



Lake St. Charles Community Development District

Request for Proposal

**1 Basketball Court
resurfacing, color coatings, markings and 2
new goals and removal of one existing asphalt
basketball court and goals.**

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Lake St. Charles Community Development District
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(813) 741-9768 District Office • (813) 234-9516 Fax
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INTRODUCTION AND OVERVIEW

SECTION 1

Lake St. Charles Community Development District (LSC CDD) Board of Supervisors, acting as Owner for the Lake St. Charles CDD, is requesting a proposal from your firm for asphalt resurfacing, color coating and marking of 1 existing asphalt basketball court and the removal of 1 existing asphalt court and goals.

The work for which proposals are to be submitted consists of providing labor, materials and equipment for 1" asphalt overlay resurfacing and leveling course with Type III S virgin asphalt, color coating and court markings and the removal of 1 existing asphalt basketball court and goals.

All aspects of the job must be coordinated with the Property Manager, acting on behalf of the LSC CDD Board of Supervisors. This includes you as the primary contractor and any subcontractors that may be used.

The Property Manager, or designee, will conduct a walk-through if requested giving each prospective contractor the opportunity to visit the site of the proposed work in order to fully acquaint themselves with existing conditions so that they may fully understand any difficulties and constraints attending the execution of the work under the proposed contract. The failure or omission to receive and examine any documents, forms, instruments, addendum, other information, or to visit the site and acquaint oneself with conditions existing there shall in no way relieve any individual or organization from any obligation with respect to the proposal or to the contract. The submission of a proposal shall be taken as prima facie evidence of compliance with this section. The purpose of the walk through is to provide prospective contractors with an opportunity to visit and inspect the property that relates to the scope of work and ask questions of the Property Manager regarding the project.

Any prospective contractor may make an appointment with the Property Manager, Mark Cooper to review the existing courts and conditions by contacting him directly at 813-990-7555.

Proposals

Proposals shall be prepared, addressed and submitted in compliance with detailed instructions as set forth in Section 2.

Reservation of Rights.

LSC CDD reserves the right to accept or reject all bids, waive irregularities, technical errors and formalities and to award the contract as it deems will best serve the interest of the district.

SCOPE OF PROJECT SECTION 2

PURPOSE AND BACKGROUND INFORMATION

Lake St. Charles Community Development District (“LSC CDD”) formally invites qualified and experienced applicants to submit proposals for the asphalt resurfacing, acrylic resurface, color coating, court marking and 2 new goals of 1 – 50’ x 100’ basketball court and the removal of 1 – 50’ x 100’ existing asphalt basketball court and goals. As part of this Request for Proposals (“RFP”), the Lake St. Charles Community Development District seeks to improve and enhance aging amenities which should increase usage by the District’s residents.

SCOPE OF PROJECT

In order to accomplish these goals, the LSC CDD would like to install a new 1” virgin asphalt overlay to 1 existing basketball court that will provide for proper drainage and create a smooth level playing surface with no puddling that will be sealed with appropriate resurfacer, color coatings and striped and marked to NCAA standards.

All equipment that is required for the complete and full operation and functioning of the system must be clearly stated in the proposal. The cost of each component of the system needs to be stated. Bundled packages will have to be broken out into costs of each individual component to provide across the board comparisons between vendors. If other equipment or products are needed, but not specified please specify this in your proposal. See the Bid Form sheet (Section 7) for required specific costs.

SECTION 3
SPECIFICATIONS OF WORK REQUESTED

1- 50' x 100' Existing Asphalt Basketball Courts

- Provide 1" of Type III S virgin asphalt overlay on 1 existing basketball court.
- Provide 2 new Hercules – Platinum acrylic backboard goals on the refurbished court.
- Remove 1 existing 50' x 100' asphalt basketball court and goals.
- Finished grade shall not exceed 1% slope or 12 vertical inches in 100 horizontal feet to guarantee removal of surface water. The slope of the courts shall be in one plain.
- Finished surface shall be flooded with water to detect low and high spots in the surface. There shall not be any finished surface deviations greater than 1/8".
- Note: Asphalt must cure for a minimum of 15 days before color coatings process begins.
- The courts are to be flooded to reveal any low areas in the asphalt surface.
- A patch binder mix is to be applied to fill and level low areas.
- Apply 2 coats of acrylic resurfacing product on each court to repair any minor imperfections and seal the asphalt surface.
- Apply 2 coats of acrylic court paint to each court. See the attached court color scheme.
- Apply white playing lines per NCAA marking standards. See attached court markings.
- Any scope of work that is not identified with this RFP or noted on the plans or bid form will be a change of scope and should be noted as an Addition to the original proposal. Election of additional work and or equipment and their associated costs will be at the sole discretion of the LSC CDD Board of Supervisors. No one may make changes to the plans other than the LSC CDD Board of Supervisors or Property Manager.

