



Request for Proposals:

RFP #2025-02

Date of Issue: Friday, November 8th, 2024

Submission Deadline: Friday, January 10th, 2025, at 2:00 PM Local Time to
200 E. Miami Avenue, Venice, FL 34285

Title and Purpose:

WCIND Headquarters Facility Construction

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NOTICE TO CONTRACTORS

PURPOSE

The West Coast Inland Navigation District (District), an independent multi-county special tax district of the State of Florida, is seeking to engage the services of a qualified licensed contractor to construct the District's Headquarters Facility.

BACKGROUND

The District's current headquarters, located on Miami Avenue in Venice, Florida, were built in 1965. The building has aged and no longer adequately provides the space and capabilities that the District requires to perform its functions. The designed replacement building will allow for improved office function, provide increased storage of District records, and the ability to host its public board meetings, training events, and other activities onsite. The new building will be built on property already owned by the District within 5 miles of the existing facility at 920 Gulf Coast Blvd, Venice, FL 34285. Funding has been secured through the District's annual budget, with additional funds being provided by the State of Florida. Specific billing processes and timelines related to the State funding will be required.

PROJECT DESCRIPTION

The project consists of the construction of a new operations center and office facility for the West Coast Inland Navigation District. This new facility is approximately 7,000 square feet. Work includes but is not limited to HVAC, Plumbing, Electrical, communications, and technology. Site development consists of an approximately 2.33-acre project area on a 25-acre site which will include but is not limited to utility work, grading, drainage, a dumpster enclosure, fencing, and parking.

SCOPE OF SERVICES

The scope of work for the contract shall include all necessary activities, materials, and services required to construct the project in accordance with the contract documents, which may include but are not limited to architectural, structural, mechanical, electrical, and plumbing work, site preparation, excavation, foundation work, construction of the building(s), installation of systems and finishes, and any other work necessary to complete the project as specified in the contract documents.

NOTICE

Sealed proposals will be accepted at the Office of the West Coast Inland Navigation District at 200 East Miami Avenue, Venice, FL 34285 until 2:00 P.M. Local Time, January 10th, 2025. Any proposals received after the time and date specified will not be considered.

Proposals shall remain in force for ninety (90) days after the opening. Proposers must be licensed to do business in the State of Florida.

Proposers, their agents and associates shall not contact or solicit any District Board member, District employee, or official regarding this RFP during any phase of this RFP. Failure to comply with this provision may result in disqualification of the Proposer, at the option of the District. Only that individual listed, as the contact person in this Notice shall be contacted.

BID SCHEDULE

Milestone	Date
RFP Advertisement	Friday, November 8 th , 2024
Non-Mandatory Pre-Proposal Meeting	Wednesday, December 4 th , 2024 @ 1 PM. Location: 910 Gulf Coast Blvd, Venice, FL 34285
Deadline for Written Questions	Friday, December 13 th , 2024 @ 2:00 PM
RFP Response Due Date	Friday, January 10 th , 2025 @ 2:00 PM Location: 200 E. Miami Avenue, Venice, FL 34285
Public Proposal Opening	Friday, January 10 th , 2025 @ 2:00 PM or as soon as possible thereafter. Location: 200 E. Miami Avenue, Venice, FL 34285
Selection Committee Review & Ranking/Short Listing (Open to Public)	Wednesday, January 15 th , 2025 @ 10:00 AM Location: Venice Police Station, 1575 E. Venice Avenue, Venice, FL 34285
Selection Committee Oral Interviews and Final Ranking of Proposers (Optional)	TBD
District Board Meeting for Review and Final Rankings/Selection	Friday, January 24 th , 2025 @ 10:00 AM Location: Venice Police Station, 1575 E. Venice Avenue, Venice, FL 34285
Approval of Contract	Friday, January 24 th , 2025 or as soon as possible thereafter.
Estimated Target Construction Notice to Proceed	Monday, February 3 rd , 2025

