How To Use Guidelines
For
USF Invitation to Bid No. 11-016-PPB
Electrical and Related Services

Contract Dates: 09/01/08 - 08/31/09

Lot II (High Voltage) Awarded Contractors:
A&A Electrical Services
4409 N. Thatcher Ave.
Tampa, FL 33614
(813) 872-8597
adeleparte@aaelectric.com

Lavandera Electric Corp.
P.O. Box 15715
Tampa, FL 33613
(813) 970-3486
mail@lavanderaelectric.com

The following are the general guidelines to be adhered to regarding Lot II (High Voltage) on Bid No. 11-016-PPB:

No single project cost may exceed $500,000.00.

1. All projects costing from $1.00 up to $500,000.00 will be competitively bid among the two (2) awarded contractors. This is ensure that each contractor gets as close to equal dollars as possible. [NOTE: Special situations must be reviewed and approved by Kathy Simmons in advance.]

2. All projects for High Voltage shall be competitively bid among the two (2) awarded contractors using the following procedure:

Special Note: Any project costing $100,000.00 or more requires a Performance and Payment Bond.

   a. Project Manager shall get with Purchasing Specialist (or Kathy Simmons if the Purchasing Specialist is not available) to schedule an opening date and time.

   b. Project Manager is responsible for contacting and/or providing the following:

      1. Each of the two (2) awarded contractors in relation to the project;
      2. Provide each of the two (2) awarded contractors with copies of all technical documents (i.e., drawings, technical specifications, etc.) and a bid response cover sheet (inclusive of date and time of bid opening and where the bid opening is being held).
      3. Providing the Purchasing Specialist with exact documents as given to the contractors for file purposes.

   c. The awarded contractors shall return their bids on or before the scheduled opening date to the Purchasing Specialist located in OPM 100, Physical Plant.

   d. Purchasing Specialist will:

      1. Open and record the bid responses from each contractor;
      2. Purchasing Specialist will file all originals with the bid files;
      3. Provide copies to the Project Manager and retain a copy for their files.

   e. Project Manager will determine if the project is to go forward, get an account number, work order number, project number, etc. and do a PAST requisition.

   f. Project Manager will ensure that a copy of all documentation with the requisition number recorded on the documentation is provided to Purchasing in order to process the requisition.