



# ALACHUA COUNTY

## Budget and Fiscal Services

### Procurement



Theodore "TJ" White, Jr. CPPB  
Procurement Manager

Thomas J. Rouse  
Contracts Supervisor

Darryl R. Kight, CPPB  
Procurement Supervisor

October 13, 2023

#### **MEMORANDUM**

**TO:** Theodore "TJ" White, Jr. CPPB, Procurement Manager  
**VIA:** Darryl R. Kight, CPPB, Procurement Supervisor   
Darryl Kight (Oct 13, 2023 09:58 EDT)  
**FROM:** Leira Cruz Cáliz, NIGP-CPP, CPPB, Procurement Agent III   
**SUBJECT: INTENT TO AWARD**  
**ITB 24-65-DK Annual Roadway Construction Material Hauling Services**

Solicitation Opening Date: 2:00 PM, Wednesday, September 6, 2023  
Solicitation Notifications View Count: 343 Vendors  
Solicitations Downloaded by: 19 Vendors  
Solicitations Submissions: 1 Vendor

#### **Firms:**

Coleman Construction Inc.  
Newberry, FL 32669

#### **RECOMMENDATION:**

That the bid be awarded to Coleman Construction Inc., as the lowest, most responsible bidder.

The actual bid award is subject to the appropriate signature authority identified in the Procurement Code.



Approved  
Theodore "TJ" White, Jr., CPPB  
Procurement Manager

Oct 13, 2023

Date

Disapproved  
Theodore "TJ" White, Jr., CPPB  
Procurement Manager

### **Vendor Complaints or Grievances; Right to Protest**

Unless otherwise governed by state or Federal law, this part shall govern the protest and appeal of Procurement decisions by the County. As used in Part A of Article 9 of the Procurement Code, the term "Bidder" includes anyone that submits a response to an invitation to bid or one who makes an offer in response to a solicitation (e.g., ITB, RFP, ITN), and is not limited solely to one that submits a bid in response to an Invitation to Bid (ITB).

- (1) *Notice of Solicitations and Awards.* The County shall provide notice of all solicitations and awards by electronic posting in accordance with the procedures and Florida law.
- (2) *Solicitation Protest.* Any prospective Bidder may file a solicitation protest concerning a solicitation.
  - (a) *Basis of the Solicitation Protest:* The alleged basis for a solicitation protest shall be limited to the following:
    - i. The terms, conditions or specifications of the solicitation are in violation of, or are inconsistent with this Code, Florida Statutes, County procedures and policies, or the terms of the solicitation at issue, including but not limited to the method of evaluating, ranking or awarding of the solicitation, reserving rights of further negotiations, or modifying or amending any resulting contract; or
    - ii. The solicitation instructions are unclear or contradictory.
  - (b) *Timing and Content of the Solicitation Protest:* The solicitation protest must be in writing and must be received by the Procurement Manager, [twhite@alachuacounty.us](mailto:twhite@alachuacounty.us) by no later than the solicitation's question submission deadline. Failure to timely file a solicitation protest shall constitute a total and complete waiver of the Bidder's right to protest or appeal any solicitation defects, and shall bar the Bidder from subsequently raising such solicitation defects in any subsequent Award Protest, if any, or any other administrative or legal proceeding. In the event a solicitation protest is timely filed, the protesting party shall be deemed to have waived any and all solicitation defects that were not timely alleged in the protesting party's solicitation protest, and the protesting party shall be forever barred from subsequently raising or appealing said solicitation defects in a subsequent award protest, if any, or any other administrative or legal proceeding. The solicitation protest must include, at a minimum, the following information:
    - i. The name, address, e-mail and telephone number of the protesting party;
    - ii. The solicitation number and title;
    - iii. Information sufficient to establish that the protesting party has legal standing to file the solicitation Protest because:
      1. It has a substantial interest in and is aggrieved in connection with the solicitation; and
      2. That the protesting party is responsive, in accordance with the criteria set forth in the solicitation, unless the basis for the Solicitation Protest alleges that the criteria set forth in the solicitation is defective, in which case the protesting party must demonstrate that it is responsible in accordance with the criteria that the protesting party alleges should be used;
    - iv. A detailed statement of the basis for the protest;
    - v. References to section of the Code, Florida Statutes, County policies or procedure or solicitation term that the protesting party alleges have been violated by the County or that entitles the protesting party to the relief requested;
    - vi. All supporting evidence or documents that substantiate the protesting party's alleged basis for the protest; and
    - vii. The form of the relief requested.
  - (c) *Review and Determination of Protest:* If the Solicitation Protest is not timely, the Procurement Manager shall notify the protesting party that the Solicitation Protest is untimely and, therefore, rejected. The Procurement Manager shall consider all timely Solicitation Protests and may conduct any inquiry that the Procurement Manager deems necessary to make a determination regarding a protest. The Procurement Manager shall issue a written determination granting or denying the protest. The written determination shall contain a concise statement of the basis for the determination.

