



**ALACHUA COUNTY HOUSING AUTHORITY
UNIT CONVERSION
UNIT 13110 NW 155TH LANE
ALACHUA, FL 32615
INVITATION TO BIDDERS
OCTOBER 23, 2023**

To: Invited Bidders

You are invited to submit a bid for the conversion of one single-family home to a fully accessible unit per the plans and specifications of the above referenced project. The complete RFB package including construction documents and specifications and can be requested from the architect at project.coordinator@bessolo.com or by calling the Architect's office at 727-894-4453.

The following instructions are made a part of this bid and issued to clarify and/or include information that is not in the plans or specifications. The standard AIA Invitation to Bid will apply for this project along with the following information:

Bid Date and Time:

**Bid Due Date: Tuesday, November 28, 2023
Bid Due Time: 3:00 pm**

Bids will be submitted to: Alachua County Housing Authority
703 NE 1st Street
Gainesville, FL 32601

Copy to: Email: project.coordinator@bessolo.com and ron@acha-fl.com

Mark Bids: **Alachua County Housing Authority – Unit 13110 Conversion**

Signed and sealed bids from invited bidders, including all required forms, alternates and construction schedules will be received privately at the office of the Alachua County Housing Authority until **3:00 pm on November 28, 2023** where they will be opened publicly and read aloud.

Signed and sealed bids must be delivered to the Alachua County Housing Authority by the date and time specified. The original proposal form containing the signature of the principal within your firm, any required bonds and all forms are to be included in your bid packet. Please make certain your bid arrives no later than the date and time shown. The Alachua County Housing Authority is not responsible for delays in the receipt of your bid regardless of the form of delivery.

Time Line:

Release of RFB	10/22/2023
Rep-Construction Site Visit	11/10/2023 @ 1:30pm
Written Questions Due by Email	11/17/2023 @ 3:30pm
Answers Provided Via Email	week of 11/20/2023
Bid Due Date and Time	11/28/2023 @ 3:00pm
Presentation to Board of Commissioners for approval	12/06/2023 @ 5:00pm

INSTRUCTIONS TO BIDDERS

1.01 GENERAL CONTRACTORS AND SUB-CONTRACTORS

- A. General Contractors and Sub-contractors must be licensed by the State of Florida in which the project is located, or by any other jurisdiction having authority if those jurisdictions have applicable licensing requirements.
- B. Project requirements include, and Bidders are responsible to meet, Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u.

1.02 QUESTIONS

- A. Refer questions to Bessolo Design Group, Inc. and the Alachua County Housing Authority in written form via email, Project Coordinator email: Projectcoordinator@bessolo.com and ron@acha-fl.com. All questions regarding this project are due by 3:30 pm, Friday 11/17/2023. A written response or addenda will be sent to all prospective bidders during the week of 11/20/2023 via email and posted on the ACHA website located at www.acha-fl.com/procurement. Neither the Owner nor the Architect will be responsible for oral instructions.
- B. If errors or omissions are discovered, bring them to the attention of the Architect, in order that an explanation may be made in the form of an Addendum and sent to all prospective bidders. Such addendum will become part of the Contract Documents.
- C. Requests for clarification or interpretation of the Bidding Documents shall reach the Architect by **Friday, November 17, 2023 3:30 pm**. No RFI's will be received after this date.

1.03 PERFORMANCE BOND, LABOR AND MATERIAL PAYMENT BOND – ALTERNATE

- A. Furnishing of a Performance Bond and Labor and Material Payment Bond is required; the following requirements apply:
 - 1. Performance and Labor and Materials Payment Bond shall be furnished by the successful bidder in an amount equal to 100% of the Contract Amount.
 - 2. Bonds shall be executed in triplicate, bonding company shall be licensed in the State of Florida and shall be acceptable to the Owner.
 - 3. Form of Bond shall be AIA document A312, 2010 edition, issued and approved by The American Institute of Architects.
 - 4. Bids will only be accepted from General Contractors who can provide the required bonds. A bid guarantee, such as a bid bond or certified check, for each bidder equivalent to five percent of the bid price is required and shall be made payable to the Alachua County Housing Authority. All construction contracts or subcontracts over \$100,000, let as a result of this Agreement shall include a performance bond for 100% of the contract price, and a payment bond for 100% of the contract price. All such bonds obtained must be from companies listed in Treasury Circular 570.

