

Tallahassee Community College

Invitation to Bid
for

Pat Thomas Boulevard Outdoor Lighting Improvements

ITB 2011 - 13



Bid Due – July 25, 2011 @ 1:45 p.m. EST

Bid Opening – July 25, 2011 @ 2:00 p.m. EST

<http://www.tcc.fl.edu/purchasing>

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2. Bid and Contact Information

2.1 Submit Bid To:

Tallahassee Community College
Purchasing Department
Administration building, Room 113
444 Appleyard Drive
Tallahassee, FL 32304-2895

2.2 Contact Information:

Bobby Hinson, Purchasing Manager, CPPB, FCPM, FCPA
E-mail: (hinsonb@tcc.fl.edu)
Phone: 850-201-8520

Jenny Shuler, Purchasing Technician
E-mail: (shulerj@tcc.fl.edu)
Phone: 850-201-6069

2.3 Project Location:

Tallahassee Community College
444 Appleyard Drive
Tallahassee, FL 32304-2895

2.4 General Information:

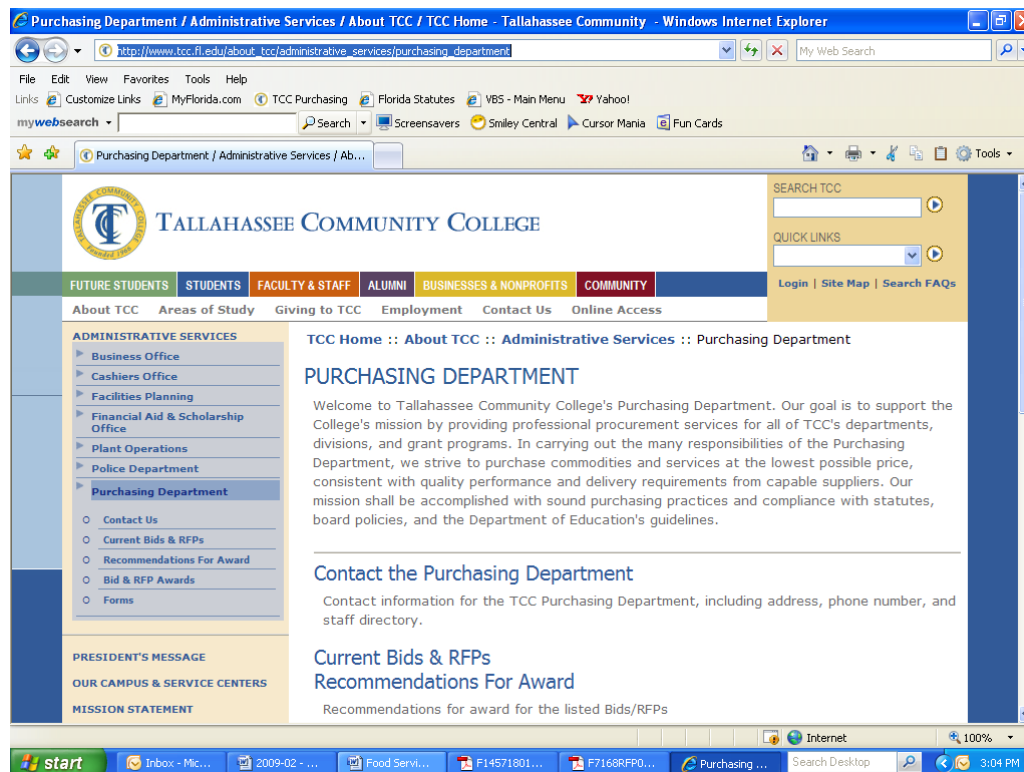
ITB Title:	<u>Pat Thomas Blvd. Outdoor Lighting Improvements</u>
ITB No.:	<u>ITB 2011 - 13</u>
Commodity Code:	<u>991 - 310</u>
Bid Due Date and Time:	<u>July 25, 2011 @ 1:45 p.m. EST.</u>
Bid Opening Date and Time:	<u>July 25, 2011 @ 2:00 p.m. EST.</u>
Issue Date:	<u>June 3, 2011</u>

2.5 Location to Pickup Bid Documents and Drop off Pre-qualification Forms:

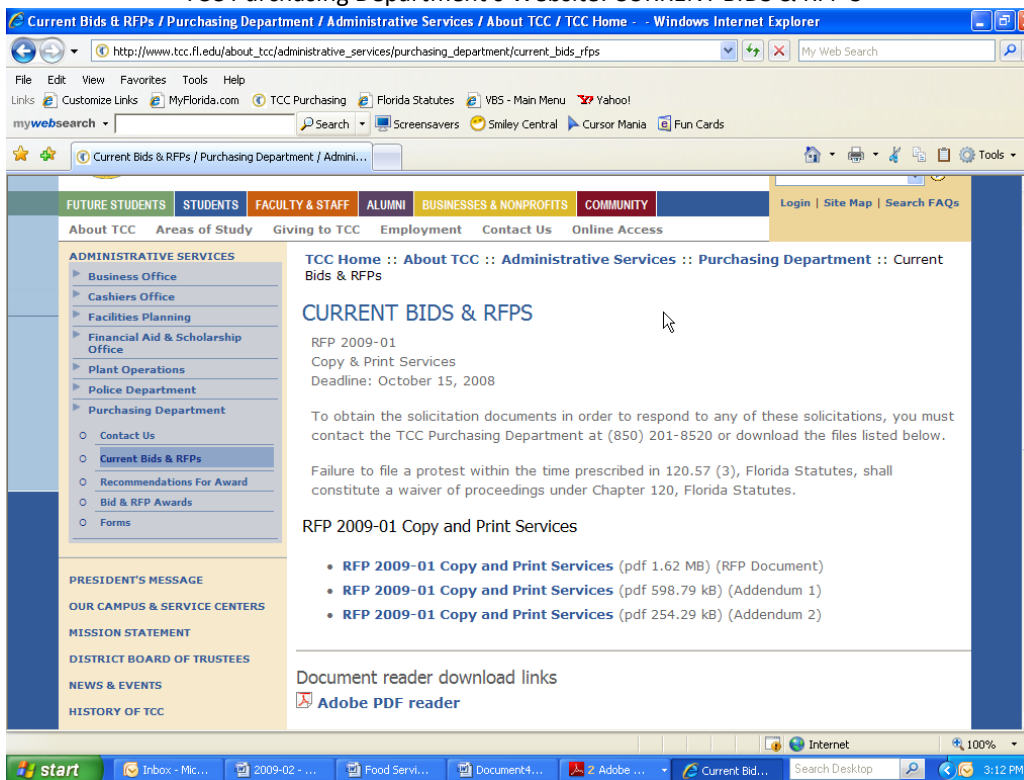
Pinnacle Engineering Group, P. A.
3303 Thomasville Road, suite 102
Tallahassee, FL 32308
Office: 850-422-1763
Fax: 850-422-1502

