

## INSTRUCTIONS TO BIDDERS

Bay District Schools is requesting bids from firms/individuals to perform fire safety, casualty, sanitation and maintenance inspections on all permanent and relocatable buildings.

### A. SCOPE OF WORK

#### 1. Fire Safety, Casualty, and Sanitation Inspections

- a. These inspections must be performed on the attached report (Exhibit A) in the July – March timeframe. The District has 42 facilities. Each high school will include the inspection of the stadium. Exhibit B identifies each of these facilities and provides you with the number of buildings with the square footage. NOTE: The square footage shown for Buildings 00, 97, 98, 99 and 100, which are relocatable and modular buildings, reflects the total square footage for these units at each campus.

The successful bidder will provide the District a schedule of the time for each inspection within 10 days of award of contract. Each inspection of each facility must be documented on Exhibit A form and submitted to the Facility Office located at 1311 Balboa Avenue, Panama City, Florida once it is completed.

- b. Inspections must be conducted during normal working hours.
- c. All inspections must be coordinated with the school. Inspection of vacant schools must be coordinated with the Facility Office. A map and contact list, including address and phone number, of each location is attached as Exhibit C.

#### 2. Maintenance Inspections

- a. All maintenance work, whether performed by Maintenance Department personnel or a Contractor as outlined in the Florida Building Code, must be inspected at each phase and a final inspection conducted within 14 days once the work is complete. The bid form provides an estimate of the number of inspections that will be required per facility. Inspection requests will be submitted throughout the school year. The successful bidder will be notified of each inspection required. The inspector will make the inspection and document whether the inspection passed or failed. If the work failed, the inspector will note the reason the work failed and submit the report to the Facility Office. The successful bidder will be paid for reinspection at the same rate as listed on the bid form.

- b. Inspections must be conducted during normal working hours.
- c. All inspections must be coordinated with the school. Inspection of vacant schools must be coordinated with the Facility Office. A map and contact list, including address and phone number, of each location is attached as Exhibit C.

### B. QUALIFICATIONS

1. The fire safety, casualty and sanitation inspectors must be licensed under Chapter 633.081 F.S. and proficient in the casualty and sanitation standards. Proof of this qualification must be included as part of the bid.

2. The maintenance inspectors must be licensed under Chapter 468 F.S. for building, mechanical, fuel gas, plumbing and electrical disciplines. A copy of these licenses must be included.

C. SPECIAL REQUIREMENTS

1. Jessica Lunsford Act – The successful bidder must pass Level 2 background screening requirements as stated in 1012.467 F.S.
2. The use of alcohol, tobacco products, and e-cigarettes is prohibited on District property.
3. The contract period is from July 1, 2021 through June 30, 2022 with four (4) one-year options for renewal. The contract can be terminated for cause with a 7-day written notification.

D. BID PREPARATION

1. All bids must be submitted on the attached Bid Form. A price for performing a fire safety, casualty and sanitation inspection for each facility listed must be entered in Column A. The total for all inspections must be entered in the total for Column A.
2. A price for each maintenance inspection must be entered in Column C for all schools. A total cost for maintenance inspections must be calculated by multiplying Column B x Column C and entered in Column D. A total for Column D must be entered at the bottom of the page. The total bid must be calculated by adding the totals for Columns A and D and entered into the box for Total Bid.
3. All bid prices must include the cost for travel, materials and other resources.

E. PRE-BID MEETING

1. A pre-bid meeting will be held May 18, 2021 at 2:00 p.m. in the Staff Development Lab of the Nelson Administrative Building located at 1311 Balboa Avenue, Panama City, Florida. The instructions to bidders are attached as Exhibits and answer any questions.

F. BID SUBMITTAL

1. Sealed bids will be submitted to the Director of Facilities or presented to the Director of Facilities or his designee at the bid opening on May 24, 2021 at 3:01 p.m. in the Board Room of the Nelson Administrative Building located at 1311 Balboa Avenue, Panama City, Florida. Bids, along with supporting documents, will be submitted in a sealed envelope with the name of the firm and the title of the bid on the front of the envelope. It is the bidder's responsibility to see that the bid arrives on time. No faxed or e-mailed bids will be accepted.

## G. BID OPENING

1. At the designated time the bids will be opened, read aloud to all present and tabulated. Bids will be evaluated to determine which bid(s) is in the best interest of the Board, or, is the best value. All bids will be checked for accuracy and completeness. The bid results will be presented to the Board on June 8, 2021 for a decision.

## H. PAYMENT

1. Payment will be made to the successful bidder monthly. Payment will include all fire safety, casualty and sanitation inspections made that month and all maintenance inspections made. The bid prices listed on the bid form will be used to figure each monthly invoice. Invoices will be submitted on the 1<sup>st</sup> of each month and payment will be made within 10 days.

## I. CONTRACT

1. Successful bidder will sign a contract within 7 days of Board approval. Contract will be in effect from July 1, 2021 through June 30, 2022.

## J. INSURANCE REQUIREMENTS

1. Successful bidder shall provide evidence of compliance with District insurance requirements by providing Certificates of Insurance before signing a contract. Certificates shall contain a provision for notification to the District 30 days in advance of any material change in coverage or cancellation. Bay District Schools must be named as additional insured on the auto liability policy. Policies shall remain in force for the duration of the period during which the successful bidder will provide work or services at a District site.
  - a. Workers' Compensation. Workers' Compensation Insurance shall be maintained and shall include Employers Liability coverage with minimum limits of bodily injury by accident, \$100,000; bodily injury by disease, \$500,000 policy limit; bodily injury by disease, \$100,000 per employee.
  - b. Public Liability Insurance. Public Liability Insurance (Comprehensive General Liability Form) shall be maintained against bodily injury, personal injury and property damage in limits of not less than \$250,000 per occurrence with a minimum of \$1,000,000 aggregate.
  - c. Automobile Liability Insurance. Automobile Liability Insurance shall be maintained for all owned, non-owned and hired vehicles to include bodily injury and property damage liability in limits of not less than \$1,000,000 combined single limit on one incident and Uninsured Motorists coverage in limits of not less than \$1,000,000 per accident.

**CERTIFICATION OF AGREEMENT:**

If this proposal is accepted to contract with Bay District Schools, in the form of contract specified, the BIDDER proposes and agrees to furnish all necessary material, equipment, transportation, and labor necessary to complete the work located in Bay County, Florida, more particularly described as follows:

\_\_\_\_\_  
COMPANY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
BY (SIGNATURE)

\_\_\_\_\_  
TITLE

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

PERSONALLY APPEARED BEFORE ME, or PERSONALLY KNOWN, the undersigned authority,

\_\_\_\_\_  
(name of individual signing)

who, after first being sworn by me, affixed his/her signature in the space provided above on this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
NOTARY PUBLIC

My commission expires: \_\_\_\_\_