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# USF PROJECT MANUAL

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of the Instructions to Bidders

**EQUAL OPPORTUNITY:**

As part of the University of South Florida's strategic plan, USF made a commitment to foster a diverse community distinguished by a shared purpose, collaboration, open and timely communication, mutual respect, trust, and inclusiveness. The University of South Florida is an equal opportunity institution, and, as such, strongly encourages the lawful use of Certified Business Enterprise (CBE) including certified Minority (MBE), Women (WBE), and Veteran (VBE) business enterprises in the provision of design and construction related services by providing a fair and equal opportunity to compete for, or for participation in, design and/or construction related services.

Assistance is available from the USF Supplier Diversity Program office in support of efforts and outreach process regarding CBE participation.

The USF Supplier Diversity Program  
USF Purchasing Services  
[www.usf.edu/supplierdiversity](http://www.usf.edu/supplierdiversity)  
Telephone: 813-974-2481  
Email: [vendorapps@usf.edu](mailto:vendorapps@usf.edu)

**PUBLIC ENTITY CRIMES:**

As required by Section 287.133 (Public Entity Crime), Florida Statutes, a Contractor may not submit a bid for this project if it is on the convicted vendor list for a public entity crime committed within the past thirty-six (36) months. The successful Contractor must warrant that it will neither utilize the services of, nor contract with, any supplier, Subcontractor, or Consultant in excess of twenty-five thousand dollars (\$25,000.00) in connection with this project for a period of thirty-six (36) months from the date of their being placed on the convicted vendor list.

**UNIVERSITY BIDDING PROCESS:**

The University reserves the right to extend, halt, or postpone the bidding process by Addenda at any time by notification of General Contractors or Prime Bidders, precast Concrete Manufacturers, Pluv0.337 0 2 (5-8 (o)-16(ut)-1.17o6b(i)3.2 (t)-1.1 (h)-12od.)-1.1 ( )0.5 (or)-187 (H892 0 Tda t reserves te r0lo ( )0.7 (t)-1.2et 0perthalhalw( o)-3.3.10(6)0-123 (t)-64-28al)-37 (t)-1.1(5)end-2(1)FJ10231002e-061731870-H



Contractor:	Contractor Agreement. Any individual, firm, partnership or corporation entering into an agreement to perform the Work specified herein.
Drawings:	The drawings or reproductions thereof pertaining to the Work to be performed and which have been prepared or approved by the Architect/Engineer.
Owner:	University of South Florida Board of Trustees, A public body corporate, or Authorized Designee.
Project Manual:	All items listed in the <u>Project Manual Index</u> .
Proposal:	A bid for the contemplated Work which the Bidder shall submit on approved forms.
Public Entity Crime:	A crime as defined in <u>Sections 287.132 (Legislative Intent) and 287.133 (Public Entity Crime), Florida Statutes</u> .
Specifications:	See <u>Subparagraph 1.1.6 (Specifications) of the General Conditions</u> .
Surety:	The corporate body which is bound with and for the Contractor, which is primarily liable and which guarantees the faithful performance of the Contract.

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B-2 QUALIFICATION OF BIDDERS

PREQUALIFICATION:

In order to be eligible to submit a Proposal, a Bidder must:

- (1) Where the scope of the Work falls within the provisions of Chapter 489 (Contracting), Florida Statutes hold the required applicable license in good standing at the time of the receipt of bids;
- (2) Hold a currently active Florida Corporation Charter Number in accordance with Chapter 607 (Corporations), Florida Statutes, if the Bidder is a corporation;
- (3) Meet any special requirements set forth







Bonds, a Surety Company must meet the following requirements at the time the invitation to bid is issued:

- a. Be in good standing with the Florida Department of Insurance.
- b. Authorized or approved to do business in the State of Florida.
- c. Authorized to write Surety Bonds in the State of Florida.
- d. For projects for which the contract amount is

and if received prior to the Opening of Bids. No bid modification will be accepted after the close of bidding has been announced. Modifications may be in the form of telegrams or may be indicated in the modification space provided on the Proposal Form.

**IMPORTANT NOTE:** Modifications indicated on the outside of the sealed bid envelope and unsigned modifications will have no status and will not be a consideration of the bid award, but will not serve to disqualify the Bidder.

Modifications to a bid will be read by the Owner or Architect/Engineer prior to the reading of the formal bid.

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**B-18 WITHDRAWAL OF BIDS**

Bids may be withdrawn on written or telegraphic request received from Bidders prior to the time fixed for opening of bids. Negligence on the part of the Bidder in preparing the Proposal confers no right for withdrawal of the bid after it has been opened. No bid may be withdrawn after the opening of bids is commenced.

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**B-19 RECEIPT AND OPENING OF BIDS**



business enterprises in the provision of design and construction-related services by providing a fair and equal opportunity to compete for, or for participation in, design and/or construction-related services.

Assistance is available from the USF Supplier Diversity Program office in support of efforts and outreach process regarding CBE participation.

Office of Supplier Diversity  
Business & Finance  
University of South Florida  
Telephone: 813-974-4485  
Email: [osd@usf.edu](mailto:osd@usf.edu)

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**B-26 SPECIAL CONDITIONS**

Bidders shall be thoroughly familiar with the Special Conditions and their requirements.

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**B-27 PARTIAL SETS OF BIDDING DOCUMENTS**

Familiarity with the full set of Bidding Documents is recommended to assure that the interface among trades is fully identified. The sale of a partial set of Bidding Documents is predicated upon the buyer having had the opportunity to examine a full set, and having accepted the full responsibility for determining that the purchased partial set provides the information necessary to convey the full requirements as revealed by the complete set. Neither the Owner nor the Architect/Engineer shall be liable for the information revealed on less than complete sets of Bidding Documents.

**B-28 SUPPLEMENTARY CONDITIONS TO THE GENERAL CONDITIONS**

## LIST OF SUBCONTRACTORS

1. LIST OF SUBCONTRACTORS LIUB714.0hilLUB714.0hilC4 (Uutifaw 0.843 0 Tbe f.84)Tj EMC j EIC /ArIC /Ared (

3. SUB-DIVISIONS OF THE LISTED SUBCONTRACT

This section is to be filled out ONLY if the Bidder intends to award one of the above listed subcontracts to

PROPOSAL FORM

FROM

\_\_\_\_\_  
(Bidder's Name)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(FL Corporate I.D. Number)

TO:

Director,  
Facilities Management – Design & Construction  
University of South Florida  
4202 East Fowler Avenue, OPM 100  
Tampa, Florida 33620-7550

