
Walton County

INVITATION TO BID

25-19

ESGC PHASE ONE MAINTENANCE BUILDING

RELEASE DATE: June 27, 2025

RESPONSE DEADLINE: July 30, 2025, 3:00 pm

Please refer to the project timeline in this document for all important deadlines.

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B - Public_Construction_Bond (25)

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1. Invitation to Bid

BOARD OF COUNTY COMMISSIONERS,
WALTON COUNTY, FLORIDA

ESGC Phase One Maintenance Building

25-19

Sealed bids for the ESGC Phase One Maintenance Building Project will be received by the Walton County Board of County Commissioners, hereinafter referred to as "County" until 3:00 pm LOCAL TIME on Wednesday, July 30, 2025, for furnishing labor and materials and performing all work set forth in the Bidding Documents prepared by Walton County. **IMMEDIATELY FOLLOWING** the scheduled closing time for the reception of bids, all bids which have been submitted in accordance with the conditions of the Bidding Documents issued in relation to this Project will be publicly opened and read aloud.

Bidder is responsible for the submission of its bid.
Bids received after the specified day and time will not be opened.

The proposed project, hereinafter referred to as the "Project" consists of the construction of a maintenance building at the Eagle Springs Golf Course Complex. The base bid includes all building materials and construction, utility hookups, and site grading. Bid alternates include the interior build-out (Alternate 1) and access/parking lot paving (Alternate 2).

Location: DeFuniak Springs, Florida

Contract Time: The contract duration is ONE HUNDRED AND TWENTY (120) **days** to substantial completion with an additional THIRTY (30) days for punch list completion.

Special Requirement:

The Contractor selected for award of this bid must be an insured, licensed General Contractor in accordance with Walton County Ordinance [2009-01](#), and must obtain a Walton County Building Permit subject to the requirements of Walton County Ordinance [2005-29](#), as amended by [2007-91](#).

AWARD OF THE CONTRACT FOR THIS PROJECT SHALL BE SUBJECT TO LOCAL VENDOR PREFERENCE IN ACCORDANCE WITH WALTON COUNTY PURCHASING POLICIES AND PROCEDURES (PP017).

Application for Local Preference is available in the [Vendor Submissions](#) section of this Invitation to Bid.

Advertisement Date:	June 27, 2025
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Pre-Bid Meeting (Mandatory):	<p>July 8, 2025, 8:30am</p> <p>Central Purchasing Office 176 Montgomery Circle, DeFuniak Springs, FL 32435</p> <p>OR</p> <p>Bidders may also attend the pre-bid meeting via teleconference by dialing 850-635-0655 EXT 261217</p>
Question Submission Deadline:	<p>July 22, 2025, 12:00pm</p>
Bid Closing Deadline:	<p>July 30, 2025, 3:00pm</p> <p>In-Person Bid Opening:</p> <p>Office of Central Purchasing 176 Montgomery Circle DeFuniak Springs, Florida 32435</p> <p>OR</p> <p>via teleconference by dialing 850-635-0655 EXT 261217</p>

All responses must be submitted electronically via the County e-Procurement Portal:

<https://procurement.opengov.com/portal/waltoncountyfl/projects/173670>.

Through the e-Procurement Portal, responses will be securely locked and digitally encrypted until the submission deadline passes.

Should you encounter any technical difficulties or require assistance with the e-Procurement Portal, please reach out to our technical support team via the blue chat bubble on the bottom right or via email at procurement-support@opengov.com

All subcontractors and suppliers shall be declared on the prescribed Subcontractors and Suppliers Declaration form.

Each Bidder's submittal shall include all the items listed in the Vendor Submissions section.

The Successful Bidder will be required to furnish the necessary additional bond(s) for the faithful performance of the Contract, as prescribed in the Contract Documents.

All bid bonds, payment and performance bond(s), insurance contracts, and certificates of insurance shall be executed by a licensed agent of the surety or insurance company possessing a current A.M. Best's Financial

Strength Rating of A- Class VII or better, that is authorized to do business in the State of Florida and meets the requirements set forth in the Bid Security section.

The bid may be withdrawn without penalty prior to the date and time of bid opening. Bids shall remain open and subject to acceptance for a period of thirty (30) calendar days after the date of bid opening, but the County at its sole discretion may release any bid and bid security. No Bidder may withdraw its bid for a period of thirty (30) calendar days after the date of bid opening.

In order to perform work on public contracts, the successful Bidder shall have all licenses and permits required by federal, state, and local statutes, regulations, and ordinances.

The County will award the bid to the lowest, most Responsible and Responsive Bidder that is most qualified to perform the job according to the specifications and qualifications listed in the Invitation to Bid. Bidders shall provide documentation that they can perform the required services and provide documentation of past and present projects of this same nature, along with references. Failure to provide said documentation will result in a bid being found non-responsive.

