

Pre-Bid Notes

1. No owner direct purchase of materials or supplies. All taxes and fees shall be deemed to have been included in your final cost.
2. During the course of the Bid Process, all questions will go through, the Buyer, Jan Wilder. All questions and answers will be posted on the web-site for all the contractors to view. Email questions to: purchasing@hcsso.tampa.fl.us or Fax to (813) 242-1826
3. Questions and answers will end on Mar. 31, 2015 Noon; to give HCSO time to reply, and time for the Contractor to factor in if any additional cost should be included in the RFP.
4. The RFP must be checked in by 3:00 on April 3, 2015. After 3:00 PM, the RFP will be returned to the Contractor un-opened. Give yourself enough time to go through the security check point.
5. You are invited to review the site as many times after the pre-bid. Prior to making additional site visits, contact site supervisors:
District 1 – Harry Maharaj (813) 598-2116
District 4 – Luis Bermudez (813) 389-4212

The available visit hours at the Districts are from 6:30 to Noon, Monday thru Friday.

6. Insure you turn your W-9, Contractors Licensing, General Liability & Workers Comp Insurance Certificates in with your bid. (Any Addendums)
7. Be sure to submit one printed original, three printed copies and one electronic copy of the RFP.
8. Be sure to submit the complete RFP package not just sections. Completeness of Proposal Package is worth 10 points. The evaluation committee looks at presentation and completeness of the RFP package.
9. “Overall Approach & Plan” for completion of project is an opportunity to impress the evaluation committee with your understanding of the scope

of work and attention to detail. This is worth 25 points. Be as thorough as possible in this section.

10. Both properties are tobacco-free environments; No Smoking will be allowed on either property.
11. The Contractor will be required to have a representative on site during construction. He will be responsible to accept all deliveries of equipment, material and be present for all inspections.
12. Contractors and Sub Contractors will be confined to the construction site area only. Any other areas of the facility will be approved by the Project Manager first.
13. The contractor will be responsible to keep the construction site free from accumulation of waste material, trash and debris.
14. Contractor will be responsible for renting their own trash dumpster. Overfilled trash dumpster will be removed immediately upon request from the Project Manager.
15. Contractors and sub contractors will be responsible to provide their own water and ice during construction.
16. No weapons will be allowed on this facility.
17. If there are any contacts with the trusty inmates that work at the facility, notify the Project Manager. The trustee inmates are indentified by wearing blue and orange uniforms.
18. Parking of vehicles will be determined by the Project Manager prior to construction.
19. Staging area for equipment and material will be determined by Project Manager.
20. Any construction equipment unloaded on the asphalt will be done without damage and any damaged areas will be repaired by the contractor to the satisfaction of HCSO.

21. Any employee of the contractor or subcontractor that is asked to leave the job site will be escorted off the property by one of the Deputies.

22. The Project Manager is _____

Telephone _____ Email _____.