



**Requests for Bids
Restoration of Historic
Mary McLeod Bethune Foundation Home
Daytona Beach, FL.
Bethune-Cookman University**



GENERAL TERMS AND CONDITIONS

PREPARATIONS OF BIDS/PROPOSALS

Proposals shall be submitted on the forms provided and must be signed by the Bidder or his authorized representative. The person signing the proposal shall initial any corrections to entries made on the attached forms.

Vendors must provide pricing on all items appearing on the bid forms unless specific directions in the advertisement, on the bid form, or in the special provisions allow for partial bids. Failure to provide pricing on all items may disqualify the bid. Alternative bids will be considered, unless otherwise stated, only if the alternate is described completely, including, but not limited to, a sample, if requested, and specifications sufficient so that a comparison to the request can be made.

Any questions or inquiries must be submitted in writing and must be received by the Office of General Services no later than three (3) calendar days before the Request for Proposal due date to be considered. Any changes to the Request for Proposal will be provided to all bidders of record.

The name of the manufacturer, trade name, or catalog number mentioned in this request for bid description is to designate a minimum standard of quality and type. Such references are not intended to be restrictive, although specified color, type of material, and specified measurements may be mandatory.

Proposals will be considered for any brand that meets or exceeds the specifications' quality. On all such proposals, the bidder shall specify the product they are proposing and supply sufficient data to enable a comparison with the particular brand or manufacturer specified. Failure to submit the above may be sufficient grounds for rejection of the proposal.

SUBMITTED BIDS/PROPOSALS

Proposals must be submitted as directed in the Notice to Qualified Firms and on the forms provided unless otherwise specified. Proposals must be typewritten or printed in ink. Proposals must be mailed or delivered in person. Proposals that are faxed or emailed will not be accepted.

WITHDRAWING BIDS/PROPOSALS

Proposals may be withdrawn before the opening date and time upon written request of the Proposer. Negligence on the part of the Proposer in preparing his/her proposal shall not constitute a right to withdraw a proposal after the proposal has opened.

PROPOSAL EVALUATION

The University reserves the right to reject any proposals received for the following reasons including but not limited to:

- Fails to adhere to one or more of the provisions established in the proposal.
- Fails to submit its proposal at the time or in the format specified herein or to supply the

minimum information requested herein.

- Fails to meet the minimum evaluation criteria specified in this proposal.
- Fails to submit its proposal to the required address on or before the deadline date established by the University.
- Misrepresents its services, experience, and personnel by providing demonstrably false information in its proposal or failing to provide material information.
- Fails to submit its cost on the enclosed bid form.
- Refuses a reasonable request for an interview.
- Refuses to provide clarification requested by the University.

RECEIPT AND OPENING OF PROPOSALS

Proposals shall be submitted before the time fixed in the Request for Sealed Bids/RFB. Proposals received after the time so indicated shall be returned unopened.

PROPOSAL RESULTS

All sealed bids received will be considered confidential and not available for public review until after the bid opening is conducted. Bid and RFB openings will be scheduled and opened accordingly. Results will not be given over the phone. Please send your request in writing or send an email to BCUgeneralservices@cookman.edu to receive sealed bid results after the public opening. For all Bids, RFB will remain unofficial and if applicable confidential until the award has been posted on the University website.

KNOWLEDGE AND EXPERIENCE

If and as requested per the document, describe the firm's knowledge and experience in the industry. Highlight your company's experience in providing the highest quality and effective product and reliable service and support.

REFERENCES

If and as requested in the document, projects within the past ten years best illustrate current qualifications for this project.

AWARD OF CONTRACT

It is the policy of Bethune-Cookman University that contracts are awarded only to responsible bidders. To qualify as responsible, a prospective vendor must meet the following standards as they relate to this request:

- Have adequate financial resources for performance or have the ability to obtain such resources as required during the performance.
- Have the necessary experience, organization, technical and professional qualifications, skills, and facilities.
- Be able to comply with the proposed or required time of completion or performance schedule and have a demonstrated satisfactory record of performance.

- Adhere to the specifications of this bid and provide all documentation required for this bid.

The contract will be awarded to the most responsive & responsible bidder based on the best cost, qualifications, and experience, including the quality of the equipment/product/materials/services to be provided and the support that the bidder offers during the duration of the contract terms. The lowest bidder will always be utilized first, however, should any scheduling conflicts occur the University, at its discretion, reserves the right to use the second bidder as applicable to immediate and scheduled operations. Bid Proposal evaluation will be done by the Utility Division of Municipal Services and as guided in the document in the best interest of the University.

