



REQUEST FOR BID
JEFFERSON COUNTY SCHOOL BOARD
BID # 2023-102 - SPECIAL NEEDS SHELTER RETROFIT

TITLE PAGE

THE FOLLOWING MUST BE COMPLETED, SIGNED AND RETURNED AS PART OF YOUR BID. BIDS WILL NOT BE ACCEPTED WITHOUT THIS FORM, SIGNED BY AN AUTHORIZED AGENT OF THE BIDDER.

Authorized Representative's Name/Title: _____

Authorized Representative's Signature: _____ Date: _____

Company's Name: _____

Telephone Number: _____ FAX Number: _____

Address: _____

City, State and Zip Code: _____

Area Representative Name: _____

Telephone Number: _____ FAX Number: _____

Federal Employer's Identification Number (FEIN): _____

Email: _____

Signature of Authorized Officer/Agent: _____

Typed or Printed Name: _____

(Bids must be signed by an officer or employee having authority to legally bind the bidders) I certify that I have not divulged, discussed, or compared this Bid with any other Bidders and have not colluded with any other bidders in the preparation of this Bid to gain an unfair advantage in the award of this contract. I acknowledge that all information contained herein is part of the public domain as defined in the Public Records Act, Chapter J 19, F.S. By signing and submitting this Bid I certify that I am authorized to sign this Bid for this vendor and further certify unconditional acceptance of the contents of this BID, all Attachments, Worksheets, Appendices, Supplemental Materials, and the contents of any Addendum released hereto.

REQUEST FOR BID

JEFFERSON COUNTY SCHOOL BOARD

BID # 2023-102 SPECIAL NEEDS SHELTER RETROFIT

SECTION I. GENERAL REQUIREMENTS

The Jefferson County School Board is soliciting competitive Bids from qualified respondents for the special needs shelter retrofit at the Jefferson County K12 School. This qualified respondent shall report to the Jefferson County School Board.

SECTION II. SCOPE OF SERVICES

1. The design and installation of a new appropriately sized amp automatic transfer switching devices, panels, and misc. hookups incidentals for the 1000kW/1250kVA at the Jefferson K-12 School Site;
2. The design and construction of hurricane-resistant protective enclosure(s) for the 1000kW/1250kVA generator that will service the special needs shelter.

SECTION II. TIMELINE & EVENTS

Date	Event
Wednesday, June 7, 2023	Bid posted on District website and will be published in the Monticello News & the Tallahassee Democrat
Wednesday, June 21, 2023	Questions re: solicitation Due
Wednesday, June 28, 2023, at 5pm EST	Questions and Answers (Q&A) posted to the JCSB Website
Wednesday, July 12, 2023	Bids are due to the Jefferson County Schools District Office by 2:00 p.m.
Wednesday, July 12, 2023	Bids will be opened by the Assistant to the Superintendent and School District Employee
Monday, August 14, 2023	Award of Bid at the regular meeting of the Jefferson County School Board

Questions and Answers

Any questions should be addressed in writing to the following via email:

Jefferson County School District
Attn: Taryn Bellflower, Assistant to Superintendent
Email: tbellflower@jefferonschools.net

Responses to questions will be posted on the Jefferson County School District Website (www.jeffersonschools.net) by the date identified in the above Timeline.

NOTE: Prospective bidders shall not contact any member of the Jefferson County School Board, Superintendent, or staff regarding this Bid prior to posting the final tabulation and award recommendation on the website. Any such contact shall be cause for rejection of your Bid.

Submission of Bids

Bids should be sealed and mailed, or hand delivered to the following address and are due by Wednesday, July 12, 2023, at 2:00 pm EST.

Jefferson County School District
Attn: Taryn Bellflower
1490 W. Washington Street
Monticello, Florida 32344

Bids must be clearly marked: **"Bid 2023-102 – Special Needs Retrofit Shelter- Sealed Bid."**

One (1) Original with original signatures, and seven (3) copies of the Bid must be received at the above address no later than Wednesday, July 12, 2023, at 2:00 pm EST. Bids received after the 2:00 p.m. EST deadline will not be considered.

