



ADDENDUM NO. 2

DATE: August 5, 2020

FROM: Mr. Eric Pitts, Associate, Senior Project Manager | CEI Manager
Dewberry
203 Aberdeen Parkway
Panama City, Florida 32405
850.522.0644

TO: ALL PLAN HOLDERS/BIDDERS

CC: Kimberly Setzer, City of Panama City
Fred Park, City of Panama City
Jared Jones, City of Panama City
Becky Barnes, City of Panama City
Johnny Sims, City of Panama City
Angie Stokes, City of Panama City
Robert Bush, City of Panama City
Jonathan Sklarski, P.E. Branch Manager

PROJECT NAME: CITY OF PANAMA CITY
LIFT STATION #34 WW SYSTEM IMPROVEMENTS

PROJECT NO.: 50092791

Please note the following clarifications, corrections, or supplemental information regarding the above referenced project.

1. Due to Coronavirus Covid-19 and with City Hall being closed to the public at this time, we have extended the time to receive the pre-qualification information to contractors that are not already pre-qualified with the City until August 12, 2020. Please add attached Pre-Qualification Package to your Contract Documents and Specifications. If you are not pre-qualified with the City of Panama City, this form must be completed and returned by Wednesday, August 12, 2020 to epitts@dewberry.com.
2. Also included in this Addendum is the City's Bidding Practices - Local Vendor Preference Policy.
3. Bids will be accepted in person or by U. S. Mail or courier at City Hall until 2:00 p.m., CDT, on Tuesday, August 25, 2020. If you are delivering your bid in person, please call 850-872-3070 when you arrive at the Grace Avenue entrance to City Hall. Someone from the Purchasing Department will meet you at the door and accept your bid.
4. If you wish to attend the bid opening, please arrive at the Grace Avenue entrance to City Hall approximately 5 minutes prior to the 2:00 p.m. bid opening. In order to comply with social distancing policies, we ask that only one representative per company attend. Your temperature will be taken at the entrance. Masks are requested in the building. You will be escorted to the conference room and back to the exit after the bid opening.
5. Please acknowledge and email an executed copy of this Addendum No. 2 to epitts@dewberry.com and include a copy in your bid package.



203 Aberdeen Parkway
Panama City, Florida 32405
(850) 522-0644

RECEIPT OF ADDENDUM

RE: **CITY OF PANAMA CITY
LIFT STATION #34 WASTEWATER SYSTEM IMPROVEMENTS**

PROJECT NO: **50092791**

Addendum No. 2

I _____ with _____
(Print Name) (Company Name)

received **Addendum Number 2** on _____.
(Date)

(Signature)



Appr. by C.C. 6/12/01
Amended by C.C. 3/12/02
Amended (address/phone) 3/14/19

CITY OF PANAMA CITY

POST OFFICE BOX 1880, 32402
501 Harrison Avenue, Public Works, 32401
PANAMA CITY, FLORIDA
www.pcgov.org

PRE-QUALIFICATION TO BID

Attached is a "QUALIFICATION APPLICATION OF PROSPECTIVE BIDDER" for City of Panama City's construction projects. Bidders must be on the City's approved pre-qualified bidders list to submit bids for any construction project estimated to cost \$250,000 or more.

Your attention is called to the following five items which must accompany the application:

1. A current audited financial statement completed within the last year. The financial information may be satisfied by providing written verification of bonding capacity.
2. Three letters of reference.
3. A list of major projects completed within the past three (3) years (each project is to include type of work, dollar volume, name and phone number of project representative or owner). Projects including the construction categories for which approval is requested are most important.
4. A letter from the Tax Collector's Office indicating the applicant has paid all taxes.
5. Florida Department of Transportation Certification for Road Construction Work for categories indicated as requiring FDOT certification.

All of the above items must be received before review of the application can begin. For contractors interested in any particular project, unless otherwise directed in the invitation for bid for that particular project, the completed pre-qualification package must be on file with the City or be delivered to the City ~~within two (2) business days of the pre-bid conference which occurs at least 14 days prior to the bid opening date of this project.~~ Once determined qualified by the City to bid on specific types of work, the contractor's active status will remain in effect for a period of 36 months.