Before a contract will be awarded for the Project contemplated herein, the County will conduct such investigations as is necessary to determine the performance record and ability of the apparent low Bidder to perform the size and type of project specified under the Contract. The County reserves the right to reject bids from Bidders whose past work performance with the County and other governmental agencies, including timeliness of completion of projects and history of payment to subcontractors or materialmen are deemed by the County to be unsatisfactory. The Bidder shall submit with its bid detailed written evidence of experience and current commitments necessary to allow the County to evaluate the bidder's qualifications. Failure to do so will result in bid being found non-responsive.

In the event the apparent low bid submitted by a Responsible and Responsive Bidder exceeds the County's budget for the Project, the County reserves the right to value engineer the published scope of work in order to effect deductive cost changes. In light of the modified scope of work, the County shall review the three lowest bids submitted by Responsible and Responsive Bidders in order to select one Bidder to whom to award the Contract.

The County reserves the right to reject any or all bid(s), and may postpone the award of the Contract for a period of time which shall not extend beyond thirty (30) calendar days from the bid opening date.

A person or an affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendors list.

Walton County, as a political subdivision of the State of Florida, shall comply with Executive Order Number 11-02, dated January 4, 2011, and shall require that contractors utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of: (a) all persons employed during the contract term by the contractor to perform employment duties within Florida; and (b) all persons (including subcontractors) assigned by the contractor to perform work pursuant to the Contract with the County.

Pursuant to §287.05701, Florida Statutes, the County may not request documentation of or consider a contractor's social, political, or ideological interests when determining if the contractor is a responsible contractor. Further, the County may not give preference to a contractor based on the vendor's social, political, or ideological interests.

2. Instruction to Bidders

2.1 DEFINED TERMS

The term "**Bidder**" shall mean one who submits a bid directly to the County, as distinct from a sub-bidder, who submits a bid to a Bidder. The term "**Responsible and Responsive Bidder**" means a person or entity who has submitted a bid which conforms in all material respects to the requirements set forth in the Bidding Documents and has the capability, in all respects, to perform fully the contract requirements, and the tenacity, perseverance, experience, integrity, reliability, capacity, facilities, equipment, and credit which will assure good faith performance. The term "**Successful Bidder**" means the most Responsible and Responsive Bidder with the lowest bid who has been selected for award of the Contract. The term "**Contract**" shall mean the agreement between the Successful Bidder and the County resulting from this ITB. The term "**Contract Documents**" includes the Construction Contract, Construction Plans prepared by DRMP, dated June 2025, consisting of information provided in [Scope of Work](#) and [Attachments](#) sections. The term "**Bidding Documents**" includes the Invitation to Bid, Instruction to Bidders, Contract Documents, and the Bid Form (including all addenda issued prior to receipt of bids). The term "**Notice of Award**" shall mean the form issued by the Purchasing Department awarding the Contract to the Successful Bidder. The term "**Notice to Proceed**" shall mean the letter issued by the Purchasing Department notifying Successful Bidder to commence work on the Project.

2.2 COPIES OF BIDDING DOCUMENTS

- A. Complete sets of Bidding Documents must be used in preparing bids; neither the County nor Engineer assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.
- B. The County and Engineer in making copies of Bidding Documents available on the above terms do so only for the purpose of obtaining bids on the Project and do not confer a license or grant for any other use.

2.3 QUALIFICATIONS OF BIDDERS

To demonstrate qualifications to perform the Project, each Bidder shall submit with their bid detailed written evidence of experience completing projects of the nature and scope similar to the project described in this Invitation to Bid, documentation of current commitments, a copy of all applicable occupational and state contractor licenses, and such information as is required in the [Vendor Submissions](#) section. Each Bidder must also be prepared to submit within five (5) business days of the County's request, written evidence, such as licenses, financial data, previous experience, present commitments, and other such data as may be requested by the County. Each bid must contain evidence of Bidder's qualification to do business in the State of Florida. Specifically, the Bidder shall have all licenses and permits required by federal, state, and local statutes, regulations, and ordinances.