Addenda

Any Addenda to this request will be posted to the district website (www.jeffersonschools.net). It is the bidder's responsibility to check the website regularly.

Opening

All sealed Bids will be opened by the Assistant to the Superintendent at the Jefferson County Schools District Office on Wednesday, July 12, 2023, at 2:05 PM EST.

Evaluation Criteria and Weights

Possible total of 100% with the top three (3) Bidders selected from the Bid evaluation.

Bid Evaluation: 100%

- | | |
|--|-----|
| 1. Bidder's eligibility to perform the work. | 20% |
| 2. Bidder's understanding and commitment of the work to be done. | 20% |
| 3. Past record and experience. | 20% |
| 4. Fee structure | 40% |

The Superintendent & Assistant to Superintendent will tabulate all Bids submitted. The bidders will be contacted on Monday, August 7, 2023.

Award

The Request for Bid will be awarded to the selected bidder at the regular meeting of the Jefferson County School Board on Monday, August 14, 2023

SECTION III. SPECIAL CONDITIONS

Contingency

In the event the district is unable to negotiate a contract with the awarded bidders, the next highest bidders may be notified and given the opportunity to fulfill the requirements herein at that bidder's fee structure and under the terms and conditions already established in this Bid.

Rejection and Waiver

The district reserves the right to reject any bid and/or cancel the Bid based on information provided by the bidders and/or according to its best interest.

Bid Public Record

Bidders acknowledge that all information contained within their Bid is part of the public domain as defined by the State of Florida Sunshine and Public Record Law.

Conflict of Interest

The award of this Bid is subject to the provisions of Chapter 112, Florida Statutes. All Bidders must disclose with their Bid the name of any officer, director, or agent who is also an employee of the Jefferson County School District.

Unrequested Solicitation

Any solicitation of Board Members, School Superintendent, members of management, or any other employee of the district by bidders may result in this Bid being denied consideration.

SECTION IV. BID DETAILS AND ELIGIBILITY

Bid Submittal Requirements

To maintain comparability and to enhance the review process, it is requested that responses are organized in the manner outlined below.

- 1. Title Page (Page 1 of BID included)**
- 2. Table of Contents:** Include a clear identification of the material by section and page number.
- 3. Letter of Transmittal:** Limit to one to two pages.
 - a. Briefly state the bidder's understanding of the scope of work to be done and demonstrate a positive commitment to perform the work.
 - b. Give names of the persons who will be authorized to make representations for the bidders, their titles, and telephone numbers.

4. Past Record and Experience:

- a. Describe the bidder's experience.
- b. Describe any disciplinary action taken against the bidder.
- c. Give the names and addresses of any school boards or other agencies for whom similar services have been performed within the last five (5) years and the date and specific service rendered in each case.
- d. Provide any additional information which demonstrates the bidder meets or exceeds the qualifications and criteria under the eligibility section.

5. Assurances and Attestation (Template Attached)

6. Non-Collusion Affidavit (Template Attached)

7. Fee Structure

Fee Structure should include all necessary items and building costs for the bid.

**BID 2023-102 - CONTRACTED SERVICES
ASSURANCES AND ATTESTATION**

I, the undersigned, as the bidders or legally authorized representative of the bidders, do hereby agree that:

- I have read and understand all instructions and stipulations contained in this Bid; AND
- All information included in this Bid, to the best of my knowledge, is accurate and meets the requirements set forth in this Bid; AND
- If selected, I will negotiate a contract for services with the district in good faith and in conformity to the Bid; AND
- I will maintain the provided verification upon request of the insurance requirements as set forth in this Bid.

Signature: _____ Date: _____

Print Name: _____ Title: _____

BID 2023-102 - SPECIAL NEEDS SHELTER RETROFIT NON-COLLUSION AFFIDAVIT

State of Florida
County of Jefferson

_____ being first duly sworn, deposes and says that:

- (1) He/she is the Owner, Partner, Officer, Representative, or Agent of the Bidders that has submitted the attached Bid.
- (2) He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid.
- (3) Such Bid is genuine and is not a collusive or sham Bid.
- (4) Neither the said Bidders nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Bidders, firm, or person to submit a collusive or sham Bid in connection with the Work for which the attached Bid has been submitted; or to refrain from proposing in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Bidders, firm or person to fix any overhead, profit, or cost elements of the Bid price or the Bid price of any other Bidders, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidders or any other of its agents' representatives, owners, employees, or parties in interest, including this affiant.