We appreciate your interest in the City's projects and ask that you contact the Engineering Division at 850-872-3015/850-691-4601 should you have any questions concerning the pre-qualifying process.

Sincerely,

City Engineer's Office

** Due to COVID-19 the City of Panama City Purchasing Department has agreed to the above changes referencing the package delivery days from the qualifications package for this Addendum No. 2 for this project only.

**QUALIFICATION APPLICATION OF PROSPECTIVE BIDDER
CITY OF PANAMA CITY CONSTRUCTION PROJECTS**

TO: City of Panama City
Public Works Department – Engineering Division
P.O. Box 1880/501 Harrison Avenue
Panama City, FL 32402/32401

DATE: _____

PURPOSE: To provide the City with reasonable assurance that the prospective bidder on City construction contracts has the financial assets, resources, work force, and work experience to successfully complete construction projects for the City.

FIRM NAME: _____

BUSINESS ADDRESS: _____

CITY-STATE-ZIP: _____

PHONE NUMBER: _____

FAX NUMBER: _____ EMAIL: _____

TYPE OF ORGANIZATION: _____
(Sole Proprietor, Corporation, Partnership, etc.)

LIST ALL PRINCIPALS OF ORGANIZATION:
(President, Vice-President, Secretary-Treasurer, General Partner(s), etc.)

DATE ORGANIZATION BEGAN UNDER PRESENT NAME: _____
LIST OTHER COMPANIES OR BUSINESS NAMES FOR WHICH THE PRINCIPALS OF YOUR ORGANIZATION HAVE SERVED. THIS APPLIES ONLY TO COMPANIES, WHICH DID SIMILAR WORK FOR WHICH YOU ARE SEEKING TO QUALIFY.

CONTRACTOR'S LICENSE NUMBER: _____

INDIVIDUAL HOLDING LICENSE: _____

ISSUING AUTHORITY: _____

CLASSIFICATION OF LICENSE: _____

HAS YOUR FIRM OR ANY OTHER FIRM CONTROLLED BY YOUR PRINCIPALS EVER FAILED TO COMPLETE WORK AWARDED TO YOU? IF SO, WHERE AND WHY? _____

HAS YOUR FIRM OR ANY OTHER FIRM CONTROLLED BY YOUR PRINCIPALS EVER BEEN PLACED ON A DISQUALIFIED BIDDERS LIST FOR ANY GOVERNMENT AGENCY? IF SO, LIST THE AGENCY. _____

THE FOLLOWING THREE ADDITIONAL ITEMS ARE TO ACCOMPANY THIS APPLICATION:

1. A current audited financial statement such as balance sheet and statement of operations and bonding capacity, which will be returned uncopied upon completion of review. The financial information may be satisfied by providing written verification of bonding capacity.
2. A list of major projects completed during the past three (3) years (each project is to include type of work, dollar volume, name and phone number of project representative or owner).
3. A minimum of three letters of reference from owners for which your company has performed work. The reference letters shall be on the owner's letterhead and contain the following information:
 - a. Location and type of work.
 - b. Dollar volume with your company.
 - c. Project owner's name, address, and telephone number.
 - d. Surety Company involved, if any.
 - e. Consulting Engineer or Architect, address, and telephone number.
 - f. Starting and completion dates.
 - g. Overall evaluation of contractor's performance, i.e., timeliness, cost control, quality, etc.

Pre-qualification is limited to particular construction categories or construction activities in which the Contractor has successfully completed construction projects or extensive work in the category in conjunction with larger project work. Following are the general categories of construction work which are available for contractor pre-qualification approval by the City. Check those categories for which your firm is seeking pre-qualification approval. To receive approval in a particular construction category, your application must contain documentation of successfully completed work experience in that category. This documentation is to be included in your firm's completed project list as described above. In addition, your application must exhibit that your firm has sufficient equipment, resources, and employees on your firm's direct payroll to complete work as a prime contractor in each approved construction work category. Contractors with an insufficient work force or insufficient resources will not be approved for pre-qualification or will not receive pre-qualification in particular work categories.

- ASPHALTIC CONCRETE SURFACING* _____
- BRIDGE CONSTRUCTION AND MODIFICATION* _____
- CONCRETE FLAT WORK (CURBS, WALKS, COURTS, ETC.) _____
- COMMERCIAL BUILDING CONSTRUCTION _____
- INDUSTRIAL PAINTING _____
- MARINE CONSTRUCTION _____
- MARINE DREDGING _____
- RECREATION FACILITIES _____
- ROADWAY AND PARKING LOT CONSTRUCTION _____
- SANITARY PUMP STATIONS _____
- SANITARY AND STORM SEWERS _____
- WASTEWATER TREATMENT FACILITIES _____
- WATER AND FORCE MAINS _____
- STORMWATER/DRAINAGE SYSTEMS* _____
- TRAFFIC SIGNAL INSTALLATION* _____
- STREET LIGHTING INSTALLATION _____
- DEMOLITION _____
- FACILITY UPGRADE (STRUCTURAL, MECHANICAL, ELECTRICAL, ETC.) _____

***FDOT pre-qualification documentation required.**

THE PRECEDING INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. SUBMITTING FALSE INFORMATION IS GROUNDS FOR DISQUALIFICATION.

FIRM: _____

BY: _____
 (PLEASE TYPE NAME)

SIGNATURE: _____

TITLE: _____
 (OWNER, PRESIDENT, ETC.)

DATE: _____

VII. BIDDING PRACTICES

C. Local Vendor Preference

1. For the purpose of this section only, the following definitions shall apply:

- a. Local City Based Vendor means a business entity that has maintained its permanent place of business and principal office with full-time employees within the municipal city limits of Panama City, Florida for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The location of a vendor's principal office will be determined from the official records of Florida Department of State and other public records. The permanent place of business may not be a post office box, but a physical address. The business location must actually distribute goods or services from that location and function as the vendor's principal office. In addition, the business must have a current business tax receipt or occupational license from Panama City and be determined to be a qualified and responsive bidder.
- b. Local County Based Vendor means a business entity that has maintained its permanent place of business and principal office with full-time employees outside of the municipal limits of the City of Panama City but within Bay County, Florida for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The location of a vendor's principal office will be determined from the official records of Florida Department of State and other public records. The permanent place of business may not be a post office box, but a physical address. The business location must actually distribute goods or services from that location and function as the vendor's principal office. In addition, the business must have a current business tax receipt from Bay County or a city within Bay County where the business resides and be determined to be a qualified and responsive bidder.
- c. Local Vendor means a business entity that has maintained a permanent place of business with full-time employees within Bay County, Florida, for a minimum of one (1) year prior to the date of issuance of a bid or proposal solicitation. The permanent place of business may not be a post office box, but a physical address. The business location must actually distribute goods or services from that location. In addition, the business must have a current business tax receipt from Bay County or a city within Bay County where the business resides and be determined to be a qualified and responsive bidder.

2. Local Vendor Preference Process for Public Works Projects

a. Competitive bid

- (1) Local City Based Vendor Option. For bid evaluation purposes for public works projects as defined in s.255.05, FL Statute, vendors that meet the definition of a Local City Based Vendor, as defined herein, shall be given a 7.5% evaluation credit. This means that if a Local City Based Vendor submits a bid that is within 7.5% of the lowest price submitted by any other vendor, the Local City Based Vendor shall have a three (3) business day option to submit another bid that is at least equal to the lowest responsive bid. If the Local City Based Vendor resubmits a bid that is at least equal to the lowest responsive bid, the Local City Based Vendor shall then be considered to be the lowest responsive bidder. If the initial lowest responsive bidder is a Local City Based Vendor, no other bidders shall be given an opportunity to resubmit bids as described in this Chapter.
- (2) Local County Based Vendor Option. For bid evaluation purposes for public works projects as defined in s.255.05 FL Statute, vendors that meet the definition of a Local County Based Vendor, as defined herein, shall be given a 5% evaluation credit. This means that if a Local County Based Vendor submits a bid that is within 5% of the lowest price submitted by any other vendor, the Local County Based Vendor shall have a three (3) business day option to submit another bid that is at least equal to the lowest responsive bid. If the Local County Based Vendor resubmits a bid that is at least equal to the lowest responsive bid, the Local County Based Vendor shall then be considered to be the lowest responsive bidder. If the initial lowest responsive bidder is a Local County Based Vendor, no other bidders (other than a Local City Based Vendor), shall be given an opportunity to resubmit bids as described in this Chapter.
- (3) Local Vendor Option. For bid evaluation purposes for public works projects as defined in s.255.05, FL Statute, vendors that meet the definition of a Local Vendor, as defined herein, shall be given a 2.5% evaluation credit. This means that if a Local Vendor submits a bid that is within 2.5% of the lowest price submitted by any other vendor, the Local Vendor shall have a three (3) day option to submit another bid that is at least equal to the lowest responsive bid. If the Local Vendor resubmits a bid that is at least equal to the lowest responsive bid, the Local Vendor shall then be considered to be the lowest responsive bidder. If the initial lowest responsive bidder is a Local City Based Vendor or a Local County Based Vendor, no other bidders shall be given an opportunity to resubmit bids as described in this Chapter.

- (4) Conflicting Options. If there is a Local City Based Vendor, and a Local County Based Vendor and/or a Local Vendor participating in the same bid solicitation and two or three of the vendors qualify to resubmit a bid as described in this Chapter, the Local City Based Vendor shall be provided the first option to resubmit. If the Local City Based Vendor chooses not to resubmit or does not resubmit a bid that is at least equal to the lowest bid received, the Local County Based Vendor shall be provided a 24-hour option to resubmit. If the Local County Based Vendor chooses not to resubmit or does not resubmit a bid that is at least equal to the lowest bid received, the Local Vendor shall be provided a 24-hour option to resubmit. If the Local City Based Vendor or, if applicable, the Local County Based Vendor or Local Vendor, resubmits a bid that is at least equal to the lowest responsible bid, no other bidders shall be given an opportunity to resubmit bids as described in this Chapter.
- (5) Multiple Conflicting Options. If multiple Local City Based Vendors submit bids that are within 7.5% of the lowest bid, then the first option to resubmit a bid shall be provided to the Local City Based Vendor with the lowest bid. If the Local City Based Vendor with the first option chooses not to resubmit or does not resubmit a bid that is at least equal to the lowest bid received, then the next lowest Local City Based Vendor shall be provided a 24-hour option to resubmit. This process is repeated until all Local City Based Vendors who have submitted a bid within 7.5% of the initial lowest bid have an option to resubmit. If no Local City Based Vendor resubmits a bid that is at least equal to the lowest responsive bid, then the same process continues with all Local County Based Vendors who have submitted a bid that is within 5% of the lowest responsible bid, starting with the Local County Based Vendor with the lowest bid. If no Local County Based Vendor resubmits a bid that is at least equal to the lowest responsive bid, then the same process continues with all Local Vendors who have submitted a bid that is within 2.5% of the lowest responsible bid, starting with the Local Vendor with the lowest bid. The first Local City Based Vendor, Local County Based Vendor or Local Vendor who exercises the option to resubmit a bid and the bid is at least equal to the lowest responsive bid shall be considered the lowest responsive bidder, and no other bidders, including another Local City Based Vendor, Local County Based Vendor, or Local Vendor, shall be given an opportunity to resubmit bids as described in this Chapter.

b. Exceptions from the Process

- (1) No local vendor preference shall be provided for any competitive solicitation where the City purchase is part of a purchasing group;
 - (2) City utilization of a state or other agency contract;
 - (3) When state or federal law or grant requirements prohibit the use of local preference;
 - (4) When the work is funded in whole or in part by a governmental entity where the laws, rules, regulations, or policies prohibit the use of local preferences;
 - (5) Sole source or single source purchases;
 - (6) When the local vendor is either non-responsive, non-responsible, or fails to resubmit a bid within three (3) days after the bid opening;
 - (7) When all bids submitted exceed the budget amount for the project;
 - (8) Emergency purchases;
 - (9) When the City Manager or the City Commission exempts a purchase or solicitation from the local vendor preference process prior to advertisement.
3. Any vendor desiring to be considered a Local City Based Vendor, a Local County Based Vendor, or a Local Vendor under this Chapter shall submit in writing all necessary information showing that it meets the requirements of a Local City Based Vendor, a Local County Based Vendor or a Local Vendor when it submits its bid to the City. The City Manager shall have the sole discretion to determine if a vendor meets the definition of a Local Based or Local Vendor, with appeal to the City Commission.