GENERAL INFORMATION

- Your contractual agreement will be with:
 - Lake St. Charles Community Development District (LSC CDD)
 - 6801 Colonial Lake Drive
 - Riverview, FL 33578

All billing should be sent to the district at this address.

- You will provide all labor, equipment and necessary materials to successfully complete this job.
- If a permit will be required, include it as a line item price.
- We want a neat and clean environment and we do not expect anyone else to clean up behind you.
- Please indicate in your bid proposal all warranties/guarantees on workmanship, equipment if applicable and materials.
- Upon receiving a notice of acceptance, the successful bidder is expected to sign all contract documents and return them to the district office within **5** business days. All required documents are to be included.
- LSC CDD anticipates and expects the highest quality of workmanship and performance.

Pricing Guidelines

Your proposal needs to be a “Not to Exceed” price.

- Provide an outline of the scope of work your Company will provide and the line-item costs for each task. Make sure to include any costs of materials that you will be supplying. See the Bid Form in Section 7.
- Provide a schedule (dates) of commencement and completion of the proposed project if you are awarded the contract on June 6th 2017.
- Your bid proposal shall be based upon the RFP in its entirety, including all bid documents referenced herein.

INSTRUCTIONS TO BIDDERS
SECTION 4

4.01 All proposals are to be addressed to and delivered at:

Lake St. Charles Community Development District
6801 Colonial Lake Drive, Riverview, FL 33578
Attention: Property Manager

Bidders shall deliver Two (2) sealed copies by hand delivery, courier, or nationally recognized carrier on or before **May 16, 2017 at 5:00 p.m.**

All bids, whether mailed or delivered in person, shall be submitted in a SEALED ENVELOPE bearing on the outside the name and address of the bidder clearly marked.

4.02 The LSC CDD schedule for bid review and award is:

Staff/Grounds Committee Opening and Review of bids: **May 17, 2017 at 1:00 p.m.**

Presentation of bids to LSC CDD Board of Supervisors: **June 6, 2017 at 7:00 p.m.**

The proposals will be presented at the June 6, 2017 LSC CDD scheduled board meeting for consideration by the Board of Supervisors.

4.03 All questions regarding the work to be performed:

All questions regarding the specification and work to be performed should be addressed to the property manager at the above address. Any inquiry or request received seven (7) or more days prior to the date fixed for opening of bids will be given consideration.

4.04 Disqualification

More than one bid from an individual, firm, partnership, corporation or association under the same or different name, will not be considered. Reasonable grounds for believing that the bidder is financially interested in more than one proposal for the same work may cause the rejection of all related proposals. Any or all proposals will be excluded if collusion exists among the bidders.

4.05 Bid Package Requirements: It is required that all bidders enclose with their sealed bids the following information tabbed and organized as follows.

1. **Cover Sheet.** Each bidder shall properly execute and submit the attached Proposal Cover Sheet.
2. **Description of the Firm and Personnel:** Each bid shall include a detailed description of the firm, including address, telephone number, contact e-mail address for any addendums that may be issued, number of employees, number of employees proposed to be assigned to the project, federal tax ID number of the firm and a brief description of the educational background and or

INSTRUCTIONS TO BIDDERS - Continued

- experience of the firm owners and supervisors or key employees proposed to be assigned to the project.
3. **License:** Each bidder shall include evidence of a current County Occupational License and or State Contractors license, showing the number and date of expiration.
 4. **Credit References:** Each bidder shall provide list of Banking and three (3) credit references if a deposit is required or payments are required prior to the completion of the work.
 5. **Business References:** Each bidder shall include a list of 3 similar contracts/clients for basketball courts or tennis courts resurfacing currently held or recently completed by the company, providing at least a name and contact information for one person who is knowledgeable about your work for each such contract who may be contacted by the district.
 6. **Evidence of General Liability Insurance:** Each bidder shall provide a certificate of insurance, which limits of coverage shall not be less than the following for Bodily Injury, Property Damage and Personal Injury, Combined Single Limits, General Aggregate: One Million and no/100 Dollars; (\$1,000,000.00); Each Occurrence: Two Million and no/100 Dollars (\$2,000,000.00); and fire Damage (any one fire): Fifty Thousand and no/100 Dollars (\$50,000.00). The successful bidders shall be required to procure and maintain, for the life of the contract, Commercial General Liability Insurance. The policy shall provide coverage for death, bodily injury, personal injury, products and completed operations liability and property damage that could arise directly or indirectly from the performance of the services agreement. It must be an occurrence form policy. The district (Lake St. Charles Community Development District) shall be named an additional insured.
 7. **Evidence of Workers Compensation Insurance:** Bidder(s) must produce evidence of Workers' Compensation and Employees' Liability Insurance with minimum statutory limits.