3. TCC Purchasing Department's Website

<http://www.tcc.fl.edu/purchasing>



TCC Purchasing Department's Website: CURRENT BIDS & RFP'S



4. Calendar of Events

Listed below are the important actions and dates/times by which the actions shall be taken or completed. If the College finds it necessary to change any of these dates/times, it will be accomplished by an addendum. All listed times are local Eastern Standard Time.

Calendar of Events

DATE	TIME	ACTION
June 3, 2011	12:00 p.m.	Release of ITB to Public, Post on VBS
June 23, 2011	10:00 a.m.	Mandatory pre-bid meeting and Site Visit
June 23, 2011	5:00 p.m.	Last day to submit pre-qualification form
June 28, 2011	2:00 p.m.	Last day for written inquiries, Notice of intent to bid and submitting of Equal Alternates
July 1, 2011	4:00 p.m.	Pre-qualifications posted
July 15, 2011	4:00 p.m.	Anticipated date that answers to written inquiries and Equal Alternates will be supplied
July 25, 2011	1:45 p.m.	Bids due
July 25, 2011	2:00 p.m.	Bid opening, including review of mandatory responsiveness requirement
August 15, 2011	4:00 p.m.	Anticipated recommendation to the Board of Trustees for approval
August 16, 2011	2:00 p.m.	Anticipated commencement of contract
February 16, 2012	5:00 p.m.	Anticipated Substantial Completion date
March 16, 2012	5:00 p.m.	Anticipated Final Completion date (30 day after Substantial)

5. Definitions

- a. **Addenda**: Something that is added, a supplement to the scope of work or change to the original direction.
- b. **Addendum**: For this use, the document issued initiating a change in the scope of work, requirements for the ITB or to answer or clarification areas of the Bid and Construction Documents.
- c. **Breach of Contract**: The condition of the relationship between the College and the Contractor which exists when the Contractor fails to perform under the terms and conditions of the Contract.
- d. **Bid**: An offer in response to an ITB.
- e. **Bid Documents**: The ITB, the Project Manual and the Project Plans.
- f. **Bidder**: Company/person, which submits a bid. An Offeror, Contractor or Vendor.
- g. **CD/CD-R**: A recordable compact disc.
- h. **College**: Tallahassee Community College referred to in this ITB document as “TCC”, “College” or “the College.”
- i. **Construction Documents**: The plans and/or written specifications for the project being bid.
- j. **Contract**: The agreement resulting from this ITB between the Successful Bidder and the College.
- k. **Contract Documents**: All AIA forms, the issued PO and all the Construction Documents.
- l. **Contract Services**: Where used herein, refers to those services provided by a private contractor to the College, as described in this ITB document and pursuant to an executed contract.
- m. **Contractor**: The organizational entity serving as the primary Contractor with whom a contract will be executed for this bid. The term Contractor shall include all employees, subcontractors, if applicable, agents, volunteers, and anyone acting on behalf of, in the interest of, or for, the Contractor.
- n. **Evaluation Team**: Identified by the Vice President of Administrative Services and Chief Financial Officer to evaluate the responses and make a recommendation for award in the best interest of the College.
- o. **ITB**: Invitation to Bid. A formal request soliciting bids. Includes specifications or Scope of Work and all contractual terms and conditions.
- p. **Mandatory Responsiveness Requirements**: Terms, conditions or requirements that shall be met by the Bidder to be responsive to this ITB.
- q. **Minor Irregularity**: A variation from the ITB terms and conditions which does not affect the price proposed or gives the bidder an advantage or benefit not enjoyed by the other bidders or does not adversely impact the interests of the College.
- r. **PDF**: Portable Document Format (PDF) is a file format created by Adobe Systems.
- s. **Punch List**: Issues that must be corrected before finalizing the project contractor or portions thereof.
- t. **Subcontract**: An agreement entered into by the Contractor with any other person or organization that agrees to perform any performance obligation for the Contractor specifically related to securing or fulfilling the Contractor's obligations to the College under the terms of the Contract resulting from this ITB. **Also Sub-Contractor.**
- u. **Successful Bidder/Contractor**: The entity that will be performing as the contractor under any contract resulting from this ITB.
- v. **Substantial Completion**: Is when work has been completed to a point where the project is operational and can be occupied. The only work remaining should be minor punch list items.

6. General Conditions, Instructions & Information for Bidders

6.1 Contact Information

Any questions concerning this ITB shall be directed to Bobby Hinson at (hinsonb@tcc.fl.edu) or Jenny Shuler at (shulerj@tcc.fl.edu) of the TCC Purchasing Department as indicated in Section 2 - Bid and Contact Information page. To ensure prospective bidders are presented the same information, all bidders are hereby instructed to contact only the staff members designated as resources for this ITB in Section 2 – Bid and Contact Information. Any other staff contact could create confusion or misinformation and may be cause for disqualification.

Responses to written inquiries, if they change or clarify the ITB in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the ITB. The College will not be bound by oral responses to inquiries or written responses other than by addenda.

Note: All bidders must be on TCC's approved vendors list. An application is provided. (See TAB-F on page 23) See section 6.8 for instructions to submit inquiries.

6.2 Bid Submission

The College will receive bids at the address listed in Section 2 - Bids and Contact Information page. The outside of the sealed envelope/container must be identified as follows:

- ✓ Bidder's name
- ✓ Return address
- ✓ ITB number and title
- ✓ Due date and time

All documentation produced as part of this bid shall become the exclusive property of the College and may not be removed by the Bidder or returned to its agents. The College shall have the right to use any or all ideas or adaptations of the ideas presented in any bids. Selection or rejection of a bid shall not affect this right.