SAMPLE PROPOSAL TEMPLATE

Tab & Description	Minimum Required Forms/Documentation
Tab 1: Availability, Capacity & Resources	<ul style="list-style-type: none">• Statement of Availability, Capacity & Resources
Tab 2: Location & Personnel	<ul style="list-style-type: none">• Statement of Location & Personnel
Tab 3: Schedule	<ul style="list-style-type: none">• Schedule outlining the required milestones
Tab 4: Experience & Understanding	<ul style="list-style-type: none">• Proposer's Statement of Qualification & References Form• Litigation Questionnaire Form• Details of Qualifying Reference Projects
Tab 5: Bid Information	<ul style="list-style-type: none">• Bid Form (Specification Document 004113)• Unit Prices Form (Specification Document 004322)• Proposed Schedule of Values (Recommended Form is AIA G703-1992)• Bid Bond Form (Recommended Form is AIA A310-2010 "Bid Bond")• Bidder Certification/Acknowledgment of Addenda Form• Bidder's Declaration and Understanding Form• Sworn Statement on Public Entity Crimes Form• Drug Free Workplace Form• Human Trafficking Affidavit

INSTRUCTIONS TO PROPOSERS

GENERAL:

The following instructions are given for the purpose of guiding Proposers in properly preparing their proposals. These directions have equal force and weight with Specifications and strict compliance is required with all provisions contained herein.

PROJECT:

The West Coast Inland Navigation District (WCIND), an independent multi-county special tax district of the State of Florida, is seeking to engage the services of a qualified licensed contractor to construct WCIND's Headquarters Facility.

OWNER:

West Coast Inland Navigation District (WCIND), 200 East Miami Avenue, Venice, FL 34285.

OWNER'S REPRESENTATIVE:

Kimley-Horn & Associates, Inc.

CONDITIONS AFFECTING THE WORK:

The selected Proposer shall be solely responsible for developing, procuring, coordinating, and executing all of its own activities, including schedules, quality assurance, quality control, safety, licensing, labor, trades, materials, equipment, suppliers, vendors, shipping, and transportation, in addition to those of its subcontractors, to fully and successfully execute the project within currently approved time and budget constraints and per the contract documents. The Proposer shall have sole control over or charge of and shall be responsible for construction means, methods, techniques, sequences or procedures and for safety precautions and programs in connection with the work. The Proposer shall be solely responsible for the Proposer's schedule or failure to carry out the work in accordance with the contract documents.

BIDDING DOCUMENTS:

Proposers are to refer to the Bidding Documents as the basis for their proposals. The Bidding Documents consist of the following:

- Bid Form
- No Bid
- Notice to Contractors
- Instructions to Proposers
- Subcontractor Statement
- Bid Schedule
- Proposer's Statement of Qualification
- Bidder's Questionnaire
- Bidder's Declaration of Understanding
- Contract
- Florida Performance & Payment Bond
- General Conditions
- Supplementary Conditions to General Conditions
- Technical Specifications (Project Manual)
- Permits
- Contract Drawings

ADDENDA:

Addenda are written or graphic documents issued prior to the receipt of Proposals which modify or interpret the Bidding Documents, including Contract Drawings and Specifications, by additions, deletions, clarifications, or corrections. Addenda will become part of the Contract Documents when the Construction Contract is executed.

Each Proposer shall examine the Bidding Documents carefully and, not later than the published deadline for questions, all questions, comments, or concerns about this RFQ must be submitted in writing to Joan Vervaecke, WCIND Office Manager, 200 Miami Ave E, Venice, FL 34285 or via e-mail at joan@wcind.net. Ms. Vervaecke is the only designated representative of the OWNER authorized to respond to comments, questions, and concerns. OWNER will not respond to comments, questions or concerns addressed to any person other than Ms. Vervaecke. If the OWNER determines that a particular comment, question or concern necessitates a global response to all Proposers, the OWNER will issue a clarifying Addendum. Only a written interpretation or correction by Addendum shall be binding. No Proposer shall rely upon any interpretation or correction given by any other method.

Not less than three (3) calendar days prior to the receipt of Proposals, Addenda will be e-mailed to each person or firm recorded by the OWNER as having received the Bidding Documents and will be available for inspection at the office of the OWNER. OWNER is not responsible for lack of notification if person or firm bidding on the Work received the bid documents from a third party.