- (d) *Appeal*: If the protesting party is not satisfied with the Procurement Manager's determination, the protesting party may appeal the determination to the County Manager by filing a written appeal, which sets forth the basis upon which the appeal is based, including all supporting documentation. The scope of the appeal shall be limited to the basis alleged in the Solicitation Protest. The appeal must be filed with the Procurement Manager within five business days of the date on which the Procurement Manager's written determination was sent to the protesting party. Failure to timely file an appeal shall constitute a waiver of the protesting party's rights to an appeal of the Procurement Manager's determination, and the protesting party shall be forever barred from subsequently raising or appealing said Solicitation defects in a subsequent award protest, if any, or any other administrative or legal proceeding. After considering the appeal, the County Manager must determine whether the solicitation should stand, be revised, or be cancelled, and issue a written determination and provide copies of the determination to the protesting party. The determination of the County Manager shall be final and not subject to further appeal under this code.
- (3) *Award Protest*. Any Bidder who is not the intended awardee and who claims to be the rightful awardee may file an award protest. However, an award protest is not valid and shall be rejected for lack of standing if it does not demonstrate that the protesting party would be awarded the Solicitation if its protest is upheld.
- (a) *Basis of the Award Protest*: The alleged basis for an Award Protest shall be limited to the following:
- i. The protesting party was incorrectly deemed non-responsive due to an incorrect assessment of fact or law;
  - ii. The County failed to substantively follow the procedures or requirements specified in the solicitation documents, except for minor irregularities that were waived by the County in accordance with this Code, which resulted in a competitive disadvantage to the protesting party; and
  - iii. The County made a mathematical error in evaluating the responses to the solicitation, resulting in an incorrect score and not *protesting party not being selected for award*.
- (b) *Timing and Content of the Award Protest*: The Award Protest must be in writing and must be received by the Procurement Manager, [twhite@alachuacounty.us](mailto:twhite@alachuacounty.us) by no later than 3:00 PM on the third business day after the County's proposed Award decision was posted by the County. Failure to timely file an Award Protest shall constitute a total and complete waiver of the Bidder's right to protest or appeal the County's proposed Award decision in any administrative or legal proceeding. In the event an Award Protest is timely filed, the protesting party shall be deemed to have waived any and all proposed Award defects that were not timely alleged in the protesting party's Award Protest, and the protesting party shall be forever barred from subsequently raising or appealing said Award defects in any administrative or legal proceeding. The Award Protest must include, at a minimum, the following information:
- i. The name, address, e-mail and telephone number of the protesting party;
  - ii. The Solicitation number and title;
  - iii. Information sufficient to establish that the protesting party's response was responsive to the Solicitation;
  - iv. Information sufficient to establish that the protesting party has legal standing to file the Solicitation Protest because:
    1. The protesting party submitted a response to the Solicitation or other basis for establishing legal standing;
    2. The protesting party has a substantial interest in and is aggrieved in connection with the proposed Award decision; and
    3. The protesting party, and not any other bidder, should be awarded the Solicitation if the protesting party's Award Protest is upheld.
  - v. A detailed statement of the basis for the protest;
  - vi. References to section of the Code, Florida Statutes, County policies or procedure or solicitation term that the protesting party alleges have been violated by the County or that entitles the protesting party to the relief requested;

- vii. All supporting evidence or documents that substantiate the protesting party's alleged basis for the protest; and
  - viii. The form of the relief requested.
- (c) *Review and Determination of Protest:* If the Award Protest is not timely, the Procurement Manager shall notify the protesting party that the Award Protests is untimely and, therefore, rejected. The Procurement Manager shall consider all timely Award Protests and may conduct any inquiry that the county Procurement Manager deems necessary to resolve the protest by mutual agreement or to make a determination regarding the protests. The Procurement Manager shall issue a written determination granting or denying each protest. The written determination shall contain a concise statement of the basis for the determination.
- (d) *Appeal:*
  - i. If the protesting party is not satisfied with the Procurement Manager's determination, the protesting party may appeal the determination to the County Manager by filing a written appeal, which sets forth the basis upon which the appeal is based. The scope of the appeal shall be limited to the basis alleged in the award protest. The appeal must be filed with the Procurement Manager within five business days of the date on which the Procurement Manager's written determination was mailed to the protesting party. Failure to timely file an appeal shall constitute a waiver of the protesting party's rights to an appeal of the Procurement Manager's determination, and the protesting party shall be forever barred from subsequently raising or appealing said award defects in any administrative or legal proceeding.
  - ii. After reviewing the appeal, the County Manager will issue a written final determination and provide copies of the determination to the protesting party. Prior to issuing a final determination, the County Manager, in his or her discretion, may direct a hearing officer, or magistrate, to conduct an administrative hearing in connection with the protest and issue findings and recommendations to the County Manager. Prior to a hearing, if held, the Procurement Manager must file with the hearing officer the protest, any background information, and his or her written determination. The protesting party and the County shall equally share the cost of conducting any hearing, including the services of the hearing officer. If applicable, the County Manager may wait to issue a written final determination until after receipt of the findings and recommendations of the hearing officer. The determination of the County Manager shall be final and not subject to further appeal under this code.
- (4) *Burden of Proof:* Unless otherwise provide by Florida law, the burden of proof shall rest with the protesting party.
- (5) *Stay of Procurements during Protests.* In the event of a timely protest, the County shall not proceed further with the solicitation or with the award of the contract until the Procurement Manager, after consultation with the head of the using department, makes a written determination that the award of the solicitation without delay is:
  - (a) Necessary to avoid an immediate and serious danger to the public health, safety, or welfare;
  - (b) Necessary to avoid or substantial reduce significant damage to County property;
  - (c) Necessary to *avoid or substantially reduce interruption of essential County Services; or;*
  - (d) Otherwise in the best interest of the public.



# Alachua County Public Works Department

**Ramon D. Gavarrete, P. E.**  
**Public Works Director**

## Public Works

**Ramon D. Gavarrete, P.E.**

Public Works Director /  
County Engineer

[rgavarrete@alachuacounty.us](mailto:rgavarrete@alachuacounty.us)

Tel. (352) 374-5245

Fax: (352) 337-6243

## Public Works

**Brian C. Kauffman, P.E.**

Public Works Assistant Director

[bkauffman@alachuacounty.us](mailto:bkauffman@alachuacounty.us)

Tel. (352) 548-1306

Fax: (352) 337-6243

## Road & Bridge

**Donald E. Clifton**

Road Superintendent

[dclifton@alachuacounty.us](mailto:dclifton@alachuacounty.us)

Tel. (352) 374-5245

Cell: (352) 213-4832

## Fleet Management

**Gerald D. Bailey**

Fleet Manager

[gbailey@alachuacounty.us](mailto:gbailey@alachuacounty.us)

Tel. (386) 462-1975

Fax: (386) 418-0331

## Administration

**Kenneth Fair, CPA, CGFO**

Sr. Administrative Support Manager

[kfair@alachuacounty.us](mailto:kfair@alachuacounty.us)

Tel. (352) 374-5245

Fax: (352) 337-6244

October 12, 2023

## MEMORANDUM

**TO:** Theodore White, Jr., Procurement Manager

**FROM:** Ramon D. Gavarrete, P.E., Public Works Director

A handwritten signature in blue ink, appearing to read "Ramon D. Gavarrete".

Digitally signed by Ramon D.  
Gavarrete, P.E.  
Date: 2023.10.12 16:14:35 -04'00'

**RE: ITB 24-65; Annual Roadway Construction Material Hauling Services**

Our department has reviewed one bid response submitted for the above referenced bid and has determined that the bid received is in compliance with the Department's bid documents and instructions.

It is our recommendation that the bid be awarded to Coleman Construction, Inc. as the primary vendor based on availability and responsiveness.

The Department recommends the initial term of the task assignment-based agreement be through September 30, 2024, with the option to renew for two additional one-year periods and an annual NTE amount of \$500,000.00

Specific questions concerning the above bid may be referred to James (Tony) Flegert at (352) 548-1218.

