

**BID NAME: VETERANS PARK BALLFIELD LIGHTING REPAIR**

THIS PACKET CONTAINS THE FOLLOWING DOCUMENTS.

NOTE: SOME OF THESE DOCUMENTS NEED TO BE RETURNED. PLEASE READ AND FOLLOW THE SUBMISSION REQUIREMENT SO THAT YOUR BID WILL NOT BE DISQUALIFIED.

**BID PACKET CONTENTS    RETURN AS INDICATED**

- ADVERTISEMENT-----DO NOT RETURN
- GENERAL CONDITIONS AND SPECIFICATIONS-----DO NOT RETURN
- PUBLIC ENTITY CRIMES FORM-----SUBMIT ONE COPY WITH BID
- BID FORM-----COMPLETE AND RETURN TWO ORIGINAL COPIES
- NOTICE OF AWARD-----DO NOT RETURN
- AGREEMENT-----DO NOT RETURN
- NOTICE TO PROCEED-----DO NOT RETURN
- CERTIFICATION AND APPLICATION FOR PAYMENT-----DO NOT RETURN

## GENERAL CONDITIONS AND SPECIFICATIONS

### GENERAL

- A. These documents constitute the complete set of specification requirements and bid forms. The bid Proposal including all bid sheets and attachments must be filled in, executed and submitted in a sealed envelope bearing the bid name on the outside and mailed or presented to the Liberty County Grants & Special Projects office on or before the specified time and date. The face envelope shall contain the return address, the date and time of bid opening, the bid name and title.
- B. It is the sole responsibility of the bidder to ensure that the bid packet reaches the Grants & Special Projects Office on or before the closing date and time. The County of Liberty shall in no way be responsible for delays, caused by any other occurrence. Offers by telephone, telegram or facsimile shall not be accepted unless otherwise specified.
- C. All bids must be typewritten or written in ink, and must be signed in ink by an officer or employee having authority to bind the company or firm.
- D. Provide one original copy.
- E. Bidders shall not be allowed to modify their bids after the opening time and date. Bid files may be examined during normal working hours, after bid opening
- F. The bids will be publicly opened at the Liberty County Clerk's office located at 10818 NW SR 20, Bristol, FL 32321.

For information concerning this bid, please contact:

Teressa Stossel  
Liberty County Grants & Special Projects Coordinator  
10818 NW SR 20  
Bristol, FL 32321  
Office: 850-643-2692  
Email: [tstossel@libertybocc.com](mailto:tstossel@libertybocc.com)

## LEGAL REQUIREMENTS

Bidders are required to comply with all provisions of Federal, State and County laws and Ordinances, rules and regulations, which are applicable to the items being bid. Lack of knowledge by the bidder shall in no way be a cause for relief from responsibility or constitute a cognizable defense against the legal effect thereof.

Bidder shall also hold a current license to conduct work in the State of Florida. They shall also maintain "In Effect", any and all licenses required to successfully accomplish the task required in the Request for Bid. It is the vendor's responsibility to ascertain what licenses are required, and to ensure that they in fact currently have or obtain, before start of work, the proper licensure for the job.

The contractor/vendor shall adhere to all applicable health and safety laws regulations including, but not limited to, those promulgated by the state and federal government.

## PUBLIC ENTITY CRIMES

Any person submitting a bid or proposal in response to this invitation must execute the enclosed SWORN STATEMENT UNDER SECTION 287.133 (A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES, including proper check(s) in the spaces(s) provided, and enclose it with the bid/proposal. No award will be executed with any person affiliate identified on the Department of General Services "Convicted Vendor" list. This list is defined as consisting of persons and affiliates who are disqualified from public contracting and 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 (2) (currently \$10,000.00) 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 pursuant to Section 287.133 (3Xf) Florida Statutes.

## PROCUREMENT REGULATIONS

This bid is governed by the Liberty County procurement Regulations. A copy of the Procurement Regulations is available for your review at the Clerk of Court Office.

**PROTESTS OR DISPUTES:** Any protests or disputes pursuant to this bid and/or contract award shall be governed by the procedures noted in the Procurement Regulations.

#### **FEDERAL AND STATE TAX**

Liberty County is exempt from F. I. and State Taxes for tangible personal property. Clerk of Court Office will supply the successful bidder with an exemption certificate if required. Vendors or contractors doing business with Liberty County shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any Vendor/Contractor be authorized to use the County Tax Exemption Number in securing such materials.

#### **ACCEPTANCE/REJECTION**

Liberty County reserves the right to accept or reject any or all bids and make the award to that bidder, who in the opinion of the County will be in the best interest of and/or the most advantageous to the County. The County also 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 of a similar nature or who is not in a position to perform properly under this award. The County reserves the right to inspect all facilities of bidders in order to make a determination as to the forgoing. Liberty County reserves the right to waive any irregularities and technicalities and may, at its discretion, request a re- bid.

#### **ALTERNATIVES/APPROVED EQUAL DEVIATIONS**

Unless otherwise specified, the mention of the particular manufacture's brand name or number in the specifications does not imply that this particular product is the only one that will be considered for purchase. This reference is intended solely to designate the type or quality of merchandise that will be acceptable. Alternate offers will be considered and must include descriptive literature and/or specifications. Failure to provide descriptive literature and/or specifications with alternate offers may be cause for disqualification of the bid. The determination as to whether any alternate product or service is or is not equal shall be made by Liberty County and such determination shall be final and binding upon all bidders.

Although Liberty County provides for the consideration of alternate bids, it reserves the right to make an award in the best interest of Liberty County. Such award may not necessarily be given to the lowest bid offered.

The bidder shall be responsible for reading very carefully, and understanding completely, the requirements and the specifications of the items bid upon. Any deviation from specifications listed herein must be clearly indicated, otherwise it will be considered that items offered are in strict compliance with these specifications, and the successful bidder will be held responsible therefore; deviations must be explained in detail on an attached sheet(s) and itemized by number.

Any item or items that do not meet County specifications upon delivery will not be accepted and if the item cannot be brought up to specifications in a reasonable time, the bidder will be required to compensate the County for difference in price entailed in going to the next low bidder.

Where more than one item is listed, any items not bid upon shall be indicated by a written "NO BID" beside the item.

## NON-COLLUSION

Bidder certifies that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud.

No premiums, rebates or gratuities permitted, with, prior to or after any delivery of material or provision of service. Any such violation may result in contract cancellation, return of materials or discontinuation of services and possible removal from the vendor list(s).

**CONFLICT OF INTEREST:** The award is subject to provisions of State Statutes and County Ordinances if any. All bidders must disclose with their bid the name of any office, director, or agent who is an employee of Liberty County. Further, all bidders must disclose the name of any County employee who own, directly or indirectly, an interest of ten percent (10%) or more in the bidders firm or any of its branches.

**UNIFORM COMMERCIAL CODE:** The Uniform Commercial Code (Florida Statutes, Chapter 672) shall prevail as the basis for contractual obligations between the awarded contractor/vendor and the County for any terms and conditions not specifically stated in the Invitation to Bid.

**MISTAKES:** In the event of extension error(s), the unit price will prevail, and the bidder's total offer will be corrected accordingly. In the event of addition errors, the extended totals will prevail, and the bidder's total will be corrected accordingly. Bidders must check their bid proposal where applicable. Failure to do so will be at the bidder's risk. Bids having erasures or corrections must be initialed in blue ink by the bidder.

## AVAILABILITY OF FUNDS

The obligations of Liberty County under this award are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and Liberty County.

## EEO STATEMENT

Liberty County is committed to assuring equal opportunity in the award of contracts and, therefore, complies with all laws prohibiting discrimination on the basis of race, color, religion, natural origin, age and sex.

## BID TABULATION

Bidders desiring a copy of the bid tabulation of the Invitation to Bid may request by calling (850) 643-2692.

**SUBCONTRACTING:** If a vendor subcontracts any portion of a contract for any reason, he must submit the name and address of the subcontractor and the name of the person to be contracted. Liberty County reserves the right to accept or reject any or all bids wherein a subcontractor is named and to make the award to the bidder, who, in the opinion of the County, will be in the best interest of and/or most advantageous to the County. Liberty County also reserves the right to reject a bid of any bidder if the bid names a subcontractor who has previously failed in the proper performance of an award or failed to deliver on time contracts of similar nature, or who is not in a position to perform properly under this award. Liberty County reserves the right to make the determination as to the foregoing.

**QUALIFICATIONS OF BIDDERS:** Bids will be considered only from firms engaged in providing/performing services specified herein. Bidder must have adequate organization, facilities, equipment and personnel to ensure prompt and efficient service, or they must be able to show that they have the ways and means to fulfill the obligations of service or other services related to the product/service. The Board will determine whether the evidence of ability to perform is satisfactory and reserves the right to reject bids where evidence submitted or investigated, and evaluation indicated inability of the bidder to perform.

**AWARD OF BID:** The Board reserves the right to award any and all bids to the "Lowest Responsible and Responsive Bidder". The term Lowest Responsible and Responsive bidder is defined below. The Board also reserves the right to award the contract to more than one bidder, as determined to be in the best interest of the County.

**RESPONSIBLE BIDDER:** The word "responsible" generally includes attributes of trustworthiness; fitness and capacity of low bidder to satisfactory perform the proposed work or supply the required materials.

**RESPONSIVE BIDDER:** The word "responsive" is generally interpreted to mean the bidder has met the minimum requirements and specifications of the bid solicitation.

**BIDDING MATERIALS OR ITEMS:** All materials and parts shall be bid F.O.B. destination defined in the Request for Bid packet.

SWORN STATEMENT PURSUANT TO SECTION 287.133 (3) (A)  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

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

1. This SWORN statement is submitted to \_\_\_\_\_

By: \_\_\_\_\_  
(print this individual's name and title)

for: \_\_\_\_\_  
(print name of entity submitting statements)

whose business address is:

and if applicable whose Federal Employer Identification Number (FEIN) is:

If the entity has no FEIN, include the Social Security Number of the individual  
signing this Sworn Statement:

\_\_\_\_\_

2. I understand that a  
"public entity crime" as defined in Paragraph 287.133(1)(a), Florida Statutes, means  
a violation of any state or federal law by a person with respect to and directly related to  
the transactions 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 any  
agency or political subdivision of any other state or of the United States and involving  
antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material  
misrepresentation.

3. 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 or record relating  
to charges brought by indictment of information after July 1, 1989, as a result of a  
jury verdict, nonjury trial, or entry of a plea of guilty of nolo contendere.



4. I understand that an "affiliate" as defined in Paragraph 287.133 (1)(a), Florida Statutes, means:

1. A predecessor or a successor of a person convicted of a public entity crime; or,
2. 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 a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I UNDERSTAND THAT A "PERSON" AS DEFINED IN Paragraph 287.133(1) (e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid 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.

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

\_\_\_\_\_ Neither the entity submitting this SWORN statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months.

\_\_\_\_\_The entity submitting this SWORN statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime with the past 36 months.

\_\_\_\_\_The entity submitting this SWORN statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are

active in the management of the entity, or as an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. HOWEVER, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order by the Hearing Officer determined that it was not in the public interest to place the entity submitting this SWORN statement on the convicted vendor list (ATTACH A COPY OF THE FINAL ORDER).

#### STATEMENT OF UNDERSTANDING

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

AUTHORIZED SIGNATURE

Sworn to and subscribed before me this \_\_\_\_ day  
of \_\_\_\_\_, 2025 by

City of \_\_\_\_\_  
STATE OF FLORIDA

\_\_\_\_\_ who is Personally known to me \_\_\_\_\_  
OR who produced identification \_\_\_\_\_  
(Type of Identification)

\_\_\_\_\_  
(Signature) Notary Public-State of Florida

\_\_\_\_\_  
(Printed, typed or  
stamped commissioned name of Notary Public

My commission expires \_\_\_\_\_ (SEAL)

## BID FORM

BID NAME: **VETERANS PARK BALLFIELD LIGHTING REPAIR**

The BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS for the following prices:

VETERANS PARK BALLFIELD LIGHTING REPAIR					
ITEM	DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL
1.1	Furnish and Install new wiring with conduit to 6 lightpoles along outside of concrete pole (estimated 100' each)	600	LF		
1.2	Install control box at the bottom of each pole	6	EA		
Bid Total					

**Notes:**

- 1) Any changes have to be pre-approved by the Liberty County Recreational Director.

**BID SCHEDULE**

**Bidder may need to provide liability insurance, should the County request it.**

Respectfully Submitted:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone Number