1.04 FORM OF CONTRACT

- A. AIA Document A101, 2017 electronic format modified, Standard Form of Agreement between Owner and Contractor where the basis of the payment is a Stipulated Sum.

1.05 EXAMINATION OF SITE AND DOCUMENTS

- A. Examine project site and Contract Documents carefully before submitting proposal, in order to be fully informed of conditions to be encountered in this work.

1.06 CONSTRUCTION DOCUMENTS

- A. Construction documents – a link with pdf Drawings and Details prepared by Bessolo Design Group will be supplied to Bidders for project.

1.07 GENERAL

- A. Proposals: Bidders shall submit proposals on Form of Proposal provided herewith, to be received not later than the time established in the Invitation to Bid.
- B. All alternates shall include all cost for the work including General Conditions, Overhead, Profit, Taxes, and Permits.
- C. Submit proposals in duplicate or special blank form furnished by the Architect. No bidder may withdraw or modify his Bid for a period of 30 days after date and time for receipt of Bids. Bids must be firm. Bids containing an escalation clause of any nature will not be considered responsive.
- D. Owner reserves the right to reject any and all Bids, to waive any irregularities or informalities in the Bid, and to award the work to other than low Bidder.

1.08 RESPONSIBILITY OF BIDDERS

- A. In the event a bidder should discover discrepancies or note omissions in the plans and/or specifications, he shall notify the Architect who will transmit written instructions to all bidders in the form of an addendum and shall include work as described therein as if a part of the original plans and specifications.
- B. In the event of a document discrepancy or conflict in the contract documents not clarified in an addendum, it is understood by all parties that the proposal has been submitted utilizing the greater quantity and/or the more expensive method or material.
- C. In the event of a document conflict, an authorized representative of Bessolo Design Group has the sole authority to make a final decision in which material, document or method shall be used.
- D. After bids have been submitted, Bidders will be presumed to have full knowledge of conditions relating to or affecting performance of work under this contract. Submission of a bid shall be taken as prima facie evidence for compliance with this requirement. No extra costs will be considered for failure to comply with this Section before signing Contract.

1.09 APPLICATION

- A. The Instructions to Bidders, AIA General Conditions, Supplementary General Conditions and General Requirements shall be applicable to every division and section of these Specifications and are binding upon all Subcontractors and Suppliers.
- B. Specifications: For convenience, these specifications are arranged in several trade sections, but such segregation shall not be considered as limiting work required by any trade.
- C. Scope of Work: Contractor shall furnish all engineering services, labor, materials, tools, scaffolding, ladders, equipment, fuel, permits, fees, reports, certificates, insurance, taxes, testing and temporary utilities, etc. to furnish, fabricate, deliver, unload, store, etc. to protect, place and install all requirements in accordance with drawings, specifications, and addenda, if any, to complete his scope of work.
- D. Field Measurements: Successful Contractor shall make all necessary field measurements to assure proper and immediate fabrication, delivery of materials and equipment and performance of work required.

1.10 LAWS AND REGULATIONS

The Bidder's attention is directed to the fact that all applicable state laws, municipal ordinances and the rules and regulations of all authorities having jurisdiction over the construction of the Project shall apply to the Contract throughout and they will be deemed to be included in the Contract the same as through written herein in full. Each Contractor shall have single limit liability insurance not less than prescribed by Owner's insurance agent.

1.11 VALUE ENGINEERING SUGGESTIONS

- A. The materials, products and equipment described in the Bidding Documents establish a standard of required function, dimension, appearance and quality to be included in the base bid.
- B. Architect welcomes value engineering suggestions and asks that they are listed separately on the attached form.

1.12 ADDENDA

Answers to all questions, inquiries, and requests for additional information will be issued in the form of Addenda. Copies of each addendum will be issued to all prospective bidders. Also, prospective bidders may, during the bidding period, be advised by addenda of additions to or deletions from, or changes in the requirements of the Contract Documents. The Architect and the Owner's Representative will not be responsible for the authenticity or correctness of oral interpretations of the Contract Documents or for information obtained in any other manner than through the media of addenda. Receipt of each addendum shall be acknowledged by bidders in their proposals, and each addendum shall be considered a part of the Contract Documents. Failure to acknowledge receipt of addenda issued may invalidate a proposal as incomplete.

1.13 FINALIZED DRAWINGS

Drawings will be finalized and completed shortly after the winning bidder is selected. A final review and possible Contract adjustment will be negotiated after they are approved for construction by the Building Department.