EXECUTION OF AGREEMENT

The successful proposer shall sign (execute) the necessary agreements for entering into the contract and return such signed agreements to the University within ten (10) calendar days from the date mailed or otherwise delivered to the successful Proposer.

APPROVAL OF AGREEMENT

Upon receipt of the agreement that has been fully executed by the proposer, the owner will complete the execution of the agreement and return the agreement to the contractor. The Agreement accompanied by a University issued purchase order will be delivered to the contractor and will constitute a mutual approval and agreement by both parties to abide by the terms and conditions of the agreement.

FAILURE TO EXECUTE AGREEMENT

Failure of the successful proposer to execute the agreement at the date and time agreed upon by the University and the successful Proposer shall just cause cancellation of the award and forfeiture of all deposits.

CONTRACT TERMINATION

If at any time the proposer fails to provide proper services during the contract period, the University will have the option to terminate the contract at any time without notice.

RIGHT TO REJECT BIDS

The University reserves the right to reject any sealed bids, should the University deem it to be in the best interest of the public.

INSURANCE CERTIFICATES

Before the award of this contract, the Contractor shall submit insurance certificates indicating coverage for all vehicles, public liability, and property damage in the following amounts:

Comprehensive General Liability	\$1,000,000/\$1,000,000
Auto Liability: Property Damage	\$1,000,000/\$1,000,000
Personal Injury	\$1,000,000/\$1,000,000
Workmen's Compensation	as required by the State of New Hampshire

PRICING

Unless otherwise specified all prices listed are firm for the term of the contract. All prices should include all labor and material costs, and any discounts offered. All fuel surcharges, delivery charges, and miscellaneous charges that are not part of the terms and conditions of this contract will only hold up payment if they are added to the submitted invoice.

DELIVERY

Deliveries are to be made only to the department or division indicated on the order and by accepted commercial practices, without extra charge for packing or containers.

GUARANTEES AND WARRANTIES

All parts and labor related to agreements must be guaranteed and include a warranty. If any work is unable to be guaranteed, the contractor must inform the University, in writing, prior to the delivery of an item or any work being performed.

**BETHUNE-COOKMAN UNIVERSITY REQUEST FOR BIDS
RESTORATION OF HISTORIC MARY MCLEOD BETHUNE HOME
FOUNDATION REPAIRS**

You are cordially invited to submit a proposal for the Restoration of Historic Mary McLeod Bethune Home **Foundation Repairs** by the attached specifications, terms, and conditions.

Contractor to **repair foundation** under the Mary McLeod Bethune Home which is a historical building listed on the National Register. The work includes the furnishing of all materials, labor, equipment, fuel, tools, transportation, and services for this work.

There will be a pre-bid site visit meeting will be held on May 18, 2023, at 11:00 AM at:

**Dr. Mary McLeod Bethune Foundation Home
628 Dr. Mary McLeod Bethune Blvd
Daytona Beach, FL 32114**

Questions concerning the project must be in writing and emailed to:

Dr. Tasha Youmans
Dean of the Library/Chief Librarian
Bethune-Cookman University
Carl S. Swisher Library and Learning Resources Center
640 Dr. Mary McLeod Bethune Boulevard
Daytona Beach, FL 32114
Email: youmanst@cookman.edu
Phone: 386-481-2181

Mr. Girvan Calder
Executive Director of Facilities
640 Dr. Mary McLeod Bethune Boulevard
Daytona Beach, FL 32114
Email: BCUgeneralservices@cookman.edu
Phone: 386-488-1904

Questions must be received by May 22, 2023 at 2:00pm. Please put "Restoration of The Historic Mary McLeod Bethune Home - Foundation RFP" in subject line.

All proposals/bids must be received May 25, 2023 at 4:00 PM EST. Two (2) copies of the BID package must be submitted in a sealed envelope, plainly marked:

**Restoration of Mary McLeod Bethune Home Foundation Repair
Bethune-Cookman University
Office of General Services
636 State Street
Daytona Beach, Florida 32114**

Public Bid Meeting / Potential Award Date: May 29, 2023

Final Award Date: June 1, 2023 (If an awardee is not chosen on May 29, 2023)

INTRODUCTION

Bethune-Cookman University desires to repair the foundation at historic Mary McLeod Bethune home to replicate the original envelope of the building. All work, methods, and materials must comply as set forth by the Secretary of the Interior's Standards for the Treatment of Historic Properties.

