



# NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT

## INVITATION TO BID

The Panama City-Bay County Airport and Industrial District, dba Northwest Florida Beaches International Airport, will accept sealed bids for Two (2) "Polaris brand Gem Cars", at the Northwest Florida Beaches International Airport until 2:00 p.m. CST, on January 29, 2019.

Bids may be submitted in person in the Airport Administrative Office at 6300 West Bay Parkway, Box A, Panama City Beach, Florida, or via U. S. mail or courier service. Bids must be plainly marked,

### **"Polaris Gem Cars – January 29, 2019"**

Only bids submitted on the bid sheet provided with this invitation will be considered responsive. All bids must be received by 2:00 p.m., CST on, January 29, 2019. **When submitting written bids, please submit one (1) original and one (1) copy of all documents to the Northwest Florida Beaches International Airport, 6300 West Bay Parkway, Box A, Panama City Beach, Florida 32409.** Please review all documents pertaining to this bid before submitting requested information.

Bids for the "**Polaris Gem Cars**" will be opened at 2:00 p.m. CST on January 29, 2019 in the Administrative Offices of the Northwest Florida Beaches International Airport, located at 6300 West Bay Parkway, Panama City, FL 32409.

The Airport reserves the right to reject any one or all bids, or any part of any bid, to waive any informality in any bid, and to award a contract deemed to be in the best interest of the Airport.

Northwest Florida Beaches International Airport  
Darlene D. Nelson, CPA  
Director of Finance and Administration

## I. General Conditions

- A. The purpose of this bid is to establish a firm, fixed price for the acquisition and delivery of two (2), new, Polaris Brand, Battery Operated, Gem cars to match existing cars, in accordance with purchasing policies of the Northwest Florida Beaches International Airport.
- B. Bids must be received in the Airport Administrative Office at 6300 West Bay Parkway, Box A, Panama City Beach, Florida, by 2:00 p.m., CST on January 29, 2018 in order to be considered responsive. Bids must be plainly marked, "**Polaris Gem Cars – January 29, 2019**".
- C. The Airport reserves the right to reject any one or all bids, or any part of any bid, to waive any informality in any bid and to award a contract deemed to be in the best interest of the Airport.
- D. Brand names, makes, and model numbers contained herein are for description of required vehicle under this Invitation to Bid.
- E. All questions regarding this bid shall be in writing and directed to [accounting@pcairport.com](mailto:accounting@pcairport.com). All questions and responses will be made available on the Airport's website at [www.iflybeaches.com](http://www.iflybeaches.com). **Questions will be accepted until 2:00 p.m. on January 24, 2019.**
- F. All bids must be valid for a minimum of 60 days after the bid is opened.
- G. The successful bidder shall warranty any equipment provided as per manufacturer warranty or, at a minimum, a period of six (6) months from the date of acceptance of the equipment, whichever is longer.
- H. The successful bidder shall supply the Airport with warranty information on the proposed equipment used for this project.
- J. No alterations or deviations involving extra costs will commence without a duly executed Change Order.
- K. The successful bidder shall be licensed in the State of Florida to perform the type of work requested under this Invitation to Bid.
- M. Acquisition of equipment shall be begin immediately upon issuance of purchase order by the Airport and must be completed within an agreed upon timeline.**
- O. The successful bidder shall not be liable for any failure of or delay in the

performance of this Agreement for the period that such failure or delay is due to causes beyond its reasonable control, including but not limited to acts of God, war, strikes or any other force majeure event.

## **II. Scope of Work**

The scope of work includes the acquisition and delivery of two (2) "Polaris" brand, Gem Cars to the Northwest Florida Beaches International Airport. Cars provided shall be in accordance with the attached "POLARIS BRAND GEM CAR" specification.

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### III. Insurance Requirement

#### SC-2 Insurance – (If applicable)

The Contactor shall procure and maintain the following described insurance, except for coverage(s) specifically waived by Owner, on policies and with insurers acceptable to Owner. These insurance requirements shall not limit the liability of Contractor.

The insurance coverage(s) and limits required of Contractor under this Invitation to Bid are designed to meet the minimum requirements of Owner and the Owner does not represent these types or amounts of insurance to be sufficient or adequate to protect the Contractor's interests or liabilities. Contractor alone shall be responsible to the sufficiency of its own insurance program.

The Contractor and the Contractor's subcontractors and sub-subcontractors shall be solely responsible for all of their property, including but not limited to any materials, temporary facilities, equipment and vehicles, and for obtaining adequate and appropriate insurance covering any damage or loss to such property. The Contractor and the Contractor's subcontractors and sub-subcontractors shall expressly waive any claim against the Owner arising out of or relating to any damage or loss of such property, even if such damage or loss is due to the fault or neglect of the Owner or anyone for whom the Owner is responsible. The Contractor is obligated to include, or cause to be included, provisions similar to this paragraph in all of the Contractor's subcontracts and its subcontractor's contracts with their sub-subcontractors.