Signed, sealed, and delivered in the presence of:

_____ BY: _____

_____ Printed Name: Title: _____

BID 2023-102 - SPECIAL NEEDS SHELTER RETROFIT INSURANCE REQUIREMENTS

GENERAL LIABILITY:

1. Contractor shall maintain commercial general liability insurance with a minimum limit of \$1,000,000 per occurrence, \$2,000,000 general aggregate, and \$2,000,000 Products/Completed Operations aggregate for bodily injury and property damage.
2. If work performed under the contract will require contact with students', coverage must include sexual abuse and molestation.
3. The policy must name The School Board of Jefferson County, Florida, its Officers, Employees, Volunteers and Agents as additional insured using ISO additional insured endorsement CG 20 26 or its equivalent.
4. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance programs available to the School Board of Jefferson County, Florida using ISO endorsement CG 20 01 or its equivalent.

WORKERS' COMPENSATION/EMPLOYERS' LIABILITY (As applicable):

1. Contractor agrees to maintain workers' compensation coverage in accordance with Chapter 440, Florida Statutes as may be amended from time to time, including employer's liability insurance.
2. The minimum Employers' Liability limits required are \$500,000/\$500,000/\$500,000.
3. Coverage will apply to all those persons rendering services to Contractor for The School Board of Jefferson County, Florida.
4. The policy will provide a Waiver of Subrogation endorsement in favor of The School Board of Jefferson County, Florida, its Officers, Employees, Volunteers and Agents.

NOTICE OF CANCELLATION:

1. Each insurance policy required by the insurance provisions of this contract shall provide the required coverage and shall not be suspended, voided, or canceled except after thirty (30) days' prior written notice has been given to The School Board of Jefferson County, Florida, except when cancellations for non-payment of premium; then ten (10) days' prior notice may be given.
2. Such notice shall be sent directly to The School Board of Jefferson County, Florida.
3. If any insurance company refuses to provide the required notice, the Contractor, or its insurance broker shall notify The School Board of Jefferson County, Florida of any cancellation, suspension, or non-renewal of any insurance within seven (7) days of receipt of insurer's notification to that effect.

IF APPLICABLE:

1. Contractor shall maintain professional liability insurance with a minimum limit of \$1,000,000 each claim and \$2,000,000 aggregate covering professional misconduct or lack of ordinary skill for those positions defined in the scope of services in the contract.
2. Consultant/service provider must provide proof of coverage for up to three (3) years after the completion of the engagement. The Contractor agrees to provide the Board with a certificate or certificates of insurance evidencing the required insurance. Compliance with the requirements of this paragraph shall not relieve the Contractor of its liability and obligations under this Agreement.

Scope of Work: For more detailed information please see the Approved Grant Application on the Jefferson County Schools Website at www.jeffersonschools.net

II. SCOPE OF WORK

Grant funds will be used for the design and installation of a new appropriately sized amp automatic transfer switching devices, new panels, and miscellaneous hookup incidentals at the school. Grant funds will also be used for design and construction of hurricane-resistant protective enclosure(s) at the Jefferson County K-12 School.

School Campus / Address	Estimated Quantity of hurricane shelter spaces, spaces	Grant Funds Provided,
Jefferson County K-12 School – Building 2 (a/k/a B) and Building 6 (a/k/a F)	78	\$126,000
Totals (SpN) – cost effective for special needs	78	\$126,000

The identified building(s) have been designated by the county emergency management agency as a public hurricane evacuation shelter. Therefore, the Recipient agrees that during a declared state or local emergency the building(s) must be made available for use as a public hurricane evacuation shelter upon request by the local emergency management agency.

The Recipient agrees to maintain the structure(s) and equipment, systems and products that are relocated, constructed, or installed with grant funds in good working and functional condition for the life of the structure, equipment, system or product, but not less than 15 years from the date of issue of the building official's certificate of completion or other written acceptance of completed work.