All bids must be typewritten or filled in with pen and ink, and must be signed in ink by an officer or employee having authority to bind the company or firm. Errors, corrections or changes on any document must be initialed by the signatory of the bid.

NOTE: Tabs are to be set up and labeled as section separators, (Example: "Tab A Bid Quotation Form") such that the Evaluation Committee can easily turn to "Tabbed" sections during the evaluation process. Failure to have all copies properly "tabbed" makes it difficult to accurately evaluate the bid.

6.3 Number of Copies

Bidders shall submit **one (1) original hardcopy, one (1) copy of the original and one (1) Compact Disc (CD) in PDF Format** of the complete bid, with all supporting documentation in a sealed envelope/container marked as noted above.

6.4 Due Date/Time

The time and date listed in section 4, Calendar of Events will be scrupulously observed. Bids must be received in the College's Purchasing Department by the deadline. **Bids and unsolicited amendments to bids received after the specified time and date shall not be evaluated.** The

College will not be responsible for late deliveries or delayed mail. The time clock located at the Purchasing Department shall serve as the official authority to determine lateness of any bid. Normal business hours are 8:00 a.m. to 5:00 p.m., Monday through Friday, Eastern Daylight Savings Time. The bidder may submit the bid in person or by mail/courier service. Faxed or electronically sent bids will not be accepted. **Bidders are cautioned that all incoming mail to the College is received by the College's Central Mail Department prior to its distribution to the individual departments. Therefore, at least a 24-hour distribution delay should be considered when mailing the bid. The College cautions bidders to assure actual delivery of mail or hand-delivered bids prior to the deadline set for receiving bids.** Telephone confirmation of timely receipt of the bid may be made by calling The Purchasing Department at (850) 201-8520.

6.5 Bidder's Email Registration

Bidders should register their e-mail address with the Purchasing Department. ***An email sent to the names listed in Section 2 – Bid and Contact Information referencing this bid will serve as officially registering.*** The College shall not be responsible for providing addendum to bidders who receive ITB documents from other sources. Failure to register as a prospective Bidder may cause your bid to be rejected as non-responsive if you have submitted a bid without an addendum acknowledgement form for the most current addendum. **(See TAB H, Addendum Acknowledgement Form)**

6.6 Bid Documents

The bid documents consist of this ITB, the project manual and the project plans. The location for obtaining the bid documents is listed in section 2, Bid and Contact Information. Additional requirements for correctly completing the bid documents are located in the Project Manual.

NOTE: All documents are to be bid as a whole unless otherwise instructed.

6.7 Contract Documents

The successful bidder, after approval from the Board, shall be required to fill out and sign all AIA documents found in the Project Manual. A Purchase Order for the amount of the bid will then be issued. The Bid Documents along with the Purchase Order and all signed forms make up the Contract Documents. Any conflicting information or inconsistencies in the Contract Documents shall be brought to the attention of the Purchasing Department in writing within ten (10) days of the issuing of the Purchase Order.

6.8 Inquires

All bidders shall carefully examine the bid documents. Any ambiguities, inconsistencies, inquiries or questions concerning the intent, meaning or interpretation of this ITB shall be requested in writing to the Purchasing Department by means of the Request for Clarification form found in the Project Manual and done so in accord with Section 4, Calendar of Events, Last Day for Written Inquiries; failure to do so, on the part of the bidder, will constitute an acceptance by the bidder of any subsequent decision. An addendum with answers on all received questions will be mailed or emailed to the Bidder by or on the date listed in the Calendar of Events, Anticipated Date that Answers to Written Inquiries will be posted on the College's Website.

6.9 Public Opening

Bids shall be received by the Purchasing Department by the specified time and date. Bids will be reviewed by the College's staff to determine if they comply with the mandatory responsiveness requirements listed in this ITB. This will be a yes/no review for mandatory responsiveness and costs recording conducted by the College staff to determine if all requirements have been met. Failure to meet any of these mandatory responsiveness requirements will render a bid non-responsive and result in rejection of the entire bid.

A public opening of the bids for this ITB will occur as listed in Section 4 - Calendar of Events at **TCC's Main Campus, 444 Appleyard Drive, Tallahassee, FL, in Room 115 (Eagle Conference room) of the Hinson Administration Building.** Persons with disabilities needing assistance to participate in the public opening should call the Purchasing Department at least 48 hours in advance of the public opening.

6.10 No Bid

If not submitting a bid, the contractor should submit a **Statement of No Bid Submittal, (TAB I on page 26)** and give the reason(s) in the space provided. Failure to submit either a bid or a Statement of No Bid Submittal may be cause for removal of the Bidder from the mailing list.

6.11 Delays

The College, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the College to do so. The College will notify bidders of all changes in scheduled due dates by written addendum.

6.12 Bid Modification or Withdrawal

Bidders may modify or withdraw their bids by notifying the Purchasing Department in writing at any time prior to the time set for the bid deadline listed in section 4. Bidders may do this in person or through an authorized representative. Bidders and authorized representatives must disclose their identity (company business card and driver's license) and provide a signed receipt for the bid. Once opened, bids become the property of The College and will not be returned to the bidders. Additional bid modification requirements are found in the Project Manual.

6.13 Additional Information

No additional information may be submitted, or follow-up performed by any Bidder after the stated deadline unless specifically requested by the College.

6.14 Addendum

Should any revisions/clarifications/supplemental instructions be needed, The Purchasing Department will issue a written addendum to all bidders who received an ITB package. It is the bidders' responsibility to check with the Purchasing Department prior to submitting a bid to make sure they have not missed any issued addendums.

Note: It is mandatory that the bidder complete and return all Addendum Acknowledgement Forms if issued for this ITB. (Addendum Acknowledgement Form - TAB H)

6.15 Posting of Recommendation for Award

Recommendation for award will be posted on the TCC Purchasing website and on the State of Florida's Vendor Bid System for review by interested parties prior to submission through the appropriate approval process to the District Board of Trustees for final approval of award, and will remain posted for a period of at least 72 hours - three (3) working days.

