



INVITATION TO BID
ITB-018-2013

Sealed bids will be accepted by the City of Lake City, Florida until **Thursday, June 13, 2013** local time in the Procurement Department located on the 2nd floor of City Hall, 205 N Marion Avenue, Lake City, Florida 32055. Any bids received after the above time will not be accepted under any circumstances. Any uncertainty regarding the time a bid is received will be resolved against the Bidder. Bids will not be accepted via fax. Bid opening will be promptly at **11:15 AM** in the City Council Chambers located on the 2nd floor of City Hall, at which time all bids will be publicly opened and read aloud for:

The construction of one 300 foot (MOL), self-supporting steel communications tower with its associated antenna and feed line rigging, and the removal of an existing 320 foot guyed tower at the same location.

A non-mandatory pre-bid meeting will be held on Friday, May 31, 2013 at 10:00 A.M. in the City Council Chambers located on the second floor of City Hall, 205 N. Marion Avenue, Lake City, FL 32055. A visit to the site location will be conducted immediately following the meeting.

All bid proposals which are submitted through delivery services such as Federal Express, UPS, or United States Postal Service Express Mail, must be marked on the OUTSIDE of the delivery package with the company or Bidder's name, address, phone number, bid number (ITB-018-2013), bid title (COMMUNICATIONS TOWER) the date and time (June 13, 2013 at 11:00 AM). The bid proposal must be in a sealed envelope INSIDE the delivery package with the same information as listed above. All bid proposals which are hand delivered or delivered through regular mail by Onethe United States Postal Service must have all the same information as listed above on the OUTSIDE of the sealed envelope. Failure to comply may be reason to reject the bid.

One original plus one copy must be included and must be addressed to the following:

City of Lake City
Procurement Department
205 N Marion Avenue
Lake City, Florida 32055

Bids must be completed in English language, signed with ink, in spaces provided on the enclosed bid forms and submitted in duplicate or bid will be subject to rejection.

Any deviation from the specifications must be explained in detail on sheets attached to the bid form and labeled "Clarifications and Exceptions," and each deviation must be itemized by number and must specifically refer to the applicable specification paragraph and page. Otherwise it will be considered that items offered are in strict compliance with these specifications and the successful Bidder will be held responsible for meeting the specification.

Request for additional information or clarifications must be made in writing to the Procurement Department. Facsimile or e-mail requests are acceptable. The Procurement Department will issue replies to inquiries and additional information or amendments deemed necessary in written addenda, which will be issued prior to the deadline for responding to this Invitation to Bid. Questions must be received no later than 4:00 PM, Thursday, June 6, 2013.

Telephone: (386) 719-5816 or (386) 719-5818
Fax: (386) 755-6112
E-Mail: procurement@lcfla.com

The City of Lake City is exempt from State Use Tax, State Retail Tax and Federal Excise Tax. The bid price must be net, exclusive of taxes. Bidder's proposal must be dated, signed by authorized representative, title, firm name, address and telephone number.

Local Vendor Preference: City of Lake City Administrative Policy #18 states that the bid of a resident of Columbia County, Florida will have a 5% preference over the bid submitted by any non-resident of Columbia County. A resident is defined as an individual whose primary residence is within Columbia County, Florida, a partnership whose principals are all residents of Columbia County, Florida, partnership or other business entity whose principal place of business is within Columbia County, Florida, or which maintains a full time business office open to the public within Columbia County, Florida. With these and other contributing factors the City Council reserves the right to award a bid or contract in the best interest of the City.

Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and city holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the Procurement Department or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Any Bidder desirous of protesting a bid for any reason must file a written notice of bid protest with the City Manager's office within 72 working hours following posting of notice of intended award. All protest will be in writing stating the bid being protested and the specific reason of the protest. All protest will be signed by the Protestor and include all detail for a complete and thorough review. The decision of the City Manager, after consultation with the City Attorney will be issued within five (5) working days of the receipt of the protest, unless additional time is agreed upon by all parties involved should circumstance warrant such a delay.

By submission of his/her bid, the Bidder certifies that:

A. The bid has been arrived at by the Bidder independently and has been submitted without collusion with any other vendor of materials, supplies or equipment described in the Invitation to Bid.

