

**CITY OF PORT ST. JOE, FLORIDA
NOTICE TO RECEIVE SEALED BIDS
RFP 2022-07**

Bid of Renovations and Repairs of Cape San Blas Keepers Quarters

Those pre-qualified General and Building Contractors are invited to bid on a General Contract for the Historic Cape San Blas Keepers Quarters Renovations and Repairs in Port St. Joe, Florida on Friday, August 12, 2022 at 11:00 a.m. in accordance with Contract Documents. All bids must be a lump sum basis; segregated Bids will not be accepted. Bids will be publicly opened and acknowledged, Friday, August 12, 2022 at 11:05 a.m. EST, at City Hall. Bids received after this time will not be accepted.

PROJECT:	Renovations and Repairs of Cape San Blas Keepers Quarters
BID DATE:	August 12, 2022
TIME:	11:00 a.m. local time
LOCATION:	City Hall, 305 Cecil G. Costin, Sr., Blvd., Port St. Joe, Florida 32456

Contractors must be pre-qualified to bid the project. Prequalification packets can be obtained from MLD Architects, LLC. 211 John Knox Road, Suite 105, Tallahassee, Florida (850)385-9200. **Pre-qualification packets must be completed and submitted at the mandatory Pre-bid conference.**

A mandatory Pre-Bid conference will be held on **July 21, 2022 at 1:00 p.m. at the Project Site**, 200 Miss Zola's Dr., Port St. Joe, FL 32456 and all bidders or their representatives are required to be in attendance. The Pre-Bid Conference date is subject to change.

Bids shall be submitted in a sealed envelope, plainly marked with bidder's name, address, date and time of opening, and "RFP 2022-07, Rebid of Renovations and Repairs of Cape San Blas Keepers Quarters." Specifications are listed on the City's website at www.cityofportstjoe.com

DESCRIPTION OF WORK:

A complete bid package is available on the City's website at www.cityofportstjoe.com

For questions concerning this Bid, please contact Charlotte Pierce, City Clerk, at 850-229-8262.

The City of Port St. Joe reserves the right to accept or reject any and all Statements of Bids in whole or in part, to waive informalities in the process, to obtain new Statements of Bids, or to postpone the opening pursuant to the City's purchasing policies. Each Statement of Bid shall be valid to the City of Port St. Joe for a period of sixty (60) days after the opening.

The City of Port St. Joe is an Equal Opportunity, Affirmative Action, and Drug Free Work Place Employer.



CAPE SAN BLAS KEEPERS QUARTERS RENOVATIONS AND REPAIRS

FOR
THE CITY OF PORT ST. JOE

PREQUALIFICATION SUBMITTAL PACKAGE

June 29, 2022

ARCHITECTURE - INTERIOR DESIGN - BUILDING ENVELOPE



June 29, 2022

Project: Cape San Blas Keepers Quarters
Renovations and Repairs

You are invited to submit a prequalification package for evaluation and possible prequalification to bid the Renovations and Repairs of the historic Cape San Blas Keepers Quarters, Port St. Joe, Florida.

The project includes installation of new gutters and downspouts, storm shutter recreation and window restoration. On the interior, remove deteriorated or loose wood trim or molding and replace material to match existing profile and shape caulk, sand, clean, prepare, prime and paint, all interior ceilings and walls, doors and windows, trim and molding. At the Eglin Cottage, the existing wood floors shall be sanded and refinished with floor paint.

Additive Alternate #1 - perform repairs on existing wood flooring in both cottages as necessary to provide even and sound condition. Light sand and reseal/finish with satin urethane finish.

To be considered for prequalification, please submit three completed packages of the following items on the Contractor's letterhead: letter of interest/cover letter (not to exceed two pages) and completed "Special Prequalification Requirements" and "Financial Statement" attached to this invitation. Additional sheets may be added to complete the form if space is not adequate. **Prequalification submittals will be due at the Pre Bid Conference Meeting.**

The mandatory Prebid Conference Meeting is to be held at **1:00 p.m. local time on Thursday, July 21, 2022**, at the jobsite.

The prequalification committee for this project and the Architect shall review the prequalification submittal packages from each firm, and shall evaluate and determine the prequalified bidders, based on the submittal package.

The Architect/Owner shall notify the prequalified firms of approval to bid the referenced project within 7 days of the prebid meeting.

The mandatory bid date is scheduled for **11:00 a.m. local time on Friday, August 12, 2022**, City Hall, 305 Cecil G. Costin, Sr., Blvd., Port St. Joe, Florida 32456

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. J. Scott', with a long horizontal line extending to the right.

J. J. Scott, AIA, LEED AP BD+C
President/Principal Architect

ARCHITECTURE - INTERIOR DESIGN - BUILDING ENVELOPE

REPAIRS AND RENOVATIONS OF THE CAPE SAN BLAS KEEPERS QUARTERS
RENOVATIONS AND REPAIRS - SPECIAL PREQUALIFICATION REQUIREMENTS

The special prequalification package shall be submitted to the Architect at the mandatory prebid conference to be held at the jobsite at **1:00 p.m. local time, July 21, 2022**. The prequalification package should include three (3) complete sets of the following items and this form, completed, and signed.

