

# Manatee County Government

## Purchasing Division



Doing Business with Manatee County



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# Manatee County Government

## Purchasing Division

### Introduction

Thank you for your interest in Manatee County. We'd like to take this opportunity to show you how easy it is to do business with us.

By accessing Manatee County's website at [www.mymanatee.org](http://www.mymanatee.org), and selecting the Bids and Proposals link, you may download Bid or Proposal documents and Notices of Source Selections related to those Bids or Proposals in a portable document format (.pdf) file. You may view and print these files using Adobe Acrobat software. If you do not have Adobe Acrobat software, you may download a free copy from the Adobe web page ([www.adobe.com](http://www.adobe.com)).

We encourage you to periodically check [mymanatee.org](http://mymanatee.org) for new postings or updated information on existing solicitations; as well as information on our purchasing rules; contact information; and vendor registration.

Manatee County collaborates with the Manatee Chamber of Commerce on distributing solicitations using the "LocalQuotes4U" webpage on the Chambers website: [www.manateechamber.com](http://www.manateechamber.com). This step is in addition to the posting on Manatee County Government web pages.

Our Purchasing Staff are listed in the handout and will assist you with any questions you may have.

Thank you,  
Melissa M. Wendel, CPPO, Purchasing Official



# Manatee County Government

## Purchasing Division

### Doing Business with Manatee County

This information is provided as an overview of how solicitations for goods and services are undertaken by Manatee County. This section is intended only as a general guide. If you require further assistance, please contact our office at:

#### **Manatee County Purchasing Division**

1112 Manatee Avenue West  
Suite #803  
Bradenton, FL 34205

**Telephone: (941) 749-3014**

**Fax: (941) 749-3034**

**eMail: [purchasing@mymanatee.org](mailto:purchasing@mymanatee.org)**

**Hours: 8:00 AM – 5:00 PM, Monday through Friday**

Local governmental entities such as the School Board, Sheriff's Office and constitutional offices have independent purchasing laws, policies and procedures. These entities may exercise their authority to make purchases using contracts established by Manatee County Government.

#### **Purchasing Procedures**

Specific requirements and procedures have been established in the form of law, Board policy, and administrative procedures which govern the purchase of all goods and services required and used by Manatee County. Please see the Purchasing Manual in .pdf format on the County's web page titled "[Purchasing Admin Standards and Procedures](#);" this file may be downloaded, printed, or viewed.

#### **Methods of procurement**

The process of procurement is initiated by a request from a department or division of Manatee County for a specific commodity and/or service. There are several methods of procurement available:



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## Purchasing Division

- **Request for Quote (RFQ)** – Written quotations are solicited from vendors who must respond by a predetermined date. Award is based on lowest price meeting specifications.
- **Invitation for Bid (IFB)** – This is a formal sealed bid process governed by Florida Statutes and used to procure commodities and/or services.
- **Request for Proposal (RFP)** – This is a formal sealed proposal process in which the award is based primarily on the *perceived* ability of the proposer to perform the services or provide the materials as detailed in the RFP and price proposed.
- **Sole Source** – There is only one supplier for the product.
- **Non-Competitive** – The acquisition of goods or services from a unique source or provider based upon particular skills and expertise (Ex: standardization, warranty, compatibility), though other competitive sources may be available, or upon a determination that the likely, non-speculative cost of competitive purchasing would exceed any potential savings and benefit to the County.

### Competitive Solicitations

Dollar value	Requirements	Approval
\$1 - \$5,000	Notation of quotations or price sources for purchases up to \$5,000	Department Director with Buyer review
\$5,000 - \$25,000	Three written price quotations by competitive solicitation (informal process)	Source selection approved by Purchasing Official
\$25,000 - \$250,000	Three written price quotations (informal process)	Source selection approved by Purchasing Official
\$250,000 - \$1,000,000	Bids or Proposals (formal process)	Purchasing Official
Over \$1,000,000	Bids or Proposals (formal process)	Board of County Commissioners



## Manatee County Government Purchasing Division

Manatee County's bid or proposal documents are accessible 24 hours a day, 7 days a week on the County's web page [www.mymanatee.org](http://www.mymanatee.org), click on Bids & Proposals link.

**Bids and Proposals** on [www.mymanatee.org](http://www.mymanatee.org)

Bid or Proposal documents and Notices of Source Selection related to those Bids or Proposals are available on this web page for download in a portable document format (.pdf) file. You may view and print these files using Adobe Acrobat software.