2.4 EXAMINATION OF CONTRACT DOCUMENTS AND SITE

- A. It is the responsibility of each Bidder before submitting a bid, to (a) examine the Contract Documents thoroughly, (b) visit the Project site to become familiar with local conditions that may affect cost, progress, performance, or completion of the Project, including the time and cost in obtaining any necessary fee or permit, (c) consider federal, state, and local laws and regulations that may affect cost, progress, performance, or completion of the Project, (d) study and carefully correlate Bidder's observations with the Contract Documents, (e) notify the County of any conflicts, errors, or discrepancies in the Contract Documents, and (f) attend any mandatory pre-bid meeting. The County does not assume responsibility for the accuracy or completeness of the Contract Documents or for any additional reports, drawings, and specifications that may be made available for viewing by the County to any Bidder on request.
- B. Before submitting a bid, each Bidder will, at the Bidder's own expense, make or obtain any additional information and data which pertain to the physical conditions (surface, subsurface, underground facilities) at or contiguous to the site which may affect cost, progress, performance, or completion of the Project and which Bidder deems necessary to determine its bid for performing and completing the Project in accordance with the time, price, and other terms and conditions of the Contract Documents.
- C. Upon request, in advance, the County will provide each Bidder access to the Project site to conduct such explorations and tests as each Bidder deems necessary for submission of a bid. Bidder shall fill all holes, clean up, and restore the site to its former condition upon completion of such explorations.
- D. Temporary construction facilities and storage of materials and equipment will be provided by Bidder.
- E. The submission of a bid will constitute an incontrovertible representation by Bidder that Bidder has complied with every requirement of these Instructions to Bidders including visiting the Project site to become familiar with local conditions that may affect the cost, progress, performance, or completion of the Project; that without exception the bid is premised upon performing and furnishing of the labor, services, equipment, and materials required by the Contract Documents in accordance with such means, methods, techniques, sequences, or procedures of construction as may be indicated in or required by the Contract Documents; and that the Contract Documents are sufficient in scope and detail to indicate and convey understanding of all terms and conditions for performance and completion of the Project.

2.5 MANDATORY PRE-BID CONFERENCE

A mandatory pre-bid conference will be held at 8:30 am on Tuesday, July 8, 2025 at Central Purchasing Office 176 Montgomery Circle, DeFuniak Springs, FL 32435 OR Bidders may also attend the pre-bid meeting via teleconference by dialing 850-635-0655 EXT 261217.

Bidders attending in person must be present at the designated start time of the pre-bid conference and must remain until the conference is adjourned.

Bidders may also attend the mandatory pre-bid meeting via teleconference by dialing 850-635-0655, extension 261217.

Bidders attending via teleconference are strongly encouraged to join the teleconference at least 10 minutes before the designated start time. If unable to join the teleconference at the number above, please call 850-892-8176 and ask to be included in the ESGC Phase One Maintenance Building pre-bid teleconference.

Attendance will be confirmed via roll call at no later than 5 minutes after the designated start time and any **Bidder not present for the roll call will not be eligible to bid on the project.** If joining via teleconference, please keep phones muted until the question and answer portion of the teleconference. All bidders must remain until the conference is adjourned. The County will not accept bids from bidders arriving after attendance is confirmed or departing prior to adjournment of the pre-bid teleconference.

2.6 INTERPRETATIONS AND ADDENDA

- A. All questions about the meaning or intent of the Contract Documents are to be posted on the County's e-Procurement portal accessible via the following link;
<https://procurement.opengov.com/portal/waltoncountyfl>.
- B. Addenda may be issued to modify the Bidding Documents as deemed appropriate by the County.

DIRECTING QUESTIONS TO ANY OTHER COUNTY COMMISSIONER, COUNTY EMPLOYEE, PROJECT ENGINEER, OR ANY OTHER PERSON IS PROHIBITED AND WILL RESULT IN A BID BEING DISQUALIFIED. QUESTIONS MUST BE SUBMITTED ON THE COUNTY'S E-PROCUREMENT PORTAL AT

<https://procurement.opengov.com/portal/waltoncountyfl> NO LATER THAN 3:00 pm ON Wednesday, July 30, 2025. Interpretations or clarifications considered necessary by the County in response to such questions will be issued by Addenda on the County's e-Procurement portal. Only questions answered by formal written Addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

2.7 BLACKOUT PERIOD

The period between the beginning of the advertisement for the Invitation to Bid, and the contract award, or any resulting bid protest is resolved, or the solicitation is otherwise canceled is referred to as the blackout period. During the blackout period any communication regarding the aforementioned solicitations is prohibited between the Bidder (or its agents or representatives) and any other entity with the potential for a financial interest in the award (or their respective agents or representatives) regarding such competitive solicitation, and any County Commissioner or County employee, selection committee member, or other persons authorized to act on behalf of the County including the County's architect, engineer, or their sub consultants, or anyone designated to provide a recommendation to award a particular contract, other than Purchasing Division staff. Each competitive solicitation shall provide notice of the blackout period.

Exceptions to the Blackout Period. The blackout period shall not apply to:

- A. Communications at any public proceeding or meeting, including pre-bid conferences, selection committee presentations, or pre-award meetings.

- B. Communications during contract negotiations between designated County employees and the contract awardee.
- C. Communication with a vendor initiated by a Purchasing Division employee following the bid opening to clarify the vendor's bid or intended scope of services.
- D. Communication following the filing of a protest between the protesting party and the Purchasing Division, County Administrator's Office, and the County Attorney's Office, during the dispute resolution process.
- E. Purchases exempt from competitive selection, sole source procurements, single source procurements, and emergency procurements, as defined in Walton County Board of County Commissioners Purchasing Policy and Procedure Manual.
- F. Communications with existing vendors in the performance of existing contracts.

