



INSTRUCTIONS TO BIDDERS FOR ALL TRADES

Project Name: **MSA Project 230121 MCB 1 Specialty Pharmacy**
Project Address: **12902 Magnolia Drive, Tampa, FL 33612-9416**
DPR Project No: **D5-D23014-00**

Date: 6/6/2024

SECTION 1. INTRODUCTION

- 1.1 **Bid Submission:** Your firm is invited to submit a bid proposal for the project referenced above. Bids will be received at DPR Construction, 2002 N. Tampa St., Suite 100, Tampa, FL 33602 on or before the time listed on the Attachment 2. Bids may be delivered to the address above or emailed to TampaBids@dpr.com.
- 1.2 **Purpose:** The intent of this bid package is to competitively select the most qualified subcontractor / supplier to perform the work based on an evaluation of cost, schedule, and commitment to the project, safety record, and experience of your committed staff.
- 1.3 **Questions:** Subcontractors are not to contact the Owner or the Architect / Engineers directly with questions regarding the bid. Questions during the bid period may be emailed to Dave Weathers, davewe@dpr.com. Questions must reference the appropriate drawings, details and/or specification section and paragraph.
- 1.4 **Responses:** Submit your standard proposal along with a completed Attachment 2 Bid Form as part of your response.
- 1.5 **Timeline:**
 - Bid Date: June 25, 2024 @ 4 PM
 - RFI Due Date: June 18, 2024 @ 4 PM
 - Site Walk: June 13, 2024 @ 10 AM
 - Construction Start: October 21, 2024
- 1.6 **Bid Documents:** Bid documents can be downloaded from the Smartbid website or box at the following link: <https://dpr.box.com/s/y2lm7lmml228nfoi319s9fi912ric0jx>

SECTION 2. SUBCONTRACTOR PRE-QUALIFICATION QUESTIONNAIRE

- 2.1 DPR requires that all subcontractors be prequalified annually to be eligible to bid and contract work with the company. If the bidder has not been approved thru the DPR Construction Prequalification process within the past year, they are required to complete DPR Subcontractor Prequalification prior to subcontract award, however we recommend starting the process prior to bid submittal. The process is completed thru an online portal at <https://www.dpr.com/subcontractor-prequalification>. All Information is kept strictly confidential and used only for prequalification purposes. Fulfilling the DPR Subcontractor Prequalification criteria is a condition of award for this project. If you have any questions, please contact DPR Prequal via email: prequal@dpr.com or via phone: 602-333-1834.

SECTION 3. DOCUMENTS

- 3.1 **The Attachment 1 & Attachment 1A** of these bid documents for a complete listing of documents. These documents shall become Contract Documents to the successful bidders.
- 3.2 **Master Subcontracts:** The standard Subcontract provided as part of these bid documents, and accepted and acknowledged within the Bid Form does not supersede any signed and fully executed Master Subcontract Agreement presently in effect between DPR Construction and the bidding subcontractor. However, Attachments provided with this bid package may modify terms reflected in the Master Agreement and shall take precedence over previous terms agreed to for this specific project.
- 3.3 **Sample Subcontract Review:** The sample subcontract is included in this bid package. It is the bidding firm's responsibility to review this and provide any comments and or requested modifications during the bid period. This does not ensure any modifications will be accommodated, but no variance will be accepted after the bids are submitted. Acknowledge review of the document on the Attachment 2.

Instructions to Bidders – ALL TRADES

- 3.4 **Owner Contract Review:** The Owner Contract Agreement will be provided as part of these bid documents and accepted and acknowledged within the Bid Form. This is a redacted version of the Owner Contract with DPR Construction and can be accessed and reviewed at this link: TO BE PROVIDED.

