

Invitation and Instructions to Bidders

1.1 INTRODUCTION AND STEPS TO TAKE BEFORE BIDDING

1.1.1 Introduction

The Louisville/Jefferson County Metro Government (“Metro Government”) is now accepting Bids for “South Louisville Neighborway”. This is a construction bid for thermoplastic bicycle pavement markings. More information can be found here: <https://louisvilleky.bonfirehub.com/portal/?tab=openOpportunities>. Reference # IFB190067

The process of accepting Bids and choosing the successful Bidder shall be by Competitive Sealed Bidding. The Metro Government, if it chooses to award a contract based on this Bid, shall do so on the basis of lowest bid price or best evaluated bid.

Project will follow the Kentucky Standard Specifications for Road and Bridge Construction, 2012.

1.1.2 Steps to Take Before Submitting a Bid

Revenue Commission

If you are a Metro Government vendor or you are doing business in Metro Louisville, you should already be registered with the Revenue Commission and have all of your required taxes paid. If you become the successful Bidder, you must be properly registered with the Revenue Commission and have all of your required taxes paid prior to the award of a contract.

You must provide your Revenue Commission Number on the Bidder Information and Bid Signature Document, unless you do not yet have one. For further information, call the Revenue Commission at (502) 574-4860.

Bid Submittal Requirements

Refer to Section V. Disadvantaged Business Enterprise Program

1. This project is a federal project subject to the requirements of the Federal-Aid Highway Program. The state contract number for this bid is 5-462. The federal contract number for this bid is 3001330. Federal Form FHWA-1273 is attached hereto and fully incorporated herein by reference in Section III – Contract Notes. 2. CONTRACT DBE GOAL: The Disadvantaged Business Enterprise (DBE) goal established for this contract is 0% of the total value of the contract. The contractor shall exercise all necessary and reasonable steps to ensure that Disadvantaged Business Enterprises participate in at least the percent of the contract as set forth above as goals for this contract. 3. All Bids must be signed by a duly authorized officer, agent or employee of the Bidder. See the “Bidder Information and Bid Signature Page” in Section IV – Certifications. Bidder promises that the individual signing the Bid document for the Bidder has the authority to bind the Bidder.

Section I – Invitation and Instructions to Bidders Page 3

4. Louisville Metro Government uses a Bonfire portal for accepting and evaluating Bids digitally (<https://louisvilleky.bonfirehub.com/portal>). Sealed Bids must be uploaded, submitted, and finalized prior to the closing at 3:00 p.m. November 8, 2018. We strongly recommend that you give yourself sufficient time and at least ONE (1) hour before Closing Time to begin the uploading process and to finalize your submission. If you have any technical questions related to your submission, please contact Bonfire at Support@GoBonfire.com. You can also visit their help forum at <https://bonfirehub.zendesk.com/hc>.

5. The Metro Government shall not consider for award Bids received after the 3:00 P.M. deadline November 8, 2018.

6. Any inquiries about this Bid shall be addressed in writing on the Bonfire portal.

7. Changes, Clarifications, Errors, Addenda: a. Should a prospective Bidder find a discrepancy in or omissions from the specifications, or be unclear as to what the specifications mean, the Bidder shall notify the Metro Purchasing through the Bonfire portal. The Buyer will provide written clarification to all prospective Bidders. Bidder agrees that the Metro Government will not be responsible for any oral instructions.

b. Clarification of Submittal: The Metro Government may obtain clarification or additional information from a Bidder.

c. Changes/Alterations: Bidder may change or withdraw its Bid at any time prior to Bid closing date and time.

- d. The Bidder must respond as required in this Bid; failure to make any required response or provide required information may cause rejection of the Bid as nonresponsive.
- e. Once this Bid has been signed and received by the Purchasing Department of the Metro Government, Bidder will not be allowed to alter or withdraw its Bid except with the written permission of the Director of Purchasing.
- f. Addenda: The Metro Government may issue an addendum, or addenda, changing some aspect of the Bid. All addenda, if any, shall be considered in making the Bid, and such addenda shall be made a part of this Bid. Before submitting a Bid, it is incumbent upon each Bidder to be informed as to whether any addenda have been issued, and the failure to cover in the Bid any such addenda may result in disqualification of that Bid.

8. Plans and specifications, if applicable, may be ordered from:

Lynn Imaging
11460 Bluegrass Parkway
Louisville, KY 40299
(502) 499-8400

There will be a charge for the plans and specifications. When ordering the plans check with Lynn Imaging for the exact cost. Plans and specifications may not be obtained from the Louisville Metro Purchasing Office.

9. The Metro Government shall not permit a Bidder to withdraw its Bid for sixty (60) days after Bids are opened, unless the Metro Government makes a specific exception in writing.

10. Metro Government shall not be responsible for any cost incurred by the Bidder in the preparation of its Bid.

11. When the Bidder signs its Bid and submits it to the Metro Government for consideration of award, the Bidder agrees that is offering to enter into a contract with the Metro Government subject to all the conditions herein, without exception. If the Metro Government decides to accept the Bidder's offer, the Bidder agrees that the Metro Government creates a contract by signing the Bidder Information and Bid Signature Page contained in this Bid. Bidder agrees that the contract shall contain all of the conditions herein. Bidder agrees that nothing in this Bid is negotiable. "Condition", as used here, means, but is not limited to meaning, requirements, terms, obligations, duties, specifications, etc. If the Bidder attempts to change any of the conditions in this Bid, whether in its Bid response or otherwise, the Metro Government shall reject Bidder's Bid as nonresponsive. If Bidder considers any condition herein unacceptable to it, Bidder should not submit a Bid. a. If Bidder submits any document which purports to be contractual, the Metro Government shall reject the Bid as nonresponsive. If Bidder submits any such document after the contract has been executed, Bidder agrees that the Metro Government may terminate that contract for cause immediately.

12. If the award is divided among or between vendors, written notification will be given to each vendor of the specific items covered on their respective contracts.

13. Contractor shall include the entire proposal with their bid. This includes DBE forms regardless of DBE commitment.