2.8 BID SECURITY

- A. Each bid must be accompanied by bid security in an amount of five percent (5%) of the Bidder's base bid price made payable to Walton County Board of County Commissioners and in the form of a certified bank check or a bid bond on the form attached, issued by a surety duly authorized and qualified to conduct business in the State of Florida. Further, the surety or insurance company shall have at least an "A-" policyholder's rating and a financial rating of at least Class VII and shall be listed on the United States Treasury Department's T-list as acceptable to issue bonds for the applicable dollar amount. Applicable bond documents may be uploaded, but physical checks must be delivered to the Office of Central Purchasing prior to the bid opening. It is the Bidder's responsibility to ensure that its bid bond check is delivered at the proper time and place.
- B. The bid security of the Successful Bidder will be retained until such Bidder has executed the Contract, and has furnished the required Performance and Payment Bond(s) and Certificates of Insurance. If the Successful Bidder fails to execute and deliver the Contract, or furnish the required Certificates of Insurance, within TEN (10) business days after the Notice of Award and the required certified copies of the recorded Performance and Payment bond(s) within THREE (3) business days of receipt of the executed contract, the County may annul the Notice of Award and the bid security of that Bidder will be forfeited. The bid security of other Bidders may be retained by the County until TEN (10) business days after the Notice of Award, whereupon bid security furnished by such Bidders will be returned.
- C. Failure to submit an appropriate bid security shall result in the bid being declared unresponsive.

2.9 SUBSTITUTE OR "OR-EQUAL" ITEMS

The use of brand names is for the purpose of describing the standard of quality, performance, and characteristics desired and is not intended to limit or restrict competition. Equipment or materials determined

by the County to be substantially equivalent to that equipment or materials specified by brand name will be considered for award.

2.10 CONTRACT TIME AND LIQUIDATED DAMAGES

Contractor shall begin working on the Project within TEN (10) days of issuance of the Notice to Proceed and substantially complete the Project within ONE HUNDRED AND TWENTY (120) calendar days of issuance of the Notice to Proceed. Final completion of the project shall be accomplished within THIRTY (30) calendar days from the date a punch list of the remaining items to be completed is issued by the County. Failure to achieve substantial completion within the designated time may result in the County imposing liquidated damages in the amount of TWO THOUSAND THREE HUNDRED FIFTY-THREE AND 69/100THS DOLLARS (\$2,353.69) per day. Failure to achieve final completion within the designated time may result in the imposition of liquidated damages of ONE THOUSAND ONE HUNDRED SEVENTY-SIX AND 85/100THS DOLLARS (\$1,176.85) per calendar day and shall accrue until an application for final payment has been approved by the County. These liquidated damages represent a reasonable estimate of the County's extra expenses and losses for denied use of the facility, financing costs, additional extended overhead, and any lost revenues and do not constitute a penalty or forfeiture.

2.11 BID FORM

- A. The Bidder shall use the Bid Form included with the Bidding Documents. Failure to use the Bid Form shall result in the bid being declared un-responsive. All blanks on the Bid Form must be completed in ink by hand or typewritten.
- B. Bids by corporations must be executed in the corporate name by the president or a vice-president (or other corporate officer accompanied by evidence of authority to sign), and the corporate seal must be affixed and attested. The corporate address and state of incorporation must be shown below the signature.
- C. Bids by partnerships must be executed in the partnership name and signed by a partner, whose title must appear under the signature, and the official address of the partnership must be shown below the signature.
- D. All bids shall be notarized and names must be typed or printed below the signature. The bid shall contain an acknowledgement of receipt of all addenda via County's e-Procurement Portal. The contact person's name, address, and telephone number for communications regarding the bid must be provided.
- E. Each Bidder's submittal shall include all the items listed in the Vendor Submissions section.

2.12 SUBMISSION OF BIDS

All bids submitted on e-Procurement Portal will be securely locked and digitally encrypted until the submission deadline passes. Please note that all bids must be submitted prior to 3:00 pm on Wednesday, July 30, 2025.

Ensure that all required documents and information are complete and accurately provided before submission.

Upon successful submission through the e-Procurement Portal, you will receive a confirmation email acknowledging receipt of your bid.

Bids received after the specified deadline will not be considered.

Thank you for your attention to these submission instructions. Should you have any questions regarding the bidding process or requirements, feel free to contact the Purchasing Department at purchasing@co.walton.fl.us or call 850.892.8176.

2.13 MODIFICATION AND WITHDRAWAL OF BIDS

- A. Bids may be modified or withdrawn by the Bidder by clicking on “Unsubmit Proposal” via County’s e-Procurement Portal. Bids can be re-submitted at any time prior to the opening of bids.
- B. Bids may not be withdrawn for a period of thirty (30) calendar days after the date of bid opening.

2.14 BIDS TO REMAIN OPEN SUBJECT TO ACCEPTANCE

All bids shall remain open and subject to acceptance for a period of thirty (30) calendar days after the date of bid opening, but the County at its sole discretion may release any bid and return the bid security prior to that date.