**Manatee County collaborates with the Manatee Chamber of Commerce** on distributing solicitations using the "LocalQuotes4U" webpage on the Chambers website: [www.manateechamber.com](http://www.manateechamber.com). This step is in addition to the posting on Manatee County Government web pages.

Manatee County may also use other electronic areas to post bid documents such as DemandStar.com, an internet service provider to distribute bids and proposals. A link to that service [www.demandstar.com](http://www.demandstar.com) is provided on this website under the tab DemandStar. Participation in the DemandStar.com system is not a requirement of doing business with Manatee County.

**ePayables.** Manatee County offers a credit card payment process (ePayables) through Bank of America. This process will benefit vendors and the County by reducing paper, providing faster payment turn-around time and reducing trips to the bank. Manatee County does not charge vendors to participate in the program; however, there may be a charge by the company that processes your credit card transactions. For more information, please visit Manatee County purchasing website at [www.mymanatee.org](http://www.mymanatee.org).



# Manatee County Government

## Purchasing Division

### Disadvantaged Business Enterprises

The State of Florida, **Office of Supplier Diversity** provides the certification process and the database for identifying certified MBE/WBE firms. This service may be directly accessed at: [www.osd.dms.state.fl.us](http://www.osd.dms.state.fl.us)

The Office of Supplier Diversity is located in Tallahassee, Florida. If you have any questions regarding this State service, please contact their office at (850) 487-0915, or email to: [osdhelp@dms.myflorida.com](mailto:osdhelp@dms.myflorida.com).

The Office of Supplier Diversity's function is to improve business and economic opportunities and provide a one-stop resource for Florida's minority, women, and service-disabled veteran business enterprises. The office provides business development guidance, technical assistance, and connections to their strategic partners.

As part of the bid document, Manatee County directs General Contractors to the Florida Office of Supplier Diversity (OSD) website - [www.osd.dms.state.fl.us](http://www.osd.dms.state.fl.us) for potential subcontractors, to meet the minority goals for that project.

IFB #09-0748DC

**A.22 PUBLIC ENTITY CRIMES (cont'd)**

proposals on leases or 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 (as of 1/01/2005 is \$25,000) for a period of 36 months from the date of being placed on the convicted vendor list.

**A.23 PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION**

In accordance with Ordinance 08-43, adding Article 5, Manatee County Board of County Commissioners adopted a policy prohibiting the award of County contracts to persons, business entities, or affiliates of business entities who have not submitted written certification to the County that they have not been convicted of bribery, attempted bribery, collusion, restraints of trade, price fixing, and violations of certain environmental laws. A Non-Conviction Certification Form is attached for this purpose.

**A.24 EQUAL EMPLOYMENT OPPORTUNITY CLAUSE**

Manatee County, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 and the Regulations of the Department of Commerce (15 CFR, Part 8) issued pursuant to such Act, hereby notifies all vendors that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids or proposals in response to this advertisement and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

**A.25 MBE/WBE**

The state of Florida **Office of Supplier Diversity** provides the certification process and the database for identifying certified MBE/WBE firms. This service may be directly accessed at: <http://www.osd.dms.state.fl.us/iframe.htm>



## Manatee County Government Purchasing Division

### Manatee County Local Preference Law and Vendor Registration

All vendors are encouraged to register with Manatee County using the on-line “Vendor Registration” webpage on [www.mymanatee.org/vendor](http://www.mymanatee.org/vendor).

If your firm meets the stated definition of a Local Business, we ask that in addition to registering on the County’s webpage, you fill out the Affidavit for Local Business form that is posted on [www.mymanatee.com/vendor](http://www.mymanatee.com/vendor). Complete the document, notarize and mail the original to our office.

Your cooperation in registering your business with Manatee County will enhance our opportunities to identify sources for goods and services plus identify local businesses. This information is used for soliciting quotations up to \$250,000 and for competitive bidding of larger purchases.

Manatee County collaborates with the Manatee Chamber of Commerce, posting bid notices on [www.manateechamber.com](http://www.manateechamber.com).

Our staff can assist you with your registration as needed. Our office hours are 8:00 A.M. to 5:00 P.M., Monday through Friday on regular business days. Please call (941) 749-3014 if you wish to have a purchasing staff member assist you.