B. The contents of the bid have not been communicated by the Bidder, his/her employees or agents, to his/her best knowledge and belief, to any person not an employee or agent of the Bidder or his surety in any bond furnished herewith and will not be communicated to any such person prior to the official opening of the bids.

The City of Lake City reserves the right to accept or reject any/all bids and to award the contract in the best interest of the City of Lake City, Florida.

CITY OF LAKE CITY, FLORIDA

Wendell Johnson
City Manager

STEEL SELF SUPPORTING COMMUNICATIONS TOWER

PART 1 – GENERAL

OVERVIEW OF PROJECT:

The City currently utilizes a tower site formerly operated for the Florida Highway Patrol located at 1350 US Highway 90 West, Lake City, Florida. It is a dated galvanized steel structure of 320 feet AGL (more or less). It was updated and repairs made to the structure last year keeping it physically sound and safe for climbing and maintenance. The City has obtained that asset along with its associated site building, generator set, and the land site of some 1.51 acres MOL.

This site serves as the primary communications point for most City wireless assets, and maintaining the integrity of those systems is essential during the process this ITB represents. The City has also chosen to avoid a major impact study by any State or Federal agency by reducing the tower height to slightly less than 300' AGL. This must be a consideration for any proposal.

The successful bidder will receive all rights to the tower assembly and its associated feedlines and other valuable components (excluding antennas). *This good and valuable consideration shall be expected to reduce direct costs to the City, and may be expressed in the response to the ITB for positive consideration.*

The soils and strata at this location have been tested by “Cal-Tech Testing, Inc.” of Florida, and verified as the free of any major voids at all locations explored. Those results are attached to this solicitation as “Exhibit One”. The site building and associated generator will continue to serve this facility and their continued service without interruption is a major consideration to the agreed work flow process.

A further consideration of the project it to have an adequate tower structure capable of handling additional antennas, feed lines, and their associated mounting points and cable, or hard line support devices. The City wishes any responding Bidder to present their recommendations, and pricing based on their methodology to meet this goal. Nothing initially installed, or part of the proposed expansion shall reduce the wind loading survivability as it is expressed in the Electronics Industries Association (EIA) Standard TIA-222-Revision G (see section 2.1): “Structural Standards for Antenna Towers and Antenna Supporting Structures”, and the associated Florida and Southern building codes.

The bidder is responsible for the design and construction of the tower foundation and tower grounding system. The tower foundation is to be designed for the total tower load that includes the initial load plus the expressed design expansion load. The foundation design is to take into account the ultimate tower load and the soils report determined and signed by the licensed geotechnical engineers (Cal-Tech Testing, Inc.).

Regardless of mode of transportation or F.O.B. designation, shipping and delivery costs shall be prepaid by the Bidder. The Bidder shall be responsible and accountable for the safe delivery of all goods to the designated location.

Bidder shall ensure daily and at the completion of the installation that the working area is in order and clean.

Bidder shall submit to the City as soon as they are available from the tower vendor, a complete set of the comprehensive tower and waveguide bridge drawings and the tower foundation design and construction notes.

Issues of this document, in effect at the time of solicitation for bids, form a part of this specification. In the event of conflict between this specification and the codes, standards, and specifications below, the most stringent and/or current requirement shall govern.

The tower will be designed by or under the direct supervision of a registered and licensed professional engineer, specifically experienced in the design of self-supported towers.

No field welding shall be permitted unless specifically approved in writing. Exothermic bonding shall be permitted on site using the correct molds and safety practices.

If a ladder is specified, Bidder shall provide anti-climb panels that shall encompass both sides of the ladder. The panels shall be lockable while easily removed for authorized access.

MATERIALS AND WORKMANSHIP

The Contractor shall be required to furnish all materials, equipment and/or services necessary to perform contractual requirements. Materials and workmanship in the construction of equipment for this contract shall conform to all codes, regulations and requirements for such equipment, specifications contained herein, and the normal uses for which intended. Materials shall be manufactured in accordance with the best commercial practices and standards for this type of equipment. Materials used in the production of any tower must be new.

1.1 LOCATION OF THE WORK

The tower site location is 1350 US Highway 90 West. Lake City, Florida 32055.

1.2 SCOPE OF THE WORK

The work to be done under this project shall consist of:

- A. The proper preparation of site and verification of all tasks under a plan assembled and approved by the Owner.
- B. The preparation of a project plan, inclusive of a work flow assuring no interruption to the existing wireless communications systems utilizing the existing site.
- C. The staging and verification on site, or within Lake City of all components necessary to the site work and tower construction.

- D. The construction of the foundations, tower, and installation of all related mounts, cables, lines, and antennas. This will also trigger an acceptance testing process TBD.
- E. Cut over from the old tower assets to the newly constructed components.
- F. Removal of the old tower and its salvageable components.
- G. Transferring of (one), 1 1/4" feedline and antenna from the existing tower to the newly constructed tower.
- H. Final acceptance process after the site is returned to its "best practices" state and any damage to infrastructure, paving, plantings, etc. repaired.

It is the intent of these specifications to provide the highest quality installation both from the standpoint of material and workmanship. There will be Acceptance Test Procedures of reasonable scope negotiated.

1.3 PERMITS

- A. The Owner has previously filed applications with the Federal Aviation Administration (FAA) and FCC attached as "Exhibit Two", and received a site registration number. The Bidder shall comply with all conditions and notifications required by the FAA regarding any Determination of Hazard to Navigation. They shall also make the appropriate notifications upon completion of the construction and removal process if required. Refer to "FAA Advisory Circular #AC 70/7460: Obstruction Marking and Lighting".
- B. The Owner (City) shall be responsible for obtaining local zoning approval.
- C. Any other permit(s) required for construction shall be the responsible of the Bidder.
- D. Bidder is not required to obtain approvals required by the Federal Communications Commission such as SHPO, NEMA, or licensing of wireless devices since this is a "minor action" under their rules.

1.4 GUARANTEE

- A. The Bidder shall provide a minimum one (1) year general warranty from the date of final acceptance covering defects in material, workmanship and installation.

1.5 BIDDER QUALIFICATIONS

- A. Bidders bidding in amounts exceeding that established by the State Licensing Board for General Bidders must be licensed under the provisions of the State of Florida.
- B. Bidder shall submit (5) five references who will verify bidders construction and technical expertise.
- C. Bidder shall submit a resume displaying its qualifications and certifications. Bidder shall have extensive experience installation communications towers and installation/maintenance of radio system antennas, lines, and other system components.

- D. Bidder shall be capable of utilizing the necessary tools to perform work on the system during testing of its active components (FDR, TDR, Anritzu station master, grounding verification devices, etc.).
- E. Bidder's employees shall hold required certifications as listed in these specifications.
- F. Bidder shall be trained and certified by equipment manufacturer in the proper use of any such device.
- G. Bidder shall be allowed to sub-contract.

1.6 SUPERVISION OF INSTALLATION

Bidder shall employ a trained and competent superintendent to supervise the installation of all items of mechanical and electrical equipment. He shall see that all items of equipment are installed in accordance with the manufacturer's recommendations, and shall verify all equipment is in satisfactory operation, and demonstrate such to the satisfaction of the Owner.

PART 2 - TOWER DESIGN CRITERIA

The minimum design criteria for the proposed tower are shown below. The Bidder is responsible for designing and constructing a tower to meet the specified criteria and all industry performance standards and requirements.

2.1 TOWER STRUCTURE SPECIFICATIONS

These categories shall prevail in presenting the bid:

Structure Class III defined as Structures used primarily for essential communications such as: civil or national defense, emergency rescue or other disaster operations, military and navigation facilities.

Exposure Category C defined as urban and suburban areas, wooded areas, or other terrain with numerous closely spaced obstructions having the size of a single family dwelling or larger.

Topographic Category 1 defined as no abrupt changes in general topography, e.g. flat or rolling, no wind speed-up consideration shall be required.

Bidder will furnish and install a new self-support type communications tower designed for basic wind speed survival in accordance with ANSI/TIA 222-G. The following Parameters will also apply:

All members of the structure shall be considered primary members for the purpose of establishing allowable compressive stresses per AISC, except those members whose sole function is to reduce the kl/r ratio of the primary members.

For self-supporting tower footings, the safety factor for uplift shall be as described in EIA/TIA-222-Revision G, or latest revision.

Combined tower wind loads and antenna loads shall be applied in combination such that the maximum axial forces are produced in girts, diagonals and legs. Multiple analyses may be necessary to ensure that worst case design conditions have been investigated.

The tower design shall include a 25% increased load of all structural members at all levels over the required customer loading specifications. The design shall hold all antennas on path within the critical tower twist, sway, and displacement limits (including the 25% over build) of EIA/TIA-222-Revision G or latest revision.

The tower shall have sufficient reserve supporting capacity for the addition of previously expressed additional antennas, feed lines, cables, and mounts at various points of the tower, and the worst case wind speed and direction shall be used to compute loads. For tower design purposes, it will be assumed that the antennas for such network extensions will be mounted at 100 feet AGL to 300 feet AGL, and will be oriented in any direction. The Bidder may submit multiple designs while clearly expressing the capacity for such added asset, by square foot wind loading capacity, at each mount, expressed by height.

300 foot Self- Supporting Tower Design Loading (and Installation quote)

Height	Quantity	Antenna Make	Antenna Model	Line Size	Bracket
295'	1	Decibel	DB224	7/8"	4' Sidearm
295'	1	Decibel	DB420	1-1/4" or 1-5/8"	4' Sidearm
270'	1	Decibel	DB224	7/8"	4' Sidearm
270'	1	Decibel	DB420	1-1/4" or 1-5/8"	4' Sidearm
250'	1	Decibel	DB224	7/8"	4' Sidearm
250'	1	Amphenol	BCD87010NE25%	1-1/4"	4' Sidearm
175'	1	Ubiquiti	5GHz 1' panel	Cat6E	Standoff
150'	1	Ubiquiti	5GHz 1' panel	Cat6E	Standoff
125'	1	Ubiquiti	5GHz 1' panel	Cat6E	Standoff
100'	1	Ubiquiti	5GHz 1' panel	Cat6E	Standoff
90'	1	TBD	800Mhz Omni	7/8"	2' Sidearm

2.2 FOUNDATION DESIGN

- A. Bidder is responsible for reviewing the subsurface exploration and geotechnical soils report. It is the Bidder's responsibility to utilize the report and if necessary provide any supplemental investigations required to provide a completed foundation design. The foundation type shall be the Bidder's option between drilled piers and mat foundation. Concrete work shall comply with all applicable ACI code specifications and standards.

2.3 SUBMITTALS

- A. General: The Bidder shall provide complete shop drawings on the foundation and tower design to include all material and equipment provided. The submittal shall be stamped and certified by a qualified professional engineer licensed to practice in the State of Florida.
- B. Shop Drawings: Shop drawings shall be provided for all system components. Drawings shall include plans, elevations, sections, details, and attachments.
- C. The Bidder will maintain complete files on tower for a period of not less than 20 years. This to include stress and loading analysis and other information deemed pertinent by the Contractor. The City shall receive a complete detailed design document package in triplicate (AKA "As Built").

Design Submittal: For systems indicated to comply with performance requirements and design criteria, include analysis data and calculations signed and sealed by the qualified professional engineer responsible for their preparations.

2.4 TOWER MATERIALS SHALL INCLUDE

- A. Complete tower steel and hardware.
- B. Anchoring bolts and templates, inclusive of a 2-5% overage to allow for breakage during construction, or storm recovery.
- C. Step bolts or a climbing ladder (preferred) to top of tower.
- D. Cable waveguide ladder to the 295 foot level (or state nearest reasonable level in proposal).
- E. (6) Additional 4 foot side arm mounts correctly paired to tower for expansion.
- F. (1) Ground buss bar at the bottom of the tower for grounding of all transmission lines.
- G. The tower shall include a cable safety climb system meeting all OSHA and ANSI requirements including ANSI A14.3. The Bidder shall furnish to the Owner (1) detachable cable sleeve "Safety Climb" system.
- H. A lightning rod installed at the top of the tower bonded into the structure exothermically or its equivalent.
- I. Ground wire, grounding rods, exothermic welds, lugs and other grounding materials necessary for a proper grounding system at the tower base.
- J. Rest platforms shall be placed at intervals of 50 feet. A rest platform will consist of a level platform of grating which allows room for at least one person to sit or stand.

PART 3 - INSTALLATION

3.1 TOWER SERVICES AND INSTALLATION SHALL INCLUDE:

- A. Installation of foundation including rebar and concrete. It shall be compliant to the standards of American Concrete Institute ACI 318 and the Florida codes.
- B. Erection of tower and installation of the listed antennas, lines, mounts.
- C. Installation of tower lightning and protection grounding system in accordance with the requirements and standards of EIA/TIA-222 Rev. G, and Motorola standard R-56. Bidder shall submit grounding documentation plan with bid. Evaluation of the proposed grounding system (and compliance with R-56 standards) will be a part of bid evaluation criteria.
- D. Installation of a ground bus bar at tower base, with all hardlines grounded and bonded to the base bar.
- E. The cable support ladder shall be the typical 20 inches wide with ladder rung spaced vertically 3-4 feet and with equally spaced factory drilled holes in the rungs with alternating $\frac{3}{4}$ inch O.D. and $\frac{7}{16}$ inch O.D. drilled holes to support standard snap-in stainless steel hanger kits and the $\frac{3}{8}$ inch hardware for securing standard bolt-on hanger kits. Waveguide ladders on self-supporting towers may be fixed to the inside of one or more of the tower legs, or centered on the tower face. Total waveguide ladder capacity is to accommodate the tower's ultimate load.
- F. If the bottom of the ladder extends down past the last facial tower member by more than 2 feet, then two (2) #2 bare solid copper cable shall be Cadwelded between both sides of the ladder and the next lowest tower facial member to provide a continuous downward path for lightning strike currents.
- G. All steel members and fasteners shall be galvanized (Zinc coated) per standards in Section 2.0 of this specifications. Use "Devcon", or equivalent, zinc rich paint, or approved equal, to touch up damaged galvanization or over Cadwelded ground cable connections to the tower members. Touch up may be done by either a spray or brush application.
- H. Immediately after tower erection and leveling nut adjustment Five Star Special Grout 100 or approved equal shall be mixed per manufacturer's recommendations and placed in between the bottom of each tower base plate and the top of the finished tower leg concrete foundation.
- I. An obstruction lighting system shall be supplied with the tower and installed as required by the FAA and per vendor installation instructions. To the extent possible, all supplied lighting is to utilize Light Emitting Diode (LED) construction. All obstruction lighting equipment shall be FAA approved. Available vendors are Hughey & Phillips (for example) that meets the FAA requirements. If a strobe type top light is supplied, it must have a "day/night" automatic mode to eliminate "cloud bounce" issues.

- J. Lighting shall be activated and deactivated by photoelectric control for unattended stations, and the method of activation for attended stations is to be specified. The Controller Light Box shall be lightning surge protected, designed for wall mounting inside or outside the station building, and equipped with alarm lighting and relays. The alarm controller is to accommodate the actual current drain of the supplied lighting, whether that lighting is incandescent or LED.
- K. All wire shall be copper type THW-MTW grade 600 volt insulation installed in galvanized rigid conduit. All electrical installation shall conform to the National Electric Code requirements for outdoor installation. The conduit shall be mechanically secured to the tower facial members at minimum vertically and horizontal spacing of 5-7 feet.
- L. In the base of the tower a weather-tight junction box shall typically be installed for the interconnection of the obstruction light system conduit and the Customer electrical conduit from the inside building 120VAC branch circuit and Controller Light Box.
- M. To protect the overall antenna and cable installations, the typical 4' rod supplied for attachment at the tower top shall be replaced with a 15 ft. lightning rod assembly available from the Valmont / Microflect, or equivalent, and installed using best engineering practices.
- N. At the base of the tower each tower leg shall be Cadwelded with one to two #2 bare solid copper or 2/0 bare stranded copper ground cables as provided by the tower foundation contractor that shall be part of the buried tower ground system.
- O. The base of the climbing ladder (if supplied) shall be Cadwelded with a #2 bare solid copper ground cable as provided by the tower foundation contractor that shall be part of the buried tower ground system.
- P. The proper manufactured Cadweld mold kits and weldmetal shall be provided by the contractor unless specified by the customer. Field fabricated molds are unacceptable. All Cadwelds shall be performed in accordance to the vendor specifications and instructions to ensure good Cadwelds.
- Q. 2-3/8 inch O.D. vertical pipe mounts shall be supplied for the support of mobile radio antennas and lightning rod assembly. Tower pipe mounts shall be plumb in each axis unless specified otherwise.
- R. A waveguide bridge shall be provided between the tower and the Transmission Line Service Entrance on the radio building wall and engineered to provide horizontal support of waveguide and coaxial feedlines. The waveguide bridge shall typically be a maximum 24 inches wide and shall be suitably attached and supported only to its support pipes independent of the radio shelter and tower, and sufficient strength to support two 250 pound persons, and so that no damage is sustained by a falling one pound block of ice from the top of the tower.
- S. The horizontal support of the feedlines under the waveguide bridge shall be via a two tier galvanized angles, with combination 3/4 inch O.D. and 7/16 inch drilled holes for the

securement of hanger kits, with each end supported vertically from the overhead waveguide bridge channel via 3/8 inch galvanized threaded rods. These hanger kit support frames shall be spaced horizontally every 3-4 feet under the Waveguide Bridge.

- T. The waveguide bridge support pipes shall be grounded via Cadwelded #2 bare solid or 2/0 bare stranded copper ground cables to the buried ground system.
- U. Before submitting drawings or other data to the Customer it shall be the sole responsibility of the Bidder to comprehensively and thoroughly check same for accuracy, and full compliance with plans and specifications and proper form, fit and function.
- V. Where a specific material, process, or product is specified, and the Bidder desires to provide an improvement or equal, he shall submit a statement to this effect to the Customer.
- W. Clean-up and disposal of spoils and debris.
- X. Placement of seed and straw in areas disturbed by the construction activities that are not covered by the gravel/weed barrier.
- Y. Removal of the existing guyed tower and its associated guy points, following an agreed upon procedure and site “cut over” plan, for the overall project, with the goal of minimizing or eliminating any communications disruption.

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“TERMS AND CONDITIONS”

A. LICENSES/QUALIFICATIONS:

All Contractor's must be qualified and licensed under the laws, rules and regulations of the State of Florida and the City of Lake City, Florida to perform the work required by these contract documents. Contractor's qualifications including equipment to be used for this project will be subject to review and approval by the City prior to award.

B. INSURANCE:

1. Without limiting Contractor's indemnification, it is agreed that the successful Contractor will purchase at their expense and maintain in force at all times during the performance of services under this agreement the following insurance. Where specific limits are shown, it is understood that they must be the minimum acceptable limits. If successful Contractor's policy contains higher limits, the City of Lake City will be entitled to coverage to the extent of such higher limits. Certificates of Insurance must be furnished to the City naming the City of Lake City as additional insured. These certificates must provide a ten (10) calendar day notice to the City in the event of cancellation, non-renewal or a material change in the policy.
2. Statutory Workers Compensation insurance as required by the State of Florida.
3. Commercial General Liability insurance to provide coverage of not less than \$1,000,000.00 combined single limit per occurrence and annual aggregates where generally applicable and must include premises-operations, independent contractors, products/completed operations, broad form property damage, blanket contractual and personal injury endorsements.
4. Comprehensive Automobile Liability Insurance covering all owned, hired and non-owned vehicles with coverage limits not less than \$100,000.00 per person, \$300,000.00 per occurrence and \$100,000.00 property damage.

C. INDEMNITY:

Successful contractor will indemnify and hold Owner and Owner's agents harmless from any loss, cost, damage or injury sustained by any persons (s) as a result of the actions of employees or officers of the Contractor, subcontractors or suppliers.

D. LIQUIDATED DAMAGES:

In the event the bidder is awarded the contract and fails to complete the work within the time limit or extended time limit agreed upon, liquidated damages will be paid to the City of Lake City at the sum of actual damages per day for all work

awarded under the contract until the work has been satisfactorily completed and accepted by the City.

E. ADDITIONAL TIME FOR COMPLETION:

1. Extended time may be allowed for the completion of this project due to inclement weather.
2. Decisions to allow days added to the contract due to inclement weather will be based upon weather records as recorded with the State of Florida, Division of Forestry located in Lake City, Florida and approved by the City of Lake City Project Manager.
3. In the event additional days are awarded the contractor must notify the City of Lake City Procurement department at the beginning of work stoppage and each succeeding day until work can be safely resumed.

F. CONTRACT:

The successful Contractor must execute and return the contracts within ten (10) calendar days of issuance of Notice of Award.

