

## TOWN OF ST. LEO

34544 SR 52  
P.O. Box 2479  
Saint Leo, FL 33574  
(352) 588-2622  
fax (352) 588-3010  
townclerk@townofstleo.org  
www.townofstleo.org



## Request for Informal Quote Concrete Sidewalk Paving

### General Scope of Work

The Town of St. Leo is soliciting informal quotes from contractors to prepare and install a concrete sidewalk connection. Prior to submitting a quote, the Contractor may schedule a meeting with the Town Clerk at the job site to review the work to be done. All work must adhere to current Florida Department of Transportation and Americans with Disabilities Act standards. The selected contractor must maintain general liability and worker's compensation insurance. Security of any equipment left on-site after hours will be the responsibility of the contractor. The Town of St. Leo is an equal opportunity employer and drug-free workplace.

Jobsite location and visual of the sidewalk connection (blue rectangle):



**Sidewalk Requirements:**

- 1. approximately 45’ by 6’
- 2. 4” depth
- 3. 3,000 psi concrete
- 4. concrete reinforced with rebar
- 5. cut marks at 5’ intervals
- 6. expansion joints
- 7. site preparation

**Additional Minimum Requirements:**

- 1. Coordinate with the Town Clerk’s office to ensure that the exact location is clearly marked
- 2. Coordinate with the property owner (Saint Leo Abbey) and local businesses (Tom’s Golf Shop, the Abbey Golf Course and The Abbey Tavern) with regard to timing and public safety
- 3. Erect barriers around the jobsite to ensure public safety
- 4. Leave the surrounding property in original condition, including preventing or correcting any ruts left by heavy equipment
- 5. Complete the project within the time schedule to be determined upon selection
- 6. Complete the project within the established budget
- 7. Arrange for a port-o-let or off-site facilities for workers if needed
- 8. Supervise all work and ensure that the area is kept free of debris, including tobacco products

**Submittal Requirements**

To be considered, Contractors must submit the following information:

- 1. A written quote containing a breakdown of the costs, including those for material and labor
- 2. Proof of current insurance

**The Selected Contractor will be Required to Provide:**

- 1. An Insurance Certificate of Liability naming the Town of St. Leo and Saint Leo Abbey
- 2. Written acknowledgement of the State Requirements contained in Florida Statute Chapter 287.135
- 3. Written acknowledgement of the State Requirements contained in Florida Statute Chapter 119.0701

<p>Quotes must be received in writing by the Town Clerk before 4:00 p.m. eastern time on February 1, 2019.</p> <p>Submittals must be addressed or emailed to:          Andrea Calvert, CMC          Town Clerk          townclerk@townofstleo.org</p> <p>USPS Delivery P.O. Box 2479          All Other 34544 SR 52          Saint Leo, FL 33574</p>	<p>The Town will make every effort to follow the timetable outlined below; however, the process and dates will be modified if necessary.</p> <p>Distribution of Request Week of 1/14/19          Deadline for Submittal 4 p.m. 2/1/19          Selection 2/11/19 or by Mayoral Approval</p>
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