Thank you for reviewing this information and considering registering your business with Manatee County. Registration is not mandatory, however, by taking the time to register you are helping the County to provide timely notifications of quotations and bid opportunities to your business.



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## Purchasing Division

To register as a vendor with Manatee County, please go to [www.mymanatee.org/vendor](http://www.mymanatee.org/vendor)

From the Register as a Vendor page, click on the “Vendor Registration Form” link.

Manatee County, Florida  
the official website for Manatee County Government

Home | Businesses | Government | Residents | Visitors

Departments

Information for...  
Board of County Commissioners  
County Administrator's Office  
Departments  
Building and Development Services  
Community Services  
Convention and Visitors Bureau  
Financial Management  
FMD Contact List  
Access Budget Information  
Impact Fee Administration  
Purchasing  
Human Resources

Home » Government » Departments » Financial Management » Purchasing » Register as a Vendor

### Register as a Vendor

Categories: [Doing Business](#)

Manatee County invites businesses to register as Vendors with our County.

By providing this information, Manatee County will enhance its purchasing efforts in locating sources for our communities' needs. Vendors may choose to register themselves under single or multiple product and or service categories. This is a dynamic tool which allows businesses to directly update their information.

[Vendor Registration Form](#)  
[Current Vendor Login](#)

Local Preference and Local Business Ordinance (PDF, 16 KB)

**Contact**  
Financial Mgmt  
Sr Admin Spec  
**Karen R Betti**  
1112 Manatee Ave West  
Bradenton, FL 34205  
Work (941)749-3054  
Fax (941)749-3034  
[karen.betti@mymanatee...](mailto:karen.betti@mymanatee...)



# Manatee County Government

## Purchasing Division

Fields that have a red asterisk (\*) are required fields. Click Submit Information when done. In the left navigation field, there are links to the definition of Local Preference; an Affidavit for Local Preference; and Manatee County Bids & Proposals.

### Manatee County Vendor Registration



- Log In
- Local Preference and Local Business (pdf)
- Affidavit for a Local Business (pdf)
- Bids & Proposals



#### Vendor Registration

Manatee County invites businesses to register as a Vendor with our county. By providing this information, Manatee County will enhance its purchasing efforts in locating sources for our communities needs. Vendors may choose to register themselves under single or multiple product and or service categories. This is a dynamic tool which allows you to directly update your information.

**Email login \***

**Confirm Email \***

**Purchase Order Delivery Email**

**Vendor Business Name \***

**Contact Name**

**Street Address \***

**City \***

**State \***

**Zip \***

**Telephone \***

Please select from this menu the category or multiple categories of commodities and or services that you provide. The categories offered are linked to the categories that the Manatee Chamber of Commerce currently uses. The categories on this menu are tools for broad based sourcing.

**Category \***

- Advertising, Marketing and Public Relations
- Air Conditioning and Heating Contractors
- Appliances
- Appraisal Services
- Architectural, Engineering and Design Services
- Asphalt and Paving Contractors
- Audio Visual

Use <ctrl> click to select multiple categories of the commodities or services that you supply.

Please establish a password for your business so that you may update your information:

**Password**

**Confirm Password**

Please review the current Manatee County law that details  the County's Local Preference and definition of a [Local Business](#). If you are submitting a notarized affidavit attesting that your firm meets the requirements to be considered a Local Business, please check this box and fill out the requested information.

The County will require a [W-9](#) form to be completed when a purchase is given to your firm. Manatee County collaborates with the Manatee Chamber of Commerce. Membership is not required to do business with Manatee County, but your consideration of this support organization is appreciated.

Your nationally award-winning Manatee Chamber of Commerce works every day to strengthen area business and our community. Its focus is to support and grow businesses while concentrating on the quality of life issues important to residents, visitors and businesses, alike.

To join the Manatee Chamber, please contact Marie Pender at 941-748-4842 ext. 121 or [MarieP@ManateeChamber.com](mailto:MarieP@ManateeChamber.com).

You may send printed or electronic information to the [County Purchasing Office](#) that further details the commodities or services that you can provide. The categories on this menu are tools for broad-based sourcing.

Required \*



# Manatee County Government

## Purchasing Division

To view Manatee County Solicitations, go to [www.mymanatee.org](http://www.mymanatee.org) under Online Services, click on Bids & Proposals.

