

FLORIDA INTERNATIONAL UNIVERSITY - BIDDER CHECKLIST

This checklist is provided as a convenience to bidders in areas where past experience indicates such instruction can be helpful. It is not represented as being comprehensive and compliance therewith does not relieve the bidder of responsibility for compliance with any bid requirement which may not be mentioned specifically in these instructions.

- Access the additional project information at the following link: <http://facilities.fiu.edu/projects/BT-904.htm>
- Submit bids on timely basis as outlined in the advertisement or addendum (if applicable). (Proposals received after the time set for receiving of the bids will be returned to the Bidder.)
- Read special provisions and advertisement to see if other materials are to be submitted with Bid Document.
- All questions regarding the bid must be directed to the FIU at (305)348-4090 or via email to griffith@fiu.edu
- Each bid proposal contains Declaration of Non-Collusion verbiage and must be declared or certified in by the Bidder's Representative whose signature appears on the "Design-Proposal Of" document. This must be the person who makes the final decision with regard to the prices and amount quoted in the bid.
- Bid rigging, combinations or conspiracies to restrain competition, and the making of false statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. It is imperative that the person who will declare or certify the bid or execute the document examine it carefully before signing it and assure himself or herself that each of the statements in it are true and accurate. If for any reason the bidder cannot attest to each of the statements without qualification or reservation, the necessary qualification or reservation must be noted in blanks provided in the "Exceptions" area or on an attached sheet. The facts and circumstances on which such qualification or reservation are based must be set out in writing submitted as a part of or together with the executed document.
- Joint Ventures: A Declaration of Joint Venture and Power of Attorney (FDOT Form No. 375-020-18) is needed prior to obtaining the bid document. The form is at the following link: <http://www.dot.state.fl.us/cc-admin/forms/forms.shtm>. Each party to the venture must be identified in the bidding document. Additionally, the attorney in-fact for the Joint Venture must also sign where indicated.
- The term "complementary bid" as used in this document has the meaning commonly associated with that term in the construction industry and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.
- By signing the bid, the bidder must make diligent inquiry of all other persons employed by or associated with the bidder with responsibilities relating to the preparation, approval or submission of the bid. Such inquiries need not be made of secretarial or clerical employees, and other persons performing purely ministerial functions, who do not have either actual or apparent authority to act on behalf of the firm with regard to the project.
- Failure on the part of the bidder to properly sign the bid certifying that he/she is in compliance with these instructions shall result in disqualification.

BID OR PROPOSAL BOND

A Proposal Guaranty of not less than five percent (5%) of the total actual bid in the form of either a certified check, cashier's check, trust company treasurer's check, bank draft of any national or state bank, or a Surety Bid Bond made payable to the Florida International University must accompany each bid in excess of \$150,000.00. A check or draft in an amount less than five percent (5%) of the actual bid will invalidate the bid. Bid Bonds shall conform to FIU Requirements Submit the bid bond to the FIU Office advertising the project **by the deadline to submit bids.**

Verify that the bond includes the following:

- Bidder's Name Shown
- Bonding Company's Name
- County(ies) where the project is located
- Federal Aid No(s) (if applicable)
- Financial Project No(s).
- Contract No.
- Project Description (optional)
- The Bond execution date
- Surety Name, Seal, Signature of FL Licensed Insurance Agent or Attorney-in-Fact for Surety Company, Name printed with Power of Attorney form attached
- Assure the bond is countersigned by a Florida Licensed Insurance Agent (if needed) with name printed to the right.
- Include the State and County Name where the attestation is taking place.
- Verify Notary Public expiration date is current. Re: Florida Insurance Agent personally known or ID produced, Name of Surety, City and State, Date Notarized, Signature and Seal of Notary indicating state where licensed and expiration date.
- INCLUDE APPLICABLE POWER OF ATTORNEY

PREQUALIFIED FIRMS ONLY:

Submit the Certification of Work Underway Information, Form 375-020-39 on-line. See instructions at the following website: www.dot.state.fl.us/cc-admin/PreQual_Info/prequalified.shtm Joint ventures require submittal of this information for each party in the Joint Venture.

OTHER BIDDING ITEMS

- Complete the "Schedule of Values" with your bid prices.
- Acknowledge the Addenda Files. Check the Project website: <http://facilities.fiu.edu/projects/BT-904.htm> to insure you have all Addenda acknowledged with your bid.
- Complete the Acceptance of Bidding Acknowledgements.
- Complete the State of Incorporation.

DBE

- Ensure an updated Affirmative Action Plan is on file with the FDOT or submitted prior to bid submittal. See a sample DBE Affirmative Action Plan at the following link: http://www.dot.state.fl.us/cc-admin/cpp_online_ordering/bidder_assist.shtm
- Submit a Bid Opportunity List with your bid package or submit to the Equal Opportunity Office within three days of your submission. It can be mailed or faxed.
- Visit <http://www.dot.state.fl.us/equalopportunityoffice/> for latest DBE directory listing.
- Submit the Anticipated DBE Participation Statement at the pre-construction or pre-work conference.

FDOT DISTRICT VI - FIU BIDS

Bids for District VI Office FIU projects shall be submitted using hardcopy using the "Proposal Of" form.

- Bidder's Company Name, Vendor Number and Letting Date.
- Total(s) shown on face of Bid Blank (Totals should include contingency amounts if applicable).

PROPOSAL OF FORM (FORM 375-020-08 Adapted for FIU)

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- Company name, Bidding Office street address, E-mail address, F.E.I.D. number, fax number and telephone number shown.
- All Addenda acknowledged.

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- Provide material information and associated costs concerning Trench Safety Work. Write N/A if Trench Safety Work is not applicable.

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- Notate any "Exceptions" that cannot be attested to concerning Items 1-11 on page 3.
 - Complete the appropriate business entity block; ensure that entity name, titles, signatures, and seals are included as specified.
 - Identify State where organized and existing.
- NOTE:** Ensure your Company is authorized to do business in the State of Florida.
- Signature(s) and title(s) of person(s) submitting bid included and properly witnessed as indicated.
 - Do not add or delete any pay items or change quantities unless authorized by Contracts Office Addendum or downloaded and changed by amendment.
 - When making changes to the hard copy, print legibly in ink so prices and figures can be read easily and initial.
 - Bid on Alternates as listed.

OTHER

- The entire bid package must be returned.
- Read special provisions and advertisement to see if other materials are to be submitted with Bid Document.
- Place each bid in the provided envelope and write bidder's name, financial project number and letting date on front of envelope.
- Complete the Bid Total Sheet and submit in an envelope attached to sealed bid.
- Changes to the hard copy of the bid are to be made in accordance with the "FDOT Standard Specifications of Road and Bridge Construction," Section 2-5.1.