BOARDING BRIDGE AIR CONDITIONING SYSTEM
Mandatory Pre-Solicitation Conference

Boarding Bridge Air Conditioning System
Project Number 5965 13

Bid Due Date: April 23, 2014
No later than 2:00 p.m.

This meeting will be recorded.
**Cone of Silence**

- The cone of silence began with the advertisement of this Solicitation and will end upon selection of the successful Respondent by the Board.

- All inquiries/communications regarding this solicitation must be submitted to JHanney@TampaAirport.com.

- Exception:
  - Legal Affairs
Authority’s Website
http://www.TampaAirport.com

- Solicitation documents
  - Addenda

- Pre-Solicitation Conference
  - Attendance sheets
  - Slide presentation

- 12 month Planned Procurements Report
Agenda

- Introductions and Sign in
- Project Description
- Solicitation Schedule
- Minimum Qualifications
- Evaluation Criteria
- Submitting the Response
Project Role/Responsibility

Director of Maintenance    Paul Ridgeway
Director of P&D            Jeff Siddle
Mgr. of Design             Max Marble
Mgr. of Construction       John Mallory
Project Director           Nick D’Jimas
DBE Program Mgr.           Cheryl Hawkins
Risk & Safety Mgr.         Carlos Blackwood
Procurement Agent          James Hanney
Project Description

• Install air conditioning systems on 34 passenger boarding bridges (PBB).
• Install glycol-type air handlers with connections to an existing glycol loop on each PBB.
• Fabricate stands or hanging supports for each air handler.
• Installation of custom ductwork.
• Complete structural modifications to each PBB.
• Complete upgrades to the building’s electrical service.
• Install controls package on each PBB and integrate with the existing building controls system.
Controls System Integration

• The scope of work for this component of the project has already been established and negotiated with Johnson Controls Inc.

• The winning bidder MUST contract directly with JCI to complete this work. Contact Steve Brown at (813) 241-5061 Steven.L.Brown@jci.com.

• The value of this work appears as two fixed line items on the bid schedule.
Project Description

• This project has a 246 day duration beginning on the date the Notice-To-Proceed is issued.
• Liquidated damages in the amount of $560.00 per day may be imposed for every day after the completion date that substantial completion is not achieved.
• Contractor will provide a one year warranty addressing any materials or workmanship deficiencies.
Project Location Plan
Section 00340 – Bid Schedule

- Estimated quantities are approximate only and are intended principally to serve as a guide in evaluating Bids and are subject to either increase or decrease.
<table>
<thead>
<tr>
<th>Event</th>
<th>Date/Time</th>
<th>Location/Credentials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Question Deadline</td>
<td>April 9, 2014 by 2:00 p.m.</td>
<td>Submit by e-mail to <a href="mailto:JHanney@TampaAirport.com">JHanney@TampaAirport.com</a></td>
</tr>
<tr>
<td>Addendum Posted</td>
<td>April 16, 2014 by 5:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Bid Opening</td>
<td>April 23, 2014 at 2:00 p.m.</td>
<td>Authority’s Administrative Offices Building</td>
</tr>
<tr>
<td>Award by Board</td>
<td>June 5, 2014 at 9:00 a.m.</td>
<td>Main Terminal – Level 3 Authority’s Board Room</td>
</tr>
</tbody>
</table>
Minimum Qualifications

• Respondents must be registered with the Florida Division of Corporations (FDOC) and be authorized to do business in Florida.
  
  – Register with the FDOC (www.sunbiz.org)

  – Submit your response using the company’s legal name as listed with the FDOC
Minimum Qualifications

- Respondents must be registered as a supplier with the Authority:

  http://www.TampaAirport.com

  Airport Business Supplier Registration

  Firms must log-in and update or confirm their supplier record information each year to remain in “Active” status in the Supplier database.
Minimum Qualifications

• The Respondent must not be listed on the following lists.
  – State Convicted Vendor List
    http://dms.myflorida.com
  – Federal Convicted Vendor List
    www.epls.gov
  – FDOT Suspension List
    www.dot.state.fl.us/
  – Construction/legal/NewSuspension.shtm
Minimum Qualifications

- The Bidder must be a Mechanical Contractor or a General Contractor licensed in the State of Florida and must have completed two HVAC mechanical retrofit projects, each in excess of $1,000,000 construction value, as a prime contractor since January 1, 2004.
Subsection 1.09(E) & Section 00421
Minimum Qualifications

• Scrutinized Companies
  – As of July 1, 2011, any Respondent on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List is ineligible for, and may not bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of $1 million or more.