Manatee County, Florida  
the official website for Manatee County Government

Site Map | Contact Us | Jobs

Search

Home | Businesses | Government | Residents | Visitors

County Commissioners | I Want To | Economic Development | Locations | Departments

**Information**  
Latest News  
Budget/CIP Information  
**Online Services**  
Bids & Proposals  
Building Permitting  
Property Search  
Pay water bill

**Hot Topics**

**County Attorney Vacancy**  
Manatee County, a non-charter county, seeks applicants for the position of County Attorney. After 14 years in the position, the current County Attorney plans to retire on or about April 30, 2012. The successful candidate for replacement is expected to start approximately one to two weeks prior to that date to allow for a smooth transition. [\[more\]](#)

**Y'better watch out: Santa Claus is coming to G.T. Bray Park Saturday!**  
Santa Claus will fly into G.T. Bray Park by helicopter for the Parks and Recreation's annual "A Night Before Christmas" celebration. Santa's scheduled landing is 4 p.m. Be there early so you don't miss it! [\[more\]](#)

**Hurricane Readiness Center**  
Hurricane Season has arrived. Use the resources on our Hurricane

Subscribe to RSS

**December 2011**

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

[View Calendar](#)

**Latest News**

✓ [Local officials ask state lawmakers to avoid limiting Pretrial Service programs, Dec 2, 2011](#)  
MANATEE COUNTY, FL (Dec. 2, 2011) – Manatee and Sarasota



# Manatee County Government

## Purchasing Division

This is the Bids and Proposals page. This page gives you the option of reviewing active, opened or all solicitations for Manatee County. You may search for solicitations by typing in keywords in the Search Filter field. There is also a quick link to the Vendor Registration page.

Current solicitations as of Monday November 14, 2011 3:00 PM



- Active Solicitations
- Opened Solicitations
- All Solicitations**
- Vendor Registration



### List of Solicitations

These are the current solicitations that Manatee County is accepting bids on. All solicitations will be displayed until the opening date. Click the reference number to view the details of the solicitation and download any official documents associated with the solicitation record.

IT IS THE RESPONSIBILITY OF EACH BIDDER, PRIOR TO SUBMITTING THEIR BID, TO CONTACT THE MANATEE COUNTY PURCHASING OFFICE (see contact information on page one) TO DETERMINE IF ADDENDA WERE ISSUED AND TO MAKE SUCH ADDENDA A PART OF THEIR BID.

Using the local navigation, you can view:

- Active Solicitations- The County is actively soliciting bids.
- Opened Solicitations- The County is no longer accepting bids.
- All Solicitations- All the bid solicitations that have been entered into this online system.

1. Enter a keyword to filter the list using the **Search Filter**
2. Sort the list by clicking any of the column headings
3. Export your list of solicitations using the pdf link at the bottom of the page

Search Filter

5 items found, displaying all items.1

Reference Number	Bid Opening Date and Time	Information Conference Date & Time	Category	Status	Description	Contact Name & Phone
<a href="#">11-2783DS</a>	11/14/2011 3:00 PM	None	RFQ	Active	<b>RFQ 11-2783DS</b> Coquina Beach Signage	<a href="#">Donna Stevens</a> 941.749.3045
<a href="#">11-2873DC</a>	11/16/2011 3:00 PM	10/19/2011 10:00 AM	IFB	Active	<b>IFB 11-2783DC</b> Southwest Water Reclamation Facility (SWWRF) Clarifier 1 and 2 Rehabilitation	<a href="#">Deborah Carey-Reeed</a> 941.749.3074
<a href="#">11-3576CD</a>	11/17/2011 3:00 PM	10/24/2011 10:00 AM	IFB	Active	<b>LANDSCAPE MAINTENANCE FOR ROADWAY AND STORMWATER COLLECTION AREAS</b>	<a href="#">Chris Daley</a> 941-749-3048



# Manatee County Government

## Purchasing Division

After finding the solicitation of interest, click on the bid number under the “Reference Number” column to access all documents related to the solicitation.

Current solicitations as of Monday November 14, 2011 3:00 PM



### List of Solicitations

These are the current solicitations that Manatee County is accepting bids on. All solicitations will be displayed until the opening date. Click the reference number to view the details of the solicitation and download any official documents associated with the solicitation record.

IT IS THE RESPONSIBILITY OF EACH BIDDER, PRIOR TO SUBMITTING THEIR BID, TO CONTACT THE MANATEE COUNTY PURCHASING OFFICE (see contact information on page one) TO DETERMINE IF ADDENDA WERE ISSUED AND TO MAKE SUCH ADDENDA A PART OF THEIR BID.