SECTION 4. SUBMISSION AND FORM OF BID

- 4.1 **Changes to Instructions or Subcontract Bid Package:** No changes to these Instructions to Bidders or the Subcontract Bid Package shall be made unless included in an official Amendment to the Subcontract Bid Package issued only by DPR Construction or Addendum issued by the Architect.
- 4.2 **By Invitation Only:** Only bids from invited subcontractors will be accepted.
- 4.3 **Valid 60-Days:** All bids, once submitted, shall remain valid and binding for sixty (60) days. DPR Construction has at any time during that sixty (60) day period the right to accept the bid without any changes in either price or time.
- 4.4 **Bid Form / Attachment 2:** The Bid Form and Commercial Terms section of Attachment 2 shall be completed in their entirety by the bidder who shall provide all requested information and acknowledge specific documents. The Bid Form will be signed by a duly authorized agent of the company as acknowledgement of your bid. Attachment 2 identifies this trades scope and commercial terms that will be incorporated into the successful subcontractor contract pending final negotiations with the successful bidder. Bidder's proposal qualifications may be listed as a separate attachment to the completed Bid Form and Attachment 2. Submit your standard proposal along with a completed Attachment 2 Bid Form as part of your response..
- 4.5 **Phoned Bids:** Telephone bids will not be accepted.
- 4.6 **Reviewed All Documents:** By submitting a bid, the subcontractor acknowledges they have thoroughly reviewed and evaluated all the documents and their bid accurately reflects what is required to complete their portion of the work. The subcontractor shall not be allowed any additional compensation for any conditions or issues which the subcontractor might have fully informed themselves' about prior to submitting a bid.
- 4.7 **Accept, Reject and Informalities:** The Owner and DPR Construction reserves the right to waive any informality in any bid received. The Owner and DPR Construction also reserve the right to accept or reject any or all bids received.
- 4.8 **Alternates:** Alternative systems, cost savings and value engineering ideas are encouraged provided that the base bid reflects the base scope as defined in the bid package. Attachment 2 provides for the bidder to propose any cost savings / value-engineering ideas to reduce cost, cut schedule and/or increase productivity. All costs including, but not necessarily limited to, labor, burden, fringes, payroll taxes, markup for overhead and fee (i.e.: home office administration, estimating, management, profit, etc.) etc., are to be reflected in these alternates. The alternates will also include all miscellaneous direct and indirect job expenses such as small tools, travel time, pickup trucks, delivery, cartage, safety, training, detailing, supervision and field office expenses.
- 4.9 **Schedule:** By submitting the bid, the subcontractor acknowledges that they have reviewed the schedule, understands the time frames and flow of the work and can accomplish the same (including meeting interim milestones), for the bid amount submitted. Each Bidder must indicate on Attachment 2 its acceptance of the start dates, time frames and completion dates for all activities affecting the scope of work.
- 4.10 **Quality:** If requested by DPR and as a condition of award, bidders shall submit a Quality Control plan for DPR's approval within 5 working days after bids are received that includes, a resume of the Quality Control Inspector, references from previous clients, a description of internal QC training programs, lessons learned processes, and a project specific QC approach.

SECTION 5. AWARD OF SUBCONTRACT

- 5.1 **Notification:** The successful subcontractor will be notified only after a thorough review and evaluation of all bids has been made by DPR Construction.
- 5.2 **Contract Date:** The successful subcontractor will initially be notified verbally by DPR Construction. The date of the verbal authorization to proceed will become the subcontract agreement date. Refer to Subcontract Section 29.

Instructions to Bidders – ALL TRADES

SECTION 6. BOND REQUIREMENTS

- 6.1 **Bonds** are not required at this time; however, they may be required prior to contracting. If bonds do become a requirement, then within ten (10) days of receiving a subcontract or before starting work, the Subcontractor will furnish DPR Construction with a complete Labor, Material Payment Bond and a Performance Bond. Said bonds will be issued by a commercial surety and in a form acceptable to DPR Construction. DPR Construction reserves the right to require a bond for any Subcontractor, and in such case, the subcontract amount will be increased by the amount of the bond premium. All subcontractors shall be bondable for an amount equal to 100% of their bid including any alternates. **Subcontractors are not to include the bond amount in the Base Bid.**

SECTION 7. SPECIFIC BID INFORMATION

- 7.1 Bidders shall provide additional bid information as requested below or as itemized in Section 2 of the Bid Form This information is solely for the purpose of assisting DPR Construction in the review of the bidder's proposal.
- 7.1.1 **Supplier Diversity:** This project has a goal of at least 15% spend with Certified MBE/WBE/VBE/SDVBEs. Please note on your bid form if you are a certified MBE/WBE/VBE/SDVBE or if you intend to subcontract with any MBE/WBE/VBE/SDVBEs.