6.16 Posting of Award

The College anticipates award to the Bidder(s) who submits the bid judged by the College to be the most advantageous to the College. Final approval of the bid shall be by TCC's District Board of Trustees at a regularly scheduled public meeting. The Bidder understands that this ITB does not constitute an agreement or a contract with the Bidder. An official contract or agreement is not binding until bids are reviewed and accepted by appointed staff, approved by the appropriate level of authority within the College, and executed by both parties. Posting of the award will remain posted for a period of at least 72 hours - three (3) working days.

6.17 Responses

The College prefers to receive a minimum of three (3) responses to bids for commodities and services. Therefore, if three responses are not received by the deadline, the deadline may be extended, or the solicitation for bids may be reinitiated.

6.18 Termination

If prior to the start of work it is determined the contractor is unable to execute the terms of the contract the College may elect to negotiate and award the bid to the next ranked bidder or to issue a new ITB, whichever is determined to be in the best interest of the College.

6.18.1 Termination because of Lack of Funds

In the event funds to finance the Contract resulting from this ITB become unavailable, the College may terminate the Contract upon no less than twenty-four (24) hours' notice in writing to the Contractor. Notice shall be delivered by certified mail (return receipt requested), facsimile, by other method of delivery whereby an original signature is obtained, or in-person with proof of delivery. The College shall be the final authority as to the availability of funds.

6.18.2 Termination for Cause

The contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201-2007 located in the Project Manual.

6.18.3 Suspension of Work

The work may be suspended by the Owner as provided in Article 14 of the AIA Document A201-2007 located in the Project Manual.

6.18.4 Termination for Unauthorized Employment

Violation of the provisions of Section 274A of the Immigration and Nationality Act may be grounds for termination of the Contract resulting from this ITB.

6.19 Minority and Women Owned Businesses

Minority and Women Owned Businesses are encouraged to participate in all solicitations for responses conducted by the College. Category definitions may be reviewed in Chapter 288.703 of the Florida Statutes. Penalties for falsification and/or discrimination may be reviewed in Chapter 287.094. **(See TAB D, Minority and Women Owned Business Declaration Form)**

6.20 Bid Preparation Costs

Neither the College nor its representatives shall be liable for any expenses incurred in connection with the preparation of a bid. Bidders should prepare their bids simply and economically, providing a straightforward and concise description of the bidder's ability to meet the requirements of the ITB. Bidding firms shall pay all costs associated with the preparation of the bids including the cost of any visits to the campus.

6.21 Accuracy of Bidder Information

Any bidder, which submits in its bid to the College any information, which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

6.22 Disqualification

The College reserves the right to disqualify bids, before or after opening, upon evidence that the bidder is not qualified by experience, is not in a position to do work specified and in the time allotted, or upon evidence of collusion with intent to defraud, or other unethical or illegal practice. The College also reserves the right to disqualify bids from firms or individuals who have in the past failed to meet the specifications, requirements, or expectations of past or present agreements, contracts, or awards for products and/or services.

The college reserves the right to waive minor irregularities. Minor irregularities are defined as a variation from the Invitation to Bid terms and conditions which does not affect the price proposed, or give the Bidder advantage or benefit not enjoyed by other bidders, or does not adversely impact the interests of the College. At its option, the College may correct minor irregularities but is under no obligation to do so whatsoever.

6.23 Attorney's Fee

In the event the bidder breaches the contract between the bidder and the College or the specifications of this ITB, and the College is required to take legal action to resolve the breach, or to recover any monies which may be due hereunder, then, and in those events, the bidder shall pay all costs for such legal action or collection, including reasonable attorney's fees, court costs, discovery costs and any other costs related to this action.

6.24 Public Entity Crimes

Award will not be made to any person or affiliate identified on the Department of Management Services' "Convicted Vendor List". This list is defined as consisting of persons and affiliates who are disqualified from public contracting and the purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017 Florida Statutes for Category Two (currently \$35,000.00) with any person or affiliate on the "Convicted Vendor List" for a period of thirty-six (36) months from the date that person or affiliate was placed on the "Convicted Vendor List" unless that person or affiliate has been removed from the list. By

signing and submitting the bid forms, bidders attest that they have not been placed on the “Convicted Vendor List”. Additional requirements are in the Project Manual.

6.25 Public Records

All bids/solicitations become “public records” and shall be subject to public disclosure consistent with Chapter 119.071 (1)(b) and Chapter 119.071 (1)(c), Florida Statutes. Bidders are cautioned that Florida law generously defines what constitutes a public record; see, for example, section 119.07 of the Florida Statutes.

NOTE: If a bidder believes any of their material(s) are exempt from disclosure and public records, they must identify specifically any information contained in their bid, clearly segregate and mark that information, specify the Florida Statute which they consider to be exempt from disclosure, citing specifically the applicable exemption law and briefly describe in writing the grounds for claiming exemption from the public records law. A general notation that information is “Confidential” will not be sufficient. Any material submitted in response to this bid will become a public document pursuant to Section 119.07, Florida Statutes **if not** identified as noted above. This includes material that the responding bidder might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective after opening pursuant to Section 119.07, Florida Statutes. In no event shall the College or any of its employees or agents be liable for disclosing, or otherwise failing to protect the confidentiality of, information submitted in response to this bid.

6.26 Joint Ventures

Bids submitted by firms under “joint venture” arrangements or other multi-party agreements **must** submit a power of attorney delegating authority to one principal with authority to negotiate and execute any/all contract documents resulting from negotiations/award of this ITB.

6.27 Protest of Bid Proceedings

Any notice of protest or formal written protest to the award or intended award which is filed before the bid tabulation posting, is null and void. To be considered a notice of protest, a formal written protest must be filed within 72 hours after the posting of the notice of the decision or intended decision as set forth in Section 120.57(3) (b), Florida Statutes. Failure to file a protest within the time prescribed shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

6.28 Compliance with Laws

All bidders are required to comply with all Federal, State and Local laws, codes, rules and regulations controlling the action or operation of this ITB. Relevant laws may include, but are not limited to: The Americans with Disabilities Act of 1990, Office of Education 6A-14, State Requirements for Educational Facilities (SREF), Florida Statute 1013 (K-20 Education Code – Educational Facilities), Florida Building Code, OSHA regulations, all Civil Rights legislation, and all employment and minimum wage laws.