4.06 Scope of Work

Each bidder shall bid their services according to the specifications of work set forth by the district in Section 3 hereof.

- 4.07 Discrepancies.** Should a bidder find discrepancies or ambiguities in or omissions from the specification, or should he be in doubt as to their meaning, he shall, at once, notify the district.

4.08 Addenda, Changes, or Interpretations during Bidding.

No oral interpretations will be made to any bidder as to the meaning of contract documents. Any inquiry or request received seven (7) or more days prior to the date fixed for opening of bids will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued,

INSTRUCTIONS TO BIDDERS - Continued

will be mailed or sent by e mail address provided to all know prospective bidders not later than five (5) days prior to the established bid opening date.

4.09 Public Entity Crimes.

A person or affiliate who has been placed on the convicted vendor list following a conviction for a 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, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list or LSC CDD Procurement Policy requirement for bidding set at \$20,000. Each bidder certifies by submission of their bid, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any State or Federal department/agency.

4.10 Modification of Bids.

No modification to the bid will be accepted from bidders.

4.11 Bid Award. The district shall award the bid to the Lowest Responsible bid/proposal. "Lowest Responsible bid/proposal" means, in the sole discretion of the Board, the bid or proposal (i) submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with the integrity and reliability to assure good faith performance, (ii) is responsive to the invitation to bid or request for proposal as determined by the district, and (iii) is the lowest cost to the District. Minor variations in the bid may be waived by the District. Mistakes in arithmetic extension of pricing may be corrected by the District. Bids may not be modified after opening.

4.12 Execution of Contract

The District and the successful bidder shall bear the burden of contract execution equally.

4.13 Payment

Payment will be made upon: the full completion of contracted services, the district agent approves the invoice and a final invoice for the contracted amount is submitted to the LSC CDD District Manager. The District will render payments 15 days from the date of invoice receipt. The district agent must inspect and approve the completed work prior to any invoice submission for payment.

**PROPOSAL COVER SHEET
SECTION 5**

1 BASKETBALL COURT RESURFACE - 1" VIRGIN ASPHALT OVERLAY,
COLOR COATINGS , COURT MARKINGS AND 2 NEW HERCULES- PLATINUM
ACRYLIC BACKBOARD GOALS AND REMOVAL OF 1 EXISTING 50' X 100'
ASPHALT BASKETBALL COURT AND GOALS PROPOSAL

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A
NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER
OATHS.

TO: Lake St. Charles Community Development District
Attention: Board of Supervisors
6801 Colonial Lake Drive, Riverview, FL 33578

By: _____
[Print individual's name and title]

For: _____
[Print name of COMPANY submitting proposal]

Whose business address is: _____

The aggregate proposal amount for the requested scope work is in the sum of _____ Dollars
(\$ _____)

For 1" Type III S virgin asphalt resurfacing, color coatings, court markings and 2
new Hercules – Platinum acrylic backboard goals of 1 - 50' x 100' Basketball court
AND the removal of 1 - 50' x 100' existing asphalt basketball court and goals.

CONTRACTOR

By: _____ By: _____
Company Name Individual Name

Its: _____ E mail: _____
Title

Telephone: _____

PROPOSAL COVER SHEET - Continued

The above named entity submits its proposal to furnish all materials, equipment and labor and to perform all work in accordance with the bid specification and contract documents for the Lake St. Charles CDD basketball courts (2).

A detailed bid form is attached hereto. *Note: The attached bid form is illustrative of the minimum amount/quantity of work to be performed under the contract. In the case of any conflict between this schedule and the detailed bid specifications, the detailed district bid specification will prevail.*

Board of Supervisors,

The undersigned, as bidder, hereby declares that the only person or persons interested in the proposal, as principal or principals, is or are named herein and that no other person other than herein mentioned has any interests in the proposal of the contract to which the work pertains; that this proposal is made without connection or arrangement with any other person, company, or parties making bid or proposal and that the proposal is in all respects fair and made in good faith without collusion or fraud.