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3. Export your list of solicitations using the pdf link at the bottom of the page

Search Filter

Search

Clear search

5 items found, displaying all items.1

Reference Number	Bid Opening Date and Time	Information Conference Date & Time	Category	Status	Description	Contact Name & Phone
<a href="#">11-2783DS</a>	11/14/2011 3:00 PM	None	RFQ	Active	<b>RFQ 11-2783DS</b> Coquina Beach Signage	<a href="#">Donna Stevens</a> 941.749.3045
<a href="#">11-2873DC</a>	11/16/2011 3:00 PM	10/19/2011 10:00 AM	IFB	Active	<b>IFB 11-2873DC</b> Southwest Water Reclamation Facility (SWWRF) Clarifer 1 and 2 Rehabilitation	<a href="#">Deborah Carey-Reeed</a> 941.749.3074
<a href="#">11-3576CD</a>	11/17/2011 3:00 PM	10/24/2011 10:00 AM	IFB	Active	<b>LANDSCAPE MAINTENANCE FOR ROADWAY AND STORMWATER COLLECTION AREAS</b>	<a href="#">Chris Daley</a> 941-749-3048



# Manatee County Government

## Purchasing Division

The Solicitation Details page will display allowing you to download the bid document and any addenda, plans or other documentation related to that solicitation.

Current solicitations as of Monday November 14, 2011 3:06 PM



- Active Solicitations
- Opened Solicitations
- All Solicitations
- Vendor Registration



### Solicitation Details

You can review the detailed information about the solicitation here. If there are any files available to be downloaded they will appear at the bottom of the page.

**Reference number:** 11-2783DS

**Category:** RFQ

**Status:** Active

**Contact person:** Donna Stevens

**Contact phone:** 941.749.3045

**Information conference date & time:**

**Solicitation opening date & time:** Monday November 14, 2011 3:00 PM

*Commodity or Service description:*

**RFQ 11-2783DS**

Coquina Beach Signage

#### File Downloads

6 items found, displaying all items.1

File name	Size (bytes)	Upload date	Reference number
<a href="#">112783DS Addendum 3.pdf</a>	456267	Nov 1, 2011	11-2783DS
<a href="#">112783-DS Signage package Revised.pdf</a>	29448017	Nov 1, 2011	11-2783DS
<a href="#">112783DS Addendum 2.pdf</a>	29566	Oct 12, 2011	11-2783DS
<a href="#">112783DS Addendum 1.pdf</a>	45538	Oct 7, 2011	11-2783DS
<a href="#">112783-DS Signage package.pdf</a>	26737782	Sep 15, 2011	11-2783DS
<a href="#">112783-DS Request for Quote.pdf</a>	534925	Sep 15, 2011	11-2783DS

[Email](#) [Disclaimer](#)



# Manatee County Government

## Purchasing Division

After clicking on the document you wish to download or view, a “File Download” window will appear on the screen. It will ask if you want to open or save the file. Select the appropriate action you wish to take. By selecting the “Open” option, you will be able to view the document or save it to another file.

**File Downloads**  
6 items found, displaying

File name			
<a href="#">112783DS Addendum</a>			
<a href="#">112783-DS Signage Revised.pdf</a>			
<a href="#">112783DS Addendum</a>			
<a href="#">112783DS Addendum</a>			
<a href="#">112783-DS Signage package.pdf</a>	26737782	Sep 15, 2011	11-2783DS
<a href="#">112783-DS Request for Quote.pdf</a>	534925	Sep 15, 2011	11-2783DS

**File Download**  
Do you want to open or save this file?

Name: 112783DS\_Addendum\_3.pdf  
Type: Adobe Acrobat Document  
From: public.mymanatee.org

Open Save Cancel

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

time:  
Solicitation opening date & time: Monday November 14, 2011 3:00 PM  
Commodity or Service description: \_\_\_\_\_  
RFQ 11-2783DS  
Coquina Beach

Email Disclaimer



# Manatee County Government

## Purchasing Division

This is a partial view of a bid solicitation. At this point you may save it to your own file or continue to view the document. There is no fee for downloading or viewing any document.