6.29 EEO Statement

Tallahassee Community College does not discriminate on the basis of race, color, ethnicity, genetic information, national origin, sex, disability, or age in its programs and activities. Inquiries regarding the non-discrimination policies may be directed to: Renae Tolson, Equity Officer, (850) 201-8510, tolsonr@tcc.fl.edu

6.30 Conflict of Interest

All bidders must disclose with the bid the name of any officer, director, agent who is also an employee of TCC or member of TCC's District Board of Trustees. All bidders must disclose the name of any TCC employee or member of TCC's District Board of Trustees employee who owns, directly or indirectly, an interest of five percent (5%) or more in the bidder's firm.

6.31 Affirmation

By submission of a bid, bidders affirms that his/her bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. Bidder agrees to abide by all conditions of this ITB and the resulting contract. **(See TAB G, – Vendor Signature Sheet)**

6.32 Invitation to Bid Terms

By submitting a bid, the bidder acknowledges that he/she has read this Invitation to Bid, understands it, and agrees to be bound by its terms and conditions. Bids must be made in the official name of the firm or individual under which the business is conducted, signed by a person authorized to sign contracts on behalf of the firm and submitted with the completed ITB. Each responding firm shall submit only one bid. All bids received shall remain firm for a period of 90 days after the date specified for the receipt of the bids. **(See TAB G, – Vendor Signature Sheet)**

6.33 Licenses

It shall be the sole responsibility of the contractor to obtain and maintain, at no additional cost to the College, any and all licenses as required by all federal, state, county, municipal and local governments.

6.34 Indemnification

The contractor agrees to indemnify, defend and save harmless Tallahassee Community College (the College) and the District Board of Trustees, against any and all claims or actions of any nature whatsoever, including, but not limited to, damages to property, injuries, or death arising out of any of the operations of the contractor or their sub-contractors.

The successful bidder agrees, by accepting the award of this ITB, to the following hold harmless agreement:

During the term of this contract, the contractor shall indemnify, hold harmless, and defend the District Board of Trustees of Tallahassee Community College and Tallahassee Community College, from any and all costs and expenses, including but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs, and all other sums which the Board, its agents, servants and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded, thereon, arising or alleged to have arisen out of the products or goods, installing equipment, or otherwise transacting business, whether such claim or claims be for damages, injury or death to a person, group or organization, whether employed by the contractor or by Tallahassee Community College.

6.35 Federal and State Taxes

Tallahassee Community College is exempt from Federal Tax and State Sales and Use Tax. Upon request, the College will provide an exemption certificate to the contractor. The contractor shall not be exempt from paying sales tax to its suppliers for inventory, materials, supplies, equipment, and services to fulfill contractual obligations with the College, nor shall the contractor be authorized to use the College's Tax Exemption Number in securing such inventory, materials, supplies, equipment, and services. The contractor shall be responsible for all associated taxes. The contractor shall be responsible for payment of its own and its share of its employee's payroll, payroll taxes and benefits.

6.36 Mandatory Responsiveness Requirements/Fatal Criteria

The College shall reject any and all bids that do not meet mandatory responsiveness requirements as defined below:

Mandatory Responsiveness Requirements are those terms, conditions or requirements that shall be met by the Bidder to be responsive to this ITB. These responsiveness requirements are mandatory. Failure to meet these responsiveness requirements will cause rejection of a bid. Any bid rejected for failure to meet mandatory responsiveness requirements will not be further evaluated.

6.37 Notice of Intent to Bid

In order to plan for a timely and efficient review process, Notice of Intent (NOI) to propose is requested by the date specified in Section 4 - Calendar of Events. The College understands that the submission of a NOI is non-mandatory, or a commitment to a bid, nor is information contained therein considered binding on the submitter. Bidders are requested to submit a letter, email or fax to the Contact persons listed in Section 2 – Bid and Contact Information. Please provide the following information:

- ✓ **Your company's name, contact person(s), physical mailing address, phone & fax numbers, and E-mail address with a note stating you plan to submit a bid.**

Note: Although a proposal may be submitted without an NOI, proposers should be aware that any revisions/clarifications/supplemental instructions to this ITB will be issued in a written addendum(s) to the proposers who have returned NOIs.

6.38 Behavior

The contractor shall conduct its operations in an orderly manner so as not to annoy, disturb, or be offensive to patrons or other visitors in the facility where the contractor is providing services.

It is understood and agreed between the College and contractor that the intent of this agreement is that the contractor shall provide a service. In providing this service, the College requires that the contractor's employees, sub-contractors and agents conduct themselves in a manner that does not discredit the College.

The contractor shall immediately remove any of its agents, sub-contractors, and employees from the College's premises when requested to do so by the College's representative. Any and

all such removals shall be in the name of the contractor and the responsibility, therefore, shall be assumed by the contractor.

6.39 Signs

The contractor shall not erect, maintain, or display any signs or any advertising material without prior written approval of the College.

6.40 Availability of Records

The contractor shall maintain, during the term of the contract, cash collection records and normal information which would be customarily used in order to document accordance with accepted accounting practice and standards. The College representative or designee shall be permitted to examine and audit, during ordinary business hours, those portions of such records and books of accounts pertaining or related to the gross receipts of the contractor from the Tallahassee Community College operation. The contractor shall not be required to maintain such records and books of accounts pertaining to transactions occurring during any annual period for more than three (3) years after the end of each annual period.

6.41 Debts and Encumbrances

The College shall not be liable or be required to pay any debts, claims, and encumbrances of the bidder or bidder's company incurred prior to the effective date of the possession by the contractor, nor during the term of this agreement.

6.42 Credit

The contractor further covenants and agrees it will not in any manner use the credit of the College in connection with its said business or affairs. The contractor further covenants and agrees it will purchase goods and sign contracts only in its own name and at its own cost and expense. The contractor further agrees that its purchases shall be against its own credit and that it will promptly make full payment therefore in accordance with the terms of the purchase.

6.43 Acceptance/Rejection

The College reserves the right to reject all bids, to waive any informalities and technicalities, and to solicit and re-advertise for new bids, or to abandon the project in its entirety. The College reserves the right to make the award to that bidder who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College. The College reserves the right to reject the bid of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts, or who in the College's opinion, is not in a position to perform properly under the award. The College reserves the right to inspect all facilities of bidders in order to make a determination as to the foregoing.