2.15 AWARD OF CONTRACT

- A. **The County reserves the right to reject any and all bids** for any reason or for no reason as may be deemed necessary by the County to be in its best interest, including but not limited to bids from any contractor who has failed to successfully complete a previous project to the satisfaction of the County. The County further reserves the right to waive any and all informalities, and reserves the right to reject all nonconforming, unresponsive, unbalanced, or conditional bids. **PLEASE NOTE: ANY TERMS, CONDITIONS, OR EXCEPTIONS SUBMITTED WITH A BID SHALL BE DISREGARDED AND HAVE NO EFFECT UPON THE CONTRACT RESULTING FROM THIS SOLICITATION.** The County reserves the right to reject the bid of any Bidder if the County believes that it would not be in the best interest of the Project to make an award to that Bidder, because the bid is not responsive or responsible, or the Bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the County. The County also reserves the right to enter into contract negotiations with a Responsible and Responsive Bidder who submits the lowest bid. If the County and the low Bidder cannot negotiate a successful contract the County may terminate such negotiations and begin negotiations with a Responsible and Responsive Bidder who submits the next lowest bid. No Bidder shall have any rights against the County arising from such negotiations. Discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in

favor of the correct sum. Where numeric data is given both in Arabic numerals and in written language, and where there exists a discrepancy between an Arabic numeral and written language, the written language shall be presumed to be correct and the Arabic numeral presumed incorrect.

- B. In the event the apparent low bid submitted by a Responsible and Responsive Bidder exceeds the County's budget for the Project, the County reserves the right to value engineer the published scope of work in order to effect deductive cost changes. In light of the modified scope of work, the County shall review the three lowest bids submitted by Responsible and Responsive Bidders in order to select one Bidder to whom to award the contract.
- C. The County reserves the right to delete any bid items and the total bid shall be determined as the sum of the bid items awarded. In evaluating bids, the County will consider the qualifications of the Bidders, whether or not the bids comply with the prescribed requirements, time of completion and other data, as may be requested in the Bid Form or prior to the Notice of Award. The County may conduct such investigations as the County deems necessary to assist in the evaluation of any bid and to establish the responsibility, qualifications and financial ability of Bidders, proposed Subcontractors, Suppliers and other persons and organizations to perform and complete the Project in accordance with the Contract Documents to the County's satisfaction within the prescribed time. The County may consider the operating costs, maintenance requirements, performance data, and guarantees of major items of materials and equipment proposed for incorporation in the Project when such data is required to be submitted prior to Notice of Award.

If the contract is to be awarded, it will be awarded to the Responsible and Responsive Bidder submitting the lowest bid whose evaluation by the County indicates to the County that the award will be in the best interest of the Project. The County will give the Successful Bidder a Notice of Award within thirty (30) days after the day of the bid opening.

2.16 BID PROTEST

Any person or entity whose bid is rejected, in whole or in part, or who submits a bid but is not awarded the contract, may protest such decision. Written notice of intent to file a bid protest must be submitted with the Purchasing Department or Chief Financial Officer within twenty-four (24) hours after the Board's declaration of its intention with regard to an award. Written protest must be submitted to Purchasing Director or Chief Financial Officer within ten (10) calendar days after filing written notice of intent.

Each written protest must be accompanied by a bid protest bond in the form of a certified check, cashier's check, or money order made payable to the Walton County Board of County Commissioners, in an amount equal to 1% of the protestor's bid received by the County, but in no case less than \$500.00.

The condition of the protest bond shall be that, should the protest be determined to be without merit and non-valid, the bond shall be forfeited to the County in its entirety.

2.17 PUBLIC ENTITY CRIMES

A person or an affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendors list.

3. Scope of Work

3.1 Scope of Work Summary

Base Bid – Core Building & Site Work

The Contractor shall furnish all labor, materials, and equipment to complete the following scope:

- Perform all rough grading and site preparation (including stormwater pond) in accordance with civil and structural drawings
- Construct the foundation and slab per structural plans.
- Install utility rough-ins within the slab for water, sewer, and electrical services. Including stub-outs in coordination with County utility providers. Provide gravity sewer stub-out within 5 ft of the building perimeter.
- Design, supply, and fully assemble a pre-engineered metal building (approximately 9,600 SF total) in accordance with the provided plans and specifications.
- Provide and install the exterior shell and roof system, including all impact-rated exterior doors and windows, insulation and vapor barrier, per architectural elevations.
- Include ADA-compliant entry features (note: parking lot paving is excluded from base bid).

Alternate 1 – Interior Build-Out

- Complete all interior framing and finishes in accordance with floor plan A101 and detail sheets A104–A105.
- Construct bathrooms, break room, mechanical room, and office partitions as shown in plans.
- Install HVAC, plumbing, and electrical systems per mechanical, plumbing, and electrical plans.
- Provide and install ceilings, VCT flooring, cabinetry, interior doors, and associated hardware.
- Furnish and install all ADA-required fixtures, restroom accessories, and interior finishes in accordance with specifications.

