

SECTION 00020

INVITATION TO BID

1.01 INVITATION TO BIDDERS

A. Sealed bids from Pre-Qualified General Contractors will be received in the office of the Director of Purchasing and Contract Administration at St. Johns River Community College, Palatka, Florida for Men’s Locker Building Renovations, Palatka Campus.

BID NO : BID-SJRCC-2010-08  
MISCELLANEOUS ATHLETICS PROJECTS  
PALATKA CAMPUS  
For  
ST JOHNS RIVER COMMUNITY COLLEGE  
5001 ST. JOHNS AVENUE  
PALATKA, FLORIDA 32177

1.02 BIDS

A. Bids will be received at the Business Office of St. Johns River Community College, 5001 St. Johns Avenue, Palatka, Florida, until:

LOCAL TIME: 2:00 P.M.  
DAY OF WEEK: TUESDAY  
DATE: JULY 13, 2010

The bids will then be publicly opened at 3:30 p.m., read aloud, and recorded in the Administration Building, Room A-154, SJRCC/Palatka, 5001 St. Johns Avenue, Palatka, Florida

1.03 BIDDING DOCUMENTS

A. The Contract Documents for bidding may be examined and shall be obtained at the office of the Design Professional:

CRG ARCHITECTS/PALATKA, INC.  
216A ST. JOHNS AVENUE  
PALATKA, FLORIDA 32177  
TEL: 386/325-0213  
FAX: 386/328-1401

B. The Contract Documents may be examined but not obtained at:

McGraw-Hill Dodge Plan Room, Jacksonville  
Construction Bulletin, Jacksonville  
Reed Construction Data (reedconstructiondata.com)

C. General: Bidding Documents, in whole, are available at the Design Professional's Office upon receipt of checks or money orders made payable to CRG Architects for the total required amount. **Payments for deposit item shall be separate from shipping charges. Do not combine payment.**

1. Request for billing will not be honored. Cash or check will be accepted.

D. Bidding Document Cost: Shipping charges are in addition to below stated amounts:

<u>ITEM</u>	<u>REFUNDABLE DEPOSIT/EACH</u>
Complete Set Bidding Documents	\$ <u>50.00</u>
Shipping Charges (per set)	\$ <u>10.00</u>

E. Distribution:

1. Bidders: Pre-Qualified General Contractors are eligible for two (2) sets of bidding documents upon payment of a refundable deposit for each. Additional copies are available on non-refundable cost basis. **Shipping charges are in addition thereto.**
  2. Major sub-bidders and major material suppliers: Eligible for one (1) set of bidding documents upon payment of a refundable deposit. Additional copies are available on a non-refundable cost basis. **Shipping charges are in addition thereto.**
  3. Sub-bidders, product suppliers and other interested parties: Eligible for bidding documents upon payment of non-refundable deposit and shipping cost as applicable. **No partial sets will be distributed.**
- F. Return of Bidding Documents: Documents, regardless of method of procurement, remain the property of the Design Professional and shall be issued for no other purpose other than bidding on or constructing this project. To receive the refundable deposit, bidding documents shall be returned complete, bound, in original order, intact and within (14) days after receipt of bids.

#### 1.04 BONDS

- A. The successful contractor is required to furnish Performance and Payment Bonds described in the Contract Documents.
- B. Bid guarantee in the form of a Bid Bond executed by the bidder and a qualified surety, or a certified or cashier's check on any national or state bank in the amount of five percent (5%) of the proposal, including alternates, made payable to St. Johns River Community College, must accompany the bid proposal.

#### 1.05 PREPARATION AND SUBMISSION OF PROPOSAL

- A. All bids must be made on Proposal Forms, included herein, properly executed and placed in envelopes and marked:

MISCELLANEOUS ATHLETICS PROJECTS  
SJRCC PALATKA CAMPUS, BID-SJRCC-2010-08

Deliver or mail to: Office of the Director of Purchasing and Contract Administration  
Room A-10, Administration Building  
St. Johns River Community College  
5001 St. Johns Avenue  
Palatka, Florida 32177

- B. St. Johns River Community College reserves the right to reject any or all bids, waive informalities in any bid, make the award in part or whole and to make the award in the best interest of St. Johns River Community College. It is the intention of St. Johns River Community College to award a contract to a single qualified Bidder submitting the lowest total base bid and for any bid alternate proposals contingent upon availability of funding.
- C. No changes in the amounts of bids appearing on the outside of bids will be considered. Only the amounts shown inside the envelope will be considered. All changes, corrections and erasures must be initialed by the person signing the bid.
- D. Furnish with your bid the satisfaction of your proper licensing.
- E. There will be a **Mandatory Pre-Bid Conference** to be held on **JUNE 28, 2010 at 10:00 a.m.** in **Room A-154** in the **Administration Building at St. Johns River Community College, 5001 St. Johns Avenue, Palatka.** Bidders or their representatives are **required** to attend in order to be eligible to bid.
- F. **This project is limited to Pre-Qualified Bidders only.** Only those bids by Pre-Qualified General Contractors will be considered. If you question your company's status as a Pre-Qualified General Contractor, please contact Beverly Barker, Director of Purchasing and Contract Administration, at 386-312-4110 or email to [BeverlyBarker@sjrcc.edu](mailto:BeverlyBarker@sjrcc.edu) for confirmation

**END OF SECTION**