Eligible reimbursable costs include, but not limited to: architectural and engineering services and fees; construction management services and fees; site survey and soil testing; necessary permit and inspection fees; site fill, grading and landscaping; civil and utilities site work; necessary demolition and facility or site restoration; construction of protective enclosure and equipment foundation slab(s); essential appurtenant structures and service equipment; special inspections; lightning protection; generator disconnect, loading and unloading, transport and connection; costs associated with Leadership in Energy and Environmental Design (LEED) certification; and, management and administration of the grant (limited to no more than five percent).

- A. At a minimum, the generator system shall be designed and installed to provide full service to OAA electrical systems and circuits, including adequate Heating, Ventilation and Air-Conditioning (HVAC) of shelter occupant areas. Campus mechanical, electrical, plumbing and safety systems that are essential support systems for shelter operations shall be included in the standby electrical system design and installation.
- B. Design and construct a hurricane-resistant protective enclosure for the generator, fuel tank and essential or appurtenant electrical equipment. At a minimum, the protective enclosure, and essential ancillary or appurtenant structures shall meet the hurricane hazard safety criteria established in *Standards for Hurricane Evacuation Shelter Selection (ARC 4496)*. Failure to supply the required documentation, or disapproval of this documentation by the Division, shall result in denial of funds.
- C. Install a new automatic transfer switching device, new panels and miscellaneous hookup incidentals.

- D. The wind load design requirements of the protective enclosure(s), essential ancillary or appurtenant structures and equipment shall be in accordance with the American Society of Civil Engineers (ASCE) Standard 7, *Minimum Design Loads for Buildings and Other Structures*. The minimum wind design criteria shall include:

Design Wind Speed, $V = 140$ miles per hour (3 second gust)
Exposure Category = C

- E. The generator and fuel tank, essential ancillary or appurtenant structures and equipment, and protective enclosure(s), shall resist penetration by windborne debris impact. Impact resistance applies to both vertical (walls, doors, louvers, etc) and horizontal (roof) surfaces. At a minimum, the equipment or enclosure(s) must resist penetration by a nominal 2"x4" lumber plank weighing 9 pounds propelled at 34 miles per hour (50 feet per second) striking end-on and normal to the weather surface, or similar performance as approved by the Division. As applicable, impact test procedures shall be consistent with recognized state and national standards; such as, American Society of Testing and Materials (ASTM) Standards ASTM E 1886 and ASTM E 1996, and Florida Building Code Testing Protocols TAS 201, TAS 202 and TAS 203. The Division highly recommends that envelope protection systems and products meet the more severe large missile impact performance standards of the hurricane provisions of International Code Council's storm shelter standard ICC 500.
- F. The minimum design elevation of the lowest floor for the generator enclosure and essential appurtenant structures and equipment shall be located outside of or elevated above the highest elevation of the following: the base flood plus two (2) feet; the 500-year (0.2 percent annual chance) flood elevation (if determined); or the highest recorded flood elevation plus two (2) feet if the area is not in a mapped special flood hazard area.
- G. The following information related to wind loads and flooding shall be shown on the construction drawings: 1. wind design per ASCE 7 with applicable year of revision; 2. design wind speed; 3. wind importance factor, I ; 4. design wind exposure category; 5. design wind pressures in terms of pounds per square foot (psf); 6. Windborne debris impact performance criteria; and 7. Elevation of installed equipment measured relative to the National Geodetic Vertical Datum (NGVD) or base flood elevation.
- H. Where secondary (emergency) roof drains or scuppers are required by the Florida Building Code—Plumbing, the secondary system shall be sized for a rainfall rate of eight (8.0) inches per hour. Floor level drainage of air-permeable or open roof enclosures shall also be sized for a rainfall rate of 8 inches per hour.
- I. The Recipient shall provide a revised budget upon acceptance of responsive bid(s). The Recipient must obtain prior written approval for scope-of-work or budget changes. Failure to supply the required documentation, or disapproval of this documentation by the Division, shall result in denial of funds.
- J. The period of performance for this grant shall end on April 30, 2024 unless an extension is authorized by the Division through modification of the funding Agreement.