Alternate 2 – Site Access & Parking

- Perform all grading, compaction, and creation of stormwater swales.
- Install stormwater pipes and structures in accordance with the civil drawings.
- Construct access driveway and parking lot per approved site plan, including asphalt and/or base as required, concrete sidewalks, pavement striping, signage, and installation of **ADA parking spaces**.
- Coordinate with Public Works for right-of-way access as necessary.

Alternate 3 – Sewer Lift Station and Forcemain

- Construct lift station wet well, hatch, internal hardware, pumps, internal and external piping, fittings and valves, valve box, control panel, bollards, etc. for an operation system.
- Provide gravity connection and electrical service conduit from the building to the proposed grinder station location.

- Construct forcemain from maintenance building lift station to City of DeFuniak lift station.
- Perform 30 LF of directional bore for crossing Live Oak Avenue
- Coordinate with Public Works for right-of-way access as necessary.

All quotes submitted must remain valid and binding for a minimum of **45 calendar days following the official bid closing date.**

4. Bid Schedule

BIDS shall include sales tax and all other applicable taxes and fees.

This is a lump sum bid. The following Bid Schedule is intended as a general recap of the work involved. It is NOT an all-inclusive detail of everything required to do this job. It is the contractor's responsibility to carefully review the Bidding Documents to determine what is needed to do the whole job, and to reflect this in the lump sum bid. This basis of award will be the total base bid for the project. IF DURING THE BID PROCESS, THE CONTRACTOR NOTICES A DISCREPANCY BETWEEN THE WORK REQUIRED AND THIS BID SCHEDULE HE MUST BRING IT TO THE PURCHASING DIRECTOR'S ATTENTION BEFORE THE BID CLOSING DATE.

NOTE: The unit prices listed below will be used as the basis for computing the value of any change orders either additive or deductive. **THE OWNER RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS.**

BASE BID

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
BASE BID ITEMS					
1	Mobilization (5% of site work)	1	LS		
2	Maintenance of Traffic	1	LS		
3	Site Grading and Preparation (including stormwater pond)	1	LS		
4	Site Demolition, Clearing and Grubbing, and Cleanup	1	LS		
5	Site Erosion Control	1	LS		
6	Utility Connections (Water/Sewer/Electric)	1	LS		
7	Building Foundation and Slab	1	LS		
8	Pre-Engineered Metal Building Shell Erection	1	LS		
9	Impact-Rated Doors and Windows	1	LS		
10	Insulation and Vapor Barrier	1	LS		
11	Exterior Trim and Finishes	1	LS		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
12	*Regular Excavation	3,958	CY		
13	*Regular Embankment (Fill)	4,040	CY		
TOTAL					

ALTERNATE 1 – INTERIOR BUILD-OUT

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
ALTERNATE 1 – INTERIOR BUILD-OUT					
14	Interior Framing and Drywall	1	LS		
15	Interior Doors, Hardware, and Trim	1	LS		
16	Bathroom Fixtures and Accessories	1	LS		
17	Break Room Casework and Fixtures	1	LS		
18	Flooring (VCT) and Base Trim	1	LS		
19	Ceilings	1	LS		
20	Interior Painting	1	LS		
21	HVAC System Installation	1	LS		
22	Plumbing System Installation	1	LS		
23	Electrical System Installation	1	LS		
TOTAL					

ALTERNATE 2 – ACCESS & PARKING

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
ALTERNATE 2 – ACCESS & PARKING					

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
24	6" concrete (sidewalk)	124	SY		
25	Concrete Wheel Stop	25	EA		
26	6" white solid striping (thermoplastic)	0.08	GM		
27	6" blue solid striping (thermoplastic)	94	LF		
28	24" Stop Bar	34	LF		
29	Handicap symbol	1	EA		
30	Preformed White Directional Arrows	10	EA		
31	Site Single Post Sign w/Panel Less Than 12 sf (excludes ADA signage)	5	EA		
32	ADA Single Post Sign w/Panel Less Than 12 sf	1	EA		
33	1.5" Asphalt SP 12.5	492	TN		
34	6" Limerock Base (OBG 4)	6,022	SY		
35	6" Limerock Base (OBG 4)	122	SY		
36	Riprap	19	TN		
37	Type F DBI	8	EA		
38	18" Mitered End Section (1:4 slope)	2	EA		
39	30" Double Mitered End Section (one MES @1:2 slope, One MES @1:4 slope)	2	EA		
40	18" RCP Storm Pipe	617	LF		
41	30" RCP Storm Pipe	92	LF		
42	Performance turf - Sod	7,000	SY		
43	Landscaping and Irrigation	1	LS		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
TOTAL					

