



## NOTICE TO BIDDERS

NOTICE IS HEREBY GIVEN that the City of Weston, Florida will be accepting sealed bids for:

### **POLICE SERVICES CENTER MECHANICAL IMPROVEMENTS CITY BID NO. 2015-12**

The project consists of the HVAC improvements to the Police Services Center. Work includes but is not limited to: the addition of a new outside air A/C units (supplied by the owner) and associated ductwork, electric work and concrete work is part of the project. The Police Services Center is in operation 24 hours a day seven days a week, so work will be phased to be coordinated around personnel in the building.

Sealed bids will be received by the City Clerk until **11:00 a.m., local time, on Tuesday, December 15, 2015**, at the City of Weston, City Hall located at 17200 Royal Palm Boulevard, Weston, Florida. The official clock at the City Hall reception desk shall govern. Bids received after this time will be returned unopened. Award of bid will be made at a City Commission meeting.

#### **EXPERIENCE**

Bidders shall have a minimum of five years experience in providing HVAC construction work of a similar scope as those services desired by the CITY. Bidders shall have been in continuous operation for a minimum of the past five years from the date that the bid is issued. Bidders shall demonstrate successful performance of projects of a similar magnitude, scope, value and trade as this project.

#### **PROJECT DOCUMENTS**

Project Manuals may be obtained from the Weston Community Center, 20200 Saddle Club Road, Weston, Florida 33327, 8:00 a.m. – 5:00 p.m., Monday–Friday, upon payment of a \$50.00 non-refundable fee, for each Project Manual. Payment must be made by check, Visa, Master Card or American Express. No cash payments will be accepted. Project manuals may also be examined at the Weston Community Center at the referenced address.

Project Manuals are also available for electronic download from Onvia DemandStar at <http://www.demandstar.com>. There is a cost for any document package electronically downloaded from the Onvia DemandStar Web site by members without subscriptions that include the City of Weston in their subscription service territory.

Bids shall be submitted on the form(s) provided. Volume 1 of the Project Manual must be submitted as part of the proposal.

#### **MANDATORY PRE-BID CONFERENCE**

A mandatory Pre-Bid Conference is scheduled for **10:00 a.m. on Friday, December 4, 2015**, at the Weston Police Services Center, 17300 Royal Palm Boulevard, Weston, Florida 33326. All contractors planning to submit a bid are required to attend this meeting. Contractors should allow sufficient time to insure arrival prior to the indicated time. Bids from those who have failed to attend will not be opened. Failure of a bidder to be present for the entire mandatory pre-bid conference, beginning at the time stated above and concluding at the dismissal of the mandatory pre-bid conference by the City shall render a bidder to be deemed non-responsive and the bid shall not be considered for award. Contractors arriving

past the indicated time will not be eligible to submit a bid. Decisions of the City shall be final. The official clock at the location of the Pre-Bid Conference shall govern.

### **BID DOCUMENTS**

Envelope containing bid must be sealed and be clearly marked, **Police Services Center Mechanical Improvements, City Bid No. 2015-12**". The Bid shall contain seven complete copies and one unbound original, and is required to be submitted to the CITY by the Bid Submittal Deadline. Bids shall be submitted on the form(s) provided in the Bid.

Bid security in the form of a Bid Bond acceptable to the CITY or Cashier's Check made payable to the "City of Weston" in the amount of five percent of the Bid amount, will be required, to be submitted with the Bid.

All Bidders are advised that the CITY has not authorized the use of the City seal by individuals or entities responding to CITY Request for Bid, and that any such use by unauthorized persons or entities constitutes a second degree misdemeanor pursuant to Section 165.043, Florida Statutes.

All Bidders are advised that the CITY will not supply or sell materials to Bidders in connection with submission or preparation of Bids, or any other matter, including but not limited to envelopes, labels or tape.

Once a Bid has been submitted to the City Clerk by the Bid Submittal Deadline, it shall not be returned to the Bidder. Bids received after the Bid Submittal Deadline will be returned unopened.

The withdrawal, modification or correction of a Bid after it has been submitted to the CITY shall constitute a breach by the Bidder.

All Bids shall be guaranteed firm for a minimum of 90 calendar days after the submission of the Bid. No Bidder may withdraw its Bid within 90 calendar days after the Bid opening date.

The Sealed Bids will be publicly opened at the City of Weston, City Hall after the Bid Submittal Deadline. Award of the Bid will be made at a City Commission meeting.

Technical Advisor: Any questions concerning this Notice to Bidders shall be submitted in writing to Peter Johnson, Assistant Public Works Director, by e-mail at [pjohnson@westonfl.org](mailto:pjohnson@westonfl.org) with "Police Services Center Mechanical Improvements" in the subject line or fax 954-385-2610 by 5:00 pm, local time at least five business days prior to Bid due date.

The City Commission of the City of Weston reserves the right to reject any and all Bids, to waive any informality in a Bid and to make awards in the best interests of the CITY.

A Cone of Silence is imposed upon publication of this Notice to Bidders. The Cone of Silence prohibits communications with the following individuals pertaining to this BID:

Daniel J. Stermer, Mayor;  
Angel M. Gomez, Commissioner;  
Toby Feuer, Commissioner;  
Jim Norton, Commissioner; and  
Thomas M. Kallman, Commissioner; and

Darrel Thomas, Assistant City Manager/COO; Selection Committee Chairperson;  
Don Decker, Director of Parks and Recreation; Selection Committee Member;  
Bryan Cahen, Director of Budget; Selection Committee Member; and  
Thaddeus Bielecki, Director of Landscaping; Alternate Selection Committee Member; or

Any member of the Protest Committee, if and when established.

The details of the CITY's Cone of Silence are set forth in Section 32.10 of the City Code.

The Selection Committee shall convene at a publicly noticed meeting and review submissions, rank and evaluate the Bids and provide a recommendation to the City Manager.

Patricia A. Bates, MMC  
City Clerk  
City of Weston

*Published on: November 24, 2015*