PREPARATION OF PROPOSALS:

Proposals shall be submitted on the proposal forms furnished and submitted in a sealed envelope. The face of the envelope shall contain the name of the Proposer, the project title, and the date of the bid opening. Proposals not submitted on the proper proposal forms may be rejected. All Proposals are subject to the conditions specified herein. Those which do not comply with these conditions may be rejected at the sole discretion of the OWNER.

EXECUTION OF PROPOSAL:

The Proposal must contain a manual signature of an authorized representative of the Proposer. The Proposal must be typed or printed in ink. Use of erasable ink is not permitted.

PROPOSER'S REPRESENTATION:

Each Proposer by making their Proposal represents that they have read and understand the Bidding Documents and they have familiarized themselves with the local conditions under which the Work is to be performed.

SUBCONTRACTORS:

Proposers shall list on the Subcontractor Statement form the names and addresses of subcontractors or other persons or organizations proposed for portions of the Work, including those who are to furnish materials or equipment. The work, materials or equipment to be provided by proposed subcontractors or others shall be described and the percentage of the total Proposal amount which their work represents shall be indicated.

The Proposer will be required to establish to the satisfaction of the OWNER the reliability and responsibility of the proposed Subcontractors to furnish and perform the Work. If prior to the Notice of Award, the OWNER notifies the Proposer in writing that the OWNER, after due investigation, has reasonable and substantial objections to any person or organization on such list, and refuses in writing to accept such person or organization, the Proposer may, at his option, withdraw his Proposal without forfeiture of any bid security. If the Proposer submits an acceptable substitute with an increase in his Proposal price to cover the difference in cost occasioned by such substitution, the OWNER may, at its discretion, accept the increased Proposal price or may disqualify the Proposer. Subcontractors and other persons and organizations proposed by the Proposer and accepted by the OWNER must be used on the Work for which they were proposed and accepted and shall not be changed except with the written approval of the OWNER.

CERTIFICATES AND LICENSES:

The Proposer shall provide notarized copies of all valid licenses and certificates required for the performance of the Work.

PROPOSER'S UNDERSTANDING:

Prior to the submission of a Proposal, Proposers should examine the Contract Documents, are encouraged to visit the Work site, and should fully inform themselves as to all existing conditions and limitations that affect the Work to be performed under this Contract.

Each Proposer must submit its Federal Employer Identification Number with its Proposal.

Bid forms containing any conditions, omissions, unexplained erasures, alterations, or irregularities of any kind may be rejected by OWNER.

SUBMISSION OF PROPOSALS

All Proposals must be submitted not later than the time prescribed, at the place, and in the manner set forth in this Request for Proposals.

Proposers shall complete and submit with their Proposal the following forms provided herein:

- Bid Form (Specification Document 004113)
- Unit Prices Form (Specification Document 004322)
- Proposed Schedule of Values (Recommended Form is AIA G703-1992)
- Bid Bond Form (Recommended Form is AIA A310-2010 "Bid Bond")
- Bidder Certification/Acknowledgment of Addenda Form
- Bidder's Declaration and Understanding Form
- Sworn Statement on Public Entity Crimes Form
- Drug Free Workplace Form
- Human Trafficking Affidavit

The Proposal must be submitted in a sealed envelope, so marked as to indicate Proposer's name and its contents without being opened, and addressed in conformance with the instructions in this Request for Proposals.

MODIFICATION OR WITHDRAWAL OF PROPOSALS:

Any Proposal submitted may be withdrawn by a written and signed notice from the Proposer to the OWNER delivered via hand-delivery or certified mail to Owner prior to the deadline designated for the receipt of Proposals.

No Proposal may be withdrawn after the time scheduled for opening of Proposals.

AWARD OF CONTRACT:

The acceptance of the Proposal for the respective Work will be by written notice of award, mailed to the office designated in the Proposal, or delivered to the Proposer's representative.

In the event of failure of the selected Proposer to sign the Contract or provide the additional documents required at the time of Contract execution, OWNER may, in its sole and absolute discretion, award the Contract for the respective Work to the next ranked Proposer.

OWNER reserves the right to accept or reject any or all Proposals, and to waive any informalities and irregularities in said Proposals.