7. Instructions for Preparing Bids

Bids are due at the time and date specified in the Calendar of Events in section 4, Bids Due/Bid Opening, Including Review of Mandatory Responsiveness Requirements (Fatal Criteria) and shall be submitted to Tallahassee Community College, Purchasing Department, 444 Appleyard Drive, Tallahassee, FL 32304. Bids received late will not be considered and no modification by the bidder of submitted bids will be allowed. No College staff will be held responsible for the inadvertent opening of a bid not properly sealed, addressed or identified.

7.1 College's Request for Information

Before award, the College reserves the right to seek clarifications or request any information deemed necessary for proper review of submissions from any bidder deemed eligible for contract award. Failure to provide requested information may result in rejection of the bid.

The College shall not be obligated to pay for information obtained from or through any bidder prior to entering into a contract with the successful bidder. Once opened, bids become the property of the College and will not be returned to the bidders.

7.2 Bid Format (Mandatory Requirements)

It is mandatory each attachment be filled out, signed and included whether applicable or not. It is also mandatory the bid be submitted in the following order with each attachment tabbed as follows:

- TAB – A Bid Form (Form located in the Project Manual)
- TAB – B Questionnaire
- TAB – C Drug-free work place form
- TAB – D Minority and Woman Owned Business Declaration
- TAB – E W9 Request Taxpayer ID Number and Certification
- TAB – F TCC's Vendor Application Form
- TAB – G Vendor Signature Sheet
- TAB – H Addendum Acknowledgement Form
- TAB – I Statement of No Bid Submittal (if applicable)
- TAB – J Contractor Pre-Qualification Form

Note: The College reserves the right to use all information provided in determining responsibility of the contractor, as well as any other information the College may obtain through any means that bears on the issue of responsibility.

8. Evaluation of Bids

EVALUATION CRITERIA: Primary factors used to decide the award hereunder will be the lowest *responsible* bidder. Other factors that may be used in the evaluation of this bid could be the Bidder's past performance. The College reserves the right to waive minor irregularities if the bid is otherwise valid. The College has sole discretion in determining testing and evaluation methods.

Bid tabulations will be posted for review by interested parties on the bulletin board at Tallahassee Community College, Purchasing Office, Administration Building, Room 113, Tallahassee, Florida 32304. The tabulation will remain posted for a period of seventy-two (72) hours.

8.1 Identical or Tie Scores

In the event two (2) or more Bidders are deemed equal during the evaluation process, the following criteria, in order of importance, shall be used to break said tie:

- 1) Drug Free Work Place,
- 2) Bidder's place of business is within Gadsden, Leon, and Wakulla Counties
- 3) Bidder's place of business is within the State of Florida,
- 4) Flip coin.

9. Scope of Services Sought

9.1 Statement of Purpose

The purpose and intent of this Invitation to Bid is to secure firm prices and establish a contract to provide the equipment, material and perform all work as specified or implied by this ITB. This document along with any plans and specifications are to be bid as a whole unless otherwise instructed.

9.2 General Scope Summary

Tallahassee Community College's Pat Thomas Blvd. presently is an unlit road connecting TCC's main campus to Highway 90. This road has sidewalks on both sides that are experiencing increased pedestrian traffic and student athletic training.

With much of this activity occurring before sunrise and after sunset student safety has become a concern. This project will add pole lighting along the road providing the needed light for these student activities to safely continue.

9.3 Project Scope

It is the contractor's responsibility to supply a complete turnkey project. All miscellaneous equipment and material as well as labor must be provided whether or not specifically mentioned in the specification or shown by the drawings.

All project detail and specification for this ITB are in the Project Manual and Project Plans that accompany this document. **Be sure to read all documentation when preparing the bid.**

9.4 Pre-Qualification

All electrical contractors whether they are the primary or sub-contractor must pre-qualify to be eligible to bid or perform work on this project. A Pre-Qualification Form is provided and must be filled out by the electrical contractor and submitted to Clemons, Rutherford & Associates for review and approval by the time and date specified in section 4, Calendar of Events. **(See TAB – J, Pre-Qualification Form).**

A Guaranteed maximum emergency response time of 4 hours for normal emergencies and 1.5 hours for critical emergencies is mandatory. The contractor must provide a written explanation on how they will meet this requirement in Tab J.

[The remainder of this page intentionally left blank.]

Tab B - Questionnaire

VENDOR QUESTIONNAIRE

Please provide written responses to the following questions. If the answer to any of the questions is 'Yes', Vendor shall describe fully the circumstances, reasons therefore, the current status, and ultimate disposition of each matter that is the subject of this inquiry.

Has the Contractor been declared in default of any contract? ☐ Yes ☐ No

Has Contractor forfeited any payment of performance bond issued by a surety company on any contract? ☐ Yes ☐ No

Has an uncompleted contract been assigned by Contractor's surety company on any payment of performance bond issued to Vendor arising from its failure to fully discharge all contractual obligations hereunder? ☐ Yes ☐ No

Within the past three years, has Contractor filed for reorganization, protection from creditors, or dissolution under the bankruptcy statutes? ☐ Yes ☐ No

Is Contractor now the subject of any litigation in which an adverse decision might result in a material change in the firm's financial position or future viability? ☐ Yes ☐ No

Name of Bidder _____

*This form **must** be completed, signed and insert it under Tab B of the Bid. Any attachments must also be inserted under Tab B of this Bid.*

Tab C - Drug-Free Work Place Form

Drug-Free Work Place: Yes _____ N/A _____

If **Yes** please complete the form.

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

_____ does:
(Name of Business)

Publish 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's 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 proposed 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 required the satisfactory participation in a drug abuse assistance or rehabilitation program is 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.

Bidder's Signature

Date

*This form **must** be completed, signed and inserted under Tab C of the Bid.*

Tab D - Minority and Woman Owned Business Declaration

Minority/Woman Owned Business: Yes _____ N/A _____

If **Yes** please complete the form.