RDG:jaf

5620 NW 120<sup>th</sup> Lane ■ Gainesville, Florida 32653

Tel: (352) 374-5245

<http://www.alachuacounty.us>

If you have a disability and need an accommodation in order to participate in a County program, service or public meeting, please contact the Equal Opportunity Office at 352-374-5275 at least 2 business days prior to the event. TDD users, please call 711 (Florida Relay Service).



Alachua County, Florida

## Procurement

Theodore "TJ" White, Jr. CPPB, Procurement Manager  
County Administration Building, Gainesville, FL 32601  
(352) 374-5202

### EVALUATION TABULATION

ITB No. ITB 24-65-DK

### Annual Roadway Construction Material Hauling Services

RESPONSE DEADLINE: September 6, 2023 at 2:00 pm

Friday, October 13, 2023

#### SELECTED VENDOR TOTALS

Vendor	Total
Coleman Construction Inc.	\$440.00

TABLE 1

					Coleman Construction Inc.	
Selected	Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
X	1	Zone I - Western County Line to NW143rd - Equipment and Labor for Hauling	1	HR	\$110.00	\$110.00
X	2	Zone II - NW 143rd Street To SR 121- Equipment and Labor for Hauling	1	HR	\$110.00	\$110.00
X	3	Zone III - SR 121 To SR 200 (US 301) - Equipment and Labor for Hauling	1	HR	\$110.00	\$110.00
X	4	Zone IV - SR 200 (US 301) To Eastern County Line - Equipment and Labor for Hauling	1	HR	\$110.00	\$110.00
Total						\$440.00

#### VENDOR QUESTIONNAIRE PASS/FAIL

Question Title	Coleman Construction Inc.	FactoryMation LLC	Network Craze	Rep Services, Inc.
Submittal Confirmation	Pass	No Response	No Response	No Response
Corporate Resolution	Pass	No Response	No Response	No Response
State Compliance	Pass	No Response	No Response	No Response

EVALUATION TABULATION

Invitation To Bid - Annual Roadway Construction Material Hauling Services

EVALUATION TABULATION  
ITB No. ITB 24-65-DK  
Annual Roadway Construction Material Hauling Services

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Question Title	Coleman Construction Inc.	FactoryMation LLC	Network Craze	Rep Services, Inc.
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	No Response	No Response	No Response
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	Pass	No Response	No Response	No Response
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response	No Response	No Response	No Response
Option 1: Company is an Alachua County Certified Small Business Enterprise.	Pass	No Response	No Response	No Response
Option 2: I certify that our Company will perform ALL work and that no subcontractors will be utilized for this bid.	Pass	No Response	No Response	No Response
Option 3: SBE Participation.	Pass	No Response	No Response	No Response
Option 4: SBE Good Faith Effort.	Pass	No Response	No Response	No Response
Alachua County Government Minimum Wage (GMW)	Pass	No Response	No Response	No Response
DRUG FREE WORKPLACE	Pass	No Response	No Response	No Response
Vendor Eligibility	Pass	No Response	No Response	No Response
List all subcontractor's being utilized on this BID, (NON-SBE) IF no sub contractor are being utilized respond N/A	Pass	No Response	No Response	No Response

EVALUATION TABULATION  
ITB No. ITB 24-65-DK  
Annual Roadway Construction Material Hauling Services

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Question Title	Coleman Construction Inc.	FactoryMation LLC	Network Craze	Rep Services, Inc.
Responsible Agent	Pass	No Response	No Response	No Response
Number of years in this type of service?	Pass	No Response	No Response	No Response
Number of years licensed in Alachua County?	Pass	No Response	No Response	No Response
How many employees "ON THE JOB" each week?	Pass	No Response	No Response	No Response
Number of employees "ON CALL" each week?	Pass	No Response	No Response	No Response
Major Equipment	Pass	No Response	No Response	No Response
Do you currently hold any municipality contracts?	Pass	No Response	No Response	No Response
If you indicated yes to holding municipality contracts please list them below:	Pass	No Response	No Response	No Response
References	Pass	No Response	No Response	No Response
Are your employees screened by:		No Response	No Response	No Response
Cancelled or Termination	Pass	No Response	No Response	No Response
Cancellation and Termination	Pass	No Response	No Response	No Response
What constitutes your normal business days and working hours?	Pass	No Response	No Response	No Response
Describe below, the Bidder's operational plan for providing the Services to Alachua County.		No Response	No Response	No Response
Conflict of Interest	Pass	No Response	No Response	No Response
Acknowledgement of Requirements	Pass	No Response	No Response	No Response