BACKGROUND

The Mary McLeod Bethune Home was built in 1913. The single-family home is in the heart of campus. This was the home of Dr. Mary McLeod Bethune. The Bethune Home has been converted into a museum. On December 2, 1974, the Bethune Home was awarded designation as a National Historic Landmark by the United States Secretary of Interior and a United Methodist Historic Site No. 94. The Bethune Home is listed on the National Register of Historic Place.

On October 3, 1904, an exceptional young Black woman, Mary McLeod Bethune, opened the Daytona Library and Industrial Training School for Negro Girls—what would become Bethune-Cookman University—with \$1.50, faith in God and five little girls, along with Dr. Bethune's son, Albert. Dr. Bethune went on to become a national and international figure with a long list of notable accomplishments, including counseling US presidents, playing a role in the founding of the United Nations, and creating an influential African American women's organization. She also helped found the United Negro College Fund, of which Bethune-Cookman was a charter member. The University was a crowning achievement in a storied career.

Throughout Dr. Bethune's lifetime, the school underwent several stages of growth and development. In 1923 the school merged with the Cookman Institute of Jacksonville, Florida, which had been founded in 1872. The Cookman Institute was the first institution of higher education for Blacks in the State of Florida. It was through the merger that the school gained the prestigious Methodist affiliation. The merger of the two schools began in 1923 and was finalized in 1925. The merged institution was called the Daytona-Cookman Collegiate Institute. In 1931, the College became accredited by the Association of Colleges and Secondary Schools of the Southern States, as a junior college and on April 27 of that year, the school's name was officially changed to Bethune-Cookman College to reflect the leadership of Dr. Bethune.

African American Historical and Cultural Grant

Bethune-Cookman University was awarded a grant by the Department of State, grant number 23.a.aa.900.86 for the "Restoration of the Historic Mary McLeod Bethune home."

SCOPE OF WORK

- *REPAIR THE FOUNDATION*

The foundation is not level. Sections of the foundation are sinking.

All work should be under the guidance of a professional carpenter who understands the general requirements set forth by the Secretary of the Interior's Standards for the Treatment of Historic Properties.

GENERAL REQUIREMENTS

- All work will be done neatly and safely.
- Proper equipment required, including staging.
- All debris removed and disposed of properly and legally.

REFERENCES

The contractor will provide at least three (3) complete references from clients that have used the Contractor's services in the past. References must include the following information (must be current):

- Reference's organization or company name.
- Reference's physical mailing address, phone number, and email address.
- Contact person.
- Description and date of project and/or type(s) of services provided for each reference.

The university reserves the right to contact listed references once an award or notification to the Contractor is made.

SELECTION AND AWARD

The selection and award will be based on the following and/or as determined as the most responsible and qualified bid in the University's best interest:

- Lowest Responsible and Qualified Bid meeting scope.
- References and ability to perform work, based on historical application, are satisfactory.
- Scheduling of work.

BID DELIVERABLES – TWO COPIES

Appendix A - BID Sheet completed in full and correct. The bid is a Lump Sum all-inclusive of the work and as requested in the document. The Bid shall be identified numerically and written in words on the BID Sheet. References are listed accordingly.

1. Appendix A - Signatory Forms completed and signed accordingly.
2. W-9 - Completed and Signed
3. **All proposals must be sealed and received at the Office of General Services, Bethune-Cookman University by May 25, 2023 at 4:00 PM EST.**

APPENDIX A

BID AND REFERENCE FORM

CONTRACTOR: _____

SIGNATURE: _____

DATE: _____

CONTRACTOR ATTENDED THE PRE-BID CONFERENCE: **YES** ____ **NO** ____

RFB#: 2023-0007
Bethune-Cookman University
Office of General Services
Foundation Repair

LUMP SUM (USD): \$ _____

WRITTEN: _____

The contractor will provide at least three (3) complete references from clients that have used the Contractor’s services in the past. References must include the following information (must be current):

- Reference’s organization or company name.
- Reference’s physical mailing address, phone number, and email address.
- Contact person.
- Description and date of project and/or type(s) of services provided for each reference.

REFERENCE 1:

REFERENCE 2:

REFERENCE 3: