Statutes, which reads as follows:

“A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.”

All vendors who submit a Bid or Request for Proposal to Sun ‘n Lake of Sebring, are guaranteeing that they have read the previous statement, and by signing the bid documents, are qualified to submit a bid under Section 287.133, (2)(a) Florida Statutes.

GENERAL SPECIFICATIONS

1. DESCRIPTION OF SERVICE

The Sun 'n Lake of Sebring Improvement District (hereafter "the District") is seeking proposals from interested contractors (hereafter "the Contractor") to provide Multiple District Buildings Roof Replacement. The District intends to select one supplying firm from the Request for Proposals (RFPs) to deliver and perform the requested services described herein under General Specifications.

2. EFFECTIVENESS AND DURATION

The agreement(s) resulting from this solicitation is for the items and materials described in this proposal document.

3. REFERENCES

Proposers will complete and return, with the Proposal, a list of at least three (3) client/customer references including company name, address, contact person, telephone number and date you provided the equipment/services to the client. The List of References form provided in these documents should be used. If the Proposer already has a preprinted list of references, then indicate on the District's List of References form "See Attached List." Attach the preprinted list to the District's form and submit both with the Proposal.

4. REQUIRED DOCUMENTS

The following documents included in this Request for Proposal package are required to be submitted along with the Information Requested for this proposal:

- 4.1 Proposal Form
- 4.2 List of References Form
- 4.3 Certificate of Insurance
- 4.4 Non-Collusion Affidavit of Proposer
- 4.5 Conflict of Interest Statement
- 4.6 Disputes Disclosure Form

5. EFFECTIVE PERIOD OF PROPOSALS

All proposals must state the period for which the proposal shall remain in effect. Such period shall not be less than 120 days from the proposal date.

6. RIGHT OF REJECTION BY THE DISTRICT

Notwithstanding other provisions of this RFP, the District reserves the right to award this contract to the supplying firm that best meets the requirements of the RFP, and not necessarily, to the lowest bidder. Further, the District reserves the right to reject any or all proposals prior to execution of the contract, with no penalty to the District.

7. CONTRACT NEGOTIATIONS

After review of the proposals, the District intends to enter into contract negotiations with the selected supplying firm. These negotiations could include all aspects of equipment, service, and fees. If a contract is not finalized in a reasonable period of time, the District will open negotiations with the next ranked firm.

8. AWARD OF CONTRACT

The proposer to whom a contract is awarded shall be required to enter into a written contract agreement with the District in a form approved by legal counsel for the District. This RFP and the proposal, or any part thereof, may be incorporated into and made a part of the final contract. The District reserves the right to negotiate the terms and conditions of the contract with the selected proposer.

9. CONTRACT TERM

A contract will be executed between the District and selected contractor for the selected work at the proposed price with all work to be executed and finished in the specified time period.

10. QUESTIONS

All questions concerning this RFP shall be submitted in writing to the name and address below before April 23, 2018. All responses to questions will be addressed in the form of an addendum issued after the question deadline to be posted with the RFP on the District web site www.snldistrict.org by April 26, 2018.

Allison Lee, Administrative Services Coordinator
Sun 'n Lake of Sebring Improvement District
5306 Sun 'n Lake Blvd.
Sebring, FL 33872
Fax number: 863-382-2988 / E-mail: alee@snldistrict.org

Contact made with any other employee of, and/or elected officials of the District regarding this RFP will be grounds for the rejection of the contracting individual/firm submittal.

11. SUBMITTAL OF PROPOSAL

All firms submitting a proposal will need to submit One (1) marked original and Three (3) copies of their documents in a sealed package. The left front of the package shall read:

Multiple District Buildings Roof Replacement
RFP # 18-04
Due Date: Tuesday, May 1, 2018 – Time: 2:00pm
Company Name and Address

Documents will need to be mailed or hand delivered to:

Tanya Cannady, General Manager
Sun 'n Lake of Sebring Improvement District
5306 Sun 'n Lake Blvd.
Sebring, FL 33872

All documents will need to be delivered to, or received in the mail by the due date and time. Any document submitted or received after this date and time shall not be considered and will be returned to the sender unopened. The District takes no responsibility for late mail or late delivery service.

SCOPE OF SERVICES

Various District Roof Replacements

The purpose of this project is to replace the roofs for a number of structures throughout the district that are aged or were damaged by hurricane Irma. All proposed work will be in accordance with the project specifications.

These specifications to compliment the roof sketches that have been attached to this RFP.*

1. The Contractor shall remove existing shingles, fasteners, and paper and inspect the existing sheathing for damage. Any damaged sheathing shall be replaced prior to proceeding with roof replacement. A per sheet of plywood price is requested on the bid sheet. This should include all labor and materials required to replace the plywood as needed. The plywood specification shall be 5/8" thickness sheathing. No strand board or flake board is to be used.
2. Each roof is to have installed: 30# felt underlayment (ASTM D-226 Type 1), new drip edge, ridge caps, material appropriate ridge vents (option specific).
3. The aluminum fascia is to be removed and replaced as part of the roof replacements for all options. The new fascia is also to be painted aluminum. Available colors are to be provided to the owner to choose from.
4. The soffit condition for each building varies. Please provide a per foot price for soffit repair or replacement. The soffit specification shall meet the existing soffit type. The width per piece shall be approximately 12" to match the existing style width. The approximate existing spec. is a double 6" perforated v-groove aluminum panel. Available colors are to be provided to the owner to choose from.
5. The contractor shall provide pricing for two different roofing material types as part of this bid. The first being a 30 year architectural shingle. Shingle color options shall be provided to the owner to choose from. The fastening method for the shingles shall be current building code requirements or better. The second material being 26 gauge Galvalume mill finish exposed fastener metal roof (SM Panel with 9" Rib, Gulf Rib Panel, or equivalent) Warranty shall be a minimum of 25 years. The fasteners for the metal roof shall be #9x 1-1/2" woodZAC fastener screws @ 12" O.C. w/ EDPM washers or per manufactures specifications for size and spacing. All fasteners shall be galvanized. All fasteners for the metal roof shall be ZAC type heads with a zinc alloy capped seal washer. The fasteners shall be included with product submittals and approved by the district prior to construction.
6. The finish/color of the metal roofing option is intended to match the District office and Clubhouse building. The contractor is encouraged to be familiar with the project and with the district's needs.

*Note: All roof measurements provided are close approximations and have been rounded up to the nearest half foot. The contractor is to field verify all sizes and be familiar with the project sites.

7. A map of the building locations has been included with this RFP. Some of the bathroom buildings are located within the two golf courses. The golf courses have areas very sensitive to heavy truck traffic and a path will need to be established to reduce impact to the course. The contractor shall coordinate with the district on the best path to take to these locations.
8. The south cart barn has existing turbine vents in the roof. They are intended to be left in place. The contractor shall inspect them and make any recommendations if they should not be left in place.
9. Job cleanup is required and shall use magnetized tools and any other necessary means to insure all debris and fasteners are removed from the site. All debris created by the job shall be taken offsite and legally disposed in an appropriate landfill.

The buildings under consideration for roof replacement and repair are as follows:

- 3 Cart Barns North (3 Buildings Total)
- Cart Barn South
- Snack Shack and Adjacent Bathroom (2 Buildings Total)
- Turtle Run Hole 5 Bathroom
- Turtle Run Hole 14 Bathroom
- Deer Run Hole 5 & Hole 15 Bathrooms (2 Buildings Total)
- Unit 23 WWTP Office

The buildings may be occupied during construction. It will be the contractors responsibility to insure the roof is dried in at all times to prevent rainwater intrusion and maintain accessibility as much as feasible. This may include providing an access path to get into the building.

All workers must be properly licensed and insured as required by Highlands County and the State of Florida.

This project and in any combination of chosen options is expected to provide a finished complete functional product from the contractor.

EVALUATION CRITERIA

One selection will be made from the equipment supplier proposer/bidder who is deemed to be the best suited among those submitting proposals on the basis of the previous Scope of Materials and the evaluation factors listed below. Proposer/Bidder shall be descriptive in their proposal on each of, but not limited to, the areas listed below.

Once the District has reviewed the submitted proposals, the District selection committee will use the criteria listed below to evaluate each proposal separately. These criteria are in no particular order.

1. Value.
2. Perceived structural integrity.
3. References.
4. Relevant experience providing similar systems with commercial and public sector clients.
5. Warranty, warranty period and warranty materials.
6. Quality and conciseness of proposals.
7. Overall ability of equipment to meet the needs of the District.
8. Relative distance of distributor warehouse from the District.

**SUN 'N LAKE OF SEBRING
IMPROVEMENT DISTRICT**
Multiple District Buildings Roof Replacement
PROPOSAL FORM
RFP NO. 18-04

To: Sun 'n Lake of Sebring Improvement District
5306 Sun 'n Lake Blvd.
Sebring, FL 33872

The undersigned hereby declares that after carefully examining these proposal documents, they are fully aware of all conditions affecting such work/items, for which proposals were advertised to be returned by Tuesday, May 1, 2018 and does hereby submit the following proposal for completion of said work/items. All changes must be initialed in ink.

FOR THIS PROPOSAL TO BE CONSIDERED VALID IT IS MANDATORY THAT THE PROPOSAL BE SIGNED IN THE SPACE PROVIDED

The Proposer:

A. Acknowledges receipt of:

1. Proposal Specifications Initials_____
2. Addenda (If applicable) Dated_____ Initials_____

B. Has examined the Proposal Documents and understands that in submitting his Bid, he waives all right to plead any misunderstanding regarding the same.

As requested in the General Conditions, attached are two marked duplicate copies of the original Proposal Form and ALL attachments. ___Yes ___No (check one)

Attached, as required in the General Specifications section, is the List of References. ___Yes ___No (check one)

Services to be provided for a proposed price of \$_____ . ___ US Dollars
This proposed price is effective until_____

The District reserves the right to accept any or all proposals, to waive informalities, and to reject all or any part of any proposal as they may deem to be in the best interest of the District.

This Proposal Form is a mandatory form to ease tabulation and analysis; however, it can be accompanied by additional support forms. An officer or representative who has official authorization to sign proposals **MUST** sign this Proposal Form. Failure to sign in the space provided below will result in the Proposal being rejected.

Company Name _____
FEIN or SS# _____
Name of Owner/Partner/Officer and Title _____
Signature of Owner/Partner/Officer _____
Business Telephone _____ Fax: _____
Business Address _____
City/State/Zip _____

(please place copy of this sheet on top of proposal submittal for easy access at bid opening)

LIST OF REFERENCES FORM
Multiple District Buildings Roof Replacement
RFP NO. 18-04

As per the General Specifications Section, below is a list of at least three (3) client/customer references including company name, address, contact person, telephone number, date of equipment provided, maintenance services provided, description of project and value of project. (Note: only list those clients/customers in which a similar scope of work was provided)

1. Company Name: _____ Length of time since provided: _____
Address: _____ Contact Person: _____

Work Completion Date: _____
Telephone: _____ Value of Project: _____

Equipment provided: _____
Description of Project: _____

2. Company Name: _____ Length of time since provided: _____
Address: _____ Contact Person: _____

Work Completion Date: _____
Telephone: _____ Value of Project: _____

Equipment provided: _____
Description of Project: _____

3. Company Name: _____ Length of time since provided: _____
Address: _____ Contact Person: _____

Work Completion Date: _____
Telephone: _____ Value of Project: _____

Equipment provided: _____
Description of Project: _____

****THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL**

NON-COLLUSION AFFIDAVIT OF PROPOSER

STATE OF _____

COUNTY OF _____

_____, being duly sworn, deposes and says that:

- 1. He/She is _____ of _____ the proposer that has submitted the attached proposal;
 Title Company Name
- 2. He/She is fully informed with respect to the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;
- 3. Such Proposal is genuine and is not a collusive or sham proposal;
- 4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees, or parties in interest, including this affiant, has in any way colluded, connived, or agreed, directly or indirectly, with any other proposer, firm or person to submit a collusive or sham Proposal 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 proposer, firm, or person to fix the price or prices in the attached proposal or any other proposer, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against the Sun 'n Lake of Sebring Improvement District, Sebring, Florida or any person interested in the proposed Contract.
- 5. The price or prices quoted in the attached proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer 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 _____, 2018.

Notary Public, State of Florida

My Commission Expires

****THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

CONFLICT OF INTEREST STATEMENT

STATE OF FLORIDA

Before me, the undersigned authority, personally appeared _____, who was duly sworn, deposes, and states:

1. I am the _____ of _____ with a local office in _____ and principal office in _____.

City and State

City and State
2. The above named entity is submitting a Proposal for the Sun ‘n Lake of Sebring Improvement District **RFP # 18-04** described as: Multiple District Buildings Roof Replacement
3. The Affiant has made diligent inquiry and provides the information contained in this Affidavit based upon his own knowledge.
4. The Affiant states that only one submittal for the above proposal is being submitted and that the above named entity has no financial interest in other entities submitting proposals for the same project.
5. Neither the Affiant nor the above named entity has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraints of free competitive pricing in connection with the entity’s submittal for the above proposal. This statement restricts the discussion of pricing data until the completion of negotiations, if necessary, and execution of the Contract for this project.
6. Neither the entity nor its affiliates, nor anyone associated with them, is presently suspended or otherwise ineligible from participation in contract letting by any local, State, or Federal Agency.
7. Neither the entity, nor its affiliates, nor anyone associated with them have any potential conflict of interest due to any other clients, contracts, or property interests for this project.
8. I certify that no member of the entity’s ownership or management is presently applying for an employee position or actively seeking an elected position with the Sun ‘n Lake of Sebring Improvement District.
9. I certify that no member of the entity’s ownership or management, or staff has a vested interest in any aspect of the District.
10. In the event that a conflict of interest is identified in the provision of services, I, on behalf of the above named entity, will immediately notify the District.

Dated this ____ day of _____, 2018

Signature

Typed Name and Title

Sworn to and subscribed before me this ____ day of _____, 2018

Personally Known _____ Or produced identification _____. Identification Type: _____

Notary Public-State of _____

Printed, typed, or stamped commissioned name of notary public

My commission expires _____

****THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.**

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an "X" after "YES" or "NO". If you answer "YES", please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES _____ NO _____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES _____ NO _____

Has your firm had against it or filed any requests for equitable adjustment, contract claims, bid protests, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES _____ NO _____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the Sun 'n Lake of Sebring Improvement District, RFP # 18-04 Multiple District Buildings Roof Replacement

Firm

Date

Authorized Signature and Title

Printed or Typed Name and Title

****THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL****