

**FLORIDA SHERIFFS  
RISK MANAGEMENT FUND  
OFFICE RENOVATION & REMODEL  
PERMIT SET  
DECEMBER 15, 2023**

**SECTION 00 01 00 – REQUEST FOR QUALIFICATIONS**

The Florida Sheriffs Risk Management Fund (FSRMF) is inviting Florida Licensed General Contractors to submit qualifications for the renovations of their new Office Building. The scope of the project includes the interior renovation of the three-story building located at 2750 Chancellorsville Drive, Tallahassee, FL 32312. The building is approximately 52,000 square feet.

The FSRMF shall award the Contract to the respondent who, in their sole opinion, is the most qualified. Qualifications shall be based on:

- Bid price for completing the work. This includes all materials, equipment, and labor.
- A detailed Project Schedule using CPM.
- Project Approach, Methodology, and Ability to Perform the Work. This narrative shall not exceed 4 pages, 8 ½ x11, single-sided.
- Reference for three similar projects completed in the last 5 years. Include Name, Title, Email and Phone Number for each project reference. Also include summary information for each project along with a short description of the work done and its relevance to this project.

To be eligible for consideration, all interested firms must, at the time of submission, be authorized to do business in the State of Florida; hold a Florida General Contractor License; provide proof of insurance coverage (minimum \$1 million for single projects and \$2 million aggregate); demonstrate a capability to provide required Performance, Labor and Material Bonds; demonstrate appropriate financial strength; and have an acceptable history regarding litigation and defaults. In addition, firms must submit a Statement of Qualifications, and if shortlisted, commit to participating in an interview with the Selection Committee. However, the FSRMF reserves the right to select the most qualified firms based solely on the qualifications submitted. It is anticipated that after selection of Contractor, a Notice to Proceed for Construction would be issued within 30 days.

The submittal shall adhere to the following format:

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|-------|--|
| Tab 1 | Statement of Qualifications. Include a company profile along with any qualifications that are relevant to this project.(Limit 2 Pages) (10 points)   |
| Tab 2 | Bid Price (Stipulated Sum) for completing the work. Price to include all materials, equipment, labor, and assumptions/clarifications. (40 points)  |
| Tab 3 | Detailed Project Schedule using CPM. (25 points).  |
| Tab 4 | Project Approach, Methodology, and Ability to Perform the Work. This narrative shall not exceed 4 pages, 8 ½ x11, single-sided. (10 points)  |
| Tab 5 | References: A reference for three similar projects completed in the last 5 years. Include Name, Title, Email and Phone Number for each project reference. Also include summary information for each project along with a |

short description of the work done and its relevance to this project. (15 points).

Tab 6 Copy of Licensing and Insurance. Demonstrate ability to provide required Performance, Labor and Material Bonds. Provide a history of Litigation for the past 7 years. (Not Scored)

Applicants should submit **six** bound copies and 1 digital copy of their Qualifications packet. All submissions are due by **2:00 PM** on **April 11, 2024**. Send or personally deliver submittals to the following address.

Florida Sheriffs Risk Management Fund  
2090 Summit Lake Drive  
Tallahassee, FL 32317

Qualifications to be delivered in a sealed package clearly labeled with the following:

- Florida Sheriffs Risk Management Fund Office Renovation & Remodel
- Name of Respondent
- Time and date due

A mandatory Pre-Bid Meeting and tour of the existing site will be held at **10:00 AM**, on **March 21, 2024** at the building site. Point of Contact for this qualification process will be Mr. Kent Deeb, Project Representative. Email: [kdeeb@triadincorporated.net](mailto:kdeeb@triadincorporated.net). Phone: (850) 567-8900. Virtual participation will not be permitted.

Construction Documents for Bidding will be available through Mr. Deeb only. Each bidder must comply with all applicable state and local laws concerning licensing, registration, and regulations of contractors doing business in Florida.

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**SECTION 00 02 00 – INFORMATION FOR BIDDERS**

All BIDS must be made on the required BID form. In addition to the Bid Form, all Respondents must provide a completed AIA Document G702 Continuation Sheet corresponding to the Stimulated Sum price of their bid. All blank spaces for BID prices must be filled in, in ink or typewritten, and the BID form must be fully completed and executed when submitted. Each bid shall also be accompanied by an Assumptions and Clarifications section related to the Respondent's bid. **Provide (2) copies of all requested materials.**

The OWNER may waive any informalities or minor defects or reject any and all BIDS. Any BID may be withdrawn by the BIDDER prior to the above scheduled time for the opening of BIDS or authorized postponement thereof. Any BID received after the time and date specified shall not be considered, no exceptions. No BIDDER may withdraw a BID within **20** days after the actual date of the opening thereof. Should there be reasons why the contract cannot be awarded within the specified period the time may be extended by mutual agreement between the OWNER and the apparent successful BIDDER.