RFQ#11-2783-DS



**MANATEE COUNTY GOVERNMENT**  
**REQUEST FOR QUOTATION #11-2783-DS**  
Coquina Beach Signage  
Project File: 6005712 6.2

DATE ISSUED: September 15, 2011 DUE DATE: October 14, 2011 at 3:00 PM

Clarification of Question Deadline: October 3, 2011 at 2:00 pm

**Acceptable methods of receipt:**

Email Address: [donna.stevens@mymanatee.org](mailto:donna.stevens@mymanatee.org)

FAX: (941) 749-3034

US MAIL to: Manatee County Purchasing Department  
1112 Manatee Avenue West, Suite 803, Bradenton FL 34205

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Addendums, bid tabs and award information can be obtained by clicking on the appropriate file name.

Get Adobe Reader

Commodity or Service description: **Norma Lloyd Park Improvements - Phase 1 Bradenton, FL**

**File Downloads**  
5 items found, displaying all items. 1

File name	Size(bytes)	Upload date	Reference number
<a href="#">082952ov_ad2.pdf</a>	1764633	Feb 9, 2009 12:00 AM	08-2952OV
<a href="#">082952ov_tab.pdf</a>	84244	Feb 9, 2009 12:00 AM	08-2952OV
<a href="#">082952ov_awd.pdf</a>	914383	Feb 9, 2009 12:00 AM	08-2952OV
<a href="#">082952ov_ad1.pdf</a>	81278	Feb 9, 2009 12:00 AM	08-2952OV
<a href="#">082952ov.pdf</a>	30908973	Feb 9, 2009 12:00 AM	08-2952OV



## Manatee County Government Purchasing Division

### Manatee County Chamber of Commerce – Local Quotes 4U

Manatee County Purchasing collaborates with the Manatee Chamber of Commerce on distributing solicitations using the “Local Quotes 4U” web page on the Chambers site:

[www.manateechamber.org](http://www.manateechamber.org)

Manatee County forwards a summary page of bid and/or proposal opportunities to the Chamber. Based on the commodity, the Chamber will match vendors and forward the summary page via email to them.

Example notice to a vendor follows:



## Manatee County Government Purchasing Division

### Sample Direct Email to Vendors from LocalQuotes4U

**From:** Carey Miller [mailto:careym@manateechamber.com]  
**Sent:** Friday, September 25, 2009 8:22 AM  
**To:** Carey Miller  
**Subject:** LocalQuotes4U Proposal Request

### LocalQuotes4U Proposal Request

**Submission Date:** 9/25/2009 5:21:45 AM

Because you are a member, this quote request has come to you through the Manatee Chamber of Commerce website's LocalQuotes4U Tool. We hope that this tool will help drive more business to our members and support our local economy by keeping business local. We hope that you find new customers through this tool... and that you use it when you are looking for products and services, too. Thank you for your membership!

#### Contact/Company Information

Olga Valcich

Manatee County Government

1022 26th Avenue East

Bradenton, Florida 34208

941-708-7527

olga.valcich@mymanatee.org

#### 'Water Line Replacement' Project Information

**Category:** Construction Consultants and ManagersContractors - SpecialtyUnderground Specialty Services

**Deadline:** 10/29/2009

**Details:**

See attached document for details.



# Manatee County Government

## Purchasing Division

### MANATEE COUNTY GOVERNMENT

### INVITATION FOR BID (IFB) 09-3281-OV

### Suburban System Water Line Replacement Project, Phase 1

INFORMATION CONFERENCE: October 15, 2009 @ 10:00 AM

Location: Manatee County Public Works Department, Project Management Division, Conference Room A, 1022 26th Avenue East, Bradenton, FL 34208.

Attendance is not mandatory, but is highly encouraged.

DEADLINE FOR CLARIFICATION REQUESTS: OCTOBER 29, 2009 @ 2:00 pm

BID OPENING: November 12, 2009 at @ 2:00 PM

LOCATION OF BID OPENING: Manatee County Administration Building – 1112 Manatee Ave West, Suite 803 (Purchasing Division) Bradenton, FL 34205.

### SUMMARY OF SCOPE OF WORK

*For a copy of the complete bid, please go to [www.mymanatee.org](http://www.mymanatee.org)*

Qualifications of Bidders: General Contractors and/or Underground Contractors License.