Minority and Woman Owned Business Declaration Form

Bidder hereby declares that it is a Minority/Woman Owned Business Enterprises, as defined by section 288.703, Florida Statutes, by virtue of the following:

Type of Business (check applicable area):

- () African American
- () Hispanic American
- () Native Americans
- () Asian American
- () American Woman

Note: Minority Business Enterprises, Small Businesses, and Minority Businesses terms are defined in Chapter 288.703, Florida Statutes, and are included below. Chapter 287.094, Florida Statutes, states that it is unlawful for any individual to falsely represent any entity as a minority business enterprise. A person in violation of 287.094, Florida Statutes, is guilty of a felony of the second degree.

Bidder:
Certified by (Name of Public Entity, if applicable):
Certificate Number/Attach Copy:
Signature & Date:

Florida Statutes 288.703 definitions – As used in section 288.703, the following words and terms shall have the following meanings unless the content shall indicate another meaning or intent:

- (1) “Small business” means an independently owned and operated business concern that employee 200 or fewer permanent full-time employees and that, together with its affiliates, has a net worth of not more than \$5 million or any firm based in this state which has a Small Business Administration 8(a) certification. As applicable to sole proprietorships, the \$5 million net worth requirement shall include both personal and business investments.
- (2) “Minority Business Enterprises” means any small business concern as defined in subsection (1) which is organized to engage in commercial transactions, which is domiciled in Florida, and which is at least 51% owned by minority persons who are members of an insular group that is of a particular racial, ethnic, or gender make-up or national origin, which has been subjected historically to disparate treatment due to identification in and with that group resulting in an under-representation of commercial enterprises under

the group's control, and whose management and daily operations are controlled by such persons. A minority business enterprise may primarily involve the practice of a profession. Ownership by a minority person does not include ownership which is the result of a transfer from a nonminority person to a minority person within a related immediate family group if the combined total net asset value of all members of such family group exceeds \$1 million. For purposes of this subsection, the term "related immediate family group" means one or more children less than 16 years of age and a parent of such children or the spouse of such parent residing in the same house or living unit.

- (3) "Minority person" means a lawful, permanent resident of Florida who is:
- a. An African American, a person having origins in any of the black racial groups of the African Diaspora, regardless of cultural origin.
 - b. A Hispanic American, a person of Spanish or Portuguese culture with origins in Spain, Portugal, Mexico, South America, Central America, or the Caribbean, regardless of race.
 - c. An Asian American, a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands, including the Hawaiian Islands prior to 1778.
 - d. A Native American, a person who has origins in any of the Indian Tribes of North America prior to 1835, upon presentation of proper documentation thereof as established by rule of the Department of Management Services.
 - e. An American woman.
- (4) "Certified minority business enterprise" means a business which has been certified by the certifying organization or jurisdiction in accordance with s. [287.0943](#)(1) and (2).
- (5) "Department" means the Department of Management Services.
- (6) "Ombudsman" means an office or individual whose responsibilities include coordinating with the Office of Supplier Diversity for the interests of and providing assistance to small and minority business enterprises in dealing with governmental agencies and in developing bids for changes in state agency rules.
- (7) "Financial institution" means any bank, trust company, insurance company, savings and loan association, credit union, federal lending agency, or foundation.
- (8) "Secretary" means the secretary of the Department of Management Services.

It is unlawful for any individual to falsely claim to be a minority business enterprise for purposes of qualifying for certification with any governmental certifying organization as a minority business enterprise in order to participate under a program of a state agency which is designed to assist certified minority business enterprises in the receipt of contracts with the agency for the provision of goods or services. The certification of any contractor, firm, or individual obtained by such false representation shall be permanently revoked, and the entity shall be barred from doing business with state government for a period of 36 months. Any person who violates this section is guilty of a felony of the second degree, punishable as provided in s. [775.082](#), s. [775.083](#), or s. [775.084](#).

Bidder's Signature

Date

*This form **must** be completed, signed and inserted under Tab D of your Bid to fulfill the requirements of this ITB.*

Tab E – W9, Request for Taxpayer Identification Number and Certification

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ☐ Exempt payee ☐ Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

This form **must** be completed, signed and inserted under Tab E your bid to fulfill the requirements of this ITB.

Tab F – TCC's Vendor Application Form



**Tallahassee Community
College**

Vendor Application

Company Name

FEIN/SSN:

If SSN, please provide copy of Business License. If provided, the SSN will be recorded and used for IRS (form 1099 reporting) purposes only.

Contact Information:

() Initial Application () Application Revision

Name

Title

() -

Phone Number

() -

Fax Number

Email

Organized as: (check one)

() Individual () Partnership

() Corporation () Non-Profit

() Sole Proprietorship

***1099 required?** () Yes () No

Type of Business:

() Professional Services () Manufacturer

() Regular Dealer (type 1) () Construction

() Regular Dealer (type 2) () Printing Firm

State of Florida Commodity Code, if known:

_____ - _____

Mailing Address:

Attention

Suite/PO Box

Street

City

State/ZIP

Note: If your company has more than one mailing address, please indicate on a separate sheet.

Remittance Address:

(If different from mailing address)

Attention

Suite/PO Box

Street

City

State/ZIP

Note: If your company desires to receive payments via electronic forms transfer (EFT), please indicate here () and provide your banking info below.

ABA - _____ Account - _____

Vendor Status:

Is company certified as a "Minority Business

Enterprise"? () Yes () No

If 'Yes', attach copy of current MBE/WBE certification.

If 'Yes', which check applicable category.

() Black American () Native American

() Hispanic American () Asian American

() American Woman () Other _____

Company Officers, Owners or Partners

Name

Title

Name

Title

Vendor Requirements:

☐ All vendors providing goods and/or services to TCC must complete this Vendor Application prior to issuance of a college purchase order.

☐ Unless directed otherwise by purchasing department personnel, all items must be shipped to the following address:

**Tallahassee Community College
Receiving Department
444 Appleyard Drive
Tallahassee, Florida 32304-2895**

☐ Goods or services shall not be provided to college without an approved college purchase order.

If you desire to be added to the College's vendor bid list, please describe your primary business activity or description of commodities sold:

Certification:

I certify that the information supplied herein (including all attachments) is correct to the best of my knowledge. I further certify that in doing business with the state of Florida, my company is in compliance with Florida Statutes, ch # 112.313 (Conflicts of Interest) and that I have disclosed the name of any officer, director or partner who owns, directly or indirectly, an interest of five percent or more in the above company or any of its branches.