ALTERNATE 3 – SEWER LIFT STATION AND FORCEMAIN

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
44	Mobilization (5% of utility work)	1	LS		
45	4" PVC (SDR35)(Sanitary Sewer, included cleanouts and connections)	81	LF		
46	8" PVC (SDR35)(Sanitary Sewer)	5	LF		
47	2" Forcemain (SDR21) (Sanitary Sewer, includes all bends, fittings, and connections)	1,400	LF		
48	2" Water service (HDPE, DR9 AWWA C906)	708	LF		
49	2" gate valve w/ valve box	2	EA		
50	Directional Drill	30	LF		
51	Manhole	1	LF		
52	2" backflow (RPZ)	1	LS		
53	2" water meter	1	EA		
54	8"X8"x2" tapping sleeve and valve	1	EA		
55	Grinder Lift Station	1	LS		
56	Bollards	4	EA		
57	Site Electrical	1	LS		
TOTAL					

OPTIONAL PRICING (IF REQUESTED)

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
OPTIONAL PRICING (IF REQUESTED)					
58	OPTION: Storage Area – 8 ft Interior Metal Panels	1	LS		
59	OPTION: Storage Area Floor Finish (Sealed Concrete)	1	LS		
60	OPTION: Storage Area Floor Finish (Tnemec System)	1	LS		
61	OPTION: Non-Impact Rated Doors/Windows	1	LS		
TOTAL					

5. Vendor Submissions

All subsections in this section require a response.

Important: Bidders are responsible for reviewing all required forms and documentation listed in this solicitation. If any forms require notarization—such as the Public Entity Crimes Statement or the Unauthorized Alien Affidavit—they must be properly executed and uploaded with your submission. Failure to include completed and notarized documents, where applicable, may result in your bid being deemed non-responsive.

5.1 LOCAL PREFERENCE APPLICATION*

I hereby certify under penalty of perjury that my business qualifies as a local vendor/contractor in accordance with Walton County Purchasing Policies and Procedures, Procedure No: PP017.

- ☐ My business maintains its principal place of business within Walton County; OR
- ☐ My business has maintained a permanent place or places of business within Walton County and has employed people who live in Walton County on a regular and continuing basis for at least six (6) months prior to the advertising of this Invitation to Bid; OR
- ☐ My business is not eligible for local vendor preference with Walton County.

*Response required

5.2 BIDDER'S DECLARATION AND UNDERSTANDING *

The undersigned, herein defined as the "Bidder," declares that the only persons or parties interested in this bid are those named herein, that this bid is, in all respects, fair and without fraud, that it is made without collusion with any employee or official of the County, and that the bid is made without any connection or collusion with any person submitting another bid on this Project.

The Bidder further declares that it has visited the Project site, inspected the plans and specifications, examined all the Contract Documents, and has satisfied itself to the quantities involved, including materials and equipment and the conditions of work involved, including the fact that the description of work and materials, as included herein, is brief and is intended only to indicate the general nature of the Project and to identify the said quantities with the detailed requirements of the Contract Documents, and this bid is made according to the provisions and under the terms of the Contract Documents which are made a part of this bid.

- ☐ Please confirm

*Response required

5.3 CONTRACT EXECUTION, CERTIFICATES OF INSURANCE AND BONDS*

The Successful Bidder agrees to acknowledge the terms and conditions of the Contract and return a signed Contract with any Certificates of Insurance (COI) to the County, within TEN (10) calendar days after Notice of Award. Upon receipt of the signed Contract and COI, the County will execute the Contract and send the executed contract to the Successful Bidder to acquire the Performance and Payment Bond(s) within THREE (3) business days. The Successful Bidder must provide certified copies of the recorded Performance and Payment Bond(s) prior to the issuance of the Notice to Proceed. Failure to either return a signed Contract with COI to

the County within TEN (10) calendar days after Notice of Award is sent or provide certified copies of the recorded Performance and Payment Bond(s) within THREE (3) business days after receipt of the executed contract will result in loss of surety.

☐ Please confirm

*Response required

5.4 START OF CONSTRUCTION AND CONTRACT COMPLETION TIME*

The Successful Bidder further agrees to begin work on the Project within TEN (10) calendar days after the date of issuance of the Notice to Proceed, to substantially complete the Project within ONE HUNDRED AND TWENTY (120) calendar days of issuance of the date of the Notice to Proceed, and to finally complete the Project within THIRTY (30) calendar days from the date a punch list of remaining items is issued by the County. The Contractor shall comply with all specific completion dates and sequences indicated elsewhere in the Contract Documents.

☐ Please confirm

*Response required

5.5 SALES AND USE TAXES*

The Bidder agrees that any and all applicable federal, state and local sales and use taxes that are incurred by the Bidder are included in the stated bid price for the Project. The County is tax exempt from federal excise and state sales tax.