  – Complete and execute a Scrutinized Company Certification form. If subcontractors are proposed, a certification will be required from each subcontractor prior to that subcontractor starting work.
Section 00650, Subsection 1.01
Minimum Qualification

• Insurance

Coverage and Minimum Limits:

- Worker’s Comp - $1,000,000
- Commercial General Liability - $1,000,000
- Business Auto Liability - $5,000,000
- Builder’s Risk - $(bid amount)
Section 00100, Subsection 1.14
Minimum Qualification

- W/MBE
  - 8.0% participation expectancy of the total dollar amount earned under the Contract.
  - Certified W/MBEs to perform useful functions.
  - Firms must be certified as a W/MBE firm with the appropriate agency as stated in the Solicitation.
  - W/MBE firm must be certified in the same trade that Bidder proposes the W/MBE firm to perform.
Section 00100, Subsection 1.14
Minimum Qualification

• W/MBE Continued
  – Letter of Intent
    – Must be complete.
    – Must be signed by the W/MBE firm.
    – Total amount proposed in Letter(s) of Intent must meet or exceed expectancy or must submit information on good faith efforts.
    – If Bidder is a W/MBE, Bidder must submit a Letter of Intent for work Bidder proposes to self-perform and count toward the expectancy.
    – Call the Procurement Agent with questions on how to complete.
    – Failure to submit the required W/MBE information may render the Response non-responsive.
The Bidder will complete the following statement by checking the appropriate box (check one only). Failure to complete this statement may be grounds for rejection of Bid.

☐ The Bidder assures that it will meet the requirements of the WMBE Provisions, Item 1.14 of Section 00100 - INSTRUCTIONS TO BIDDERS and the Hillsborough County Aviation Authority's WMBE Policy and Program, and will utilize not less than the prescribed expectancy of ____% WMBE participation. The WMBE assurance stated above is the minimum prescribed expectancy; however, additional WMBE participation is encouraged. The actual WMBE contractual commitment will be the percentage of the dollar amounts of participation shown on the validated Letter(s) of Intent submitted by the Bidder. It is understood that the dollar amounts shown on the Letter(s) of Intent are estimates and that actual amounts paid to WMBE subcontractors may vary depending on the final adjustments of the estimated quantities; however, the total WMBE commitment percentage can only be modified by Change Order.

☐ The Bidder is unable to assure WMBE participation of the prescribed expectancy of ____% in this Contract, but will provide for a minimum of ____% participation. (If this box is checked, Bidder may fill in the percentage blanks and document on a separate attachment to this Assurance, Bidder's efforts in attempting to meet the expectancy as instructed in Item 1.14 of Section 00100 - INSTRUCTIONS TO BIDDERS and the Hillsborough County Aviation Authority's WMBE Policy and Program).

On all contracts for which a contract expectancy has been established, the Owner will inform all competitors that they will be required to submit WMBE participation information to the Owner as part of their Bid. Failure of a Bidder to submit a Letter of Intent with the following WMBE information stated below in their Bid may render the Bid nonresponsive:

1. The names and addresses of WMBE firms that will participate in the Contract;
2. A description of the Work each named WMBE firm will perform;
3. The dollar amount of participation by each named WMBE firm;
4. Written documentation of the Bidder's commitment to use a WMBE subcontractor whose participation it submits to meet contract expectancy;
5. Written confirmation from the WMBE subcontractor that it will be participating in the Contract as provided in the Bid; and
6. A copy of each named WMBE's certification letter by the City of Tampa, Hillsborough County, or State of Florida Office of Supplier Diversity (OSD) or DBE certification letter under the FLUCP program.

A SEPARATE LETTER OF INTENT MUST BE COMPLETED FOR EACH WMBE FIRM

__________________________
[Signature]

Authority No. _____ WOMAN AND MINORITY OWNED BUSINESS ENTERPRISE ASSURANCE AND PARTICIPATION 00417-1
Failure to complete this statement may be grounds for rejection of Bid.