Authorized Signature

Date

Printed Name & Title of Authorized Person

Please complete, sign and return application. The application may also be faxed to (850)201-8506, or emailed to davisc@tcc.fl.edu.

This form **must** be completed, signed and inserted under Tab F of your bid to fulfill the requirements of this ITB.

Tab G – Vendor Signature Sheet

Vendor Signature Sheet

I, the undersigned, having the authority to bind my company for this bid, hereby certify that I understand and accept the conditions as set forth in this invitation to bid.

Further, 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 service, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of these bid specifications and I certify that I am authorized to sign this bid.

BIDDER'S LEGAL NAME _____

FEDERAL ID NUMBER _____

CITY, STATE AND ZIP CODE _____

TELEPHONE # (____) _____ FAX #(____) _____

BY SIGNATURE (Manual) _____

BY SIGNATURE (Printed) _____

TITLE: _____ DATE _____

Section XXXI. Affirmation

By submission of a bid, bidders affirms that his/her bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, equipment or services, and is in all respects fair and without collusion or fraud. Bidder agrees to abide by all conditions of this ITB and the resulting contract. See Attachment G – Vendor Signature Sheet.

Section XXXII. Invitation to Bid Terms

By submitting a bid, the bidder acknowledges that he/she has read this Invitation to Bid, understands it, and agrees to be bound by its terms and conditions. Bids must be made in the official name of the firm or individual under which the business is conducted, signed by a person authorized to sign contracts on behalf of the firm and submitted with the completed ITB. Each responding firm shall submit only one bid. All bids received shall remain firm for a period of one (1) year after the date specified for the receipt of the bids. See Attachment G – Vendor Signature Sheet.

*This form **must** be completed, signed and inserted under Tab G of your bid to fulfill the requirements of this ITB.*

Tab H – Addendum Acknowledgement Form

ADDENDUM ACKNOWLEDGEMENT FORM

ITB # _____

ADDENDUM #1

TALLAHASSEE COMMUNITY COLLEGE

444 Appleyard Drive

Tallahassee, Florida 32304-2895

850.201.8520

www.tcc.fl.edu

Sample

Bid No: ITB # _____

Bid Title: _____

Opening Date: _____

ADDENDUM NO: One (1) Date: _____

PLEASE BE ADVISED THAT THE FOLLOWING CHANGES ARE APPLICABLE TO THE ORIGINAL SPECIFICATIONS OF THE ABOVE-REFERENCED ITB:

This addendum includes the following:

THIS ADDENDUM NOW BECOMES A PART OF THE ORIGINAL ITB.

THE ADDENDUM ACKNOWLEDGMENT FORM SHALL BE SIGNED BY AN AUTHORIZED COMPANY REPRESENTATIVE, DATED AND RETURNED WITH THE RESPONSE.

RESPONDENT: _____ BY: _____

ADDRESS: _____ PHONE: _____

CITY, STATE: _____ DATE: _____

AUTHORIZED SIGNATURE _____

This sample Addendum must be completed, signed and inserted under Tab H of your bid to fulfill the requirements of this ITB.

Tab I – Statement of No Bid Submittal

Statement of No Bid Submittal

If your company does not intend to bid on this procurement, please complete and return this form prior to the date shown for receipt of bids to:

Tallahassee Community College
Purchasing Department
444 Appleyard Drive
Tallahassee, Florida 32304-2895

We, the undersigned, have declined to bid on the above referenced Invitation to Bid for the following reason(s):

- () Scope of Services of Terms and Conditions are too “restrictive.” *(Please explain below)*
- () Unable to meet requirements
- () ITB was unclear (please explain below)
- () Insufficient time to respond
- () We do not offer this type of service or equivalent
- () Unable to meet bond or insurance requirements
- () Other *(please explain below)*

Remarks: _____

- () Remove us from your “Bidder List

_____ Company Name	_____ Telephone
_____ Signature	_____ Fax
_____ Title	_____ Typed or Printed Name

Address, City, State & Zip Code

E-Mail Address and Website

If applicable, this form must be completed, signed and returned

Tab J – Contractor Pre-qualifications Form

Special instructions:

This form must be filled out and submitted by the date and time specified in the Calendar of Events, Section 4, on page 6, in order to be eligible to participate in this ITB. The bidder shall submit it to the contact person listed in Section 2.5 on page 4. The last page is to be filled out by the reviewer and returned to the bidder who shall place it under Tab J of the ITB.

1. On a separate piece of paper provide a copy of your active up-to-date applicable license.
2. How many years has your company been in business? _____
3. Has your company ever done any educational work before? _____
 - a. On a separate piece of paper provide a brief description of the last three educational/institutional projects you have completed with references and contact information.
4. Have you ever been involved in a lawsuit? _____
 - a. If yes, please explain on a separate sheet.
5. On a separate sheet provide the background and work experience of the personnel that will be provided for TCC projects.
6. On a separate sheet provide a list of all license and certifications held by each staff member that will providing work for TCC.
7. If awarded a contract, 10 days after award a level 2 State of Florida background check must be provided for each staff member that does work on any of TCC's Campuses or satellite buildings. Please sign acknowledging you understand the request and are aware if not provided the contract may be awarded to the next bidder. _____
8. Must be able to provide a guaranteed emergency response time of 4 hours for normal emergencies and 1.5 for critical emergencies. On a separate piece of paper provide an example how this requirement will be met.
9. The contractor shall demonstrate via documentation, certification and experience the following minimum additional requirements:
 - a. 5 years of installing, splicing, terminating and testing of single conductor and three conductor shielded 15,000V primary EPR and PILCP copper and aluminum cables.
 - b. 5 years of installing 15,000V SF-6 gas primary switches and enclosures.
 - c. 5 years of installing pad mounted transformers.
 - d. 5 years of installing underground primary voltage duct banks and conduit systems.

Tab J – Contractor Pre-qualification (continued) to be filled out by the reviewer with a copy returned to the bidder to be placed under Tab J

Date:

Reviewers Name:

Name and Address of Contractor:

Contractor's Phone & Fax numbers

Contractor's e-mail address

Did the contractor meet the minimum requirements?

Reviewers Signature

*This form **must** be completed, signed and inserted under Tab J of your bid to fulfill the requirements of this ITB.*