- () Letter of interest/cover letter on the Contractor's letterhead, (not to exceed two pages).
- () State of Florida Certified General or Building Contractor's License to allow work in Gulf County.
- () Bidders principal business address.
- () Certificate of workman's compensation and liability insurance.
- () Provide affidavit by contractor/installer that he possesses sufficient fast-track capacity, including manpower and available equipment to mobilize and keep schedule.
- () Provide references reflecting experience in completing a minimum of three rehabilitation/renovation projects in the previous 10 years of similar type and size or larger. Include client or owner contact name and facility name, address, telephone number, project dates, brief project description, total amount of contract, and superintendent on site.
- () List all projects presently under contract for the past two months. List the client, or owner contact name and telephone number, facility name, contract date, and contract dollar amount.
- () List all liquidated damages, penalties, liens, defaults, or cancellations imposed or filed against the contractor or Bidder for the past three years (include penalties/damages negotiated out or waived by owner or client). List all claims and debts outstanding, longer than three months, for the previous year. If none, so indicate.
- () Complete attached financial statement.

I certify the attached information and the above responses are correct:

Contractor's signature

Contractor's printed name

Date

NOTE – Bid bond will be required. Performance Bond and Labor and Material Payment Bond is not required unless deemed appropriate by owner after review of individual Contractor's financial statement. Those Contractors will be notified during prequalification process.

FINANCIAL STATEMENT

The undersigned Contractor makes the following representations relating to its prequalification submittal for Cape San Blas Keepers Quarters Renovations and Repairs, Port St. Joe, Florida.

1. The Contractor maintains a permanent place of business at:

2. The Contractor possesses adequate financial resources as indicated by the following abbreviated statement.

Financial condition at close of business June 1, 2022 (or most recent):

ASSETS:

(a)	Cash in bank and on-hand _____	\$ _____
(b)	Receivable-notes, open accounts and interest _____	_____
(c)	Stocks and bonds _____	_____
(d)	Real estate, furniture and fixtures, materials _____	_____
(e)	Equipment _____	_____
(f)	Other assets (name) _____	_____
	Total Assets	\$ _____

LIABILITIES:

(a)	Payable notes, open accounts and interest _____	\$ _____
(b)	Real estate encumbrances _____	_____
(c)	Other encumbrances (name) _____	_____
(d)	Reserves _____	_____
(e)	Capital stock paid up (all classes) _____	_____
(f)	Surplus - net worth _____	_____
	Total Liabilities	\$ _____

In lieu of the foregoing, a complete and detailed certified financial statement may be furnished with this submittal.

3. The following judgments are outstanding against the Contractor:

	Judgment Creditors	Where Docketed and Date	Amount
(a)	_____	_____	\$ _____
(b)	_____	_____	_____
	Total Judgments\$		_____

4. The Contractor now has the following bonded jobs under contract:

_____	\$ _____
_____	_____
_____	_____

5. The Contractor hereby represents and warrants that all statements set forth herein are true and correct. (If the Contractor is a partnership, name must be signed, followed by the signature of at least one of the partners. If the Contractor is a corporation, the corporate name must be signed, followed by the signature of a duly authorized officer and the corporate seal affixed. A typewritten copy of all such names and signatures shall be appended. No alterations, erasures, corrections or interlineations will be permitted.)

(OFFICIAL SEAL)

Name of Contractor

Signature

Date

Title

END OF FINANCIAL STATEMENT

SECTION 00 41 00 – BID FORM

BID FORM

SUBMIT IN TRIPLICATE ON
CONTRACTOR'S LETTERHEAD

Project: Cape San Blas Keepers Quarters
Renovations and Repairs
Port St. Joe, Florida

Date: Month date, year

To: Charlotte Pierce, City Clerk
City of Port St. Joe

To Whom it May Concern:

The undersigned as Bidder hereby declares that the only persons, company or parties interested in this proposal or the Contract to be entered into, as principals, are named herein, and that this proposal is made without connection with any other person, company or parties making a bid or proposal and that it is in all respects fair and in good faith, without collusion or fraud; that the Bidder has carefully examined and fully understands the contract, plan and specifications and other documents hereto attached and has made a personal examination of the site of the proposed work and has satisfied him/herself as to the actual conditions and requirements of the work and he/she hereby proposed and agrees that if the proposal is accepted, he/she will contract with the City of Port St. Joe in the form of contract hereto attached, to furnish all necessary machinery, equipment and apparatus, and all labor, materials, equipment and other items, facilities and services to construct the work specified and called for by the plans and specifications in the manner specified and to complete the said work within 90 calendar days after receipt of the Notice to Proceed, for the bid following price:

Base Bid: _____ (\$_____)

Additive Alternate 1: _____ (\$_____)

The Bidder hereby agrees that the above proposal shall remain in full force and effect for a period of thirty (30) calendar days after the time of the opening of this proposal and that the bidder will not revoke or cancel this proposal or withdraw from the competition within the said thirty (30) calendar days.

The above proposal, if accepted by the City of Port St. Joe, Florida, shall form the basis of a Contract.

Attached hereto is a certified (check) (bid bond) in the amount of

_____ Dollars

(\$ _____), according to conditions under "Instructions to Bidders" and provisions therein.

Acknowledgement is hereby made of the receipt of the following

ADDENDUM # _____, DATED _____

ADDENDUM # _____, DATED _____

ADDENDUM # _____, DATED _____

ADDENDUM # _____, DATED _____

The full names and residences of persons or parties interested in the foregoing bid, as principals, are as follows:

Dated at _____, the _____ day of _____, 2022.

Bidder

END OF SECTION 00 41 00