The Contractor's deductibles/self-insurance retention's must be disclosed to Owner and are subject to Owner's approval. The Contractor is responsible of the amount of any deductible or self-insured retention. Any deductible or retention applicable to any claim or loss shall be the responsibility of Contractor and shall not be greater than \$25,000, unless otherwise agreed to, in writing, by Owner.

Insurance required of the Contractor or any other insurance of the Contractor shall be considered primary, and insurance of Owner shall be considered excess, as may be applicable to claims or losses which arise out of or relate to the Work or this Project.

A. Workers' Compensation and Employers' Liability Insurance Coverage: The Contractor shall purchase and maintain workers' compensation and employers' liability insurance for all employees engaged in the Work, in accordance with the laws of the State of Florida. Limits of coverage shall not be less than:

\$500,000 Limit Each Accident  
\$500,000 Limit Disease Aggregate

\$250,000 Limit Disease Each Employee

B. Commercial General Liability Coverage: Contractor shall purchase and maintain commercial general liability insurance on a full occurrence form. Coverage shall include, but not be limited to, Premises and Operations, Personal Injury, Contractual for this Contract, Independent Contractors, Broad Form Property Damage, Products and Completed Operation Liability Coverage(s) and shall not exclude coverage for the "X" (Explosion), "C" (Collapse) and "U" (Underground) Property Damage Liability exposures. Limits of coverage shall not be less than:

\$ 1,000,000 Combined Single Limit Each Occurrence

\$ 2,000,000 Aggregate Limit

Contractor shall add Owner as an additional insured through the use of Insurance Service Office Endorsements No. CG 20.20.22.85 wording or equivalent, or broader, an executed copy of which shall be attached to or incorporated by reference on the Certificate of Insurance to be provided by Contractor pursuant to the requirements of the Project Documents.

C. Business Automobile Liability Coverage: The Contractor shall purchase and maintain Business Automobile Liability Insurance as to ownership, maintenance, use, loading and unloading of all of Contractor's owned, non-owned, leased, rented or hired vehicles with limits not less than:

\$1,000,000 Combined Single Limit Each Accident

D. Excess or Umbrella Liability Coverage: Contractor shall purchase and maintain Excess Umbrella Liability Insurance or Excess Liability Insurance on a full occurrence form providing the same continuous coverage(s) as required for the underlying Commercial General, Business Automobile and Employers' Liability Coverage(s) with no gaps in continuity of coverage(s) or limits with Owner added by endorsement to the policy as an additional insured in the same manner as is required under the primary policies, and shall not be less than:

\$4,000,000 Each Occurrence/Accident

**Only bids submitted on this Bid Sheet will be accepted.**

Return in a sealed envelope, plainly marked

**“Polaris Gem Cars – January 29, 2019”**

TO: Northwest Florida Beaches International Airport,  
6300 West Bay Parkway, Box A,  
Panama City Beach, FL 32409

BUSINESS NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

**PRICE**

**BID (Including Required Options)**

**-Two (2) Gem Cars per specification**

\_\_\_\_\_

PLEASE INCLUDE THE FOLLOWING:

1. Detailed price sheet broken down per Gem Car
2. Exceptions sheet (if exceptions taken)
3. Copy of Warranty

*I agree to provide the above items at the prices indicated,  
meeting all specifications unless exceptions are noted.*

By: \_\_\_\_\_  
Printed Name

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **POLARIS GEM CAR SPECIFICATION**

Furnish and deliver two (2) Polaris Brand Gem Cars per project scope of work.

### **GEM CAR SPECIFICAITONS**

- Cars to be a “Polaris” brand, Gem e6, Model L19G6AGALA, vehicle to match existing cars in use at the Northwest Florida Beaches International Airport.
- The intent of this “Invitation to Bid” and “Polaris Gem Car Specification” is not to preclude the manufacturer of such vehicles from proposing or bidding engineered, manufactured, and advertised as standard equipment so long as the general operational intent of the Invitation to Bid and Specification are met. Pre-engineered, manufactured, standards are generally acceptable.
- Gem Cars to include the following required optional manufacturer equipment/modifications:
  - Polaris Gem e6 White in Color – 0752255
  - 14” Aluminum Wheels & Rims – 0752896
  - White Full Doors – 0752320
  - S-Bed with Solid Sides – 0752936
  - e6 Premium LED Headlights – 0753170
  - Beacon Light – 0752972
  - Heating & Fan System – 0753026
  - Rugged Front & Rear Bumper Set – 0752961
- Shipping FOB Northwest Florida Beaches International Airport

### **GENERAL**

- Bid will include all costs to procure and deliver Gem Cars to Northwest Florida Beaches International Airport.
- Gem Cars will be delivered ready to be placed into service at Northwest Florida Beaches International Airport.

### **WARRANTY:**

- Gem Car vehicles provided under this request for bid will be warrantied as per manufacturer warranty or, at a minimum, a period of six (6) months from the date of acceptance of the equipment, whichever is longer.