In the event that only one Proposal is determined to be responsive and responsible, OWNER reserves the right to reject that Proposal and to re-advertise for Proposals.

In accordance with Section 287.087, Florida Statutes, whenever two or more Proposals that are equal with respect to price, quality, and service are received, a Proposal from a Proposer that has implemented a drug-free workplace program shall be given preference in the award process.

EVALUATION PROCESS; CRITERIA OF AWARD:

It is the intent of OWNER to award this project to the most responsible and responsive Proposer whose Proposal is the most advantageous to OWNER taking into consideration the price and other criteria set forth in this Request for Proposals.

“Responsive Proposal” as defined by Section 287.012, Florida Statutes, means a proposal submitted by a responsive and responsible Proposer that conforms in all material respects to the solicitation. “Responsible Proposer” means a Proposer who has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive Proposer” means a Proposer that has submitted a Proposal that conforms in all materials respects to the solicitation.

OWNER shall undertake any investigations necessary to evaluate the Proposer’s responsibility and to verify the information submitted by Proposer on the required Bid form and attachment. At a minimum, OWNER may contact the references provided by Proposer as prescribed herein and verify the nature of work performed, the contract amount, and quality of performance with respect to cost and timeliness. Information gathered through said interviews may be considered in evaluating the adequacy of a Proposal.

OWNER reserves the right to reject any Proposer who has previously failed to perform contracts of a similar nature in a timely or proper manner; or who is not in a position to satisfactorily perform the Contract.

If the Total Bid Price of the most responsible and responsive Proposer, exceeds the funds then estimated by OWNER as available, OWNER may reject all Proposals or elect to reduce the scope of the Work.

EXECUTION OF CONTRACT:

The selected Proposer shall, within 10 (ten) business days after issuance of the Notice of Award, sign and deliver to OWNER the executed Contract, together with the following documents:

- Proof of insurance as required by the Contract Documents
- Florida Performance and Payment Bond
- Required licenses and certificates
- Drug Free Workplace Certification (if requested by AGENT to verify bid performance)
- Documentation of Participation in E-Verify
- Human Trafficking Affidavit

Within 15 business days after receiving the signed Contract from the successful Proposer, OWNER’s authorized agent will either execute the Contract, or schedule processing of the Contract for review by the WCIND Board at their next scheduled meeting, as appropriate. Signature by both parties constitutes execution of the Contract.

PERFORMANCE AND PAYMENT BONDS:

The successful Proposer shall file with OWNER, at the time of delivery of the signed Contract, a Florida Performance and Payment Bond on the form bound herewith, in the full amount of the Contract Price in accordance with the requirements of Florida Statutes Section 255.05 or 713.23, as applicable, as security for the faithful performance of the Contract and the payment of all persons supplying labor and materials for the construction of Work, and to cover all guarantees against defective workmanship or materials, or both, during the warranty period following the date of final acceptance of the Work by OWNER. The Surety furnishing this bond shall have a sound financial standing and a record of service satisfactory to OWNER, and shall be authorized to do business in the State of Florida.

MINIMUM QUALIFICATIONS

For a Proposal to be considered by the District, Proposers shall demonstrate their proposal's compliance with the following minimum requirements:

1. Valid Contractor's License: The contractor must possess a valid and current contractor's license in the relevant jurisdiction where the project will be undertaken. This license should be appropriate for the size and scope of the project. The Proposer must be registered with the State of Florida, Division of Corporations, to do business in Florida. The proposer must have possessed a General Contractor License issued by the Florida Department of Business and Professional Regulation for a period of at least five (5) years before this advertisement date of this RFP.
 1. **Provide a copy of Proposer's General Contractor License issued by the Florida Department of Business and Professional Regulation and documentation confirming Proposer has been licensed and/or certified for the period of at least five (5) years before the advertisement date of this RFP.**
 2. **Provide Proposer's General Contractor License in a "Tab 2" of the proposal.**
2. Proposer has served as the prime contractor for the construction of at least two (2) commercial facilities in the last six (6) years preceding the due date of this solicitation. The contract amount for each project must have been \$2,500,000.00 or greater, including i) mechanical equipment installation, ii) electrical equipment installation, iii) site work and grading. Each project must have included the construction of a commercial facility, of at least 5,000 square feet or larger.
 1. **Provide the following information for the two (2) qualifying projects.**
 1. **Name of Client**
 2. **Project Name**
 3. **Location (City/State)**
 4. **Client Contact Name**
 5. **Contact Phone**
 6. **Contact Email**
 7. **Service Dates (Start/End)**
 2. **Provide details of the two qualifying projects in a "Tab 4" of the proposal.**
3. The Proposer, on the day the proposal is submitted, has a certified or registered Qualifying Agent, as required by Section 489.119, Florida Statutes.
 1. **Submit a copy of the Proposer's Qualifying Agent registration or certification.**
 2. **Submit Qualifying Agent registration in a "Tab 2" of the proposal.**
4. Proposer is not on the Florida Department of Management Services Suspended, Debarred, Convicted Vendor List.
 1. **No documentation required. If you submit a proposal in response to this RFP, you are certifying that Sec. 287.133, Florida Statutes, does not restrict your submission.**
5. If Proposer is submitting as a joint venture, Proposer must file the required documents with the Florida Department of Business and Professional Regulation as required by Florida Statute Section 489.119, prior to due date and time of this solicitation.

- 1. If Proposer is not a joint venture, provide a statement to that effect. If Proposer is a joint venture, provide a copy of the Proposer's approved filing with the Florida Department of Business and Professional Regulation.**
- 2. Provide joint venture information in a "Tab 2" of the proposal.**

SELECTION CRITERIA

In addition to documentation of the minimum requirements, Proposers may submit information demonstrating the criteria below.

1. Availability, Capacity and Resources: 10 points

- Demonstrated financial stability. Proposer shall demonstrate access to sufficient funds, equipment, and materials for the project
- **Provide details in a “Tab 1” of the proposal. At a minimum, tab shall include:**
 1. Statement of availability, capacity and resources

2. Location and Personnel: 10 points

- Location of the firm’s headquarters or permanent office in relation to the project; capabilities and experience of key personnel, including the project manager and field supervisor; present ability to manage this project; evaluation of existing workload; proposed staffing levels, etc.
- Include information about the project team, including subcontractors
- **Include details in a “Tab 2” of the Proposal. At a minimum, tab shall include:**
 1. Statement of Location & Personnel
 2. Subcontractors Questionnaire
 3. Joint Venture Statement (If Applicable)
 4. Proposer’s Qualifying Agent Registration/Certification
 5. Proposer’s General Contractor’s License

3. Schedule: 15 points

- Demonstrate understanding (through presentation in the proposal of a milestone schedule) of the ability to meet the schedule. Proposer shall include milestones for substantial completion and final completion. Consideration will be given to proposers who indicate an ability to complete the project in a competitive timeline while maintaining quality. Proposers shall assume an estimated construction notice to proceed (NTP) date indicated in the bid schedule. This is an estimated date and subject to change.
- **Provide details in a “Tab 3” of the proposal. At a minimum, tab shall include:**
 1. Schedule outlining the required milestones

4. Experience & Understanding of the Scope of Services: 30 Points

- Past record and experience of the proposer in similar projects; volume of work previously performed by the firm; past performance for other local government entities in other contracts (preferably in Sarasota County); character, and reputation of Proposer.
- Extent to which the proposal demonstrates: (1) an understanding of the District’s needs for the services requested and (2) an understanding and compliance with the Scope of Work outlined in the RFP package
- **Proposer shall make certain that at least two of the reference projects provided meet the minimum qualifications listed above. Proposer shall not submit more than seven (7) projects in total.**
- Have you ever failed to complete Work awarded to you: If so, where and why? If Proposer has never failed to complete Work, provide a statement to that effect.
- **Provide details in a “Tab 4” of the proposal. At a minimum, tab shall include the attached**
 1. Proposer’s Statement of Qualification & References Form
 2. Litigation Questionnaire Form
 3. Details of Qualifying Reference Projects