The bidder further declares that he has examined the site of the work; that he has made sufficient investigations to fully satisfy himself that such site is a correct and suitable one of this work; and he assumes full responsibility therefore; that he has examined the specifications for the work and from his own experience or from professional advice that the specifications are sufficient for the work to be done and he has examined the other bid and contract documents relating thereto, including the Notice to Contractors and general notices and conditions thereto, and he has read all addenda prior to the opening of bids, and that he has satisfied himself fully, relative to all matters and conditions with respect to the work to which this proposal pertains.

The bidder proposes and agrees, if this proposal is accepted, to timely contract with the District for the resurfacing of 1- existing Basketball court and the removal of 1existing Basketball court part of the bid package and to furnish all services, materials, equipment and labor as required therein and to timely submit all required bonds, permits, notices, licenses and insurance certificates.

The bidder further proposes and agrees to comply in all respects with the time limits for commencement and completion of the work as stated in the contract form. The bidder agrees to accept full compensation therefore the total of the lump sum prices and extended unit price items named in the attached schedule. It is understood that the unit prices quoted or established for a particular item are to be used for computing the amount to be paid to the contractor, based on the work actually performed as determined by the contract and the district. However, in utilizing the schedule, the bidder agrees that in no

event shall compensation paid to the bidder for services performed under the contract exceed the dollar amount of the bidders' proposal amount, excluding mutually agreed upon additional work approved in accordance with the contract.

PROPOSAL COVER SHEET - Continued

NOTARY PUBLIC ACKNOWLEDGEMENT

Sworn to and subscribed before me this _____ day of _____,

20_____ by _____

whom is personally known OR Produced identification.

Notary Public - State of Florida

Seal:

Commission expires: _____

Commission no. _____

CONDITIONS OF BID PROCESS
SECTION 6

6.1 No Reimbursement of Costs. The LSC CDD will not reimburse contractors for any costs involved with preparing the bid. Furthermore, this RFP does not bind the LSC CDD to accept any or contract for any express or implied services. The LSC CDD reserves the right to reject all bids.

6.2 Public Record. All submitted proposals shall become a public record as provided by Florida law.

6.3 Acknowledgment of Bid Requirements. By submitting a proposal, each contractor represents that it has fully investigated the requirements of this proposal and fully understands the scope of work requested herein and that

6.4 Acknowledgment of CDD status. By submitting a proposal, each contractor represents that it is aware LSC CDD is a local unit of special purpose government established pursuant to Florida Statute Chapter 190.

The terms and conditions of the RFP shall be incorporated and form a part of the contract. In the event of a conflict between the RFP and the contract, the contract terms shall prevail.

6.5 Independent Contractor. All bidders acknowledge that the successful contractor shall be an independent contractor and nothing shall be construed to cause the contractor to be deemed or represent itself as an agent of the LSC CDD. As a condition to award, the successful contractor shall defend, indemnify and hold harmless the LSC CDD from any and all damages arising from acts of negligence, directly or indirectly, occurring in the course of contractors' performance.

6.6 Surveys, Permits and Regulations. Both temporary and permanent permits and licenses necessary for the performance of the work shall be secured and paid for by the successful bidder, unless otherwise specified herein. The successful bidder shall strictly observe all applicable laws and regulations as to public and occupational safety, health and sanitation.

6.7 Appeals: Any appeal of the LSC CDD bid award process shall be submitted to the Board of Supervisors at the address listed above within five (5) days of the bid award. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest through mediation before a mutually agreed upon mediator within fifteen (15) days (excluding Saturdays, Sundays and legal holidays) of receipt of a formal written protest, the costs of which shall be shared by the parties. If the subject of a protest is not resolved through mediation, the District shall hold a duly noticed public hearing on the protest. The hearing shall be limited to the basis of the protest and review of the record, new evidence shall not be permitted. Upon conclusion

CONDITIONS OF BID PROCESS - Continued

of the hearing, the Board shall have 45 days to enter a final determination. Any person seeking to appeal a decision of the Board shall do so as provided by Florida law.

All questions regarding this RFP shall
be directed to the Property Manager or designee at:

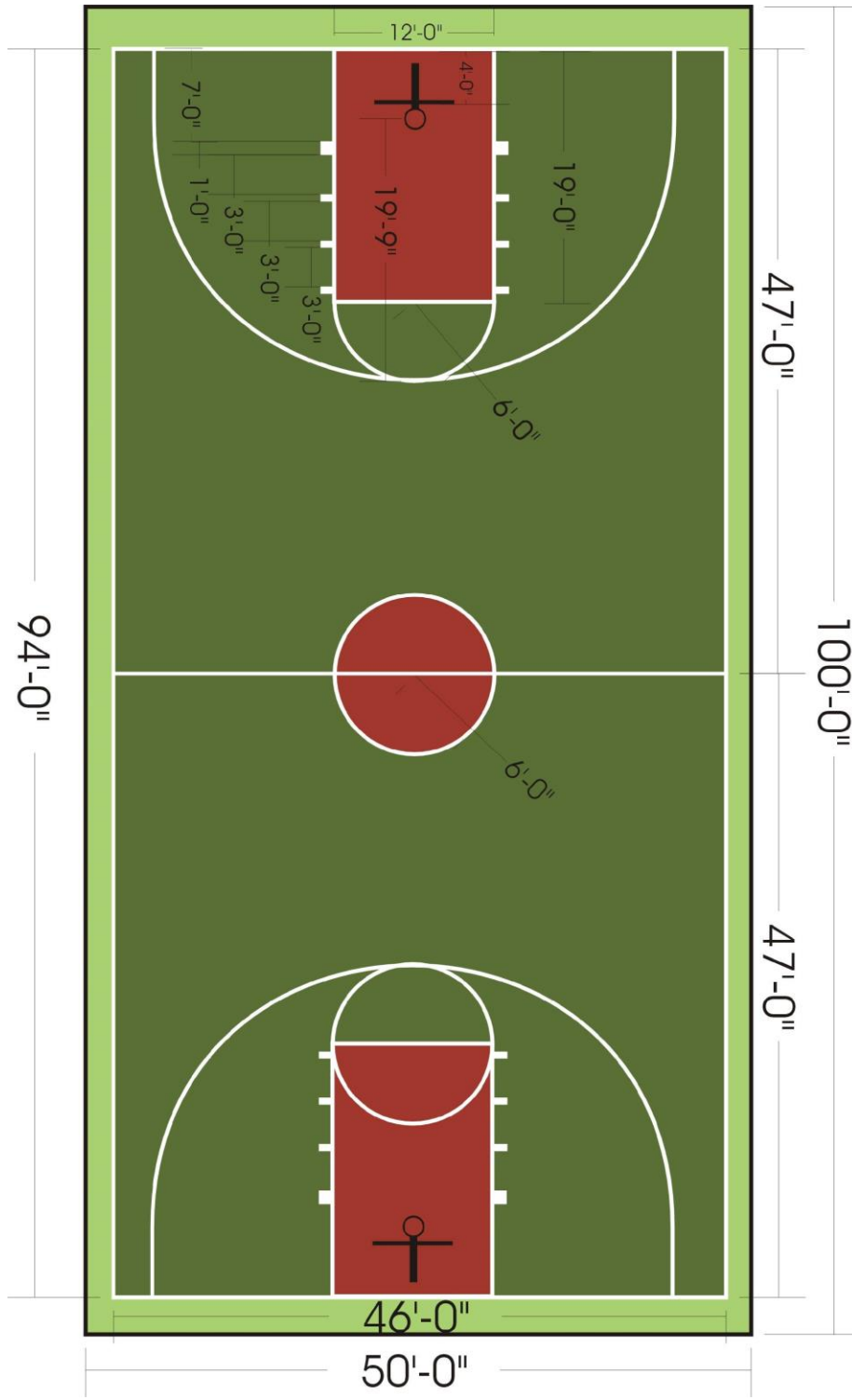
Lake St. Charles Community Development District
Attention: Property Manager
6801 Colonial Lake Drive, Riverview, FL 33578
(813) 990-7555
(813) 741-2101 (fax
Propertymgr@lakestcharles.org