☐ Please confirm

*Response required

5.6 Acknowledgment of Bid Schedule*

By confirming, if awarded the contract, the Bidder agrees to accept as full payment for the work proposed under this Project, as specified in the Bidding Documents prepared by Walton County, and based upon their own estimate of the quantities and costs, including the cost of any necessary fee or permit provided as part of their bid.

☐ Please confirm

*Response required

5.7 BID FORM*

Please download the below documents, complete, and upload.

- [BID FORM \(14\).docx](#)

*Response required

5.8 Trench Safety Compliance*

Please download the below documents, complete, and upload.

- [TRENCH SAFETY COMPLIANCE \(6...](#)

*Response required

5.9 BID BOND*

Will you be utilizing Surety 2000 for submitting your Bid Bond?

- ☐ Yes
☐ No

*Response required

When equals "Yes"

9.1. Surety 2000 Electronic Bid Bond*

Please enter your Bid Bond information from Surety2000 below.

If you would like to use your preferred surety, please select "No" to the above question.

*Response required

When equals "No"

*Bid Bond**

Please download the below documents, complete, and upload.

- [3.0 Walton County Florida B...](#)

*Response required

5.10 PREVIOUS EXPERIENCE AND CURRENT COMMITMENTS*

Please download the below documents, complete, and upload.

- [PREVIOUS EXPERIENCE AND CUR...](#)

*Response required

5.11 SUBCONTRACTORS AND SUPPLIERS DECLARATION*

Please download the below documents, complete, and upload.

- [SUBCONTRACTORS AND SUPPLIER...](#)

*Response required

5.12 PUBLIC ENTITY CRIMES*

Please download the below documents, complete and have notarized. An online notarization option will be provided for you when responding.

- [PUBLIC ENTITY CRIMES \(13\).pdf](#)

*Response required

5.13 DRUG FREE WORK PLACE CERTIFICATION*

Identical tie bids: preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids which are equal with respect price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certified that it has implemented a drug-free work place program shall be given preference in the award process. Established procedures for processing tie bids will be followed in none of the tied Consultants have a drug-free workplace program. In order to have a drug-free workplace program, a business shall:

- A. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace specifying the actions that will be taken against employees for violations of such prohibition.
- B. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, available drug counseling, rehabilitation providing employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- C. Give each employee engaged in providing the commodities of contractual services that are under bid a copy of the statement specified in paragraph #A.
- D. In the statement specified in paragraph #A, notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of or pleas of guilty or no contest to, and violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the work place no later than five (5) days after such conviction.
- E. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- F. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

☐ Please confirm

*Response required

5.14 Federal Employer Identification Number (FEIN)*

Please enter your FEIN below.

*Response required

5.15 UNAUTHORIZED ALIENS*

Please download the below documents, complete, and upload.

- [UNAUTHORIZED ALIENS \(20\).pdf](#)

*Response required

5.16 Proof of Registration with State of Florida Division of Corporations*

Please upload proof of registration from Sunbiz.org.

*Response required

5.17 Conflict of Interest Disclosure

For purposes of determining any possible conflict of interest, all Bidders must disclose if any Walton County employee(s), elected official(s), or if any of its agencies is also an owner, corporate officer, agency, employee, etc., of their business.

*Indicate either "YES" (a County employee, elected official, or agency is also associated with your business), or "NO".**

☐ Yes

☐ No

*Response required

When equals "Yes"

*Provide person(s) name(s) and position(s) with your business.**

*Response required

5.18 QUESTIONNAIRE

*Has your organization filed any law suits or requested arbitration, mediation, or any kind dispute resolution or administrative proceeding, with regard to construction contracts within the last ten (10) years?**

☐ Yes

☐ No

*Response required

When equals "Yes"

*If the answer is yes, identify the proceeding, the parties thereto, and a brief summary of the nature of the dispute and ultimate resolution thereof.**

*Response required

*Has your organization been sued with regard to a construction contract within the last ten (10) years? **

☐ Yes

☐ No

*Response required

When equals "Yes"

*If the answer is yes, identify the proceeding, the parties thereto, and a brief summary of the nature of the dispute and ultimate resolution thereof.**

*Response required

*How many years has your organization been in business as a licensed Contractor under your present business name?**

*Response required

*Has your organization ever failed to complete work awarded to it? **

☐ Yes

☐ No

*Response required

When equals "Yes"

*If so, where and why?**

*Response required

*Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a construction project? **

☐ Yes

☐ No

*Response required

When equals "Yes"

*If so, state name of individual, organization and reason therefore.**

*Response required

*Does your organization now hold valid certificates of competency or licenses for which a specific license is required? **

☐ Yes

☐ No

*Response required

When equals "Yes"

*If so, attach copies of all licenses covering the work together with the specific political jurisdiction issuing said licenses. **

*Response required

*Identify the project superintendent you intend to use for this project. Also provide the following information, years project superintendent has been employed with your organization; the contracts in the last five years that said personnel has worked on; said personnel's position and responsibilities in said contracts**

*Response required