5. Competitive Price Proposal: 35 points

- A full 35 points will be awarded to the proposer with the lowest Proposal. All other proposers will receive a prorated number of points, rounded to the nearest whole point.
- Example: Proposer “A”, the low bidder at a total amount of \$100,000, will receive the full **35 points**. Proposer “B” with a bid of \$150,000 will receive **23 points**. ($\$100,000 / \$150,000$) * 35 = **23 points**.
- If the lowest bid is determined to be an outlier that does not conform to industry standards, then it may be thrown out, at the sole discretion of the District, to avoid negatively impacting the score of the remaining proposers.
- Proposer shall submit a bid bond equal to 10% of the total bid price.
- **Provide details in a “Tab 5” of proposal. At a minimum, tab shall include:**
 1. Bid Form (Specification Document 004113)
 2. Unit Prices Form (Specification Document 004322)
 3. Proposed Schedule of Values (Recommended Form is AIA G703-1992)
 4. Bid Bond Form (Recommended Form is AIA A310-2010 “Bid Bond”)
 5. Bidder Certification/Acknowledgment of Addenda Form
 6. Bidder’s Declaration and Understanding Form
 7. Sworn Statement on Public Entity Crimes Form
 8. Drug Free Work Place Form
 9. Human Trafficking Affidavit

Total Points Possible: 100 points

REQUIRED FORMS

(Not Exhaustive)

BIDDER INFORMATION/ACKNOWLEDGMENT OF ADDENDA

ADVERTISED DATE 11/01/2024	TITLE West Coast Inland Navigation District HQ Facility Construction	PROJECT NO. RFP 2025-02	CLOSING DATE & TIME As Indicated in RFP
PRE-BID DATE, TIME AND LOCATION: NO PRE-BID MEETING			
NAME OF PARTNERSHIP, CORPORATION OR INDIVIDUAL		IF SUBMITTING "NO BID", STATE REASON IN THIS SPACE	
MAILING ADDRESS			
OWNER-STATE-ZIP			
PH:		EMAIL:	
FX:		WEB ADDRESS:	
<p>I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the Bidder. In submitting a bid to the West Coast Inland Navigation District, the Bidder offers to be bound by the terms of the Contract included herein upon Notice of Award.</p>			
AUTHORIZED SIGNATURE		DATE	PRINTED NAME/TITLE
<p align="center">Please initial by all that apply I acknowledge receipt of the following addendum</p> <p> <input type="checkbox"/> Addendum #1 <input type="checkbox"/> Addendum #2 <input type="checkbox"/> Addendum #3 <input type="checkbox"/> Addendum #4 </p>			

SUBCONTRACTOR STATEMENT

List below the names and address of all proposed Subcontractors or other persons or organizations, including those who are furnishing materials or equipment. Describe the work, materials or equipment to be provided by each Subcontractor and indicate what percentage of the total work it represents. If no Subcontractors are to be used, indicate no below.

There will be subcontractors for this Work: Yes [] No []
(If 'Yes' continue filling out subcontractor information, make additional sheets if required).

Subcontractor: _____

Address: _____

Type of Work (Check One): Subcontract [] Equipment Rental []

Specialty or Equipment Supplied:

Dollar Amount/Percent of Work: \$ _____ / _____ percent.
Insurance provided by: Subcontractor [] Prime Contractor []

Subcontractor: _____

Address: _____

Type of Work (Check One): Subcontract [] Equipment Rental []

Specialty or Equipment Supplied:

Dollar Amount/Percent of Work: \$ _____ / _____ percent.
Insurance provided by: Subcontractor [] Prime Contractor []

Subcontractor: _____

Address: _____

Type of Work (Check One): Subcontract [] Equipment Rental []

Specialty or Equipment Supplied: _____

Dollar Amount/Percent of Work: \$ _____ / _____ percent.
Insurance provided by: Subcontractor [] Prime Contractor []

Subcontractor: _____

Address: _____

Type of Work (Check One): Subcontract [] Equipment Rental []

Specialty or Equipment Supplied: _____

Dollar Amount/Percent of Work: \$ _____ / _____ percent.
Insurance provided by: Subcontractor [] Prime Contractor []

Subcontractor: _____

Address: _____

Type of Work (Check One): Subcontract [] Equipment Rental []

Specialty or Equipment Supplied: _____

Dollar Amount/Percent of Work: \$ _____ / _____ percent.
Insurance provided by: Subcontractor [] Prime Contractor []

Subcontractor: _____

Address: _____

Type of Work (Check One): Subcontract [] Equipment Rental []

Specialty or Equipment Supplied: _____

Dollar Amount/Percent of Work: \$ _____ / _____ percent.