G. SCHEDULE:

1. Upon receipt of all required documents a Notice to Proceed will be issued.
2. The successful Contractor must complete all work within (60) sixty calendar days of Notice to Proceed.

H. PAYMENT:

Payment will be based on: (a) City's acceptance of work, and (b) submitted evidence, if requested by the City, that all payrolls, materials, bills, and indebtedness connected with the work have been paid. The City may withhold an amount as may be necessary to pay such claims for labor and services rendered and materials involved with the work. Payment to Contractor will be made within thirty (30) calendar days of receipt of invoice, assuming there are no contested amounts with the invoice.

I. REFERENCES:

1. Bidders must provide with their proposal material for evaluating the ability of the potential Bidder to execute a project of this type. Therefore, the Bidder is required to provide a minimum of (5) five references, which will be verified. The list of references must be attached with the bid proposal on the form provided within these specifications. All reference materials provided become the property of the City of Lake City and also become public record.

J. CHANGE ORDERS:

1. Notify the City of Lake City of any conditions in the project area that are not addressed within the specifications that may require a change order.
2. Change orders to the scope of work or additional work requested by the City of Lake City must be in written form and initiated by the Contractor.
3. All changes or additions will be approved by the City of Lake City prior to work being initiated.

K. ADDENDUM:

1. It will be the sole responsibility of the bidder to contact the Purchasing Department prior to submitting a bid to determine if any addenda have been issued, to obtain such addenda, and to acknowledge addenda with their bid.

L. REQUIRED DOCUMENTS:

1. The enclosed documents must be executed and returned with bid proposal or the proposal may be considered non-responsive. (Conflict of Interest Statement, Disputes Disclosure Form, Drug Free Workplace Certificate, Non-Collusion Affidavit of Proposer, References, Public Entity Crime Statement and E-Verify Affirmation Statement.)

M. PAYMENT AND PERFORMANCE BONDS:

1. Payment and performance bonds are a requirement of this bid. No exceptions or substitutions will be accepted. The successfully bidder must submit the Payment and Performance bonds with the executed contract. Upon receipt of all required documents, the Notice to Proceed will be issued.

N. ADDITIONAL INFORMATION:

1. The City of Lake City reserves the right to request any additional information needed for clarification from any Bidder for evaluation purposes.

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PROPOSAL

Construction of one 300 foot (MOL), self-supporting steel communications tower with its associated antenna and feed line rigging, and the removal of an existing 320 foot guyed tower at the same location to the standards expressed in this document, compliant to TIA222-Revision G.
Note: Consideration for all rights to the tower assembly and its associated feedlines and other valuable components (excluding antennas) should be expressed in your response.

\$ _____

_____ dollars _____ cents

FIRM
NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

FAX # _____

E-MAIL _____

Authorized Representative (PLEASE PRINT OR TYPE)

SIGNATURE _____

DATE _____

THIS FORM MUST BE USED FOR PROPOSAL

REFERENCES

List five (5) client/customer references including company name, address, contact person, telephone number and length of time services provided. (Note: only list those client/customers in which a similar type of equipment/product of scope of work/service was provided.)

1. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____

2. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____

3. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____

4. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____

5. Company Name: _____
Address: _____
Business Phone #: _____
Contact Person: _____
Email: _____
Length of time services provided: _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

**SWORN STATEMENT UNDER SECTION
287.133(3)(n), FLORIDA STATUTES ON PUBLIC ENTITY CRIMES**

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

1. This sworn statement is submitted with Bid No._____.
2. This sworn statement is submitted by _____ whose business address is_____ and (if applicable) its Federal Identification No.(FEIN) is _____. If entity has no FEIN, include the Social Security Number of the individual signing this sworn statement_____.
3. My name is _____and my relationship to the entity named above is_____.
4. I understand that a “public entity crime” as defined in Paragraph 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 to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentations.
5. I understand that “convicted” or “conviction” as defined in Paragraph 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 or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an “affiliate” as defined in Paragraph 287.133(1)(a), Florida Statutes means:
 - b. A predecessor or successor of a person convicted of a public entity crime; or
 - c. 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.

7. I understand that a "person" as defined in Paragraph 287.133(1)(c), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services 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.

8. 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 neither management of the entity, nor any affiliate of the entity have been charged with or convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in 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, and (Please indicate which additional statement applies)

_____ There has been a proceeding concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order)

_____ The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in

the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order)

_____The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services)

Signature: _____ Date _____

STATE OF _____

COUNTY OF _____

Personally appeared before me, the undersigned authority, _____ who after first being sworn by me, affixed his/her signature in the space provided above on this _____ day of _____ 20_____.

Notary Public, State at large

My Commission Expires:

THIS FORM MUST BE INCLUDED WITH PROPOSAL

DISPUTES DISCLOSURE FORM

Answer the following questions by placing an “X” after “YES” or “NO”. If you answer “YES”, please explain in the space provided, or via attachment.

Has your firm or any of its officers, received a reprimand of any nature or been suspended by the Department of Professional Regulations or any other regulatory agency or professional association within the last five (5) years?

YES _____ NO _____

Has your firm, or any member of your firm, been declared in default, terminated or removed from a contract or job related to the services your firm provides in the regular course of business within the last five (5) years?

YES _____ NO _____

Has your firm had against it or filed any request for equitable adjustment, contract claims, bid protest, or litigation in the past five (5) years that is related to the services your firm provides in the regular course of business?

YES _____ NO _____

If yes, state the nature of the request for equitable adjustment, contract claim, litigation, or protest, and state a brief description of the case, the outcome or status of the suit and the monetary amounts or extended contract time involved.

I hereby certify that all statements made are true and agree and understand that any misstatement or misrepresentation or falsification of facts shall be cause for forfeiture of rights for further consideration of this proposal for the City of Lake City.

Firm

Date

Authorized Signature

Printed or Typed Name and Title

THIS FORM MUST BE INCLUDED WITH PROPOSAL

DRUG FREE WORKPLACE CERTIFICATE

I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that, _____ (print or type name of firm) publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.

- Informs employees about the dangers of drug abuse in the work place, the firm’s policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires 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.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.

“As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein”

Authorized Signature

Date Signed

State of Florida
County of _____
Sworn to and subscribed before me this ____ day of _____ 20____.
Personally known _____ or Produced Identification _____
(Specify type of identification)

Signature of Notary
My Commission Expires: _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

E-VERIFY AFFIRMATION STATEMENT

RFP/Bid /Contract No:

Project Description:

Contractor/Proposer/Bidder acknowledges and agrees to utilize the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of,

- (a) all persons employed by Contractor/Proposer/Bidder to perform employment duties within Florida during the term of the Contract, and,
- (b) all persons (including subcontractors/vendors) assigned by Contractor/Proposer/Bidder to perform work pursuant to the Contract.

The Contractor/Proposer/Bidder acknowledges and agrees that use of the U.S. Department of Homeland Security's E-Verify System during the term of the Contract is a condition of the Contract.

Contractor/Proposer/ Bidder Company Name:

Authorized Company Person's Signature:

Authorized Company Person's Title:

Date: _____

THIS FORM MUST BE INCLUDED WITH PROPOSAL

CITY OF LAKE CITY BIDDER'S CHECK LIST

BIDS MAY NOT BE CONSIDERED if the following documents and/or attachments are not completely filled out and submitted with your bid.

Before sending in your bid, please make sure you have completed all of the following:

_____ Enclose two (2) sets of the Bid form (one marked original and one copy), including all handwritten sections. Please make and retain a separate copy of this bid package for your records.

_____ Bid Form, must be complete and have a manual signature (original signature) preferably signed in blue ink.

_____ Every page that has anything hand written on it, must be imprinted with the company's name on the top right-hand corner of the page.

_____ Return bid in an envelope with the bid number and name of bid printed on the front of the envelope. If Fed-Ex or UPS, please keep bid in a separate sealed envelope when placing it in their packaging.

_____ Acknowledge in the bid any and all addendums issued and manually sign each addendum sheet and submit it with your bid.

_____ Erasures or other descriptive literature, brochures and/or data must be initialed by the person signing the bid.

FORMS

- _____ References
- _____ Public Entity Crime Statement
- _____ Conflict of Interest
- _____ Disputes Disclosure
- _____ Drug Free Work Place
- _____ Non-Collusion Affidavit
- _____ E-verify Affirmation Statement

_____ **PLEASE INITIAL**