#### The Work:

The completed Work will provide the County with the first phase of the improvements to its existing Suburban Area potable water distribution systems. The work of this contract consists of constructing approximately 1,000 linear feet of 4 inch, 12,000 linear feet of 6 inch and 3,300 linear feet of 8 inch potable water distribution mains, approximately 400 new service connections, plugging and abandoning existing potable water distribution lines, removing and replacing existing public and private infrastructure necessary to construct the work; restoration of all public and private infrastructure impacted by the work; and related work at the locations shown on the Drawings. Replacement waterlines include fire hydrant and valve assemblies, and meter connections as indicated in the project drawings. Replacement waterlines will be installed by horizontal directional drilling (HDD), and open-cut construction methods where shown on the drawings.

Construction and record drawings are required of the successful bidder and shall fully meet the requirements of all current federal, state and county laws, rules, and regulations.

For Information regarding this project, please contact: Olga Valcich, 941-708-7527.  
(email: [olga.valcich@mymanatee.org](mailto:olga.valcich@mymanatee.org)).



# Manatee County Government

## Purchasing Division

### Contacts

#### Administration

**Melissa M. Wendel**, CPPO, Purchasing Official (941) 749-3056

**Dennis Wallace**, Contract & Buyer Manager (941) 749-3039

**Sharon Granberg**, Purchasing Operations Coordinator (941) 749-3058

#### Additional Support & Associated Services

**Jessica Smith**, Procurement Analyst (941) 749-3043

**Karen Betti**, Administrative Specialist (941) 749-3054

**Marjorie Lofts**, Administrative Assistant (941) 749-3014

#### **Buyers**

(Task assignments are not limited to specific commodity groups or persons)

**Senior Buyer** (941) 749-3048

Building Materials & Services, including lighting, fencing

CDBG Construction Projects

Chemical and Gases

Janitorial Services

Electrical and Plumbing Equipment and Supplies

Landscaping Materials and Supplies

Recreational/Playground Equipment

HVAC/Generator Equipment, Supplies and Maintenance

Modular Portable Units

Water, Wastewater and Utility Equipment and Supplies

**Bonnie Sietman, Buyer (941) 749-3046**

Activity/Event (food) Materials, Supplies and Service

Fuel, Materials, Supplies and Service

Heavy Equipment Rentals and Supplies

Signs and Road Accessories

Uniform Rentals and Apparel

MRO

Medical/Safety Materials and Supplies



## Manatee County Government

### Purchasing Division

Animal Control Equipment and Supplies  
Fire and Hazmat Protection Equipment and Supplies  
Security Systems, Supplies and Maintenance  
Storage Services  
Telephone and Radio Equipment, Supplies and Maintenance  
Traffic Control Equipment and Materials  
Road and Highway Repairs and Services

#### **Buyer (941) 749-3043**

Computer Equipment, Supplies and Maintenance  
Copier Equipment and Maintenance  
Office Equipment/Furniture and Supplies  
Photography and Microfilm  
Printing and Publication Services  
Temporary Employment Services  
All Vehicles: Equipment, Parts and Repairs

#### **Chris Daley, CPPB, Contract Specialist (941) 749-3039**

Construction and Reconstruction Projects  
Rehabilitation Projects  
Water/Wastewater Utility Projects  
Appraisal Services  
Contracting  
Noncompetitive Procurement  
Work Assignments

#### **Donna Stevens, Contract Specialist (941) 708-7528**

Construction and Reconstruction Projects  
Rehabilitation Projects  
Restoration Projects  
Appraisal Services  
Contracting  
Noncompetitive Procurement  
Work Assignments



## Manatee County Government

### Purchasing Division

#### **Olga Valcich, Contract Specialist (941) 708-7527**

Construction and Reconstruction Projects  
Rehabilitation Projects  
Appraisal Services  
Contracting  
Noncompetitive Procurement  
Transportation Projects  
Work Assignments

#### **Negotiators**

[\(Task assignments are not limited to specific commodity groups or persons\)](#)

#### **Deborah Carey-Reed, Negotiator (941) 749-3074**

Architectural Consulting  
Communications Consulting  
Revenue Agreements  
Engineering Consulting  
Professional Services  
Work Assignments

#### **Blair Getz (941) 749-3053**

Construction Management Services  
Design Build Construction Services  
Engineering Consulting  
Professional Services  
Work Assignments

#### **Frank Lambertson (941) 749-3042**

Computer Systems and Services  
Health Benefit Services  
Marketing/Advertising Consulting  
Engineering Consulting  
Professional Services  
Work Assignments