Insurance provided by: Subcontractor [] Prime Contractor []

Subcontractor: _____

Address: _____

Type of Work (Check One): Subcontract [] Equipment Rental []

Specialty or Equipment Supplied: _____

Dollar Amount/Percent of Work: \$ _____ / _____ percent.

Insurance provided by: Subcontractor [] Prime Contractor []

Subcontractor: _____

Address: _____

Type of Work (Check One): Subcontract [] Equipment Rental []

Specialty or Equipment Supplied: _____

Dollar Amount/Percent of Work: \$ _____ / _____ percent.

Insurance provided by: Subcontractor [] Prime Contractor []

PROPOSER'S STATEMENT OF QUALIFICATION

GENERAL DATA:

Name of Proposer:

Address of Office Responsible for Supervision of this Bid:

Telephone No.:

Principal:

Person to Whom Questions should be addressed:

Licenses Held by Proposer:

REFERENCES:

List at least three projects of a similar nature and scope in the last three years that have been successfully completed by Proposer.

Project #1:

Total Dollar Amount: \$

Location:

Owner:

Contact Person:

Telephone Number:

Is Project Complete: Yes [] No []

Surety:

Bond Amount: \$

Address of Surety:

AGENT/Architect:

Address of AGENT/Architect:

Contact Person for AGENT/Architect:

Telephone No.

Project #2: Total Dollar Amount: \$

Location:

Owner:

Contact Person:

Telephone Number:

Is Project Complete: Yes [] No []

Surety:

Bond Amount: \$

Address of Surety:

AGENT/Architect:

Address of AGENT/Architect:

Contact Person for AGENT/Architect:

Telephone No.

Project #3: Total Dollar Amount: \$

Location:

Owner:

Contact Person:

Telephone Number:

Is Project Complete: Yes [] No []

Surety:

Bond Amount: \$

Address of Surety:

AGENT/Architect:

Address of AGENT/Architect:

Contact Person for AGENT/Architect:

Telephone No.

LITIGATION QUESTIONNAIRE

Identify all litigation in which your firm has been a party (including arbitration, administrative proceedings, etc.) or lawsuits during the last five (5) years involving a single client for claims. Include a brief description of the dispute and its current status. Describe the particular circumstances giving rise to the dispute and the actions that your firm took to attempt to settle the matter. Identify any disputes or claims in which your firm has been a party and which were resolved without legal action. Attach additional sheets as necessary.

Describe in detail any projects within the last five (5) years where liquidated damages, penalties, liens, defaults, cancellations of contract or termination of contract were imposed, sought to be imposed, threatened or filed against your organization. Attach additional sheets as necessary.

Have you ever failed to complete Work awarded to you: If so, where and why?

BIDDER'S DECLARATION AND UNDERSTANDING FORM

TO: West Coast Inland Navigation District
ADDRESS: 200 E. Miami Avenue
Venice, Florida 34285

PROJECT TITLE: WCIND HQ Facility Construction

BIDDER'S PERSON TO CONTACT FOR ADDITIONAL INFORMATION:

NAME OF CONTACT: _____

NAME OF BIDDING FIRM: _____

BIDDING FIRM'S FEID NO. _____

TELEPHONE/CELL: _____

Email: _____

BIDDER'S DECLARATION AND UNDERSTANDING

The undersigned, hereinafter called Bidder, declares that the only persons or parties interested in this Bid are those named herein, that this Bid is, in all respects, fair and without fraud, that it is made without collusion with any official of WEST COAST INLAND NAVIGATION DISTRICT (WCIND), and that the Bid is made without any connection or collusion with any person submitting another Bid on this Contract. Bidder warrants by submittal of the Bid that no conflicts of interest, actual or perceived, exist between Bidder, subcontractors, parent organizations, or other entities and the government of WCIND, its Board, or its appointed consultant team, including counsel.