EVALUATION TABULATION  
ITB No. ITB 24-65-DK  
Annual Roadway Construction Material Hauling Services

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Question Title	Rome Truck Parts and Repair, Inc.
Submittal Confirmation	No Response
Corporate Resolution	No Response
State Compliance	No Response
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response
Public Record Trade Secret or Proprietary Confidential Business Information Exemption Request	No Response
Option 1: Company is an Alachua County Certified Small Business Enterprise.	No Response
Option 2: I certify that our Company will perform ALL work and that no subcontractors will be utilized for this bid.	No Response
Option 3: SBE Participation.	No Response
Option 4: SBE Good Faith Effort.	No Response
Alachua County Government Minimum Wage (GMW)	No Response
DRUG FREE WORKPLACE	No Response
Vendor Eligibility	No Response
List all subcontractor's being utilized on this BID, (NON-SBE) IF no sub contractor are being utilized respond N/A	No Response
Responsible Agent	No Response
Number of years in this type of service?	No Response
Number of years licensed in Alachua County?	No Response
How many employees "ON THE JOB" each week?	No Response
Number of employees "ON CALL" each week?	No Response
Major Equipment	No Response
Do you currently hold any municipality contracts?	No Response
If you indicated yes to holding municipality contracts please list them below:	No Response
References	No Response
Are your employees screened by:	No Response
Cancelled or Termination	No Response
Cancellation and Termination	No Response
What constitutes your normal business days and working hours?	No Response

EVALUATION TABULATION  
ITB No. ITB 24-65-DK  
Annual Roadway Construction Material Hauling Services

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Question Title	Rome Truck Parts and Repair, Inc.
Describe below, the Bidder's operational plan for providing the Services to Alachua County.	No Response
Conflict of Interest	No Response
Acknowledgement of Requirements	No Response











# ITA 24-65 Annual Roadway Construction Material Hauling Services

Final Audit Report

2023-10-13

Created:	2023-10-13
By:	Mandy Mullins (mmmullins@alachuacounty.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9B9JSJZ3URS8z82modxveYxi5h4WM6eT

## "ITA 24-65 Annual Roadway Construction Material Hauling Services" History

-  Document created by Mandy Mullins (mmmullins@alachuacounty.us)  
2023-10-13 - 11:06:24 AM GMT- IP address: 163.120.80.11
-  Document emailed to Leira Cruz Caliz (lcruzcaliz@alachuacounty.us) for signature  
2023-10-13 - 11:07:47 AM GMT
-  Email viewed by Leira Cruz Caliz (lcruzcaliz@alachuacounty.us)  
2023-10-13 - 11:36:35 AM GMT- IP address: 149.19.43.13
-  Document e-signed by Leira Cruz Caliz (lcruzcaliz@alachuacounty.us)  
Signature Date: 2023-10-13 - 11:37:00 AM GMT - Time Source: server- IP address: 149.19.43.13
-  Document emailed to Darryl Kight (dkight@AlachuaCounty.US) for signature  
2023-10-13 - 11:37:01 AM GMT
-  Email viewed by Darryl Kight (dkight@AlachuaCounty.US)  
2023-10-13 - 1:53:20 PM GMT- IP address: 166.194.200.64
-  Document e-signed by Darryl Kight (dkight@AlachuaCounty.US)  
Signature Date: 2023-10-13 - 1:58:43 PM GMT - Time Source: server- IP address: 166.194.200.64
-  Document emailed to TJ White (twhite@alachuacounty.us) for signature  
2023-10-13 - 1:58:44 PM GMT
-  Email viewed by TJ White (twhite@alachuacounty.us)  
2023-10-13 - 5:24:26 PM GMT- IP address: 163.120.80.69
-  Document e-signed by TJ White (twhite@alachuacounty.us)  
Signature Date: 2023-10-13 - 5:25:08 PM GMT - Time Source: server- IP address: 163.120.80.69

✔ Agreement completed.

2023-10-13 - 5:25:08 PM GMT