This is a Stipulated Sum Contract (subject to the adjustment, with the consent of the Owner, for specified assumptions and clarifications, allowances, and alternates under the terms of the Construction Documents). BIDDERS must satisfy themselves of the accuracy of any estimated quantities in the BID Schedules or Contract Documents by examination of the site and a review of the drawings and specifications including any ADDENDA.

If necessary, ADDENDA will be issued to the Contract Documents.

The CONTRACT DOCUMENTS contain the provisions required for construction of the WORK. Information obtained from an officer, agent, or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the successful BIDDER or relieve the successful BIDDER from fulfilling all of their obligations under the contract.

No Bid shall be considered or accepted unless at the time the Bid is submitted to OWNER the same shall be accompanied by a Bid Bond, in an amount not less than 5% of the bidder's maximum possible award (base bid plus all add alternates) (collectively referred to herein as the "Bid Bond"). The Bid Bond shall be retained by Owner as liquidated damages if the successful Bidder fails to deliver the required Performance and Payment Bonds or Certificates of Insurance, all within ten (10) calendar days after receipt of the Notice of Award. Bid Bonds shall be executed by a corporate surety licensed under the laws of the State of Florida to execute such bonds, with conditions that the surety will, upon demand, forthwith make payment to Owner upon said bond.

As soon as the Bonds have been delivered to the Owner, the OWNER will return the BID Bond of the responsible BIDDERS.

A PERFORMANCE BOND and a PAYMENT BOND each in the amount of 100 percent of the CONTRACT PRICE, with a corporate surety approved by the OWNER, will be required for the faithful performance of the contract.

Each BIDDER is responsible for reading and being thoroughly familiar with the PLANS, SPECIFICATIONS, and other CONTRACT DOCUMENTS, prior to submitting their BID.

The selected contractor shall supply the names and addresses of major material SUPPLIERS and SUBCONTRACTORS when required to do so by the OWNER.

**END OF SECTION 00 02 00**

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**SECTION 00 03 00 – BID FORM**

This proposal of \_\_\_\_\_ (hereinafter called "BIDDER"), organized and existing under the laws of the State of \_\_\_\_\_, doing business as \_\_\_\_\_ (a corporation, a partnership or an individual), whose Florida contractor's license number is \_\_\_\_\_ is hereby submitted to the FLORIDA SHERIFFS RISK MANAGEMENT FUND (hereinafter called "OWNER").

In compliance with the requirements of the Advertisement for Bids, BIDDER hereby proposes to perform all WORK for the **FLORIDA SHERIFFS RISK MANAGEMENT FUND OFFICE RENOVATION & REMODEL** in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submission of this BID, each BIDDER certifies, and in the case of a joint BID, each party thereto certifies as to its own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence WORK under the CONTRACT DOCUMENTS within ten (10) calendar days after the NOTICE TO PROCEED is issued by Owner in writing and achieve Substantial Completion of the WORK within **200** consecutive calendar days thereafter. Final Completion of the WORK shall be achieved by BIDDER within the calendar days specified in the General Conditions after the date of Substantial Completion.

BIDDER further agrees to pay as liquidated damages, the sum of \$500 for each consecutive calendar day that expires after the Contract Time until Substantial Completion of the WORK is achieved as provided in Section 15 of the General Conditions.

BIDDER acknowledges receipt of the following ADDENDUM(S):

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

**BASE BID**

BIDDER agrees to perform all the WORK described in the CONTRACT DOCUMENTS for the following bid, **(base bid and allowances, excluding alternates)**:

\_\_\_\_\_ dollars (\$\_\_\_\_\_).

The BIDDER proposes and agrees, if this Proposal is accepted, to contract with the OWNER in the required form of the Agreement (Section 00 05 00), to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation and labor necessary to complete the WORK in full and in accordance with the shown, noted, described and reasonably intended requirements of the CONTRACT DOCUMENTS according to the following schedule:

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**CONTRACTOR:**

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Address

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Phone Number

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Date

**END OF SECTION 00 03 00**