Name of Prime Bidder's firm:
Address:
City:
Telephone: FAX E-mail

Name of W/MBE firm:
Address:
City:
Telephone: FAX E-mail

Identity of W/MBE (e.g. Hispanic, American Indian, Black, Female, etc.)

Check the appropriate box if the W/MBE is a material supplier:
☐ Materials and supplies obtained from W/MBE manufacturer or regular dealer (count as 100% toward expectancy)

For materials and supplies, include only the cost of supplies and materials obtained by the W/MBE for the work of the contract, including supplies purchased or equipment leased by the W/MBE.

Description of work to be performed by W/MBE firm:

Amount of Subcontract $

Commitment
The Prime Bidder is committed to utilizing the above-named W/MBE firm for the work described above.
By: Print Name: Date:

(Signature) (Title) (Name of Prime Bidder Firm)

Affirmation
The above-named W/MBE firm affirms that it will perform the portion of the Contract for the estimated dollar value as stated above.
By: Print Name: Date:

(Signature) (Title) (Name of W/MBE Firm)

If the Prime Bidder does not receive award of the prime Contract, any and all representations in this Letter of Intent and Affirmation will be null and void.

/ Master

Authority No. WOMAN AND MINORITY OWNED BUSINESS ENTERPRISE ASSURANCE AND PARTICIPATION 00417-2
EACH CONTRACT THE OWNER EXECUTES WITH THE CONTRACTOR (AND EACH
SUBCONTRACT THE CONTRACTOR EXECUTES WITH A SUBCONTRACTOR) MUST INCLUDE
THE FOLLOWING CLAUSE:

Contractor's W/MBE Assurance: The Contractor or Subcontractor will not discriminate on
the basis of race, color, national origin, or sex in the performance of this Contract. Failure by
the Contractor to carry out these requirements is a material breach of this Contract, which may
result in the termination of this Contract or such other remedy as the recipient deems
appropriate.

The word “Contractor” as used in this Assurance will mean the same as “Bidder”.

__________________________
(Name of Bidder)

By:

__________________________
(Signature*)

Title:

__________________________
Date:

* Must be same signature on Bid Form.

END OF SECTION
Section 00100, Subsection 1.09 N Evaluation Criteria

- 00300 BID FORM
- 00340 BID SCHEDULE
- 00350 BID AFFIDAVIT
- 00400-1 BID BOND
- 00400-2 SURETY BOND AFFIDAVIT
- 00417 W/MBE ASSURANCE AND PARTICIPATION
- 00418 CERTIFICATE OF NON-SEGREGATED FACILITIES
- 00420 BIDDER’S GENERAL BUSINESS INFORMATION
- 00421 SCRUTINIZED COMPANY CERTIFICATION
- 00422 E-VERIFY CERTIFICATION
- 00430 SUBCONTRACTORS LIST
- 00440 ePAYABLE PAYMENT SOLUTION
  » COPY OF FINANCIAL STATEMENT
  » COPY OF CONTRACTORS LICENSE THAT QUALIFIES THE COMPANY TO BID ON THIS WORK
  » SUPPLIER ON-LINE REGISTRATION
Mistakes That Could Cost You!

- Delivering the bid after the deadline.
- Assuming the Authority will not check information provided.
- Failing to provide the information asked for on the “Bid Form”, Section 00300.
- Assuming the Authority will know what you intended.
- Not raising questions regarding Bid specifications.
Mistakes That Could Cost You!

• Failing to include required insurance or bonding.
• Failing to include a proper bid bond or proposal guarantee.
• Proposing participation by an uncertified DBE-W/MBE-ACDBE to meet a goal/expectancy.
• Proposing a DBE-W/MBE that is not certified in the same trade proposed by the bidder.
• Submitting an incomplete Letter of Intent (see sample of a completed Letter of Intent).
• Including exclusions or modifications.
Mistakes That Could Cost You!

• The Bid form is not complete or has been altered.
• Cutting and pasting without editing.
• Providing information that is not legible, too small or blurry.
• Failing to register with the Authority.
• Failing to acknowledge addenda.
• Failing to sign the Bid.
Cone of Silence

• The cone of silence began with the advertisement of this Solicitation and will end upon selection of the successful Respondent by the Board.

• All inquiries/communications regarding the Bid must be submitted to JHanney@TampaAirport.com.

• Exception:
  – Legal Affairs