**BID SUBMISSION FORM
SECTION 7**

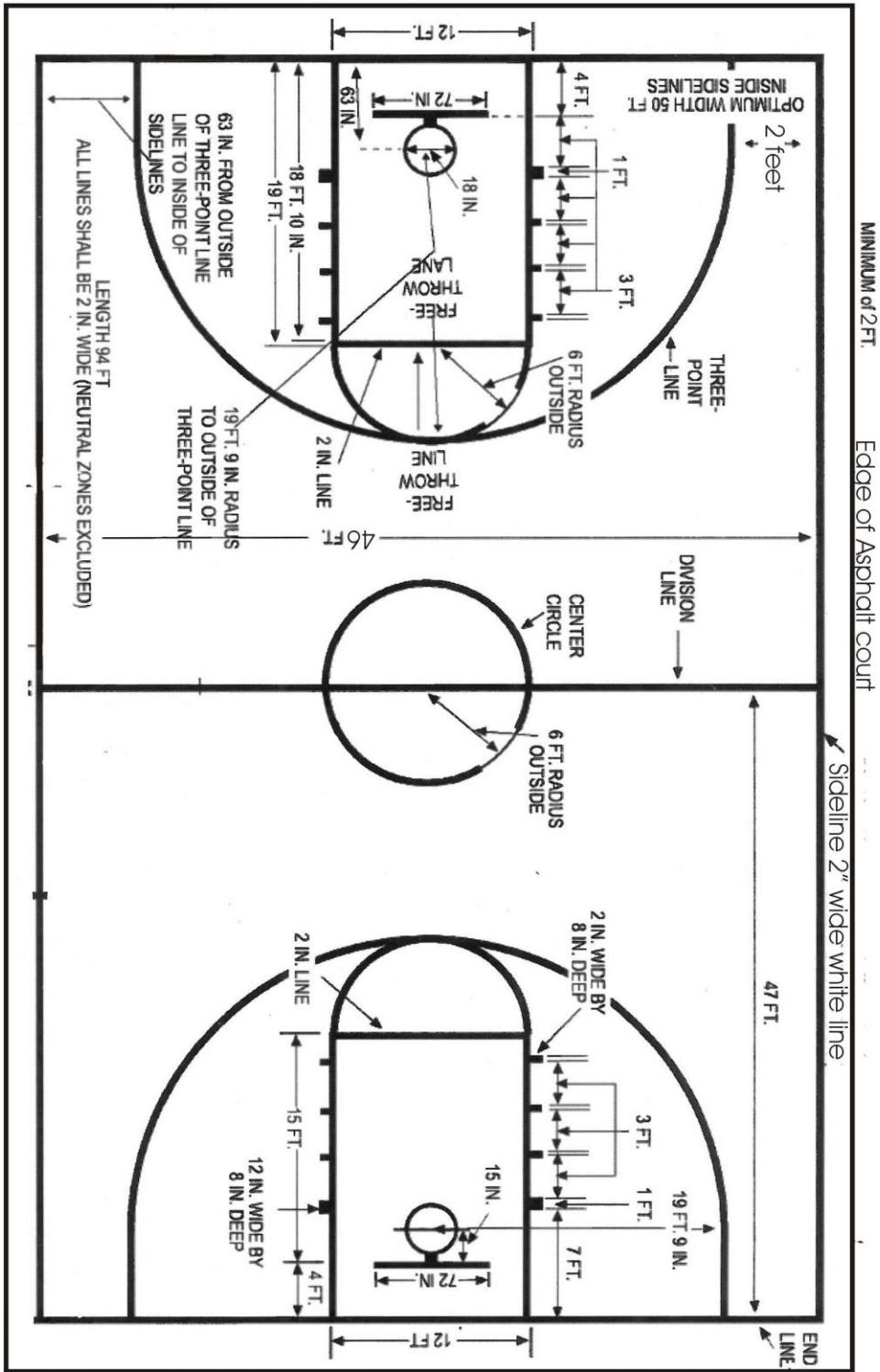
*1- 50' x 100' BASKETBALL COURT resurfaced and
1- 50' x 100' BASKETBALL COURT removed*

ITEM #	DISCRIPTION	AMOUNT
1	Labor, trucking and level graded placement of 1" Type III S virgin asphalt overlay over 1 - 50' x 100' existing asphalt basketball court. Including bonding and preparation materials. Asphalt material quantity _____sq yards	\$ _____
2	2 coats of acrylic resurfacing product court and 2 coats of acrylic court paint – 3 color scheme, including preparation, leveling and bonding materials AND court marking materials per NCAA standards on 1 basketball court	\$ _____
3	Labor and materials to install 2 new basketball goals. Brand: Hercules Style: Platinum with Acrylic backboard Available from: Pro Dunk Hoops.com 1-800-600-8545	\$ _____
4	Demolition and removal of 1- 50' x 100 existing asphalt basketball court and 2 existing goals.	\$ _____
5	BID TOTAL	\$ _____

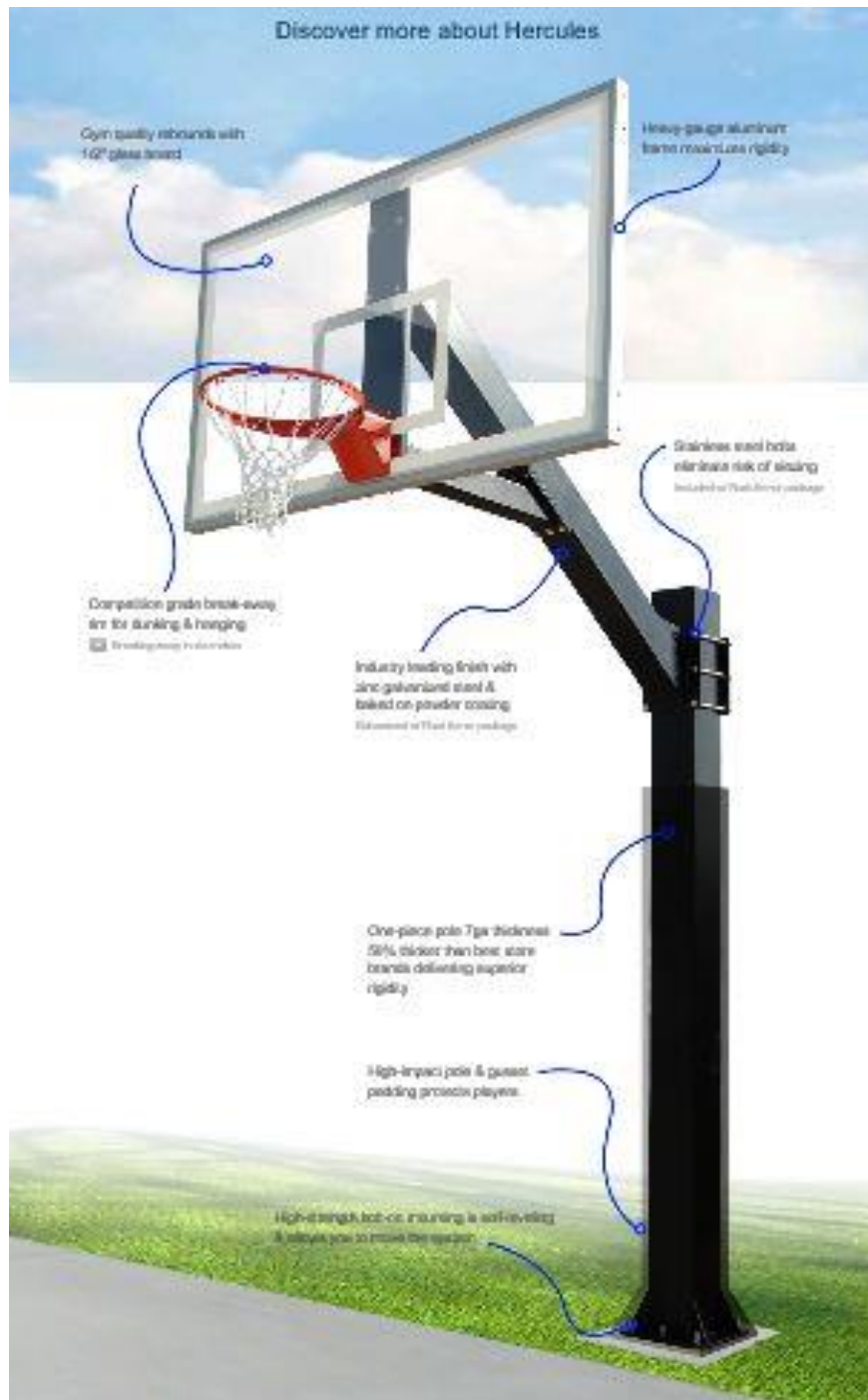
**COURT COLOR SCHEME AND MARKINGS
SECTION 8**

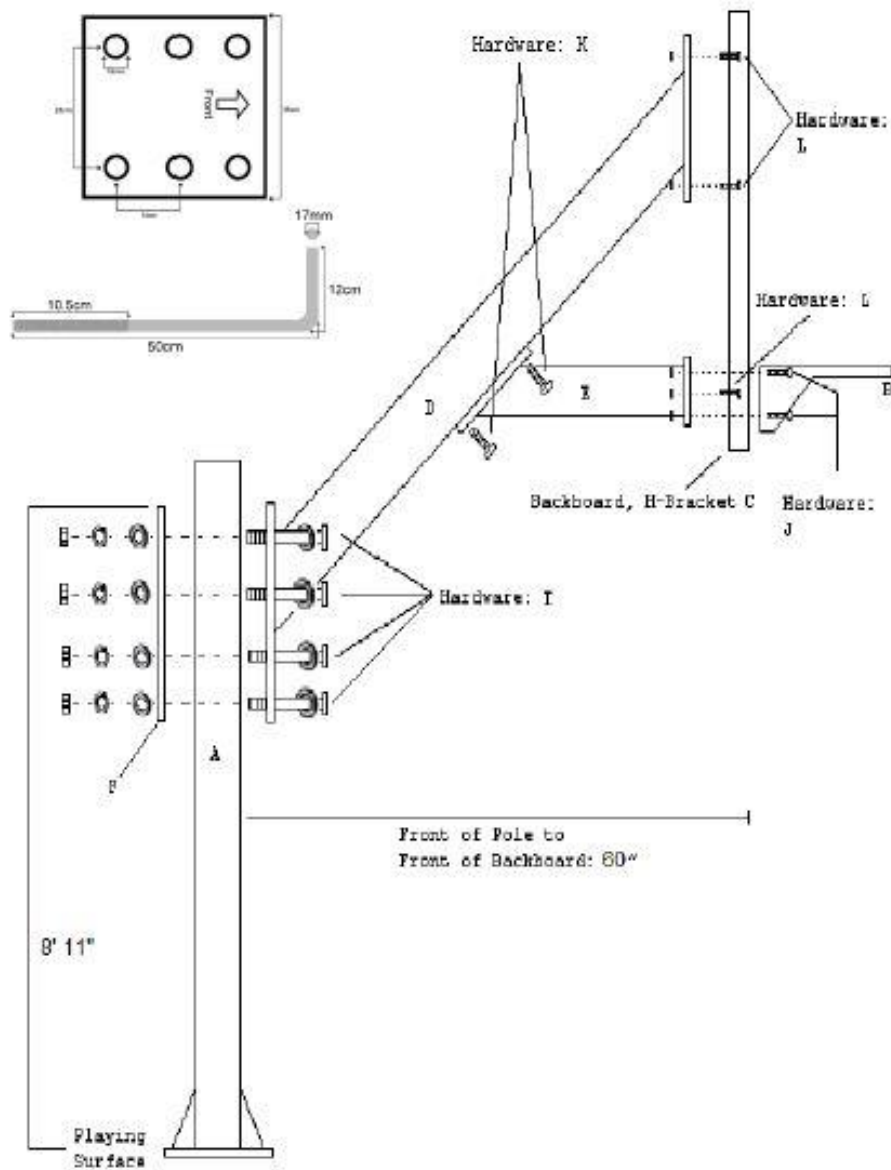


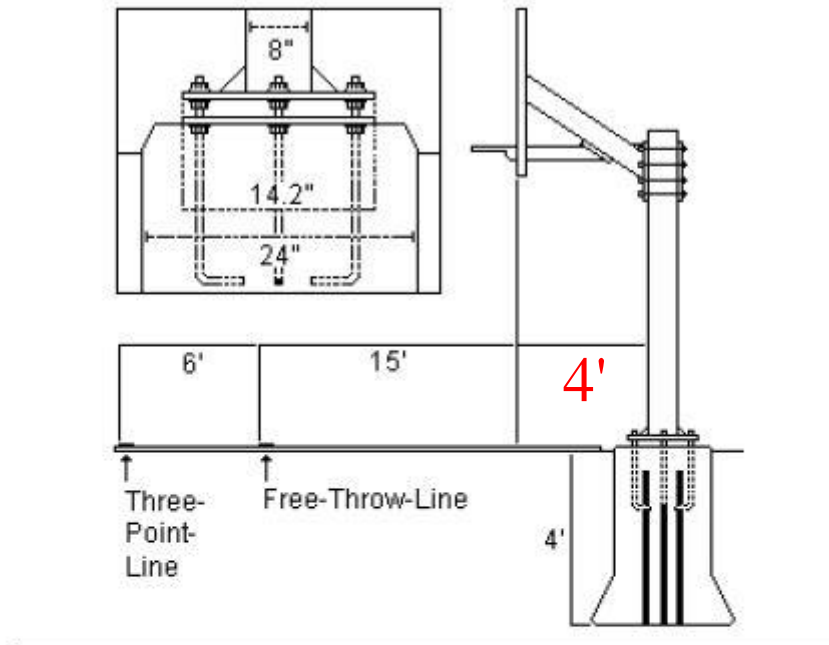
Edge of Asphalt court



BASKETBALL GOAL AND INSTALLATION ILLUSTRATIONS SECTION 9







Required Tools

- Scissor Lift (or) Genie Lift (or) Scaffolding
- Ladder
- Post Hole Digger
- Shovel
- Wheel Barrow
- (20-25) 80 lbs. bags of concrete OR
(27-32) 60 lbs. bags of concrete
- Garden Hose
- Trowel
- Level
- Tape Measure
- Box Cutter
- (2) Large Crescent Wrenches (main bolts and pier)
- (2) 17mm Wrenches (rim hardware)

Bolt/Nut Sizes
<small>Socket/Wrench Sizes Recommended</small>
• 27mm
• 18mm
• 17mm

Visit: Produnkhoops.com

**Hercules diamond basketball system
Installation instructions
for additional details or call**

**Pro Dunk Hoops direct at
1-888-600-8545**