Bidder declares that Bidder has carefully examined the Contract Documents for the construction of the Project(s); that Bidder has been advised by the WCIND to inspect the site; and that Bidder is satisfied as to the quantity and conditions of the Work. Bidder acknowledges that the description of the Work provided herein is brief and is intended only to indicate the general nature of the Work, and that this Bid is made according to the provisions and under the terms of the Contract Documents, which documents are hereby made a part of this Bid.

Bidder further declares that WCIND will consider Bidder's Total Bid Price to be the sum of the Fixed Prices and extended Unit Costs listed in Exhibit A hereto. Bidder intends to bid on the following projects. Bidder to circle "Y" of "N" for yes of no follow by initials in space provided:

Bid (Y/N)_____

Signature/Date

Print Name

**SWORN STATEMENT UNDER SECTION 287.133
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A
NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to the West Coast Inland Navigation District (WCIND), Florida

by _____
(print individual's name and title)

for _____
(print name of entity submitting sworn statement)

whose business address is _____

and its Federal Employer Identification Number (FEIN) is _____.
(If the entity has no FEIN, include the Social Security Number of the individual signing

this sworn statement _____.)

2. I understand that a "public entity crime" as defined in Section 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" as defined in Section 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment information after July 1, 1989, as a result of a jury verdict, non-jury trial, entry of a plea of guilty or nolo contendere.
4. I understand that "affiliate" as defined in Section 287.133(1)(a), Florida Statutes, means:

A predecessor or successor of a person convicted of a public entity crime; or
An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Section 287.133(1)(e), Florida Statutes, means any natural person or any entity organized under the laws of any state or the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers,

directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

- 6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

_____ Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order.)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

Date

STATE OF _____ }
COUNTY OF _____ }

The foregoing instrument was acknowledged before me this ___ day of _____, (month, year) by _____ (name and title of corporate officer) of _____ (name of corporation), a _____ (state or place of incorporation), on behalf of the corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

(signature line for notary public)

(name of notary type, printed, or stamped)

(title or rank)

(serial number, if any)

DRUG FREE WORKPLACE FORM

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that

(name of business) does:

Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.

Inform employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

Give each employee engaged in providing the commodities or contractual services that are under Bid, a copy of the statement specified in subsection (1).

In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.

Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Signature: _____

Date: _____

NAME OF BIDDER _____

HUMAN TRAFFICKING AFFIDAVIT - S. 787.06, FLORIDA STATUTES

Before me, the undersigned authority, personally appeared _____ hereinafter referred to as the “Affiant,” who after being duly sworn hereby swears or affirms as follows:

1. Affiant is over eighteen years of age. The following information is given from Affiant’s own personal knowledge.
2. Affiant is an officer or representative of _____ a non-governmental entity, hereinafter referred to as the “Entity.” Affiant is authorized to provide this affidavit on behalf of the Entity.
3. Affiant hereby attests, under penalty of perjury, that the Entity does not use coercion for labor or services as defined in s.787.06, Florida Statutes.

FURTHER AFFIANT SAYETH NOT.

Signature of Affiant

By: _____

For: _____

As its: _____

Dated: _____

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____, on behalf of _____, who is personally known to me or who has produced _____ as identification.

Print Name: _____

Notary Public of the State of Florida

My Commission Expires:

Attachments

(signature line for notary public)

(name of notary type, printed, or stamped)

(title or rank)

(serial number, if any)



Date: _____, 2024

SURETY

By: _____
Title

Address: _____

STATE OF _____ }
COUNTY OF _____ }

The foregoing instrument was acknowledged before me this ____ day of 2024 by _____ (name and title of corporate officer) of _____ (name of corporation), a _____ (state or place of corporation), on behalf of this corporation. He/she is personally known to me or has produced _____ (type of identification) as identification.

(signature line for notary public)

(name of notary type, printed, or stamped)

(title or rank)

(serial number, if any)

CONTRACTOR is required to execute and deliver the original copy of this Bond to the West Coast Inland Navigation District, Florida.